

Annual Report



2015

Town of
Hamilton,
Massachusetts

Town of Hamilton Massachusetts



2015 Annual Report

July 1, 2014 through June 30, 2015

Town of Hamilton
Essex County
Commonwealth of Massachusetts

Incorporated June 21, 1793
Area 14.99 Square Miles Town Population 8,116

Sixth Congressional District
Fifth Councilor District
First Essex and Middlesex Senatorial District
Fourth Essex Representative District

State Officials
Congressman: Seth Moulton, Representative 6th District
Senator: Bruce E. Tarr, *Gloucester*
Representative, Brad Hill, *Ipswich*



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Board of Selectmen

Hamilton has generous volunteers, good town services and beautiful recreation and open spaces. Thank you for the increasing attendance at town meetings. Our many volunteer boards and committees work hard year-round to help sustain and improve our services. Some key demographic changes are underway in Hamilton. While our total population has been stable over the last ten years, school enrollment has declined 15% while our senior population has risen over 20%. Economically we are relatively stable. We added two new homes this year, on par with our ten-year average, to the residences that make up 95% of our tax base. The clear majority of our homes are valued between \$300k and \$700k, the overall average being just over \$467k and our total assessed valuation is \$1.3 billion. Over the last ten years our incomes, spending and average tax bills have all risen almost equally.

We spend less of our taxes on all town departments except education compared to our neighbors (Boxford, Essex, Ipswich, Manchester, Middleton, Topsfield, and Wenham). We had no tax overrides after 5 years in a row from 2005-2010 for our schools, one of our best and nationally ranked services. Joint programs with Wenham represent 2/3 of our total spending. Our other regional services of recreation and library are also the best in the area. Our tax rate, \$17.40, is ranked 36th in the Commonwealth, relatively flat for the last two years after 5 years of rapid increase. Our most significant and recent investment decision, water pipes, is continuing with the approval of phase 2 of a 3-phase replacement, since our pipes are 60-70 years old yet were designed to last only 40-50. We aggressively conserve our water, with the lowest consumption rates amongst all our neighbors. Our town has current plans on file for Joint Recreation (with Wenham), Housing Production Plan (for affordable housing), Master Plan (for land use), and our first ever 3-year spending forecast and 5-year capital plan. We agreed to sell 4 acres of the Patton Homestead gift from Mrs. Patton and expect \$150k/year of taxes from senior housing there to contribute to Homestead maintenance as well as use some of the proceeds of the sale for recreation fields and Homestead maintenance.

Our personnel continue to work tirelessly. Emergency personnel helped us prepare for the record-breaking winter storms and obtained FEMA reimbursements. Police calls were up from 2014 but not as high as 2013 and Fire calls were down. Council on Aging outreach to seniors increased significantly again this year by 59%. Total transports increased 14% with a 30% increase in number of medical transports. Our DPW is rolling out the water pipe upgrades. Our joint library circulated almost a quarter a million items, up 5% from 2014, while our joint recreation programs saw a 100% participation increase. Recreation co-sponsored the Community Summer Celebration with fireworks in Patton Park, an event we haven't had for decades. Our pool, graciously donated last century by the American Legion, had deteriorated beyond repair and we decided to replace it – Wenham joined with a large contribution as well as the State via matching community preservation funds.

We began to update our zoning bylaws to make them easier to understand after decades of incremental change and confusing cross-references. We approved a 2-phase bylaw project for the updates as well as for new bylaws - the selectmen provided a priority list to the Planning Board including the highest priority of cottage housing. A citizen petition changed the site plan review responsibility from the Zoning Board to the Planning Board.

Please read the entire report that follows and again, thanks for attending town meetings and your generous volunteerism.

Scott Maddern, *Chair*



Reports: General Government

Town Clerk

The Town Clerk's Office serves as a general information center to the public, including posting of all board meetings according to the Open Meeting Law. Numerous requests are filled for certified copies of vital records, general information about the Town and its activities, genealogical information, business and legal decisions by Town boards.

The Town Clerk is responsible for local and state elections, recording and certification of all official actions from town meetings, census maintenance, voter registration, maintenance and issuance of vital records and swearing into office all board and committee appointments as well as elected officials. We also process and issue various licenses including marriage and dog licenses, raffle permits and business certificates throughout the year.

I would like to thank my Administrative Assistant Linda Grimes for her dedication and effort in performing the many and varied duties which make it possible for this office to run smoothly. A very special thank you to our dedicated senior volunteers who assist us with our special projects: Carol Kirby, Ruth Flumerlet, and Charlotte Teshko for their help stuffing census envelopes, indexing our maps and town meeting minutes. We sincerely appreciate all their efforts.

Town Population as of 12-31-2015	8,116
Registered Voters as of 12-31-2015	5,498

Marriage Intentions Filed	22
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Marriage Licenses Issued	21
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Births Recorded	82
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Burial Permits	13
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Deaths Recorded	43
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Dog Licenses Issued	1110
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Kennel Licenses Issued	5
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Business Certificates Issued	49
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Raffle/Bazaar Permits Issued	12
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Elections and Registrations

Board of Registrars - Constance Cobb, Walter Leszczynski, Maureen Hickey and Andrea J. Carlson, Clerk Officio.

This year we had two Town Meetings and one Election. The minutes are on file in the Town Clerk's Office. They are also on the Town Clerks web page.

The Annual Town Meeting was held at the H-W Regional High School Auditorium under the direction of Christopher Shailor, Bill Melville and their staff of dedicated and talented young adults that keep our meetings running smoothly. The Fall Special Town Meeting was held at the Winthrop School with the help of Bill Melville and his staff. We sincerely appreciate your help.



Reports: General Government

The election was held at the Winthrop School. Our thanks to Christopher Heath, Winthrop Principal and his staff for all their help in allowing us to have our elections at Winthrop. We sincerely appreciate the wonderful team work.

I sincerely thank the dedication and hard work of Greg Stevens, Peter Cobb, Gary Kureta, Russell Stewart and William Redford the DPW Director in setting up the elections, the Board of Registrars, the Election Officials, and the Hamilton Police for their support and professionalism. I would also like to thank the custodians and kitchen staff at Winthrop School for helping our days to run smoothly and keeping us well fed, it was a great team effort.

Summary of Elections & Town Meeting for 2015

April 11, 2015

Annual Town Meeting had 589 registered voters in attendance which was 11% of the 5,567 registered voters in Hamilton.

April 16, 2015

Annual Town Election had 1,541 ballots cast, which was 28% of the 5,567 registered voters in Hamilton.

November 7, 2015

Special Town Meeting had 336 registered voters in attendance which was 6% of the 5,490 registered voters in Hamilton.

The annual census forms were mailed out, and again we are urging residents to complete and return as soon as possible. Massachusetts State and Federal representation and funding depend on the population. Also, the listing of every resident and household is very important to our Police and Fire Departments for safety reasons.

I sincerely appreciate your support throughout the year and I thank you for allowing me to serve you.

Respectfully submitted,



Andrea J. Carlson, *Town Clerk*



Reports: Public Safety

Fire Department

The Fire Department celebrated 100 years of service to the Town of Hamilton on April 6th. A celebration was held at the American Legion with current and past department members and families, town officials, and friends. Senator Tarr and Rep. Hill made presentations.



The Fire Department serves the Town of Hamilton with (4) fulltime firefighters and (27) call firefighters. Robert J. Brown and David Raymond were hired as call firefighters in July. The Department is dedicated to training and train in-house and with the Massachusetts Firefighting Academy. All members train in firefighting, hazardous materials, medical, CPR, and rescue techniques. We train with area Departments on ice rescue annually.

Zach Dolan, Scott MacAskill, Justin Mullin, and Michael Musticchio graduated from the Massachusetts Firefighting Academy Call/Volunteer Class #52 and were certified to the Firefighter I/II Level.



Ryan Goodwin and Zachary Ingraham graduated from Paramedic School in December.



We participated in Operation Swift Response with the Technical Rescue Teams, National Guard, and other agencies. It was a two day disaster drill and it took place at Bradley Palmer State Park.



Hamilton Fire Prevention received a SAFE Grant for \$5218 to educate seniors and school children. They did a week of training in the elementary schools. The training was in classroom and the Essex County Fire SAFE Trailer where they got practical fire safety training. The SAFE Trailer was also at the Public Safety Day in September and at the Citizens' Fire Academy. Many people took advantage of the training.

Thanks to the SAFE Grant, Hamilton-Wenham Rotary, and Kidde we initiated a smoke detector/CO alarm program for seniors. In cooperation with the Council on Aging we replaced old detectors for seniors. I want to



Reports: Public Safety

thank Robert Whittier and Rotary for helping get this program going. Over 40 seniors have taken advantage of the program. We have also been educating seniors on what the Fire Department does and what to do in case of an emergency.

Fire Drills and Lock down Drills were done at all the public schools, Pingree School, and Gordon Conwell. The schools are required to do four fire drills per year; one can be a lock down drill.

The Department held the Third Citizens' Fire Academy on Thursday nights in April and May. Participants learned what the Fire Department does and learned about the equipment, fire prevention, auto extrication, and technical rescue. They also did a field trip to the Massachusetts Firefighting Academy. The program is held every spring.

The winter was trying, but no serious fires. We responded to several building collapses and many water problems due to ice dams. We spent much of our time clearing hydrants. The National Guard had a crew in after one of the storms to help clear snow from hydrants.



Our seasonal person spent much of the summer painting hydrants. I would like to extend my sincere appreciation and gratitude to the members of the Fire Department. I commend them for their

continued support and dedication to the people of the Town of Hamilton. They are on call 24/7; they leave their jobs and homes in all kinds of weather, any time of night or day at a moment's notice to assist the citizens with any kind of emergency.

Philip W. Stevens, Jr., *Fire Chief*

INCIDENTS – 2015

Fires	23
Rescue	50
Hazardous Condition (No fire)	72
Service Calls	80
Good Intent Calls	30
False Calls	170
Severe Weather	1
Special Incident	2
Total Fires Calls	428

Emergency Medical Calls 437

TOTAL CALLS:	865
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Mutual Aid Given =15 calls

FIRE PREVENTION

Open Burning – 307
 Agricultural Burning Permits – 3
 Inspections – 320
 Plan Review – 20
 Public Education – 41
 Fire Drills – 44
 Senior SAFE Program (Smoke/CO Detectors) – 42 homes

CAR SEAT INSTALLATIONS

Firefighter/EMT Ryan Goodwin and Firefighter/EMT Robert Wallace are certified to do car seat installations. They did 207 installations in 2015. There is no charge for the installation.



Reports: Public Safety

AMILTON FIRE DEPARTMENT-2015

<u>NAME</u>	<u>RANK</u>
Philip Stevens	– Fire Chief
Ryan Goodwin	– FF/EMT
Robert Wallace	– FF/EMT
Kenneth R. Brand	– Deputy Chief/EMT
Mark Goodwin	– Captain/EMT
Raymond Brunet	– Lieutenant/EMT/Fire Inspector
Joseph Allen	– Lieutenant
Andrew Ellison	– Lieutenant/EMT
David Dolan	– Lieutenant
Robert J. Brown	- FF
Frank Cirinna	– FF
Stephen Collins	– FF
Daniel Curran	– FF/EMT
Alexander Dale	– FF/EMT
Jared Dolan	– FF
Kristine Ellis	– FF
Logan Goodwin	– FF
Christian Hassel	–FF/EMT
Brian Hill	– Safety Officer/EMT
Zachary Ingraham	– FF/EMT-P
Scott MacAskill	– FF/EMT-P
Michael Musticchio	– FF/EMT-P
Steven McInnis	– FF
Justin Mullen	- FF
Andre Painchaud	– FF/EMT-P
Lukas Painchaud	– FF
David Raymond	- FF/EMT EMS Coordinator
Alexander Shaw	– FF
Sarah Spurr	– FF/EMT
Benjamin Tuneburg	– FF
Jerome Frontiero	– Mechanic (Part Time)
Sandra Painchaud	– Photographer
Kevin Baird	– Chaplain
Glenn Preston	– Instructor
Kenneth Shedden	- Instructor
Robert Brown, Jr.	– Electrical Inspector
Charles Brett	– Building Inspector



Reports: Public Safety

Emergency Management

Emergency Management is based on preparedness. We are required to have Community Assessment Plans, Hazard Mitigation Plans, and Comprehensive Emergency Plans. Our Comprehensive Emergency Plan was accepted by the Massachusetts Emergency Management Agency (MEMA).

The Shelter Team has been meeting every other month on the third Tuesday at 5:30pm at the Senior Center. We currently are training and seeking more volunteers to help with our sheltering program. We are prepared to open a day shelter at the Senior Center when needed for heat, cooling, and power. Residents will be able to charge cell phones and get information. Health Nurse Christine Lee and Nancy Stevens of the health Department have been invaluable.

In November we had a Shelter Drill with help from 30 students from the High School. It involved the shelter team, Police, Fire, and the Health Department. Everything went very well.

Edward Seaver has volunteered many hours and has completed an inventory list of all emergency equipment. We have centralized most of this equipment so it is easier to maintain and to have access in an emergency.

Emergency Management has (4) generators, cots, blankets, first aid kits, and other equipment that may be needed in an emergency. We have updated some of our equipment with various grants.

We got an EMPG Grant to upgrade many of the Fire Department portable radios.

We had a hard winter with record breaking storms and a lot of buildings were compromised due to the heavy snow loads. We worked with Fire, Police, DPW, the schools, and Inspection Services to make sure buildings were made safe.



We worked with FEMA to get reimbursement funds for the record snow storms. We were lucky not to have power outages and other problems.

We have been educating the public on what to do in an emergency, be informed, make a plan, and get an emergency kit. We are here to assist you to prepare for an emergency.

Respectfully submitted,

Philip W. Stevens, Jr.
Emergency Management Director



Police Department

To the Honorable Board of Selectmen and the Citizens of Hamilton:

I am pleased to offer you this annual report highlighting the activities of your Police Department during the calendar year of 2015. The Hamilton Police Department is a full-service, full-time police agency that serves our community twenty-four hours a day, seven days a week. The Hamilton Police Department is committed to providing effective and efficient police service to our community. We continuously promote a safe environment through a police-citizen partnership with an emphasis on mutual trust, integrity, fairness, honesty, and professionalism. In the coming year we will continue to utilize a community orientated policing approach in dealing with the many problems we face each day. Together with the citizens of Hamilton, businesses, schools and civic organizations, the Hamilton Police Department is building partnerships for a safer community.

I continue to meet and speak with many of you regarding concerns you would like to see addressed. As a result of these discussions, I have been able to examine and address many of the issues you presented.

We ask all citizens to remain vigilant and call us immediately if they detect anything suspicious in nature or out of the ordinary. By collaborating together we can better serve our community.

We continue to work diligently with other Federal, State and Local law enforcement agencies as well as the Essex County District Attorney's Office in an effort to thwart criminal activity and provide a safe community for our citizens.

I would like to thank the citizens of Hamilton for the opportunity to serve you. I also wish to commend the officers and staff of the Hamilton Police Department for their service, commitment and professionalism. Their dedication and tireless efforts help to make the Town of Hamilton a safe and desirable community in which to live.

Respectfully Submitted,
Russell M. Stevens, *Chief of Police*



Hamilton Police Department 2015 Statistics

Classification	2015
Motor Vehicle Citations Warnings	311
Motor Vehicle Citations Civil	93
Motor Vehicle Citations Criminal Complaints	110
Motor Vehicle Citation Arrests	44
Operating Under the Influence	7
Parking Tickets	42
Motor Vehicle Accidents Total	97
Motor Vehicle Accidents Investigated	80
Crimes Against Persons	19
Crimes Against Property	93
Crimes Against Society	81
Marijuana Citations	3
Animal Calls	350
Medical Calls	408
Pistol Permits/ Firearms I.D. Cards/ Chemical Propellant Cards	61
Activity Detail	
Total Police Related calls Through Dispatch	22404
Total Arrests	149
Traffic Stops	1003

(Statistical tabulation based on calendar year)



Hamilton-Wenham School District

The Mission of the Hamilton-Wenham Regional School District is to educate our children to become young adults who are of good character and demonstrate mastery of the knowledge and skills needed to be successful members of our global economy and engaged citizens of the 21st Century.

- Re-instituted a Team-Based Model at the Miles River Middle School.
- Implemented no-cost, full-day kindergarten for all students.
- 1:1 iPad Program for all students in grades 9-11. All HWRHS students will have an iPad in the 2016-2017 School Year.
- Developed a Master Plan to guide future program development.

HWRSD Improvement Priorities for 2015-2016

1. Develop PK-12 curriculum documents that clearly define for all stakeholders what students will need to know and be able to do in order to be successful in the HWRSD.
 - a. Develop a set of PK-12 Transfer Goals for each academic discipline according to the *Schooling by Design* Model. (Task 1)
 - b. Develop a set of PK-12 Overarching Understandings and Overarching Essential Questions for each curricular area. (Task 2)
 - c. Use developed PK-12 Transfer Goals, Overarching Understandings and Essential Questions to develop cross-curricular PK-12 Transfer Goals and Overarching Understandings and Essential Questions. (Task 3)
2. Implement a schedule at Miles River Middle School that utilizes time to support the needs of all middle school aged learners and at Hamilton-Wenham Regional High School that maximizes opportunities for teachers to collaborate to improve curriculum instruction and assessment.
3. Organize to develop a road map for educational program development in the HWRSD based on the options presented in the HWRSD in the Master Plan Document and further refined through the development of Long Term Transfer Goals.

4. Develop a 5 Year Capital Plan to address the HWRSD's current facilities needs and to provide facilities that best support our future model.

The HWRSD Currently serves 1765 students in grades K-12, 1,147 of these students are Hamilton Residents. Three elementary schools, Bessie Buker in Wenham and Cutler and Winthrop Elementary in Hamilton, serve students in grades K-5. Students in grades 6-8 attend Miles River Middle School and grade 9-12 students attend Hamilton-Wenham Regional High School.

To serve these students, the HWRSD is currently staffed with approximately 298 Full-Time Equivalent (FTE) Positions. Professional Teaching Staff, 179 total, makes up 60% of these FTEs. Teaching assistants (57 FTE) make up the next largest group, with the remaining 62 positions distributed among administrators, nurses, administrative assistants and custodial/maintenance functions.

The FY16 Total Expenditures Budget was approved by both Hamilton and Wenham Town Meeting for the amount of \$30,323,089. The FY17 Budget is presented in detail on the HWRSD Website: www.hwschools.net.

The HWRSD would like to recognize the retirements of the following teachers:

Marcia Davis	Teacher	Winthrop
Margit Day	English Teacher	RHS
Donna Hilton	Secretary	Cutler
Joanne Hobbs	Nurse	MRMS
Lee Karpa	English Teacher	RHS
Hugh Kirkland	Guidance	RHS
Tony Walsh	Math	RHS

We thank them for their many years of service to the HWRSD!



Reports: Culture & Recreation

Board of Health

The Board of Health consists of three members serving three-year terms. Lindle Willnow serves as Chair and Susan Wilfahrt as a member. Our third member Karen Zagorski resigned in November of 2014; as a result, the board has been without a third member for approximately one year. Leslie Whelan is the Health Agent and Nancy Stevens the Administrative Assistant. Chris Lee is our Public Health Nurse. Roberta Cody is our Food, Camp and Pool Inspector. Jennifer Gilson was appointed as the new Animal Inspector and Anne Jackman was reappointed as Assistant Animal Inspector.

The Board is responsible for implementing and overseeing the laws, policies and regulations of the Town, the Massachusetts Department of Public Health and the Massachusetts Department of Environmental Protection. Responsibilities of the Board of Health include emergency planning, inspections, issuing of permits and licenses for septic installers, septic haulers, retail food establishments, retail tobacco, public and semi-public swimming pools, recreational camps for children and keeping of animals/stables. In addition, the Board of Health conducts health clinics, addresses concerns of public nuisance, air quality, noise control, insect control, beaver and mosquito management, food protection, housing complaints, Title 5 compliance and communicable disease reporting.

This year the Board continued vaccinating residents during flu season. The Hamilton and Wenham Boards of Health collectively joined together and held three Flu Vaccine Clinics (two for residents and one for high school students). Vaccinated approximately 529 residents and students. With the help of nursing students and MRC volunteers, the Health Department's flu clinics were able to provide immunizations in an efficient and cost-effective manner. The Board continued to vaccinate into the 2015/2016 season as needed. A shingles clinic is planned in February, 2016.

The Board continues to work at the local and regional level on emergency response planning relative to infectious disease emergencies,

bioterrorist events and natural disasters. Hamilton participates in a coalition of 14 surrounding cities and towns working closely together to develop emergency plans and mutual aid. Our Public Health Nurse, in collaboration with our Emergency Manager Director, organized and trained a group of volunteers to open an emergency shelter in Hamilton, should the need arise.

The Northeast Massachusetts Mosquito Control and Wetlands Management District monitors for mosquito-borne diseases in the region. This year virus levels were low with no Eastern Equine Encephalitis in the region. The Board prefers not to "routinely" spray. Taking personal protective measures and draining standing water in your yard is the best protection against mosquito bites and mosquito-borne diseases. MPDPH constructed an educational mosquito/tick interactive bite lab and the Public Health Nurse presented the lab to the Winthrop School children this past spring.

The Public Health Nurse in conjunction with the Hamilton Police Department and Orange Leaf Frozen Yogurt promoted bike helmet safety where 200 school aged children were commended for their use of bicycle helmets and rewarded with yogurt coupons.



Reports: Culture & Recreation

The following is a yearly report of permits/licenses issued, plan reviews and inspections:

	2015
Septic Disposal System Construction (New) Plan Review	11
Septic Disposal System Construction (Repair) Plan Review	41
Septic Title 5 Inspection Report Review	97
Septic Construction Inspections	104
Soil Evaluation Inspections	35
Septic Disposal System Installer Licenses	32
Septic Disposal System Hauler Licenses	9
Food/Retail Service Permits	32
Temporary Food/Retail Service Permits	20
Seasonal Food Service Permits	7
Keeping of Animal Permits	62
Stable Permits	62
Wells Permits	8
Swimming Pools Permits	3
Recreational Camps Permits	6
Tobacco Sales Permits	5
Complaints – Housing/Nuisance	7

Total fees collected in calendar year 2015 were \$44,370.

HAMILTON BOARD OF HEALTH
 Lindle Willnow, *Chair*
 Susan Wilfahrt



Reports: Culture & Recreation

Veteran's Services

Eastern Essex Veterans Services is charged under Massachusetts General Laws Chapter 115 with providing services to Veterans, their survivors, and dependents. The Town funds this program for their resident Veterans, and is subsequently reimbursed 75% by the Commonwealth. It is the responsibility of this dependent to follow the process dictated by the Department of Veteran Services so that the Town receives fully allowed reimbursement. The Veteran Services' Department acts as liaison between the Veteran and the State and Federal Government. This department assists Veterans with all benefits related to their Military Service; Service-Connected Disabilities, Bonuses, Pension/Annuities, Aid and Attendance, Burial Benefits, Military Records, etc.

The Commonwealth has an exam to certify the Veteran Service Officer (VSO). If the VSO does not pass the exam then there is a chance that the Town would not receive the full 75% reimbursement. I am now a Certified Veteran Service Officer working for the Town. The department has made great strides in trying to make it more of a paperless office by scanning and uploading documents.

There has been a significant amount of personnel change in the Veterans Services Department. Ryan Lennon, former Veteran Services Director, resigned in May to take a Civil Service position. Karen Tyler was hired as the Veteran Services Director in July. After 30 years working in Veterans Services, Georgia Gadbois has retired. Tracey Brown took her place as the Administrative Assistant in December. The change has been great asset to the Towns and their Veterans. The Department is moving forward in the right direction.

The focus for 2016: There will be more outreach, so the Veterans can be educated on the benefits to which they are entitled. Powers and Sullivan, LLC has been retained to conduct a financial audit. The department will document policies, procedures, and best practices. The District By-Laws will be updated.



Reports: Culture & Recreation

Council on Aging

The Council on Aging is a community based social service organization with its mission focusing on those individuals that are age 60 and older. We provide information and referral for services and programs that help you stay in your home and community as long as possible. We also offer health and wellness programs, as well as social programs. A portion of funding is provided yearly by the Executive Office of Elder Affairs through the Formula Grant. The balance of the annual budget is provided through municipal appropriations voted at Annual Town Meeting.

Some of the highlights and changes which occurred during this time include:

- Strong increase in Outreach and SHINE numbers showing a 59% increase in seniors contacted. Two seniors were able to realize over \$7,000 savings in prescription care costs as a result of contacting SHINE representative
- Total transports for year show a 14% increase with a 30% increase in number of medical transports
- Meals delivered and served numbered 7,926 in FY'15
- First Go 4 Life Healthy Aging Health Fair in October resulted in 18 vendors attending with approximately 85 seniors participating. Special guests included Secretary Alice Bonner of the Executive Office of Elder Affairs as well as our state representative and senator and management from SeniorCare in Gloucester
- Continuation of candidate debates at the Senior Center so that residents can query candidates on issues affecting seniors
- Many new programs and activities added to schedule such as Tai Chi, walking club, weekly movies, weekly board games, Red Sox game day get-togethers, Low Vision and Lunch group, painters group, voice lessons for seniors, Seniors Helping Seniors, Garden Club flower show, strength training for seniors, monthly legal aid attorney, monthly audiology check-ups, Bingo and Hot Dogs, Arthritis Foundation exercise class, Parkinson's Fitness Class, Dance Movement class, afternoons with Carol Burnett, Downton Abbey Day, Senior Paddles kayaking classes, historical snapshots of Hamilton, fuel assistance, flu clinics and many more
- The Council on Aging requested funds and received approval from the Community Preservation Committee to place identifying letters on the outside of the Senior Center.
- Senator Bruce Tarr established monthly constituent hours at the Senior Center
- Senator Tarr and Representative Hill sponsored a St. Patrick's Day luncheon at the American Legion in Hamilton for 50 seniors in Hamilton. Corned beef and cabbage was prepared by the Sons of the Legions and served by municipal officials
- A monthly greeting card program was established to touch base with seniors in Hamilton to introduce them to our Social Services Coordinator and let them know of the activities at the Senior Center
- The Tri-Town Trippers program was established with the Towns of Ipswich, Wenham and Hamilton to provide our seniors with an improved list of day and overnight trips
- The Hamilton COA in conjunction with the Wenham and Ipswich COA's sponsored Senior Charlie Card day at the Ipswich Senior Center to sign-up seniors aged 65 and older for a discounted MBTA transportation card
- Work -out area set up with new recumbent bike, treadmill and resistance chair for weight lifting

Respectfully submitted,

Mary Beth Lawton
Director, Hamilton Council on Aging



Hamilton-Wenham Public Library

The Hamilton-Wenham Public Library is a publicly-funded institution dedicated to the common good by serving the informational, educational, cultural, and recreational needs of the community and encouraging its patrons in the lifelong pursuit of learning and personal growth. The library will be responsive to the needs of its diverse users, advocate and support the use of appropriate technology, build an excellent collection, commit itself to the highest ideals of library service and the principles of intellectual freedom, and provide a welcoming meeting place for the community.

In 2015, the library circulated 231,695 items. Our meeting rooms (including some programs that were offered offsite) were used by community groups and library programs a total of 1,393 times. The library offered 399 adult programs, 103 young adult programs, and 365 children's programs. Our reference department answered 17,764 reference questions and our study rooms were used a total of 1,908 times. 727 new cards were issued this year. Our Overdrive downloadable e-book and audio book circulation increased from 1,433 in 2011 to 6,395 in 2015.

We were saddened to lose some of our faithful patrons this year. Many kind and generous friends contributed to the library in the memory of Albert Dodge, Jean Wood, and Anne Gesmundo.

Our 2015 accomplishments include:

- Creating a mobile-friendly WordPress website at hwllibrary.org
- Adding a Wednesday night book club
- Writing copy for a library ad that aired on WXRV
- Working with the Friends of the Library to add a gallery of artwork from

children's literature located in the first floor children's programming room

- Leading a summer reading program with 1,135 children participating
- Completing the LSTA, *Science is Everywhere* Grant providing many science workshops for youth
- Hosting six two-month art displays featuring exceptional local talent
- Upgrading the parking lot with LED lighting through a Green Communities Grant
- Receiving a \$1,000 grant from the Howard P. Colhoun Family Foundation for our audio collection

Our 2016 goals include:

- Launching a telescope lending program
- Working with the Friends of the Library to beautify the library grounds
- Uploading and annotating the 66 disc collection of *Times Past* Historical DVDs to the Internet Archive
- Expanding MakerBot 3-D Printer workshops and e-book offerings
- Performing more outreach to groups and classrooms and continue hosting school fieldtrips
- Improving the wireless technology

We thank our dedicated volunteers who assist in all library departments. Current Library Trustees are Patricia Purdy, Chair; Judy Bubriski, Vice Chair; Julie Clay, Secretary; Gwen Holt, Liaison to the Friends; Nichole Gray and Margaret Whittaker. During 2015, both Madelyn Liberti and Annette Janes stepped down and we thanked them for their many years of dedicated service as library trustees.

Most of our programs are funded by the generous support of the Friends of the Hamilton-Wenham Public Library who work tirelessly to support our library. The Friends, under the leadership of Stacy Hughes, purchased supplies for the 3-D printer, new stools for the children's room, and donated



Reports: Culture & Recreation

library book bags to give to children who signed up for their first library card. The Friends also provided the funds to purchase 13 pieces of framed art by children's illustrators. Please visit their freshly designed website at www.friendsofhwlibrary.org. The Friends continue to provide the following museum passes for the public to enjoy: Boston by Foot, Children's Museum in Boston, Cape Ann Historical Museum, Concord Museum, DeCordova Museum in Lincoln, Department of Conservation and Recreation, Einstein's Workshop, Harvard Museum of Natural History, House of Seven Gables, Institute of Contemporary Art, Isabella Stewart Gardner, JFK Library and Museum, Museum of Fine Arts, Museum of Science, New England Aquarium, Orchard House, Peabody Essex Museum, Strawberry Banke, Wenham Museum, and Zoo New England. Patrons can call to reserve passes or access the remote sign-up on our website. In 2015, patrons reserved museum passes 1,597 times.

In 2015 the library continued to offer *Grzimek's Animal Life Encyclopedia* in print and online, the online *Chilton Library* for car repair, the *Gale Testing and Education Reference Center* and the *Gale Virtual Reference Collection* featuring over 800 nonfiction e-books. These products enable patrons to access many library resources on a 24/7 basis. We continue to list our programs and events on our website at www.hwlibrary.org. Patrons can order library materials from home through the Evergreen software and access many electronic resources. The statewide databases, including the *Encyclopedia Britannica* support geo-location, so Massachusetts patrons can access them even without a library card. We also offer our Hamilton and Wenham citizens *Ancestry.com Library Edition*, *American Ancestors*, *Safari Books Online*, two geography databases, *Booklist Online*, *Morningstar Investment Research Center*, and *Cypress Resume*. We also use the consortium-wide collection of downloadable e-books and audio books via Overdrive and supplement this with our

Overdrive Advantage collection. We continue to offer *Universal Class*, a program that allows Hamilton-Wenham citizens to enroll in or audit over 500 classes at no charge. This year we also added *Wowbrary* which will generate emails to patrons listing the recently added titles in our collection. Patrons can sign up for *Wowbrary* emails or our Constant Contact newsletter by going to our website or calling us at 978-468-5577.

We held our first Patron Appreciation Day in October because our patrons always have great ideas and suggestions for their library and are extremely kind and generous. We encourage everyone to sign up for a library card, join our *Readers are Leaders* reading challenge, and visit the library often in 2016.

Respectfully submitted,
Jan Dempsey, *Library Director*



Reports: Culture & Recreation

Joint Board of Library Trustees of Hamilton and Wenham

The Joint Board has the custody and management of the library and its services and facilities located at 14 Union Street, Hamilton and members are active participants in promoting and supporting the Mission Statement of the Library.

Goals achieved/large projects accomplished:

- ❖ Completed work with both towns to accomplish a wage matrix for the library staff
- ❖ Wrote and approved official *Policies and Procedures* for Trustee meetings
- ❖ Worked with the Wenham Board of Selectmen to finalize a three year contract for the Library Director
- ❖ Finalized the *Unattended Child Policy*
- ❖ Held second Trustees' Meet and Greet and participated in the first Patron Appreciation Day

Priorities for 2016 and beyond:

- ❖ Increase public awareness of all library services
- ❖ Promote literacy through interdepartmental collaboration
- ❖ Explore internship opportunities for library degree candidates
- ❖ Educate the community about the role of the public library trustee

Financial Information:

In FY15 the library received:

- ❖ \$1,076 in trust fund income
- ❖ \$4,520 in monetary gifts
- ❖ \$21,015 in State Aid
- ❖ \$1,090 from the local Cultural Council for two summer family programs: Alex the Jester, and the Rolie Polie Guacamole Family Concert
- ❖

- ❖ Trust Fund income was used for library materials, staff development and Children's Room aquarium maintenance and gift funds were used for library materials.
- ❖ State Aid Funds were used for technology (hardware and software), furniture, HVAC
- ❖ repairs, science materials for hands-on science workshops for youth, staff development, and subscriptions to *Wowbrary*, *Eventkeeper*, and *Universal Class*.

Personnel Changes and Acknowledgements:

The Trustees thank both Annette Janes and Madelyn Liberti for their many years of dedicated service to the library and to the Board of Trustees. In 2015, we welcomed new members Julie Clay and Nichole Gray.

Respectfully submitted,

Patricia K. Purdy, Chair
Judith H. Bubriski, Vice-Chair
Julie Clay, Secretary
Gwen Holt, Liaison to the Friends
Nichole Gray
Margaret Whittaker



Hamilton-Wenham Recreational Department

The Hamilton Wenham Recreation Departments mission is to provide a wide variety of programs designed to improve the quality of life for residents by meeting physical and recreational needs. We promote lifelong lessons through play, education and community wide events. The Hamilton-Wenham Recreation Department is overseen by a Joint Hamilton and Wenham Recreation Board. The Board is comprised of three Hamilton residents and three Wenham residents.

Here are some highlights from the Recreation Department for the Calendar Year of 2015.

- ❖ Residents of both Hamilton and Wenham supported the renovation of the Veterans Memorial Pool which is scheduled to reopen in the summer of 2016
- ❖ Completed a Master Plan of the Hamilton Wenham High School Athletic Complex which if constructed will help to alleviate the overuse of our parks and fields.
- ❖ Saw an increase in participation of over 100% from the previous year in all of our activities and programs
- ❖ We have added multiple programs over the course of the year, and will continue to grow offering close to 50 different programs per season.
- ❖ Co-Sponsored the first ever Community Summer Celebration which concluded with a fireworks show in Patton Park
- ❖
- ❖ Refurbished the tennis courts at Patton Park
- ❖ Repaired the fencing along the tennis courts at Pingree Park.
- ❖ We once again participated in Pumpkin Fest which brought together families from both communities to enjoy a day of pumpkin carving, arts and crafts, and the much anticipated costume parade, where children walk through downtown and trick or treat at local businesses.
- ❖ New dugouts in Patton Park were generously donated and will be used by all baseball players in both communities.
- ❖ We continue to work on our website to make the registration process for our programs as seamless as possible
- ❖ We have been working closely with the schools on upkeep and maintenance of shared athletic facilities.
- ❖ Continue to provide support to both the Hamilton and Wenham DPW for field and facilities maintenance
- ❖ Refurbished the gym floor in the Recreation Center

We continue to provide effective customer service to all of our participants and strive to reach outside the box looking for new programming ideas.

Respectfully Submitted

Sean Timmons, *Recreation Director*



Reports: Planning and Land Use

Community Preservation

Approved at the April 11, 2015 Annual Town Meeting

Project: Donovan Playing Fields Bond Payment
Cost: \$45,400
CPA Purpose: Open Space and Recreation
Project Description: To fund the debt service for the Donovan Acquisition (\$42,700 in principal and \$2,700 in interest).

Project: Final Design and Construction of the Patton Park Pool

Applicant: Recreation Board
Cost: \$1,381,120
CPA Purpose: Open Space and Recreation
Project Description: To fund the final design and construction of the pool at Patton Park.

Project: Invasive Species Removal
Applicant: DeRosa Environmental Consulting, Inc.
Cost: \$2,000
CPA Purpose: Open Space and Recreation
Project Description: To preserve Town-owned open space through the removal of Japanese knotweed.

Project: Preservation of the Hamilton Historical Society Pictorial Collection
Applicant: Hamilton Historical Society
Cost: \$9,500
CPA Purpose: Historic Preservation
Project Description: To preserve and digitize the Historical Society's pictorial collection.

Project: Senior Center Sign
Applicant: Council on Aging
Cost: \$3,525
CPA Purpose: Historic Preservation
Project Description: To fund the restoration of the Hamilton Senior Center sign.

Project: Community House Restoration
Applicant: The Community House of Hamilton and Wenham
Cost: \$33,550
CPA Purpose: Historic Preservation

Project Description: To fund the Town's share of a matching grant to restore and rehabilitate the Community House.

Project: CPA Administration
Cost: \$22,516
CPA Purpose: Administration

Project Description: To fund administration costs up to 5% of CPA revenues

Approved at the November 7, 2015

Annual Town Meeting

Project: Preservation of the Hamilton Historical Society Pictorial Collection
Applicant: Hamilton Historical Society
Cost: \$9,980
CPA Purpose: Historic Preservation
Project Description: To preserve and digitize the Historical Society's pictorial collection.

Project: Basement Window Replacement and Upgrade of Electrical Service
Applicant: American Legion
Cost: \$65,000
CPA Purpose: Historic Preservation
Project Description: To fund the replacement of the basement windows and the upgrade of the electrical service.

Project: Repair Work at 31 Union Street
Applicant: Hamilton Housing Authority
Cost: \$13,000
CPA Purpose: Community Housing
Project Description: To fund roof repair, and gutter and downspout replacement at Housing Authority property at 31 Union Street.

Project: Sagamore Conservation Project
Applicant: Essex County Greenbelt Association
Cost: \$1,750,000
CPA Purpose: Open Space and Recreation
Project Description: To fund the preservation of 170 acres of land in Hamilton.

Conservation Commission

The Hamilton Conservation Commission's primary task is the administration and enforcement of the state Wetlands Protection Act (Ch. 131 §40) and the Town's Conservation By-Law, Chapter 17. The Commission also seeks to fulfill its mandate by funding environmental education programs in the regional school system and by organizing and publicizing various conferences and events that seek to protect open space and inform residents of the value of preservation of woodlands and scenic areas as well as trail access and management.

Conservation Commission jurisdiction and procedure:

The Commission's jurisdiction includes all proposed changes in land use which will occur within defined wetlands or within 100 feet of the defined edge of wetlands, or within 200 feet of the perennial streams and rivers within the borders of the Town. The Commission considers applications (known as "Requests for Determination" and also "Notices of Intent") for work in these areas and holds site walks to evaluate the conditions at the work area. The Commission then conducts public hearings or public meetings to decide if a permit (either a "Negative Determination" or an "Order of Conditions") shall issue. Once a project is completed, the Commission holds another site walk to establish that the project was finished in the same manner as it was originally proposed and that no damage to resource areas has occurred. A Certificate of

Compliance is then issued and the process is complete. The Commission also investigates violations of the Wetlands Act and local Conservation By-Law and the Commission issues Enforcement Orders or Violation Notices if appropriate.

Asides from conducting public hearings and open public meetings to review and analyze all the various applications for permits, the Commission, through their Coordinator, may on any given day do any or all of the following:

- ❖ Respond to residents' questions and concerns about wetlands permitting,
- ❖ Conduct preliminary site evaluations to determine applicability of jurisdiction,
- ❖ Perform various compliance inspections,
- ❖ Reply to building contractor and wetlands consultant questions and concerns,
- ❖ Interact with various state agencies most notably the Commonwealth's Department of Environmental Protection and;
- ❖ Work with the other Town departments to address issues of common concern.



Reports: Planning and Land Use

2015 Noteworthy Events:

- ❖ Commissioners attended the annual MACC Conference in Worcester in March 2015
- ❖ Commission noted with sadness the passing of longtime Commissioner Peter Dana (1935-2016)
- ❖
- ❖ Commission recommended, and the Board of Selectmen appointed, Chris Currier to the Commission.
- ❖ Commission voted to approve the Sagamore Hill land acquisition project
- ❖ Commission issued a permit for the Bridge Street Culvert replacement project.
- ❖ Commission appointed members to the Hamilton Open Space Committee (OSC) and approved to the OSC Mission Statement.
- ❖ Commission issued a permit for dredging of Myopia Hunt Club Pond.

2015 Filings and Other Regulatory Decisions

9 Requests for Determination
7 Orders of Conditions and Orders of Resource Area Delineation
1 Enforcement Orders and Violation Notices
6 Certificates of Compliance
1 Amended Order of Conditions
1 Emergency Certification

Education Program

The Commission funded an Environmental Education program for the students in the elementary grade levels in the Hamilton-Wenham Regional School District. The program is designed and run by the Massachusetts Audubon Society and it is subject to in-depth review and amendment by the Commission annually. The Commission continues to enthusiastically support and promote this program.

Members and Staff as of November 2015 (Term Expiration)

Richard Luongo, Chair (2018)

Virginia Cookson (2016)
Robert Cronin (2016)
Chris Currier (2018)
Keith Glidden (2017)
George Tarr (2017)

John Rhoads (associate member)
John Hendrickson (associate member)
James Hankin, *Coordinator*



Reports: Planning and Land Use

Hamilton Planning Board

Members of the Hamilton Planning Board in 2015 included Jeffrey Melick, Chairman; Robert McKean, Clerk (prior to April elections); Peter Clark; Edwin Howard; Rick Mitchell; Brian Stein, Clerk (after April elections); Claudia Woods; and Matthew T Byrne, Associate Member (prior to April elections who became a full member afterward); Christopher LaPointe, Associate Member (who resigned in May); Richard Boroff, Associate Member; and Bill Olson, Associate Member.

The mission of the Hamilton Planning Board is to engage in land use management and planning on behalf of the Town. This includes administering portions of the Zoning By-Laws and Subdivision Control Laws. The Board is responsible for updating the Town Master Plan and for reviewing proposed Zoning By-Laws intended to meet the demands of the Town and its growth patterns.

Throughout 2015 Planning & Inspections Director, Patrick Reffett assisted the Planning Board. He started employment with the Town in the newly created position early in November, 2014.

During 2015 the Hamilton Planning Board held twenty-four (24) regular meetings, one (1) executive session and one (1) site visit (Canter Brook) during the calendar year.

Regulatory Actions by the Planning Board 2015

Regulatory applications and reviews include Site Plan Review for advisory opinions, Approval Not Required (ANR)

applications, Subdivisions and Special Permits.

Site Plan Reviews - The Planning Board provided input to the Zoning Board of Appeals relative to five (5) Site Plan Reviews and provided official Planning Board recommendations relative to each application. Projects included:

1. 17 Bay Road — T&M Landscaping;
2. 545 Bay Road — Institution for Savings Bank;
3. 16 Bay Road - Black Cow Restaurant;
4. Patton Park — Pool Project;
5. 587 Bay Road - Allsopp Mixed Use Project.

Subdivision Review — A Definitive Subdivision Plan Application was received and considered by the Planning Board for 540-568 Bay Road. After much refinement and numerous appearances before the Board and abutters, the project was withdrawn.

Form A - Approval Not Required (ANR) Reviews — The Planning Board provided five (5) Form A — ANR Reviews during 2015. Properties included:

1. 136 Gardner St;
2. 568 Bay Road;
3. 136 Gardner (again);
4. 650 Asbury Street;



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5. 650 Asbury Street (again)

Pre-Application Conferences —

The Planning Board conducted two such conferences during 2015 including:

1. 354 Highland Street (Canter Brook);
2. 434 Asbury Street (Possible Cell Tower).

Special Permit Applications — Two projects pursued Special Permit Applications with the Planning Board during 2015. Both projects had associated Stormwater Management Special Permit applications.

These include:

1. Patton Homestead (650 Asbury Road);
2. Canter Brook (354 Highland Street).

Planning Board Legislative Actions

The Planning Board undertook numerous legislative efforts during the calendar year including numerous articles which were presented at the 2015 Annual Town Meeting. Work on ATM articles began in the late fall of 2014. Articles sponsored by the Planning Board included clarification as to the types of units that can be built in senior housing projects including single, double, triple, four unit and multifamily residential structures. The amendment passed at ATM. The Board sponsored a Town Bylaw to limit Planning Board member terms to three (3) years rather than five to allow for greater transparency

and responsiveness to the voters. The article passed.

The Planning Board supported sponsored a modification to the Zoning Bylaw proposing a shift of responsibility for Site Plan Review (SPR) from the Zoning Board of Appeals to the Planning Board pursuant to the recommendation of the Town Master Plan. The proposed change was originally initiated by a Citizens Petition filed with the Town Clerk and signed by 130 town residents. Afterward the proposal was refined as an article sponsored by the Planning Board. The proposed article did not pass, quite possibly due to the authorization of the Article concerning the revision of the Bylaws mentioned below.

Additionally the Planning Board requested that Town Meeting authorize the provision of \$50,000 to be used to revise the Hamilton Zoning Bylaw. The funding request passed and a Steering Committee was formed in the summer of 2015 by the Town Manager. A consultant was hired and much work has taken place recommending revisions to the Hamilton Zoning Bylaw. The Steering Committee is composed of the Planning Board Chairman, ZBA Chairman, Hamilton Development Corporation Chairman, a member of the Conservation Commission, the Town Manager and the Director of Planning & Inspections. The Committee seeks to have a revised zoning bylaw before Town Meeting in the spring of 2016. Public hearings before the Planning Board will be required on any zoning changes.

Recognizing that cell phone service in Hamilton is quite limited, the Planning & Inspections Director prepared recommended changes to the Zoning



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Bylaw and presented them to the Planning Board which strongly supported the changes and fully recognized the need for expanded service. Afterward Town Meeting endorsed the requested changes. Another 2015 ATM article sponsored by the Planning Board was to change the GPOD Zoning District map to be consistent with Zone II changes which had been made the Massachusetts Department of Environmental Protection. The map change passed.

Additionally the Planning Board requested that Town Meeting authorize the provision of \$50,000 to be used to revise the Hamilton Zoning Bylaw. The funding request passed and a Steering Committee was formed in the summer of 2015. A consultant was hired and much work has taken place recommending revisions to the Hamilton Zoning Bylaw. The Steering Committee is composed of the Planning Board Chairman, ZBA Chairman, Hamilton Development Corporation Chairman, a member of the Conservation Commission, the Town Manager and the Director of Planning & Inspections. The Committee seeks to have a revised zoning bylaw before Town Meeting in the spring of 2016. Public hearings will be required on any zoning changes.

Planning Initiatives and Discussions

Several items arose during 2015 that necessitated Planning Boards involvement including input in Town policy, support for open space acquisition and board business. The Board considered a demolition delay bylaw and potentially restructuring the accessory apartment by law. The Board also discussed possible development

implications with representatives of a large land owner regarding development of the subject property. The Board provided comment upon a Land Acquisition Policy which was generated by the Selectmen. The Planning Board was active in supporting acquisition of the Sagamore Hill property for town open space.

The Board worked on a Code of Conduct and arrived at the final version in late 2015.



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Zoning Board of Appeals

The Zoning Board of Appeals heard a total of Eight (8) petitions in 2015.

A summary of the Board's actions are as noted below:

(1) Petition for Extension/Alteration of a Non-Conforming Use and Structure:	Granted with Conditions
(1) Petition for Extension/Alteration of a Non-Conforming Structure :	Granted with Conditions
(1) Petition for Abbreviated Site Plan Review:	Granted
(3) Petition for Site Plan Review:	Granted with conditions
(1) Petition for Variance:	Granted with Conditions
(1) Appeal of Decision of Zoning Enforcement Officer	Denied

Respectfully submitted,

William F. Bowler, *Chairman*



Reports: Planning and Land Use

Department of Public Works

Department of Public Works employees continue to perform their many and varied functions and continue to provide public services to the residents and other departments. During FY15, the DPW worked on the following projects and operations:

- ❖ The Town continues to work with various agencies in trying to replace the Bridge Street culvert. Completion of this project should reduce upstream flooding of the Miles River.
- ❖ Chapter 90 local aid funding was used for roadway maintenance, repairs, and re-paving of various local roads and associated projects.
- ❖ Construction of the capping of the Hamilton Landfill began and is progressing well.
- ❖ Highway department successfully completed rehabilitation to over 40 drainage catch basins and manholes following the 2014/2015 winter season.
- ❖ Grass cutting and grounds maintenance continue to be the two primary work operations at the town's parks and cemetery. The DPW has also been performing grounds maintenance work at the HWSD schools in partnership with the Wenham DPW staff.
- ❖ Maintenance of public works and other Town owned vehicles continues at the DPW facility. As part of the Capital Improvements Plan and the vehicle replacement program, the Town purchased a pickup with plow, three dump trucks with plows, and a backhoe.
- ❖ The Town continues to provide scheduled leaf pick-ups in the fall and spring and continues to provide monthly E-Waste drop off events to allow residents to leave: monitors, televisions, computers, white goods, etc. for a small fee at Town Hall.
- ❖ The water treatment plant and well fields continue to provide good quality and necessary volumes of water to the community.
- ❖ The Department has completed Phase I of a multi-year effort in replacing aged water mains as approved by Town Meeting's passage of a bonding authorization. Design for Phase II of the water system improvement program was completed in early 2015, followed by the construction that finished in January 2016.
- ❖ The water department continues the implement the remote/radio read program which is intended to save the Town man hours and provide more accurate water usage readings.
- ❖ Filter media and chemical usages at the water plant continue to be monitored and the plant is expected to be reviewed for possible improvements in equipment and methods to optimize plant operations in the next years.

Respectfully Submitted,
Timothy Olson, DPW Director



Energy Manager

Summary of Position: The Town of Hamilton (Town) hired an Energy Manager in September, 2014. The position is shared with the Town of Wenham and is committed to work a total of 15 hours per week. The Energy Manager is responsible for a number of ongoing tasks in addition to specific project work. Primarily, the Energy Manager is responsible to continually measure and monitor the comprehensive energy use at all municipal facilities in the Town of Hamilton. This task allows the Town to acknowledge successes of completed energy projects and identify opportunities for future projects. The energy tracking function is performed with the assistance of the Mass Energy Insight web-based software package. The Energy Manager also serves as a liaison between municipal Departments to facilitate energy projects. They routinely work with the Town Manager, the Town Finance Director, the Public Works Department, the Facilities Department of the Hamilton Wenham Regional School District (HWRSD) and various other branches of municipal government. Finally, the Energy Manager serves as a primary contact point for state agencies on energy grant programs and other energy initiatives.

The Energy Manager oversaw a number of projects in 2015. A brief summary of each project is presented under each project heading below.

Manage Measurement & Verification

Phase of ESCo Project: In 2015, the Energy Manager worked with Johnson Controls (JCI) to assess, document and mitigate the lackluster results Hamilton has experienced with the energy efficiency improvements completed in 2011 and guaranteed under an Energy Services (performance) contract (ESCo). The \$400,000 ESCo was guaranteed to result in a 16% energy reduction from the baseline. The project has under-performed, showing a less than 5% energy reduction from the baseline. After thoroughly reviewing the annual Measurement & Verification (M&V) Report, the Energy Manager worked to collect the shortfall payment from JCI in 2015, and continues to protect the Town's best interest as the project moves forward through the 12-year contract period.

Streetlight Conversion to LED: The Town received a Green Communities grant in 2013 to retrofit all Town-owned streetlights to LED. In 2015, the Energy Manager facilitated transfer of ownership of the streetlights from the utility to the Town which was a required first step in the retrofit. Next, the Town executed a contract through Chapter 25A with Siemens, Inc. for the Investment Grade



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Audit (IGA) phase of the retrofit project. Siemens completed a field audit, developed an Energy Management Services (EMS) Contract which the Town executed in June, 2015, and completed the retrofit in October 2015. The project will yield an estimated \$25,000 annually in savings on electricity and maintenance costs.

Exterior Lighting Conversion to LED: The Town received a Green Communities grant in 2013 to retrofit the exterior lighting at the Town Hall and the Public Safety Building to LED. In April 2015 the Town executed contracts through Chapter 25A with AECOM for the retrofits at both buildings. The work was completed in June, 2015. The projects together will yield an estimated \$3,000 annually in savings on electricity and maintenance costs.

Land-Based Solar on Capped Landfill: The Town completed the cap on the Chebacco Road landfill in 2015, positioning the site for development of a land-based solar PV array. The Energy Manager initiated work on the PV project by reviewing a 2011 Fatal Flaw Analysis on the project, conducted in partnership with the Metropolitan Area Planning Council (MAPC). The report identified a potential “fatal flaw” in that the entirety of the site is within NHESP Estimated Habitats of Rare Wildlife and Priority Habitats of Rare Species. The Energy Manager prepared and submitted a

lengthy request for pre-filing consultation to the Natural Heritage and Endangered Species Program (NHESP) in February 2015 to evaluate this potential fatal-flaw. The NHESP responded in March 2015 that the project can be permitted, so long as certain measures are taken to protect the endangered species. The Town also learned through a DOER seminar in March 2015 that the net-metering cap for municipal projects in the National Grid territory of Massachusetts had been met, and as such the project may be placed on a “waiting list” to be eligible for net metering. This fact has a severe impact on project economics, and triggered the Town’s desire for professional assistance in developing the solar PV project. The Town applied for and received an Owners Agent Technical Assistance (OATA) grant through DOER in June, 2015 to help fund professional consulting services for this project. Subsequently the Town retained Cadmus Group as an Owner’s Agent and began working with them to develop a Request for Qualifications (RFQ) for the project. The RFQ is scheduled to be released in early 2016.

Energy Education and Outreach Initiative (Schools):

The Energy Manager worked with the High School Environmental Club in February 2015 to participate in the Green Cup Energy Challenge, put forth by the Green Schools Alliance (<http://www.greenschoolsalliance.org/>).

As part of the challenge, the students had



Reports: Planning and Land Use

to calculate their school's baseline electricity consumption, based on the previous three years of utility bills. Then, over the course of four weeks, the students read the electric meter at their school and tabulated their usage. At the end of the challenge, they compared their current usage to their baseline usage and calculated a difference. The difference was compared with other schools nationwide via a web-based data reporting tool managed by the Green Schools Alliance, and discussed at subsequent meetings between the Environmental Club and the Energy Manager. Communication with the Environmental Club is ongoing, and the Energy Manager intends to partner with them on future projects, including development of a school garden, touring nearby "Green Ribbon" schools, and brainstorming other new energy initiatives in the School District.

Behavior-Based Energy Reduction Program (Schools): The Town of Hamilton, along with three other municipalities and the MAPC, received a grant through the Massachusetts Clean Energy Center (MassCEC) in January 2015 to hire a consultant to initiate and facilitate a Behavior-based Energy Reduction Program (Program) in local schools. The group retained a consultant, and kicked-off in

June 2015. The program tasks include (1) Engaging stakeholders, (2) Developing, implementing, and evaluating a pilot project in the Hamilton Wenham Regional School District (HWRSD), and (3) Producing a plan for a context-specific, short- and long-term implementation of a behavior-based energy reduction program in the District. The Energy Manager and the consulting team worked with HWRSD to identify the Winthrop School as a participant in the Program, and met with the principal and two lead teachers at the Winthrop to roll out the program. The effort is underway, and is scheduled to be completed in mid-2016.

High School / Middle School EMS Upgrade (Schools): The Town was awarded a grant in August 2015 for a Technical Audit Study (TA Study) through National Grid for examination of the existing controls system at the High School / Middle School Complex. The TA Study was completed by Nexant, Inc. and a draft submitted to the Town for review in December, 2015. The Energy Manager is charged with reviewing the report and extracting information sufficient to support a Green Communities Grant Application for Spring of 2016 to complete some or all of the recommended Energy Conservation Measures (ECMs).



Inspections

Building Inspector-2015

I herewith submit the report of the Building Inspector for the year ending December 31, 2015.

- **404 permits issued**

Among these permits were: 6 new single family dwellings. The rest of the permits issued include: additions, renovations, garages/barns, sheds, non-residential renovations, in-ground and above ground pools, porches/decks, siding/windows/roofing, demolitions, signs and tents. There is also a steady rise in solar arrays.

Charles Brett, *Inspector of Buildings*

Electrical Inspector-2015

I herewith submit my report as Electrical Inspector for the year ending December 31, 2015.

- **236 total permits issued**

The total permits issued include new dwellings, additions and renovations, garages/barns plus new/upgraded services, pools, alarms, boilers, septic pumps and miscellaneous permits.

Robert B. Brown, Jr., *Electrical Inspector*

Plumbing Inspector-2015

I herewith submit my report as Plumbing Inspector for the year ending December 31, 2015.

- **166 total plumbing permits issued**

The total permits issued include new dwellings, additions, garages/barns plus hot water tanks, backflow preventers, floor drains, water piping and other miscellaneous fixtures.

Michael Twomey, *Plumbing Inspector*

Gas Inspector-2015

I herewith submit my report as Gas Inspector for the year ending December 31, 2015.

- **150 total gas permits issued**

The total permits issued include new dwellings, additions, garages/barns plus fireplace inserts, ranges, heating boilers, furnaces, water heaters, dryers, direct vent heaters, pool heaters, and other miscellaneous fixtures.

Michael Twomey Gas Inspector

Sealer of Weights and Measures-2015

I hereby submit my report as Sealer of Weights and Measures for the Town of Hamilton from January 1st 2015 to December 31st 2015. I have inspected, sealed, and adjusted or condemned a total of 99 measuring units. Fees totaling \$1053.00 were billed. Below is a detailed summary:

- ❖ Cumberland farms — 121 Bay Rd Walnut St: 3/19/15 \$210
Winfrey’s Fudge —44 Railroad Ave: 5/17/15 \$24
- ❖ Green Meadows Farm — 656 Asbury St 10/2/15 \$24
- ❖ Welch and Lampson- Willow St: 11/24/15 \$95
- ❖ Orange leaf — 15 Walnut Rd: 11/18/15 \$12
- ❖ Citgo Convenience — 188 Bay Rd: 11/10/15 \$120
- ❖ Family Medicine Care — Bay Rd: 12/11/15 \$62
- ❖ C.V.S Pharmacy — Hamilton Shopping Center: 12/11/15 \$25
- ❖ Connolly Pharmacy — Bay Rd: 12/5/15 \$28
- ❖ Crosby’s Market — 15 Walnut Rd: 12/1/15 \$188
- ❖ U.S. Gas — Asbury St: 12/1/15 \$265

Total of \$1,053.00



ANNUAL TOWN MEETING

Held April 11, 2015
At Hamilton-Wenham Regional
High School

At the close of registration on March 20, 2015 there were 5,567 registered voters.

Precinct 1 – 232
Precinct 2 – 186
Precinct 3 – 171

Head Teller Jane M. Wetson
261 Asbury Street

Left William F. Sullivan
66 Woodbury Street
John J. Davis
57 Lois Street

Center Phillips B. Stearns
175 Linden Street
Robert D. Weiner
31 Orchard Road

Right Robin E Davis
57 Lois Street
Thomas N. Rogers Jr
173 Sagamore

Front: Jane M. Wetson
261 Asbury Street

Moderator declared a quorum present (75) and the Warrant returned showing it had been properly served, opened the Annual

Town Meeting at 9:15 A.M. with voters checked and present.

Pledge of Allegiance

The Moderator read: I have asked non-resident Town officials and those assisting the Selectmen or Finance Committee to be present here so they may be available to answer questions. Members of the press [and the video crew] have also been allowed to be present. I remind those allowed here to do nothing which may influence the counting of a vote.

All other non-registered visitors must be seated in the visitors area located in the left section of the auditorium.

Another procedural note, we record these proceedings so as to have an accurate record of the meeting and to help everybody know who is speaking and hear what is said. Therefore please use the microphones provided and, unless I recognize you by name, please give your name and address when you address the moderator.



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An announcement as to Holds. Some of our motions will include a listing of items that will be voted on as a group unless a voter shouts HOLD on the item. When there is a shouted HOLD during the reading of a list for consideration by the meeting, I may condition acceptance of the Hold on obtaining the identity of the voter requesting the Hold. This information is for the minutes of the meeting and to save meeting time when a held item is considered later in the meeting. If I am unable to identify a voter requesting a Hold, I may disregard such purported action for a Hold.

All registered voters have been given a distinctive voter ID card when checking into the meeting. Do not lose or destroy this card. You will need to show the card on any counted vote. If you cannot show the card, your vote will not be counted.

The Moderator recognized State Representative Brad Hill, Senator Bruce Tarr and Selectmen Chair Scott Maddern who presented him with citations in recognition of his 20 years of service as Town Moderator.

The Moderator recognized Scott Maddern, Chairman of the Board of Selectmen, who spoke to how well the Town was working with 30-plus boards and committees, Bill Wilson, Chairman of the HW School Committee who described cooperative five-month budget process with HWRSD, Finance Committees and other Town officials, Superintendent of Schools Michael Harvey mentioned HWRSD mission statement to provide students

with knowledge needed for the 21st century, level services budget, restoration of team teaching model at MRMS, and ranking of school district relative to national schools, and Rick Sprenkle, Chairman of the Finance & Advisory Committee, who thanked Finance Director Deborah Nippes-Mena for her service to the Town, and he gave an overview of the Town's financial situation relative to Free Cash, snow deficit, Essex Tech student increase, fire truck and landfill capping debt as well as tax rate, median house value, 1.7% in total Town budget and 0.7% increase in HWRSD budget for FY'16.

SECTION 1: ELECTIONS, REPORTS, PROCEDURES

ARTICLE 2015/4 1-1 Election of Officers and Ballot Question

The Moderator read: The vote on Article 1-1 is by ballot on Thursday, April 16, 2015 at the Winthrop School when the polls will open at 7:00 a.m. and close at 8:00 p.m. to elect the following Town and School District Officers and vote on ballot question for bonding fire truck:

- ❖ Town Moderator for one year
- ❖ Two Selectmen for three years
- ❖ One Town Clerk for 2 years (to fill unexpired term)
- ❖ One Planning Board member for 5 years
- ❖ One Assessor for three years
- ❖ One Hamilton Housing Authority member for 5 years
- ❖ Two Hamilton-Wenham Public Library Trustees at large for 3 years



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- ❖ Two members of the Hamilton-Wenham School Committee, for 3 years

ARTICLE 2015/4 1-2 Reports

Moved by Scott Maddern, Chair Board of Selectmen, duly seconded, that the reports of Town Officers and committees be received and placed on file.

The Moderator called for the voice vote.

VOICE VOTE: MOTION PASSES

ARTICLE 2015/4 1-3 Article for Consent Motion

The Moderator read: The list of Articles to be taken up and voted on as one motion. The motions appear on the Motions List, which was handed out at check in both in the Lobby and front of the Hall. Shout out Hold as the list is read. Any article motion for which there is an accepted Hold will be deleted from the Consent Motion and taken up and considered according to its place on the Warrant. Motion numbers:

2-1 Overlay Reserve to FY'10 Allowance for Abatements and Exemptions - that the Town release \$20,000 from FY'12 Overlay Reserve and transfer that sum to FY'10 Allowance for Abatements & Exemptions.

2-2 Compensation/Classification Table - that the Town amends the Personnel By-law by adopting changes to the classification and compensation table as

set forth in Appendix A to the 2015 Appendix Book.

2-5 Water Enterprise Budget - that the Town approve \$1,631,948 for the FY 16 Water Enterprise Budget as set forth in Appendix E to the 2015 Appendix Book.

2-6 Waste Reduction Enterprise Budget - that the Town approve \$387,055 for the FY 16 Waste Reduction Enterprise Budget as set forth in Appendix F to the 2015 Appendix Book.

2-7 Annual Financial Actions - that the Town authorize the following financial transfers:

- A) To transfer \$2,000 from the Cemetery Sale of Lots and Graves Fund to be used for cemetery purposes;
- B) To transfer \$217 from the Clark Property Fund to the Conservation Fund;
- C) To transfer \$334,307 from the Water Enterprise Fund to the General Fund to be used for indirect expenses and debt;
- D) To transfer \$321,070 from the General Fund to the Waste Reduction Enterprise Fund to be used for solid waste expenses.¹²

2-10 Annual Authorization of Revolving Funds - that the Town pursuant to M.G.L. c.44, § 53E ½, reauthorize the Recreation and Parks Revolving Fund with an FY 16 spending limit of \$223,739, reauthorize the Council on Aging Revolving Fund with an FY 16 spending limit of \$20,000, and reauthorize the Emergency Dispensing Services & Clinics Revolving Fund with an



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FY 16 spending limit of \$10,000, with specified programs for expenditures, receipts to be credited, and departments and officials authorized to expend and disposition of fund balance to be as set forth in Appendix H to the 2015 Appendix Book.

2-12 OPEB Trust Fund - that the Town raise and appropriate \$25,000 for deposit in the Other Post-Employment Benefits Liability Trust Fund.

4-1 Incorporate the Personnel By-law In the Town General By-law - that the Town amend the Town By-laws to assign as Ch. XXXIV "Personnel By-law" the Personnel By-law adopted by the 2000 Annual Town Meeting.

ARTICLES THAT WERE HELD----

2-11 Hamilton Development Corporation – that the Town raise and appropriate \$65,000 to the Hamilton Development Corporation.

Moved by Scott Maddern, Chair Board of Selectmen, duly seconded, that the numbered Motions as set forth in Proposed Consent Motions List for this 2015 Annual Town Meeting, a copy of which has been delivered to the Town Clerk to be filed with the minutes of this meeting with copies made available to voters in attendance, be approved by one vote, each motion to be deemed a separate action under the Warrant Article having the same corresponding number, [excepting the motion held.]

The Moderator called for the voice vote.

**VOICE VOTE: MOTION PASSES
UNANIMOUSLY**

SECTION 2: FINANCIAL ACTIONS

ARTICLE 2015/4 2-1

**Appropriation Transfer from FY'12
Overlay
Reserve to FY'10 Allowance for
Abatements
& Exemptions**

This article passed with the Consent Motion that the Town release \$20,000 from FY'12 Overlay Reserve and transfer that sum to FY'10 Allowance for Abatements & Exemptions.

ARTICLE 2015/4 2-2 **Compensation/Classification Table**

This article passed with the Consent Motion that the Town amend the Personnel By-law by adopting changes to the classification and compensation table as set forth in Appendix A to the 2015 Appendix Book.

ARTICLE 2015/4 2-3 **General Town Departmental Appropriations**

The Moderator read: Corrections on Appendix B to the 2015 Appendix Book.

On p. 3 of Appendix B, the Essex North Shore Agricultural & Technical School



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District amount should read \$198,056 (not \$196,138)

On that same page, Park, Fields and Grounds expenses should be \$7,152 (not \$25,752) so the amount to be appropriated for Department of Public Works should read \$1,102,381.

The Total General Town Appropriations after these changes are now \$27,191,594 (not \$27,189,074)

The Moderator read: Each appropriation and for any item a voter would like to discuss separately, please shout out HOLD:

\$1,891,969 for General Government -----
-HELD
\$2,626,362 for Protection of Persons and Property
\$16,417,016 for Hamilton-Wenham Regional School District
\$198,056 for Essex North Shore Agricultural & Technical School District
\$1,102,381 for Department of Public Works
\$676,392 for Health and Human Services
\$700,127 for Library
\$106,607 for Recreation
\$1,791,774 for Unclassified
\$1,680,910 for Total Debt – Principal & Interest-----HELD

Totaling \$27,191,594

The Moderator recognized Rick Sprenkle.

Moved by Rick Sprenkle, Chair Finance & Advisory Committee, duly seconded, that the Town raise and appropriate the sums read by the Moderator for schools and all

other Town expenses which are set forth in the 2016 Fiscal Year Budget in Appendix B of the 2015 Appendix Book and Appendix C of the 2015 Appendix Book with the corrections read by the Moderator [excepting those items held].

The Moderator called for the voice vote on the non-held items.

VOICE VOTE:

MOTION PASSES UNANIMOUSLY

ITEMS THAT WERE HELD ----- William Wheaton, 180 Bridge Street, put a hold on \$1,891,969 for General Government; and Jeff Hubbard, 85 Miles River Road, put a hold on \$1,680,910 for Total Debt for Principal & Interest.

Moved by Rick Sprenkle, Chair Finance & Advisory Committee, duly seconded, that the Town raise and appropriate \$1,891,969 for General Government.

The Moderator called for the voice vote.

VOICE VOTE: MOTION PASSES

Moved by Rick Sprenkle, Chair Finance & Advisory Committee, duly seconded, that the Town raise and appropriate \$1,680,910 for Total Debt – Principal & Interest.

The Moderator called for the voice vote.

VOICE VOTE: UNCLEAR

The Moderator called for a card vote.

CARD VOTE: MOTION PASSES



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ARTICLE 2015/4 2-4 General Town Capital Appropriations

Moved by Rick Sprenkle, Chair Finance & Advisory Committee, duly seconded, that the Town raise and appropriate \$353,695 to purchase equipment, vehicles, and accessories for General Government, Protection of Persons & Property, Department of Public Works, Health & Human Services, as set forth in Appendix D of the 2015 Appendix Book.

The Moderator recognized Rick Sprenkle who explained details about the capital appropriations including right time to replace equipment, rolling stock, and record retention at Town Hall.

The Moderator called for the voice vote.

VOICE VOTE: MOTION PASSES

ARTICLE 2015/4 2-5 Water Enterprise Budget

This article passed with the Consent Motion that the Town approve \$1,631,948 for the FY 16 Water Enterprise Budget as set forth in Appendix E to the 2015 Appendix Book.

ARTICLE 2015/4 2-6 Waste Reduction Enterprise Budget

This article passed with the Consent Motion that the Town approve \$387,055 for the FY 16 Waste Reduction Enterprise Budget as set forth in Appendix F to the 2015 Appendix Book.

ARTICLE 2015/4 2-7 Annual Financial Actions

This article passed with the Consent Motion that the Town authorize the following financial transfers:

- A) To transfer \$2,000 from the Cemetery Sale of Lots and Graves Fund to be used for cemetery purposes;
- B) To transfer \$217 from the Clark Property Fund to the Conservation Fund;
- C) To transfer \$334,307 from the Water Enterprise Fund to the General Fund to be used for indirect expenses and debt;
- D) To transfer \$321,070 from the General Fund to the Waste Reduction Enterprise Fund to be used for solid waste expenses.

E)

ARTICLE 2015/4 2-8 Community Preservation Budget

The Moderator read the recommendations of the Community Preservation Committee Budget as set forth in Appendix G of the 2015 Appendix Book, and said shout out a "HOLD" for any item for which you would like separate discussion. The proposed financial actions are as follows deliberately skipping Items #2 and #3:



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APPENDIX G
Revised
COMMUNITY PRESERVATION COMMITTEE BUDGET

No.	PURPOSE
	<u>Open Space and Recreation - Projects</u>
1.	To appropriate \$45,400.00 of FY16 Community Preservation Fund Revenues to fund the debt service for the Donovan Acquisition (\$42,700.00 in principal and \$2,700.00 in interest).
2.	To appropriate \$53,120.00 of Community Preservation <u>Unrestricted Reserves to fund</u> , beginning in FY15, the final planning and development of construction documents for the Veterans Memorial Pool at Patton Park, including all costs incidental and related thereto.
3.	To appropriate \$1,328,000.00 of Community Preservation Unrestricted Reserves to fund, beginning in FY15, the construction of a swimming pool, bath house, operations building and deck area at Patton Park, including all costs incidental and related thereto.
4.	To appropriate \$2,000.00 of FY16 Community Preservation Fund Revenues to fund the preservation of Town-owned open space through the removal of Japanese knotweed.
	<u>Historic Preservation - Projects</u>
5.	To appropriate \$9,500.00 of FY16 Community Preservation Fund Revenues to fund the preservation and digitization of the Hamilton Historical Society's pictorial collection.
6.	To appropriate \$3,525.00 of FY16 Community Preservation Fund Revenues to fund the restoration of the Hamilton Senior Center sign.
7.	To appropriate \$33,550.00 of FY16 Community Preservation Fund Revenues to fund the Town's share of a matching grant to restore and rehabilitate the Community House.
	<u>Community Housing - Reserve</u>
8.	To reserve \$45,033.00 of FY16 Community Preservation Fund Revenues to the Community Preservation Community Housing Reserve.
	<u>Administration - Expense</u>
9.	To appropriate \$22,516.00 of FY16 Community Preservation Fund Revenues for administration costs including, but not limited to, annual Community Preservation Coalition membership fees and salary for part-time Community Projects Coordinator position.

The Moderator stated that Virginia Cookson, 318 Forest Street, put a HOLD on Item #6 - \$3,525 of FY16 Community Preservation Fund Revenues to fund the restoration of the Hamilton Senior Center sign.

The Moderator recognized Tom Catalano.

Moved by Tom Catalano, Chair Community Preservation Committee, duly seconded, that the Town appropriate or reserve for future appropriation monies from

community preservation fund annual revenues, specific reserves or other available funds for the administrative expenses of the Community Preservation Committee, the payment of debt service, the undertaking of community preservation projects and all other necessary and proper expenses for the year as read and corrected by the moderator, excepting those items held, with each item to be considered a separate appropriation and further that the Town authorize the Board of Selectmen to execute agreements, on terms acceptable to the Board, to the extent necessary to effectuate the public benefits of such projects.

Tom Catalano announced that CPC plan is being updated, public input is requested on survey and a hearing will be held on May 21.

The Moderator called for the vote on the non-held items.

VOICE VOTE: MOTION PASSES

ITEM THAT WAS HELD ----- Item #6 - To appropriate \$3,525.00 of FY16 Community Preservation Fund Revenues to fund the restoration of the Hamilton Senior Center sign. Tom Catalano explained proposal to remove letters and replace them with cast bronze for Hamilton Senior Center so there would be no maintenance required. Virginia Cookson, 318 Forest Street and Kevin Kaminski, Highland Street, spoke.

Moved by Tom Catalano, Chair Community Preservation Committee, duly seconded, that the Town appropriate \$3,525.00 of



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FY16 Community Preservation Fund Revenues to fund the restoration of the Hamilton Senior Center sign.

The Moderator called for the vote on this held item.

VOICE VOTE: MOTION PASSES

The Moderator took up Item #2 under Open Space and Recreation – Projects for the Town to appropriate \$53,120.00 of Community Preservation Unrestricted Reserves to fund, beginning in FY15, the final planning and development of construction documents for the Veterans Memorial Pool at Patton Park.

At 10:45 a.m. Town Meeting took a break due to technical issue with audio in cafeteria. The meeting reconvened at 11:04 a.m. The Moderator explained that all votes of Town Meeting attendees in cafeteria taken thus far during meeting were confirmed and there was no change in the voting on warrant articles.

Moved by Tom Catalano, Chair Community Preservation Committee, duly seconded, that the Town appropriate \$53,120.00 of Community Preservation Unrestricted Reserves to fund, beginning in FY15, the final planning and development of construction documents for a swimming pool, a bath house, operations building, and deck area, all at Patton Park, including all costs incidental and related thereto.

The Moderator recognized Steve Ozahowski, Chair HW Recreation Board, who described effort to bring Hamilton and Wenham a community pool proposal

that was smaller, less expensive than last year's proposal, the benefit for summer park program and swim team, and that both towns were on board to support project.

Bob Defelice, 341 Cutler Road, and Jay Burnham, spoke in opposition to pool based on cost and opined about lack of need in Town. Chris Davis, 6 Partridge Berry Lane, and Jeff Hubbard opined that CPA funds should be used for open space, turf field and Town Hall renovation versus pool. Bill Petryszyn, 42 Lois Street, Martha Hale-Farrell, 15 Hamilton Avenue, Brian O'Connor, 11 Homestead Circle, Brad Tilley, 7 Essex Avenue, and Chad Sumner, Park Street, spoke in favor of pool.

Town Counsel Donna Brewer opined that Bill Dery's proposal to amend the motion could only include lowering the appropriation to \$500,000 for construction of the new pool not define how funding would be expended or feasibility of project. Hubbard concurred with Dery's proposed amendment. Bill Dery moved to amend article and reduce appropriation amount for this article to \$500,000 of CPA funds, duly seconded.

The Moderator called for the vote on the amendment.

VOICE VOTE: MOTION FAILS

The Moderator noted that Jeff Hubbard requested a motion for paper ballot voting to be used on Item #2 under Open Space and Recreation – Projects for the Town to appropriate \$53,120.00 of Community Preservation Unrestricted Reserves to



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fund, beginning in FY15, the final planning and development of construction documents for the Veterans Memorial Pool at Patton Park. The Moderator noted that this would require a majority vote and would take a longer time to count votes. The motion was duly seconded.

The Moderator called for the card vote for the motion to vote by paper ballot.

CARD VOTE: MOTION FAILS

The Moderator called for the card vote for the Item #2 motion for the Town to appropriate \$53,120.00 of Community Preservation Unrestricted Reserves to fund, beginning in FY15, the final planning and development of construction documents for the Veterans Memorial Pool at Patton Park.

CARD VOTE: MOTION PASSES so declared by the Moderator

The Moderator took up Item #3 to appropriate \$1,328,000.00 of Community Preservation Unrestricted Reserves to fund, beginning in FY15, the construction of a swimming pool, bath house, operations building and deck area at Patton Park, including all costs incidental and related thereto.

Moved by Tom Catalano, Chair Community Preservation Committee, duly seconded, that the Town appropriate \$1,328,000.00 of Community Preservation Unrestricted Reserves to fund, beginning in FY15, the construction of a swimming pool, bath house, operations building, and deck area, all at Patton Park, including all costs

incidental and related thereto.

The Moderator called for the card vote.

CARD VOTE: MOTION PASSES so declared by the Moderator

ARTICLE 2015/4 2-9 Stabilization Fund for Patton Proceeds

Moved by Scott Maddern, Chair Board of Selectmen, duly seconded, that the Town establish a Stabilization Fund, to be called the Recreation Fields Stabilization Fund, for the special purpose of funding recreational fields and all incidental and related costs, appropriations from such fund to be conditional upon the Town of Wenham and the Hamilton-Wenham Regional School District appropriating their fair shares of the costs of such fields and related costs, and further to transfer \$500,000 derived solely from the proceeds of the sale of land in the Patton Homestead held in the Town Stabilization Fund to the Recreation Fields Stabilization Fund created by this Motion.

Scott Maddern provided background to the article, Peter Gourdeau, 416 Bridge Street, Phil Tocci, Farrington Lane, spoke in support of article and responded to Jean Marand, 21 Garfield Avenue, that options will be open for future recreation fields including possibility of turf field. In response to Bill Dery who asked why \$500,000 could not be used to reduce taxes, Maddern explained that non-tax money would be used for recreational fields since that was an original part of



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Patton property gift. David Neill stated speaking as a citizen his concern about \$500,000 in one-time money being encumbered for foreseeable future and importance of HWRSD and Wenham being on board for expense of recreational fields especially a turf field.

The Moderator called for the card vote on the article that requires a 2/3rds vote.

**CARD VOTE:
MOTION PASSES by 2/3rds vote
so declared by the Moderator**

ARTICLE 2015/4 2-1 Annual Authorization of Revolving Funds

This article passed with the Consent Motion that the Town pursuant to M.G.L. c.44, § 53E ½, reauthorize the Recreation and Parks Revolving Fund with an FY 16 spending limit of \$223,739, reauthorize the Council on Aging Revolving Fund with an FY 16 spending limit of \$20,000, and reauthorize the Emergency Dispensing Services & Clinics Revolving Fund with an FY 16 spending limit of \$10,000, with specified programs for expenditures, receipts to be credited, and departments and officials authorized to expend and disposition of fund balance to be as set forth in Appendix H to the 2015 Appendix Book.

ARTICLE 2015/4 2-11 Hamilton Development Corporation

The Moderator recognized Brian Stein.

Moved by Brian Stein, President Hamilton Development Corporation, that the Town raise and appropriate \$65,000 to the Hamilton Development Corporation.

Brian Stein gave a brief overview of work the Hamilton Development Corporation has been doing including purchasing of 59/63 Willow Street property that is fully rented, wastewater treatment study, visioning sessions, research on Urban Land Institute, and proposed change to zoning by-law for mixed use and multi-family throughout the downtown, that HDC is financially stable and 10% of annual Meals Tax revenue is given back to the Town for downtown improvements.

Jeff Hubbard moved to amend this article to take \$20,000 from the annual \$65,000 in Meals Tax revenue to use for downtown improvements including benches, trash receptacles, flowers and holiday decorations. Richard Boroff, 40 Moynihan Road, opposed Hubbard's motion. Town Counsel Donna Brewer opined that motion to amend could not have the Town directing the HDC on how it would spend the money it could only be a recommendation. Brian Stein responded that the HDC has a tight budget and donates 10% or \$6,500 to the Town every year for downtown improvements, and that the patrons of Hamilton's food establishments pay the Meals Tax. Anthony Nickas, 473 Woodland Mead, noted that the HDC is financially solvent and that a reduction of \$20,000 in 2016 would take the HDC's long term plan off track. June Singer, 118 Apple Cove Road,



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stated that the Town needs benches on Railroad Avenue. Town Manager Michael Lombardo noted that two to three benches would be installed on Railroad Avenue in the spring. Janet Aldrich, Hamilton affordable housing, spoke to parking issues downtown. Bill Gisness, 3 Walnut Lane, stated that \$6,500 for benches is in process and mentioned how HDC is using \$65,000 to work on short and long term goals.

The Moderator called for the vote on the amendment to dedicate \$20,000 of \$65,000 appropriation of Meals Tax to be applied for benches, trash receptacles, flowers and holiday decorations as an advisory vote but not enforceable use of appropriation by the Hamilton Development Corporation.

VOICE VOTE:

MOTION FAILS

The Moderator called for the vote on the main motion that the Town raise and appropriate \$65,000 to the Hamilton Development Corporation.

VOICE VOTE: UNCLEAR

**CARD VOTE: MOTION PASSES
so declared by the Moderator**

ARTICLE 2015/4 2-12 OPEB Trust Fund

This article passed with the Consent Motion that the Town raise and

appropriate \$25,000 for deposit in the Other Post Employment Benefits Liability Trust Fund.

ARTICLE 2015/4 2-13 Rewrite of Zoning By-law

The Moderator recognized Rick Mitchell.

Moved by Rick Mitchell, Planning Board member, duly seconded, that the Town raise and appropriate \$50,000 to retain professional services to provide technical and legal assistance in reviewing and rewriting the provisions of the Town's Zoning By-laws.

Rick Mitchell described how plan is to rewrite zoning by-law adopted in 1957 to make wording consistent and reorganize zoning by-law so terminology is comprehensible and can be enforced. Public hearings will occur and rewritten zoning by-law will be presented to the Town Meeting for adoption by a 2/3rds vote. Jack Lawrence, 105 Rock Maple, opined that an ad hoc committee of citizens should do zoning by-law review. In response to Tess Leary, 209 Bay Road, who agreed that zoning by-law should be addressed, Town Manager Michael Lombardo stated that the money appropriated would include public outreach through two events. Mitchell reiterated that existing by-laws would be reviewed, rewritten and vetted in public sessions. Bill Bowler, Essex Street and Zoning Board of Appeals Chair, concurred that zoning by-law needs rewrite.



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The Moderator called for the vote.

**VOICE VOTE:
MOTION PASSES**

ARTICLE 2015/4 2-14 Water Distribution System Replacement Program

The Moderator recognized Charles Chivakos.

Moved by Charles Chivakos, Finance & Advisory Committee member, duly seconded, that the Town appropriate \$5,000,000 to pay costs of Phase II of the Town's water distribution system replacement program, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 8(5) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

Charles Chivakos explained that all costs for Phase II of the water infrastructure project would be paid for through the Water Enterprise Fund. Town Manager Michael Lombardo described how this funding will include looking at exploratory wells and evaluating water storage as well as a peer review.

The Moderator called for the card vote on the motion that requires a 2/3rds vote.

**CARD VOTE:
MOTION PASSES UNANIMOUSLY
so declared by the Moderator**

SECTION 3: PLANNING/ZONING ACTIONS

ARTICLE 2015/4 3-1 Amendment to Senior Housing Zoning By-law

The Moderator recognized Peter Clark.

Moved by Peter Clark, Planning Board member, duly seconded, that the Town amend the Zoning By-law Section V.E.7 "Permitted Uses" to expand the potential senior housing opportunities by adding and lettering the following subsections as permitted uses for a Senior Housing development:

- j. Semi-attached dwellings
- k. Two-family dwellings
- l. Three-family dwellings
- m. Four-family dwellings

Peter Clark, Marc Johnson and Rick Mitchell responded to Jacob Fiumara, 12 Hatfield Road, and explained that this addresses configuration of units that preserves open space, and an omission (two-family dwellings i.e., duplexes) when Senior Housing zoning by-law was adopted.

The Moderator called for the card vote.

**CARD VOTE:
MOTION PASSES UNANIMOUSLY**



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The Moderator declared a recess at 1:10 p.m. and the meeting reconvened at 1:30 p.m.

ARTICLE 2015/4 3-2 Amendment to GPOD Map

The Moderator recognized Jeff Melick.

Moved by Jeff Melick, Chair Planning Board, duly seconded, that the Town amend the Groundwater Protection Overlay District and Map by adopting the current Massachusetts Department of Environmental Protection Zone II Boundary, as set forth in Appendix J of the 2015 Appendix Book.

The Moderator recognized Patrick Reffett, Director of Planning and Inspections, who spoke to how the article complies with new wellhead protection district defined by DEP.

The Moderator called for the card vote on the motion that requires a 2/3rds vote.

**CARD VOTE:
MOTION PASSES by 2/3rds
so declared by the Moderator**

ARTICLE 2015/4 3-3 Site Plan Review to Planning Board

The Moderator recognized Rob McKean.

Moved by Rob McKean, Planning Board

member, duly seconded, that the Town amend the Zoning By-law, *passim*, to transfer Site Plan Review authority from the Zoning Board of Appeals to the Planning Board as set forth in Appendix K of the 2015 Appendix Book.

Rob McKean summarized responsibilities of site plan review and how if it were transferred to Planning Board then appeals would go to the Zoning Board of Appeals as well as bring the citizens' petition on the matter in compliance with the state.

The Moderator recognized Bill Dery who spoke to the citizens' petition he brought to the Planning Board.

John Serafini, 601 Bay Road, moved to amend the motion to take no action on this article stating that \$50,000 was appropriated to rewrite zoning by-law, duly seconded.

Bill Bowler stated that he was in favor of no action. Bill Dery reiterated interest in moving site plan review from Zoning Board of Appeals to Planning Board. Marc Johnson summarized how the Selectmen support the Planning Board recommendation to transfer site plan review but he personally did not agree. McKean said it was a unanimous decision by the Planning Board. Betty Gray, 24 Lee Park, expressed support for the article. Bill Bowler clarified that Planning Board provides an advisory opinion to ZBA. Jack Lawrence, 105 Rock Maple, spoke in favor of article.

The Moderator called for the vote on the



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amendment to the main motion.

**CARD VOTE:
MOTION FAILS**

The Moderator called for the vote on the main motion that requires a 2/3rds vote.

Bill Bowler, Peter Clark, and Tess Leary, 309 Bay Road, opined about article.

CARD VOTE: UNCLEAR

COUNTED VOTE:

69 – YES

43 – NO

MOTION FAILS did not pass 2/3rds

**ARTICLE 2015/4 3-4 Citizens' Petition
Site Plan Review to Planning Board**

Moved by Bill Dery, duly seconded, that the Town take no action on this article.

**VOICE VOTE:
MOTION PASSES**

**ARTICLE 2015/4 3-5 Amendment to (CT)
and
Telecommunications Antenna Facilities
(TAF)**

The Moderator recognized Jeff Melick.

Moved by Jeff Melick, Chair Planning Board, duly seconded, that the Town amend the Zoning By-law Section VI.J "Communication Towers (CT) and

Telecommunications Antenna Facilities (TAF)" to read as follows:

VI.J.5.b.4 shall read: "Distance from all existing structures shall be at least two hundred (200) feet, excluding existing structures on the lot."

VI.J.6.c shall read: "Tower height shall be limited to one hundred and ten (110) feet and shall be designed to accommodate the use for which the application is made. However, applications for Communications Towers in excess of one hundred and ten (110) feet may be approved if accompanied by a detailed technical information showing as to the necessity of the additional height (co-location, reduced tower density in community, etc.)."

VI.J.6.d shall read: "All CTs greater than one hundred and ten (110) feet in height shall be monopole in type."

The Moderator read: There is a slight amendment to the language in Appendix M. The second sentence of Section VI.J.6.c should read: "However, applications for Communication Towers in excess of one hundred and ten (110) feet may be approved if accompanied by detailed technical information showing as to the necessity of the additional height (co-location, reduced tower density in community, etc.) and noted that this was read in motion by Jeff Melick.

Jeff Melick explained how this is a safety issue since some residents no longer have land lines and due to gaps in cellular telephone service making it difficult to make calls which could be especially



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important with 911 calls. He described how Town officials have done research on matter with cell tower vendors who would study the best place in Town to locate a cell tower at no cost to Hamilton.

The Moderator called for the card vote on the motion that requires a 2/3rds vote.

**CARD VOTE:
MOTION PASSES by 2/3rds
so declared by the Moderator**

SECTION 4: TOWN BY-LAW AMENDMENTS

ARTICLE 2015/4 4-1 Incorporate the Personnel By-law in the Town General By-law

This article passed with the Consent Motion that the Town amend the Town By-laws to assign as Ch. XXXIV "Personnel By-law" the Personnel By-law adopted by the 2000 Annual Town Meeting.

**ARTICLE 2015/4 4-2
Plastic Bag Reduction and Prohibition of Expanded Polystyrene Food and Beverage Containers**

The Moderator recognized Lindle Willnow.

Moved by Lindle Willnow, Chair Board of Health, duly seconded, that the Town amend the Town By-laws by adding a new Chapter XXXV, "Environmental Hazards: Reduction of Waste" comprising the language set forth in Appendix N of the

2015 Appendix Book.

The Moderator recognized Susan Wilfahrt who made a presentation on the article. Jack Hauck, Bill Bowler, Virginia Cookson were opposed to the article, Gretel Clark and Jean Marand expressed support for the article.

The Moderator called for the vote.

**VOICE VOTE:
MOTION PASSES**

ARTICLE 2015/4 4-3 Water Runoff to Roadway Prohibited

The Moderator recognized Scott Maddern.

Moved by Scott Maddern, Chair Board of Selectmen, duly seconded, that the Town amend the Town By-laws by adding a new Section 9 to Chapter X, "Ways" to read:

No person shall, during the period from November 15 to April 15 inclusive, discharge or permit to be discharged any groundwater, including rising ground water, uncontaminated ground water infiltration (as defined at 40 CMR § 35.005(20)), and uncontaminated pumped ground water, onto a public way or sidewalk unless first obtaining a permit from the Board of Selectmen or designee. Such permit shall require that the permittee comply with all provisions of Chapter XXX.

and I further move to amend Section 8(b)



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of Chapter XXX to read:

The following non-stormwater discharges or flows are exempt from the prohibition of non-stormwaters provided that the source is not a significant contributor of a Pollutant to the municipal storm drain system and such discharge complies with the requirements of Chapter X, Section 9 of these By-laws.

Town Manager Michael Lombardo explained details of article and related no-fee permit from DPW to regulate where stormwater is being discharged in an effort to prevent ice from forming on Town streets when water is discharged onto roadways during cold weather. Robert Weiner, Orchard Road, explained how he discharges water that flows into the street and storm drain and his interest in compliance. Janet Aldrich, Hamilton Housing, opined on the matter.

The Moderator called for the vote.

VOICE VOTE: UNCLEAR

CARD VOTE: UNCLEAR

COUNTED VOTE:

46 – YES

45 – NO

MOTION PASSES

ARTICLE 2015/4 4-4 Term for Planning Board Members

The Moderator recognized Peter Clark.

Moved by Peter Clark, Planning Board, duly seconded, that the Town set the length of term for Planning Board members at three (3) years and amend the Town By-laws by adding the following sentence to Chapter III, Section 13: "The term of office for Planning Board members is three (3) years.

VOICE VOTE:

MOTION PASSES UNANIMOUSLY

ARTICLE 2015/4 4-5 Certification of Town Clerk

The Moderator noted that the next three motions were very similar but involves different statutes, and he recognized Scott Maddern.

Moved by Scott Maddern, Chair Board of Selectmen, duly seconded, that the Town accept the provisions of G.L. c. 41, § 19K regarding compensation for a Certified Town Clerk.

Town Manager Michael Lombardo explained that \$1,000 stipend is given once certification is received. The article adopts the statute and the Town has built this cost into the budget.

VOICE VOTE:

MOTION PASSES

ARTICLE 2015/4 4-6 Certification of Treasurer/Collector

Moved by Scott Maddern, Chair Board of Selectmen, duly seconded, that the Town accept the provisions of G.L. c. 41, § 108P



Reports: Town Meetings & Election Documentation

regarding compensation for a Certified Collector or Treasurer.

**VOICE VOTE:
MOTION PASSES UNANIMOUSLY**

ARTICLE 2015/4 4-7 Certification of Assessor

Moved by Scott Maddern, Chair Board of Selectmen, duly seconded, that the Town accept the provisions of G.L. c. 59, § 21A regarding compensation for a Certified Assessor.

**VOICE VOTE:
MOTION PASSES UNANIMOUSLY**

SECTION 5: OTHER APPROPRIATIONS AND ACTIONS

ARTICLE 2015/4 5-1 Gift of Sidewalk Easement

Moved by Scott Maddern, Chair Board of Selectmen, duly seconded, that the Town authorize the Board of Selectmen to accept from Cumberland Farms a gift of easement for a sidewalk to be constructed by Cumberland Farms at the Walnut Street/Bay Road intersection, on such terms and conditions as are acceptable to the Board of Selectmen.

VOICE VOTE:

MOTION PASSES UNANIMOUSLY

SECTION 6: CLOSING FINANCIAL ACTIONS

ARTICLE 2015/4 6-1 Free Cash Application

The Moderator recognized Rick Sprenkle.

Moved by Rick Sprenkle, Chair Finance & Advisory Committee, duly seconded, that the Town reserve, appropriate and authorize the Assessors to use \$650,000 of available certified free cash to reduce the tax rate for the Fiscal Year beginning July 1, 2015.

**VOICE VOTE:
MOTION PASSES UNANIMOUSLY**

ADJOURNMENT

The Moderator said: This Annual Town Meeting (dissolved at 3:00 p.m.) is recessed until April 16, 2015 at 7 o'clock a.m. at the Winthrop School.

A TRUE COPY: ATTEST:

Andrea J. Carlson, *Town Clerk*

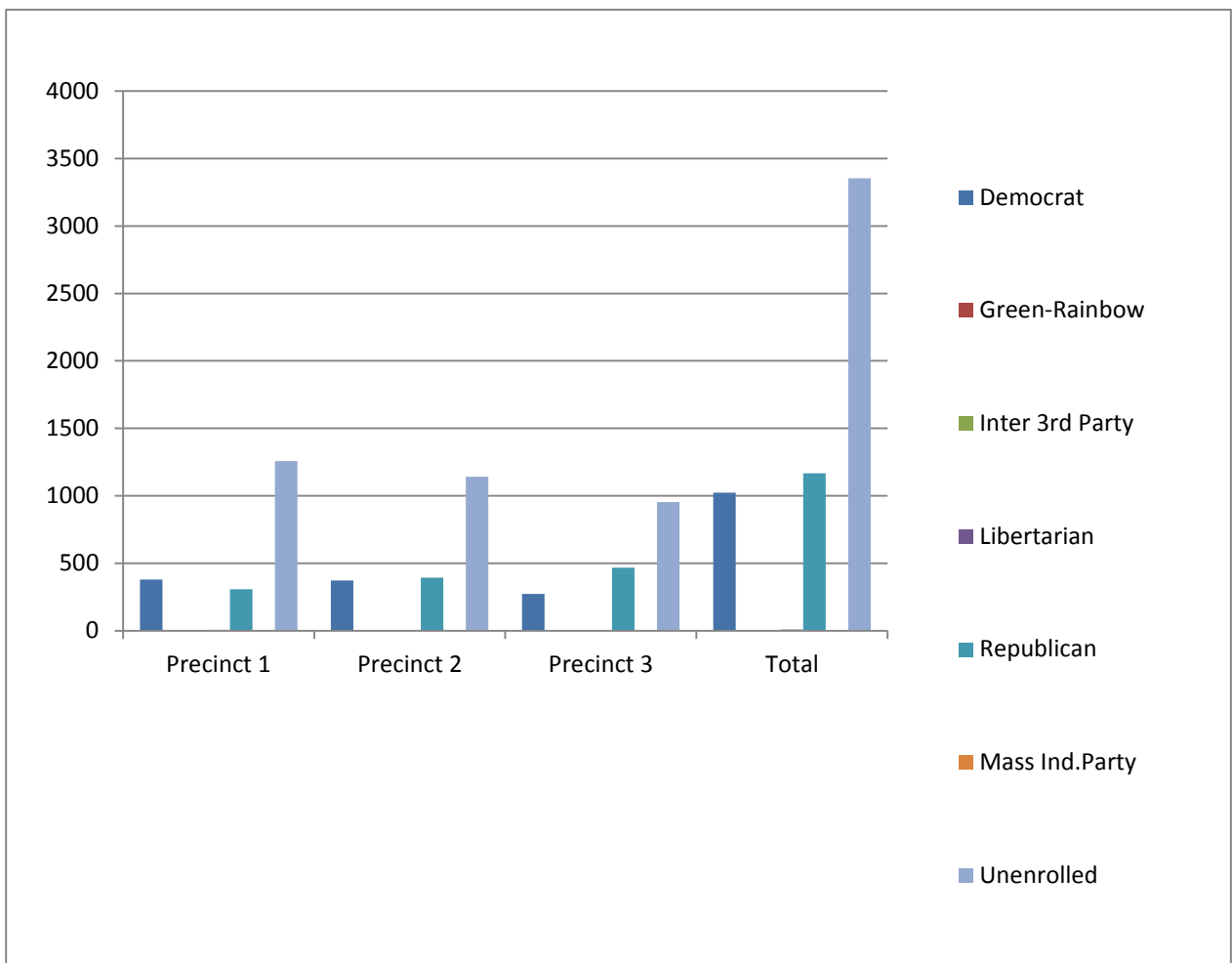


Annual Town Election

held
Thursday, April 16, 2015
At
Winthrop School, Hamilton, MA

The polls were opened at 7:00 AM by Moderator Bruce Ramsey.

At the close of Voter Registration on March 20, 2015 there were 5,567 registered voters



Reports: Town Meetings & Election Documentation

	Precinct 1	Precinct 2	Precinct 3	Total
<u>Selectman 3 years</u>				
Blanks	98	84	60	242
Shawn M. Farrell	292	262	244	798
Rosemary I. Kennedy	260	219	169	648
Robert W. McKean	208	208	165	581
William W. Wilson	320	263	227	810
Write-ins	0	2	1	3

<u>Moderator 1 year</u>	Precinct 1	Precinct 2	Precinct 3	Total
Blanks	23	18	12	53
Douglas M. Kiernan	301	241	190	732
Jennifer Taub Scuteri	265	260	231	756
Write-ins	0	0	0	0
<u>Town Clerk 2 years to fill unexpired term</u>				
Blanks	113	95	70	278
Andrea J. Carlson	475	422	362	1259
Write-ins	1	2	1	4



Reports: Town Meetings & Election Documentation

<u>Board of Assessors 3 years</u>	Precinct 1	Precinct 2	Precinct 3	Total
Blanks	156	124	94	374
Steven G. Ozahowski <i>Re-elect</i>	426	392	335	1153
Write-ins	7	3	4	14
<u>Planning Board 5 years</u>				
Blanks	63	45	38	146
William R. Dery	191	198	137	526
Matthew Thomas Tobyne	334	274	257	865
Write-ins	1	2	1	4
<u>Housing Authority 5 years</u>				
Blanks	110	84	96	290
Clarence N. Trepanier <i>Re-elect</i>	253	184	166	603
Joseph T. Hughes	89	125	63	277
Sherryl L. Leonard	137	124	108	369
Write-ins	0	2	0	2
<u>H-W Library Trustee AT LARGE 3 years</u>				
Blanks	439	356	279	1074
Patricia K. Purdy <i>Re-elect</i>	411	365	327	1103
Julie Clay	328	316	260	904
Write-ins	0	1	0	1

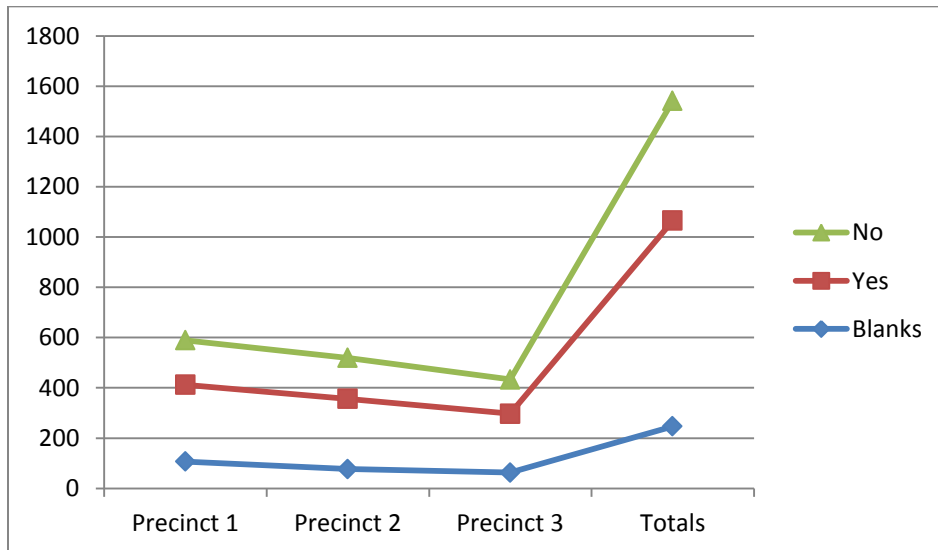


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<u>H-W Regional School Committee</u>	<u>Precinct 1</u>	<u>Precinct 2</u>	<u>Precinct 3</u>	<u>Total</u>
<u>Vote for TWO 3 years</u>				
Blanks	433	328	271	1032
Hannah E. Fraley	366	346	290	1002
Dennis J. Hurley	374	363	304	1041
Write-ins	5	1	1	7

Question #1 Proposition 2 ½ Debt Exclusion

Shall the Town of Hamilton be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to pay costs of purchasing and equipping a new ladder truck for the use of the Fire Department, including the payment of all costs incidental and related thereto?



Reports: Town Meetings & Election Documentation

Combined results of Hamilton and Wenham.			
<u>H-W School Committee</u>	Hamilton	Wenham	Total
<u>Vote for TWO 3 years</u>			
Blanks	1032	107	1139
Hannah E. Fraley	1002	187	1189
Dennis J. Hurley	1041	201	1242
Write-ins	7	0	7
<u>H-W Library Trustee AT LARGE</u>			
<u>Vote for TWO 3 years</u>			
Blanks	1074	78	1152
Patricia K. Purdy	1103	220	1323
Julie Clay	904	196	1100
Write-ins	1	0	1

Moderator Bruce Ramsey closed the polls at 8:00 PM. The results were announced by the Moderator at 8:30 PM.

A TRUE COPY: ATTEST:

Andrea J. Carlson



Special Town Meeting

November 7, 2015

At the close of registration on November 7, 2015 there were 5,490 registered voters.

Precinct 1 – 112
Precinct 2 – 128
Precinct 3 – 96

Assistant Moderator
David Carey 8 Arabian Way

Appointed Tellers:

Section 1
Darcyll Dale 58 Woodbury Street

Phillips Stearns 175 Linden Street

Section 2
William Sullivan 66 Woodbury Street
Warren Gray 935 Bay Road

Section 3
Stephen Walsh 17 Hedding Avenue

Katie Turner 58 Woodbury Street

Moderator declared a quorum present (75) and the Warrant returned showing it had been properly served, opened the Special Town Meeting at 9:06 A.M. with 336 voters checked and present.

Pledge of Allegiance

The Moderator introduced Town officials and thanked Scott Maddern, Jay Burnham, and HW Rotary Club and Shawn Farrell for donation of food. She read: I have asked non-resident Town officials and those assisting the Selectmen or Finance Committee to be present here so they may be available to answer questions. Members of the press [and the video crew] have also been allowed to be present. I remind those allowed here to do nothing which may influence the counting of a vote.

Registered voters have priority seating in the auditorium. I ask non-registered voters to give up their seats in the auditorium in the event it appears that we are running out of seats for registered voters and non-registered voters move to the overflow room. Registered voters may also sit in the overflow room, but if you must come to the microphones in the auditorium if you wish to speak on a motion.

I have appointed David Carey to be the assistant moderator in the overflow room.

Another procedural note, we record these proceedings so as to have an accurate record of the meeting and to help everybody know who is speaking and hear what is said. Therefore please use the microphones provided and, unless I recognize you by name, please give your name and address when you address the moderator.

An announcement as to Holds. Some of our motions will include a listing of items that will be voted on as a group unless a voter shouts HOLD on the item. When



Reports: Town Meetings & Election Documentation

there is a shouted HOLD during the reading of a list for consideration by the meeting, I may condition acceptance of the Hold on obtaining the identity of the voter requesting the Hold. This information is for the minutes of the meeting and to save meeting time when a held item is considered later in the meeting. If I am unable to identify a voter requesting a Hold, I may disregard such purported action for a Hold.

All registered voters have been given a distinctive voter ID card when checking into the meeting. Do not lose or destroy this card. You will need to show the card on any counted vote. If you cannot show the card, your vote will not be counted.

The Moderator recognized Scott Maddern, Chairman, Board of Selectmen, who gave preliminary remarks (see document at end of Town Meeting minutes). The Moderator recognized Rick Sprenkle, Chairman, Finance & Advisory Committee, who introduced Parker Elmore, consultant from the Town's auditing firm Odyssey Advisors, who was recognized by the Moderator. Elmore summarized the Town's nearly \$6 million OPEB unfunded liability and described how if the Town sets aside \$125,000 a year in an OPEB trust investment fund for 30 years the fund would become self-sustaining. Elmore also responded to questions from the audience acknowledging that the Town is also, along with Wenham, responsible for HWRSD OPEB costs. In response to Bill Wheaton, 180 Bridge Street, Gilmore concurred that the federal government pays 67% of Medicare costs with the Town paying the balance.

SECTION 1: REPORTS and PROCEDURES

ARTICLE 2015/11 1-1 Reports

The Moderator recognized Scott Maddern. Moved by Scott Maddern, Chair Board of Selectmen, duly seconded, that the reports of Town Officers and committees be received and placed on file.

The Moderator called for the card vote.

CARD VOTE:

MOTION PASSES UNANIMOUSLY

SECTION 2: FINANCIAL ACTIONS

ARTICLE 2015/11 2-1 Prior Year Bills

The Moderator noted that this article requires a 9/10^{ths} vote.

The Moderator recognized Bill Wilson. Moved by Bill Wilson, Selectman, duly seconded, that the Town raise and appropriate \$4,729.97 to pay utility and supply bills incurred in FY '15.

The Moderator called for the card vote.

CARD VOTE:

MOTION PASSES UNANIMOUSLY

ARTICLE 2015/11 2-2 Pool Revolving Fund

The Moderator recognized Rick Sprenkle. Moved by Rick Sprenkle, Chair Finance and Advisory Committee, duly seconded, that the Town pursuant to M.G.L. c.44, § 53E ½,



Reports: Town Meetings & Election Documentation

authorize the Pool Revolving Fund with an FY 16 spending limit of \$223,739, with the specified program for expenditures, receipts to be credited, and official authorized to expend to be as set forth in Appendix A to the Fall 2015 Warrant Book.

Bob Gray, Bay Road, questioned why Hamilton alone was setting up pool revolving fund versus Hamilton-Wenham Recreation Department since Hamilton and Wenham are funding the pool jointly. The Moderator recognized Town Manager Michael Lombardo who explained that Hamilton oversees the operation of the pool and receipts will be from Hamilton and Wenham residents. If general funds are needed to support the pool this would go through the HW Recreation Department and both towns' Finance Committees.

The Moderator called for the card vote.

**CARD VOTE:
MOTION PASSES**

ARTICLE 2015/11 2-3 Community Preservation Committee Projects

The Moderator recognized Jay Butler. Moved by Jay Butler, Vice Chair Community Preservation Committee, duly seconded, that the Town act on the Community Preservation Committee recommended specified projects and appropriate monies from specific reserves for the undertaking of community preservation projects as read and by the moderator, with each item to be considered a separate appropriation, and further that the Town authorize the Town

Manager to execute agreements on terms acceptable to him to the extent necessary to effectuate the public benefits of such projects.

Historic Resources-projects

To appropriate \$9,980 from the Community Preservation Fund Historic Resources Reserve to fund the third and final phase of the Preserve Our Pictures project.

To appropriate \$65,000 from the Community Preservation Fund Historic Resources Reserve to fund basement window replacement and upgrade electrical service at Post 194 American Legion Building.

Community Housing-project

To appropriate \$13,000 from the Community Preservation Fund Community Housing Reserves to fund roof repair at a Hamilton Housing Authority property located at 31 Union Street.

There were no HOLDS.

The Moderator recognized Jay Butler who presented information on use of CPA funds as recommended by the CPC since the Act was adopted by the Town. Olaf Krohg, 6 Blackbrook Road, questioned how much of CPA funds had been spent on open space versus recreation. Butler responded that the two categories have not been parsed because under the statute they are considered together, and there have not been any specific open space requests in the past.



Reports: Town Meetings & Election Documentation

The Moderator recognized Rick Sprenkle, Chairman, Finance & Advisory Committee, who mentioned that the FinCom recommended favorable action on this article.

The Moderator called for the card vote.

**CARD VOTE:
MOTION PASSES**

**ARTICLE 2015/11 2-4 Conservation
Restriction on Sagamore Hill**

The Moderator recognized Jay Butler. Moved by Jay Butler, Vice Chairman, Community Preservation Committee, duly seconded, that the Town Hamilton approve the making of a grant to the Essex County Greenbelt Association as part of ECGA's \$5.1 million purchase of conservation land; that the Town authorize the acceptance of a gift of a Conservation Restriction from ECGA on a portion of land to be acquired by ECGA located in the Town of Hamilton, of approximately 170 +/- acres owned now or formerly by Donovan Conservation, LLC as described on Assessors Map 34, Parcel 2; Map 26, Parcels 1, 2, and 4; and Map 25, Lot 1, to be held by the Conservation Commission of the Town of Hamilton in accordance with Chapter 40, Section 8C for conservation and passive recreation purposes or co-held with the Commonwealth Department of Conservation and Recreation; that One Million Seven Hundred Fifty Thousand Dollars (\$1,750,000) is appropriated to make this grant; that to meet this appropriation, \$190,000 is appropriated

from Community Preservation Fund Open Space Reserve, and \$310,000 from the Community Preservation Undesignated Fund Balance, and the Treasurer, with the approval of the Selectmen, is authorized to borrow \$1,250,000 under and pursuant to Chapter 44B of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; that the Town Manager is authorized to file on behalf of the Town of Hamilton any and all applications deemed necessary under the Landscape Partnership Grant Program or any other applications for funds in any way connected with the scope of this grant, and, further, that the Town Manager and the Board of Selectmen and the Conservation Commission, and other boards or committees each be authorized, as they deem appropriate or as required by law, to enter into all agreements and execute any and all instruments, as may be necessary on behalf of the Town of Hamilton to effectuate said purpose.

The Moderator recognized 21 Mill Street resident Chris LaPointe from ECGA who summarized details of the project and specifics of funding proposed for the project using \$1.75 million in CPA funds from open space reserve and bonding, state partnership grant up to \$2 million, \$250,000 from DCR, \$1.5 million in private funding and \$100,000 from Town of Essex's CPC for a total of \$5.6 million.

Rick Mitchell, 36 Rock Maple, spoke to the financial impacts to the Town relative to high tax rate and percentage of property that is tax exempt and in chapter land in Hamilton. As well as how the property



Reports: Town Meetings & Election Documentation

being considered has only paid \$500 a year in property taxes and has not contributed to CPA funds and impact of removing taxable property that could be developed.

Chris Davis, 6 Partridge Berry Lane; Richard Boroff, 40 Moynihan Road; Bruce Ramsey, Goodhue Street spoke in support of article. Luis Munoz, 59 Moynihan Road, spoke to using CPA funds and need for recreation fields that are not in good shape. Jay Butler responded that the CPC believes the CPA funding will be in good shape when \$110,000 a year in CPA funds is used for the bonding. Gretel Clark, 823 Bay Road, and Ray Whipple, 49 Mill Street, spoke in favor of the article.

The Moderator called for a card vote and mentioned that the motion requires a 2/3rds vote.

CARD VOTE: MOTION PASSES

Two-thirds requirement was met as declared by the Moderator

SECTION 3: PLANNING/ZONING ACTIONS

ARTICLE 2015/11 3-1 Mixed Use Zoning By-law Amendment

The Moderator recognized Marc Johnson. Moved by Marc Johnson, Selectman, duly seconded, that the Town amend Zoning By-law Section V. Use Regulations, B. Permitted Uses 1 by adding to the current language (at the end of the current text) the language set forth in Appendix C of the 2015 Fall Warrant Book.

The Moderator recognized Brian Stein, President of HDC, and 175 Willow Street resident, who responded to points in handout distributed at STM and clarified intent for rental housing, parking, and green space downtown. Also, that visioning sessions, charrettes, etc. have all recommended mixed use by-law for development in Town and how this amendment would assist downtown business owners who are seeking additional revenue. Rosemary Kennedy, Rust Street, was opposed to article. Mary O'Neill, 159 Railroad Avenue, expressed interest in there being enough parking downtown. Charles Chivakos, 27 Village Lane; Richard Boroff, 40 Moynihan Road; Lisa Kane, 72 Hamilton Avenue; and Fred Mills, 15 Arthur Avenue, spoke in favor of the article. Stein responded to Jeanne Maurand, 21 Garfield Avenue, about potential for future small development on HDC's Willow Street property and related parking as well as HDC's intent to keep the former Mac Shoe building.

The Moderator called for a card vote and mentioned that the motion requires a 2/3rds vote.

CARD VOTE: UNCLEAR

The Moderator called for a counted vote.

COUNTED VOTE:

179 – YES

67 – NO

MOTION PASSES

Two-thirds requirement was met as declared by the Moderator



Reports: Town Meetings & Election Documentation

SECTION 4: TOWN BY-LAW AMENDMENTS

ARTICLE 2015/11 4-1 Amendment to Noise By-law

The Moderator recognized Jeff Hubbard. Moved by Jeff Hubbard, Selectman, duly seconded, that the Town amend Section 13 of the Town By-law Ch. XI – Noise by-law by deleting the current language of the by-law and replacing it with the language set forth in Appendix D of the 2015 Fall Warrant Book.

The Moderator recognized Police Chief Russell Stevens who explained details about the amendment to the noise by-law and Town Manager Michael Lombardo who described where education, warnings and citations would be used. Chief Stevens responded to Janet Aldridge, Rust Street; explaining that by-law does not address enforcement of noise caused by the use of cell phones. In addition, Patty Pelletier, 49 Ortins Road, was told that the by-law does not apply to generators or motorcycles.

Zachary Peters, Lake Drive, moved to amend the wording in the proposed noise by-law amendment from Town Manager to Board of Selectmen. The amended motion was duly seconded. In response to Rick Mitchell, Rock Maple, Town Manager Michael Lombardo said it was fairly

common to have noise complaint hearings come before the Town Manager and the Board of Selectmen's role is to create policies and provide guidance. In response to Peters, regarding the change in by-law relative to hearing officer from Police Chief to Town Manager, Selectmen Maddern and Johnson described how the Town Manager was trained for the job versus Board of Selectmen and he would resolve issues objectively as he has done in his role as dog hearing officer.

The Moderator called for the card vote on the amended motion to determine whether Town Meeting is going to amend the motion.

**CARD VOTE:
MOTION FAILS**

The Moderator called for the card vote on the main motion.

**CARD VOTE:
MOTION PASSES**

ADJOURNMENT

The Moderator said: This Special Town Meeting is dissolved at 11:15 a.m.





Appendices

for

Special Town Meeting Warrant

November 7, 2013

9 a.m.

Winthrop School

Special Town Meeting – November 7, 2015

APPENDIX A

DEPARTMENTAL REVOLVING FUNDS

Revolving Fund	Authorized to Spend Fund	Revenue Source	Use of Fund	FY16 Spending Limit
Pool Fund (<i>authorization</i>)	Town Manager	Receipts from pool passes and pool programs	Salaries, expenses, supplies, contractual services, and related capital expenses to operate and maintain the pool	\$223,739

Special Town Meeting – November 7, 2015

APPENDIX B

COMMUNITY PRESERVATION COMMITTEE

- | <u>No.</u> | <u>Purpose</u> |
|------------|--|
| | <u>Historic Resources-projects</u> |
| 1. | To appropriate \$9,980.00 from the Community Preservation Fund Historic Resources Reserve to fund the third and final phase of the Preserve Our Pictures project. |
| 2. | To appropriate \$65,000 from the Community Preservation Fund Historic Resources Reserve to fund basement window replacement and upgrade electrical service at Post 194 American Legion Building. |
| | <u>Community Housing-project</u> |
| 3. | To appropriate \$13,000 from the Community Preservation Fund Community Housing Reserve to fund roof repair at a Hamilton Housing Authority property located at 31 Union Street. |

Summary of Recommendations

Reserve Fund Balance Category	Reserve Fund Balance as of 7/1/2015	Total of Requests	Projected Specified Reserve Balance
Historic Resources	\$91,296	\$74,980	\$16,316
Community Housing	\$162,912	\$13,000	\$149,912
Total	\$254,208	\$87,980	\$166,228

Notes

Reserve Fund Balance Category is the reserve fund specified for either Historic Resources, Community Housing, or Open Space.

Reserve Balance as of 7/1/2015 are unaudited results for the category presented.

Total of Requests is the sum of approved projects for this article.

Projected Balance for Specified Reserves after appropriation is approximate, unaudited FY16 results.

Special Town Meeting – November 7, 2015

APPENDIX C

MIXED-USE ZONING BY-LAW

Proposed Change

SECTION V. USE REGULATIONS, B. Permitted Uses 1. - Amend by adding to the existing text (at the end of the current language) the following:

“Mixed Use, defined as two or more uses on a single parcel as a part of a single development plan. This use requires Site Plan Review; see section VI.H.”

Special Town Meeting – November 7, 2015

APPENDIX D

NOISE BY-LAW, TOWN BY-LAW CH. XI

Section 13 Noise By-Law

A. Definitions. As used by this by-law, the following terms shall have the meanings indicated:

“Noise”- a sound that is plainly audible at a distance of 150 feet from its source and which disturbs the reasonable quiet, comfort, repose, or health of others.

“Plainly Audible” - Any sound from a source regulated by this by-law that can be detected above routine or normal ambient background sound by unaided human hearing.

“Sound Amplification System” - Any fixed or portable system to operate or amplify sound, including, but not limited to, phonograph, radio, television, stereo, record player, tape player, cassette player, compact disk player, digital music player, "boom box," or loud speaker.

B. It shall be unlawful for any person or persons to cause or allow any Noise that emanates from any building, boat, structure, vehicle, premises, or any Sound Amplification System, which is plainly audible at a distance of 150 feet from its source. The fact that the Noise is plainly audible at a distance of 150 feet from the building, structure, vehicle, boat, premises or Sound Amplification System in which or from which it originates shall constitute prima facie evidence of a violation of this by-law.

C. Sounding horns excessively. It shall be unlawful to sound or use automobile, truck or other motor vehicle horns or similar signaling devices upon the public streets, parking lots, or thoroughfares of the Town in excess of those signals necessary for the preservation of safety.

D. For the purposes of this by-law, Noise shall include loading or unloading activities, use of power tools and equipment, use of lawn or landscaping equipment, loud outcries, and other loud or boisterous sounds which are not specifically exempted by subsection F and which occur outside of 7:00 a.m. and 9:00 p.m.

E. Penalties for violation. Whoever violates this by-law shall be subject to enforcement action by non-criminal disposition as provided in M.G.L. c. 40, Sec. 21D and Chapter XIII of the Town By-laws. The first violation of this by-law may be punished by a verbal warning or a fine of one hundred dollars (\$100.00). The second violation of this by-law within 12 months after the first violation shall be punished by a fine of two hundred dollars (\$200.00). Further violations within 12 months after the last violation shall be punished by a fine of three hundred dollars (\$300.00). Each such act, which either continues or is repeated more than one-half (1/2) hour after issuance of a verbal warning or fine for violation of this by-law, shall be a separate offense and shall be prosecuted as a separate offense.

Special Town Meeting – November 7, 2015

This By-law shall be enforced by the Hamilton Police Department. Any person aggrieved by the imposition of a fine under this by-law may, within twenty (20) days of the imposition of the fine, request a hearing before the Town Manager, who may set aside the fine.

(1) If the person or persons responsible for violation(s) of this by-law cannot be determined, then the person in lawful custody and/or control of the premises where the violation(s) occurred, including but not limited to the owner, lessee, manager, or occupant of the property, may be held responsible for the violation(s).

F. Exemptions. The following uses and activities shall be exempt from this by-law:

- (1) Any Public Safety motor vehicle using any communication or signaling device necessary in the performance of its operator's duties.
- (2) Any highway maintenance, water department, or public utilities activities and/or vehicles, while engaged in necessary emergency business.
- (3) Announcing systems at sanctioned sporting or other authorized public events between the hours of 7:00 a.m. and 9:00 p.m.
- (4) Noises of safety signals, warning devices and emergency pressure relief valves.
- (5) Noises resulting from activities of a temporary duration permitted by law and/or for which a license or permit has been granted by the Town.
- (6) Parades, music festivals, public gatherings, and events for which the Selectmen have issued a permit.
- (7) Bells, chimes, carillons, or other call to prayer, or amplified, recorded, or other electronic substitution while being used for religious purposes, in conjunction with religious services, between 7:00 a.m. and 9:00 p.m.
- (8) Snow removal/road sanding from private parking lots, drives, roadways, and other vehicle- or pedestrian-traveled surfaces.
- (9) Noises for which the Board of Selectmen has granted a special permit pursuant to section G, below.
- (10) Noise resulting from activities of any agricultural operation between the hours of 7:00 a.m. and 9:00 p.m.
- (11) Noise generated by animals.
- (12) Noise resulting from the operation of boats for recreation.

Special Town Meeting – November 7, 2015

G. Application for permit for relief.

(1) Application for a permit for relief from this by-law on the basis of undue hardship may be made to the Board of Selectmen.

(2) Any permit granted by the Selectmen shall set forth all conditions pertaining to the specified noise and a reasonable time limit for its abatement.

(3) The holders of licenses to provide alcoholic beverages and/or entertainment shall comply with any noise allowances and/or restrictions imposed upon such licenses, and in the case of a conflict between individual license allowances or restrictions and this by-law, the terms of the license shall apply, and a violation of any such allowances or restrictions shall also constitute a violation of this by-law.

H. Severability clause. If any part of this by-law is deemed to be contrary to state or federal law, that part can be severed without affecting any other part of this by-law.

Thank you Madam Moderator. Good morning, and thanks to everyone who had a hand in organizing today's Town meeting, especially Shawn Farrell and all those who organized our breakfast this morning as well as our new Moderator.

We have a great town with wonderful people and a solid government. We have over 30 boards and committees, hard at work all year to help prepare for today and Annual Town Meeting. All of those boards and committees have many volunteers who help them decide which programs or projects are important for us. And there are hundreds and hundreds more volunteers who help run those programs. Here are just a couple of examples:

- From our Senior Center, our outreach programs, counseling and referrals to other agencies contacted many of our seniors: 1,700 seniors receive the monthly newsletter; In the year ending July, the period we track such things, we had: 2,300 transports by Beauport; for our Outreach/SHINE program we had a 57% increase over the prior year; we delivered 8,000 meals on wheels as well as 1,400 daily congregate lunches; and, we have great participation in our trips and community wellness programs.
- Our Recreation Department serves a huge population. Our fields and Rec Center have over 2,500 uses annually, some with hundreds of participants. Who hasn't seen the hundreds of kids playing flag football in Patton Park, while families enjoy the playground? The Board of Selectmen have given their support for turf fields at the HS and asked that the Wenham Board of Selectmen as well as School Committee do the same. I believe that turf fields are on the next School Committee meeting, so I encourage those interested to attend their meeting on the 19th. My own personal crystal ball

is that you'll be asked to decide on turf fields possibly in April 2017. And you have probably noticed a new parking lot in Patton Park as we prepare for the new pool, as well as new dugouts kindly donated by Kevin Puopolo and family.

And I'd like to highlight some other areas of progress for you:

- I'm sure you've noticed the replacement of our water pipes which are 60-70 years old but were designed to last only 40-50. Phase 1 is wrapping up in the fall and you approved phase 2 in the spring, so we are well on our way to replacing those old, leaky pipes.
- The BOS & FinCom started the budget process in the summer with a 3-year forecast review. We include our Town Manager, Finance Director, and School Committee in the conversation. It gives the direction to our Town Departments and District so they can start their budget processes in preparation for Annual Town Meeting in April. We asked the School Committee to provide their capital plan so that we can have a complete picture for you.
- We renewed the leases to the School District for Winthrop and Cutler properties.
- The Board of Selectmen are developing much longer term guidance, more than the 3-year and financial forecast and 5 year capital improvement plan. It was named "We are in it Together" by our seniors. The seniors responded to survey questions from the Council on Aging mailed to them in September and October. I expect we'll survey the entire town too, similarly

to what we did about 10 years ago. And, we are working with the FinCom on key indicators and trends to share with you.

- Police Chief Russ Stevens announces that the Hamilton Police Department has been reaccredited by the Massachusetts Police Accreditation Commission, Inc, we are only one of 60 communities in the Commonwealth to achieve this accreditation.
- For our new Finance Director, Brain Connolly. Please introduce yourself to him and develop the same high quality relationship with him that you did with his predecessor, Deb Menna.
- And we signed the deeds for the sale of 4 acres of property at the Patton Homestead, the portion you authorized for sale – the proceeds are \$1,156k to be used for the historic Homestead, recreation fields and our Affordable Housing Trust. Thanks again to Mrs. Patton and the whole Patton Family whom we owe so much for their many contributions to our town. Yet there is even more to come: the homes when build will contribute about \$150,000 taxes per year and the Patton Incorporators are doing an outstanding job, creating a non-profit to operate the Homestead. We'll more from them at Annual Town Meeting in April.

It's worth saying again: we have trusted and valued volunteers on our boards and committees. They all listen to your needs and concerns, contributing to our plans and directions. They are our neighbors and friends, all passionate about our Town and we thank them for their contributions. Thank you Madam Moderator.

Financial Reports

All financial data cover the period July 1, 2014 through June 30, 2015

NOTE:

Auditor's Report

The Independent Auditor's Report on General Purpose Financial Statements for the Town of Hamilton was conducted by Clifton Larson Allen LLP on March 14, 2016.

A copy of this report is on file with the Board of Selectmen and online at:

http://www.hamiltonma.gov/Pages/HamiltonMA_Finance/FY15%20financials%20posted%20to%20the%20website.pdf

Town Audit

An audit of the Town of Hamilton's 2015 basic financial statements was conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in the Government

Auditing Standards as issued by the
Comptroller General of the United States



Hamilton Finance Department

Following is a report of financial status of the Town of Hamilton. Figures presented herein are derived from two sources: the FY15 annual audit and the town's financial system. Further information regarding the town's financial status can be found within the FY15 annual audit.

Town Operations

The Town's governmental activities change in net position, decreased by \$293,449. The key element of this change was the increase in education expenses. The Town recognized a revenue surplus of \$373,157 and an overall budgetary surplus of approximately \$1,006,000 (excluding encumbrances and continuing appropriations) and utilized \$1,748,271 of reserves to fund appropriations during fiscal year 2015. The collection of committed taxes remains strong as evidenced by our +/-99.5% collection rate. The Town's certified free cash for fiscal 2015 was \$2.3M.

As in prior years, the majority of the Town's expense drivers are personnel (salary/wages, health insurance, pension), certain operations, and capital (to the extent it is funded). Going forward, as revenue growth slows across all sources (tax and fees), rising costs in health insurance (current and OPEB), pension, and wages will absorb most increases in revenue thereby restricting growth to operating budgets and capital investment.

Enterprise Operations

Water Enterprise: The Fiscal 2015 operating revenues were \$1.2M to an operating expense of \$833K, resulting in operating income of \$449K. The year closed with an outstanding receivable of \$386K.

Waste Reduction Enterprise: Fiscal 2015 receipts from customers were \$87K, transfers in were \$304K from the general fund and \$17K from non-operating revenue, bringing the total revenue to approximately \$408K. Operating expenses totaled approximately \$414K.

Debt

Debt service for FY15 is as follows:

<u>Levy Exclusion</u>	<u>Term</u>	<u>FY15 Debt Service</u>
Public Safety Building	2025	\$300,000
Joint Library	2020	\$120,000
Water Plant	2020	\$185,000
HWRSD	2019	\$565,876

Within Levy Limit

State House Serial Loan	2017	\$25,000
ESCO	2020	\$30,000

Other Sources of Funds

Donovan Property (CPA)	2020	\$40,000
Water Plant (Water Ent.)	2018	\$45,000

HWRSD debt service payment only represents the town share. Additionally, roughly half of the Water Plant debt service excluded from the levy will be supported by the Water Enterprise Fund.



Fund Balances

For a detailed listing of fund balances please refer to the FY15 annual audit listed on our web site.

A selection of fund balances are:

Stabilization Fund	\$786,226
OPEB Trust Fund	\$145,725
Water Enterprise Fund (unrestricted)	\$172,534
Community Preservation Fund \$2,759,531 (restricted)	

Financial Audit

The audit of the Town's financial statements for FY 2015 was completed by the auditing firm CliftonLarsonAllen LLP, and is available on our website. There were no instances of material non-compliance reported by the audit firm.

Respectfully Submitted,

Marisa Batista
Finance Director





INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Honorable Board of Selectmen
Town of Hamilton, Massachusetts

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Town of Hamilton, Massachusetts (Town), as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements, and have issued our report thereon dated March 14, 2016.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

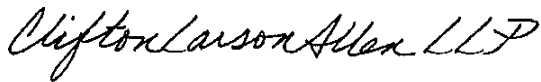


Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



CliftonLarsonAllen LLP

Boston, Massachusetts
March 14, 2016



HAMILTON BOARD OF ASSESSORS

For Fiscal Year 2014, the total assessed taxable valuation of Hamilton is \$1,365,496,653.00 with a property tax levy of \$23,336,337.81. The fiscal year 2015 tax rate as certified by the Department of Revenue is \$17.09 down \$.31 from the previous year. Building permits issued in 2015 resulted in an additional \$169,958 in tax levy growth.

In 2015, the Board of Assessors completed their mandatory Revaluation on all property in the town of Hamilton as required by the Department of Revenue. Under Massachusetts’s law, this Board is required to value all of Hamilton’s 2787 properties at 100 percent of their full and fair cash valuation, thereby insuring an equitable distribution of the property tax levy. The town’s average single-family valuation is \$492,500. More importantly, we believe that we have met our statutory obligation to re-establish proper assessment level and uniformity throughout the town of Hamilton. Final Department of Revenue certification of assessed valuations was granted in December and property tax bills were subsequently mailed at the end of December. The current valuation and levy percentages based upon property class are as follows:

Residential	1,297,319,000	95%	\$22,171,182	95%
Commercial	54,307,400	4%	\$928,113	4%
Industrial	703,300	1%	\$12,019	1%
Personal	<u>13,166,953</u>	<u>1%</u>	<u>\$225,023</u>	<u>1%</u>
TOTALS	1,365,496,653	100%	\$23,336,338	100%

Also in 2015, the Assessor’s office processed applications for excise abatements, Elderly and Veteran Exemptions, and CPA Exemptions.

We would like to assure all property owners that the Board of Assessors will continue its effort to meet the challenge of maintaining equitable assessments in this current real estate market.

Respectfully submitted,
 Gelean M. Campbell, Chairman
 Steven Ozahowski, Member
 Peter J. Kane, Member



Treasurer/Collector

I hereby submit my Annual Report as Treasurer/Collector for the Town of Hamilton for the fiscal year ended June 30, 2015.

July 1, 2014		\$13,094,743
Receipts		\$37,830,331
Disbursements		(\$37,950,149)
June 30, 2015		\$12,974,925
Unsegregated Cash Accounts		
	\$ 4,906,177	
Segregated Cash Accounts	\$ 8,068,748	

Respectfully Submitted,

Cheryl J. Booth, CMMT, CMMC
Treasurer/Collector



		July - December	January - June	Total
COLLECTIONS	YEAR			
REAL ESTATE	2015	\$ 11,084,275	\$ 11,679,197	\$ 22,763,472
	2014	\$ 280,957		\$ 280,957
		\$ 11,365,232	\$ 11,679,197	\$ 23,044,429
PERSONAL PROPERTY	2015	\$ 129,650	\$ 94,571	\$ 224,221
	2014	\$ 300	\$ 246	\$ 546
Prior to	2013		\$ 238	\$ 238
		\$ 129,950	\$ 95,055	\$ 225,005
MOTOR VEHICLE EXCISE	2015	\$ -	\$ 938,770	\$ 938,770
	2014	\$ 138,890	\$ 17,346	\$ 156,236
	2013	\$ 2,019	\$ 2,650	\$ 4,669
	2012	\$ 768	\$ 73	\$ 841
		\$ 141,677	\$ 958,839	\$ 1,100,516
BOAT EXCISE	2015	\$ 1,946	\$ 183	\$ 2,129
	2014	\$ 38		\$ 38
		\$ 1,984	\$ 183	\$ 2,167
WATER				
Rates		\$ 563,409	\$ 533,849	\$ 1,097,258
General Billing		\$ 4,714	\$ 4,399	\$ 9,113
Liens		\$ 3,217	\$ 25,092	\$ 28,309
Penalties & Interest		\$ 2,995	\$ 296	\$ 3,291
		\$ 574,335	\$ 563,636	\$ 1,137,971
CPA	2015	\$ 175,286	\$ 191,074	\$ 366,360
Prior to	2014	\$ 4,496		\$ 4,496
Interest		\$ 375	\$ 398	\$ 773
		\$ 180,157	\$ 191,472	\$ 371,629
TAX TITLES		\$ 28,881	\$ 77,611	\$ 106,492
PENALTIES & INTEREST		\$ 47,475	\$ 95,095	\$ 142,570
TOTAL		\$ 12,469,691	\$ 13,661,088	\$ 26,130,779

