



Town of Hamilton
Board of Selectmen
Monday, March 1, 2021

6:30 p.m.

AMENDED AGENDA

Town Hall is closed for meetings. Please attend the meeting using the following online or phone in options:

Join Zoom Meeting

<https://us02web.zoom.us/j/84202604153?pwd=ajVSbXBJK3JraGU0TUlOM3RNSzZQdz09>

Meeting ID: 842 0260 4153

Passcode: 289943

One tap mobile

+13126266799

6:30 p.m.	Call to order - Memorial Room Pledge of Allegiance
ANNOUNCEMENTS & BOARD OPENINGS	
	Board and Committee openings: <ul style="list-style-type: none"> • Human Rights Commission five openings • Hamilton Historic District Commission two openings • Zoning Board of Appeals two openings • Open Space Committee two openings • Affordable Housing Trust opening, effective April 15, 2021
	Public Comment (3 minutes on topics not already on the agenda)
	Selectmen/Town Manager Reports
CONSENT AGENDA	
	<ul style="list-style-type: none"> • Minutes from Board of Selectmen Meeting on January 5, 2021 • Minutes from Board of Selectmen Meeting on February 1, 2021
AGENDA	
7:00 p.m.	<ul style="list-style-type: none"> • Department Head Report – Fire Department Chief Ray Brunet • Amend Chapter 91 vote – Discussion and Vote • Annual Town Meeting articles, schedule – Discussion • Town Hall Building proposal – Discussion • Water Abatement for 275 Asbury St. – Discussion and Vote • Water Abatement for 110 Asbury St. – Discussion and Vote • Human Rights Forum March 4, 2021 – Discussion • Department Head Evaluation Report and Employee Surveys - Discussion
NEW BUSINESS	
Consideration of topics for discussion at future Board of Selectmen meetings	

Minutes from Board of Selectmen Meeting on January 5, 2021

HAMILTON BOARD OF SELECTMEN &
WENHAM BOARD OF SELECTMEN
MINUTES OF JOINT MEETING

Teleconference

January 5, 2021

The following minutes were provided to the Hamilton Board of Selectmen (BOS) by the Wenham BOS:

TOWN OF WENHAM

Board of Selectmen

Joint with Hamilton Board of Selectmen

Meeting of January 5, 2021

Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30 A, §§ 18-25, written notice posted by the Town Clerk delivered to all Board members, a meeting of the Wenham Board of Selectmen (WBOS) was held on Tuesday January 5, 2021 at 7 p.m. jointly with the Hamilton Board of Selectmen (HBOS). *Due to the COVID19 Virus pandemic, and restrictions concerning in-person gatherings ordered by the Governor, this meeting took place virtually on Zoom.*

The Town of Wenham has a three-member Board of Selectmen elected for three-year terms with one seat up for election each year. John Clemenzi (2021); Jack Wilhelm (2022); Gary Cheeseman (2023).

The Board of Selectmen serve as the chief executive body of the Town. The board's duties include in part appointing the Town Administrator and other board/committee members, developing goals and policies, preparing the town report, the annual budget, and presenting the warrant for Town Meeting. The Board typically meets the first & third Tuesday of each month at 6:30pm in Town Hall. The BOS meetings are posted on the Town calendar. All meetings are open to the public and may be viewed on local cable channels HWCAM.org or You Tube HWCAM.

Please be advised that this open meeting is being broadcast live via Zoom and recorded for playback on-line, video on-demand viewing at hwcam.org. The listings of matters are those reasonably anticipated by the Chair 48 hours before said meeting, which may be discussed at the meeting. Not all items listed may in fact be discussed. Items may be taken out of order and at times that differ from those listed below. Other items not listed may also be brought up for discussion to the extent permitted by law. All participants wishing to address the Board of Selectmen must indicate so in the Zoom meeting chat. Public Comment will last for 10 minutes and a resident is allowed to speak for no longer than 2 minutes.

Call to Order: *With a quorum present, Mr. Cheeseman called the meeting to order at 7p.m.*

Wenham Selectmen present: Gary Cheeseman, Chair & Clerk; Jack Wilhelm, Vice Chair; John Clemenzi, Vice Chair (left at 7:07 p.m.)

Also present: Tom Younger, Interim Town Administrator; Jackie Bresnahan, Director of Administrative Services; Catherine Tinsley, Recording Secretary

Hamilton Selectmen present: Shawn Farrell, Chair; Darcy Dale; Jamie Knudsen. Rosemary Kennedy; William Olson.

Also present: Joseph Domelowicz Jr., Town Manager

Kim Butler, Library Director; Jim Purdy, Chair Finance & Advisory Committee (FinCom)

- **Discuss HW Library Regional Agreement**

Mr. Domelowicz spoke on the three-year contract negotiations with the library union, which he opined went well, especially for a new union that worked collaboratively with the towns. He observed that the Town of Wenham had already included the COLA (cost of living adjustment) in the FY'21 budget and so it was agreed to provide the COLA raises the staff would have gotten had they not unionized; there are no COLA raises in years two and three. Yearly merit raises were included in the contract, but because they are based on evaluations it does not tie the town into ever-escalating expenses and allows those employees to be compensated for their performance. The terms of the agreement require WBOS to vote on the contract as the lead community.

This is an *at cost contract* and there are no increases to the budget due to the unionization. Hamilton's share of the cost of the library was worked into the assessment from Wenham as assigned in the beginning of the fiscal year.

Vote: The Wenham Board of Selectmen voted unanimously by roll call to approve the Hamilton Wenham Library Collective Bargaining Agreement.

Mr. Clemenzi left the meeting at 7:07p.m.

- **Discuss and Potentially Vote on Inspectional Services Regional Agreement**

Ms. Bresnahan reviewed inspectional services began with an Agreement that allowed the towns flexibility in the future to meet the individual needs of each town. The Intermunicipal Agreement is reviewed annually for the following fiscal year.

Ms. Bresnahan spoke on proposed changes to the Agreement by the Town of Hamilton who pays a larger share of the costs due to the increased use of inspectors. Hamilton has since transitioned and needs more capacity due to large projects.

Mr. Domelowicz noted that June 30 is the end of the original three-year Agreement and proposed this was a good time to make changes and amend the agreement. The formula in the Agreement is for each town to be financially responsible according to population and permit volume. Ms. Bresnahan noted that Wenham needs inspectional services during the week, but through the Agreement has the benefit of a full-time person and has had a good working relationship with Hamilton.

The Town of Hamilton proposed to be the lead town citing the benefit of a Human Resource person which would benefit Wenham as well the department and the anticipated increased need.

Mr. Wilhelm wanted the ability for Wenham to be the lead community after the three years subject to discussion, and wanted this memorialized in the Agreement. Mr. Domelowicz committed to work with Ms. Bresnahan to refine the job descriptions (an appendix to the agreement) that describes the qualifications of those who fill the inspector roles and that the lead town be revisited at the end of the agreement.

- **Discuss Hamilton's Master Plan and Health Reorganization**

Mr. Farrell reviewed that Hamilton approved the funding for a Master Plan and is moving ahead with request for proposals for a consultant. A steering committee will be formed and it was hoped both the Town of Wenham and the School District would participate in the discussions and work with the consultant. Mr. Domelowicz noted that when Wenham is ready to do a Master Plan they may benefit from Hamilton's framework or template to work from. As the process gets going for Hamilton, Mr. Farrell offered to reach out to Wenham to keep everyone informed.

Mr. Domelowicz said he was not ready to talk about the Board of Health reorganization and would update Ms. Bresnahan and Mr. Younger as things progressed.

Mr. Purdy mentioned that Wenham is considering a subcommittee to look at capital planning and that the role of the FinCom would be to oversee it and move it forward.

- **Discuss Regional School Agreement and Follow Up from December 2, 2020 Joint Meeting**

Noting this was going to be a long process, the discussion began with the suggestion to form a Hamilton-Wenham joint committee to begin the process of updating the Regional School Agreement. Mr. Farrell identified a few items deemed important to consider, i.e., apportionment formula, nomination process, town representation and number of school committee members, update to bylaws and structural changes, audit, etc.

School buildings were mentioned as an important part of this negotiation/discussion. (School land is non-taxable and Hamilton has the majority of school campuses.)

Mr. Cheeseman suggested initially the chairs of the School Committee and Boards of Selectmen begin discussions to reopen the agreement and to wait for the enrollment numbers after COVID, noting recent enrollment has been altered by COVID.

Ms. Dale asked that the FinCom chairs be included in the initial meetings.

Mr. Farrell said Hamilton was sending a letter to the State to use the previous year’s student enrollment for funding purposes, citing COVID has altered enrollment by 5%, and it is unknown if the impact will continue and questioned if Wenham would also send a letter of support. Mr. Cheeseman and Mr. Wilhelm agreed this was a good idea although Mr. Wilhelm stated he was not in favor of involving Town Counsel early in the process and that each town should draft a list of proposed changes and discuss before Town Counsel is asked to review the Agreement. He noted the last revisions were done in 2014.

Mr. Olsen recommended the Agreement be rewritten and not to keep adding addendums.

Both towns agreed to draft a list of proposed changes to the Agreement for discussion at a future joint meeting.

- **Adjournment** – Both the *Wenham and Hamilton Boards of Selectmen adjourned by a roll-call vote at 7:52 p.m.*

*Respectfully Submitted By
Catherine Tinsley, Recording Secretary for Wenham BOS
January 8, 2021*

Prepared by:

Mary Alice Cookson
Hamilton Board of Selectmen Minutes Secretary

Date

Attest:

Jamie Knudsen
Board of Selectmen Clerk

Date

Documents Discussed at Meeting:

- **7.01.10 HWRSD Agreement**—Amendment to Agreement between the two towns of Hamilton and Wenham with respect to the Establishment of a Regional School District Restating the Provisions of Said Agreement. Amended effective July 1, 2010

Minutes from Board of Selectmen Meeting on February 1, 2021

HAMILTON BOARD OF SELECTMEN

MINUTES OF MEETING

Teleconference

February 1, 2021

Selectmen Present: Chair Shawn Farrell, Darcy Dale, Rosemary Kennedy, and Jamie Knudsen

Selectmen Absent: William Olson

Town Manager: Joe Domelowicz Jr.

Other Staff Present: Recreation Director Sean Timmons

** This meeting was conducted via Zoom teleconference with all the above participants remaining in their homes.*

Call to Order/Pledge of Allegiance

Board of Selectmen (BOS) Chair Shawn Farrell called the Zoom meeting to order at 6:33 p.m. and took roll call. He said William Olson would not be joining the meeting. Present along with Mr. Farrell were: Darcy Dale, Rosemary Kennedy, and Jamie Knudsen. The Pledge of Allegiance was recited.

Announcement of Board and Committee Openings

- Human Rights Commission—five openings
- Hamilton Historic District Commission—two openings
- Zoning Board of Appeals—one opening
- Community Preservation Committee (CPC)—one opening
- Conservation Commission—one opening
- Open Space Committee—one opening

Public Comment

None.

Selectmen/Town Manager (TM) Reports

Mr. Knudsen gave no report.

Ms. Kennedy said the Conservation Commission (ConCom) had an applicant with a varied background in conservation and hoped she would apply. The Town Hall Building Committee (THBC) met last week and did an analysis of how it could have done a better job informing the public about the Town Hall renovation project.

Ms. Dale reported that at a joint Capital Committee (CapCom) and Finance and Advisory Committee (FinCom) meeting last week, they were in the process of prioritizing capital projects over the next five to 15 years, including some regarding Town water issues (sources, storage, and distribution), the Public Safety Building needing major roof repairs, HVAC work at the Hamilton Wenham Library, and Emergency Center Operations repeaters, and looking at where the money will come from. The THBC held a brainstorming session and will meet again this Thursday about refining its technique and reaching out to more people about the Town Hall renovation.

Mr. Farrell said the Hamilton and Wenham BOS and FinCom chairs met this afternoon with School Committee Chair Michelle Bailey, School Superintendent Mary Beth Banios, and Vincent Leone, Assistant Superintendent to Finance & Administration. He described it as an early release on their thoughts about the school budget ask and items within it, and were brainstorming on how to reduce the rate of increase and let the community know what they are asking. Mr. Farrell said he had expressed Hamilton's concerns. [Last year an increase of about 8.5% over the previous year was requested; in other years, the proposed increase was about 5%.] Mr. Farrell said this year was tough in light of the current climate (pandemic, job losses) and said many parents of school-age children are unhappy with the school year. There was discussion about health insurance for school employees and replacing the FTEs (full-time equivalents) the Schools lost last year. If they don't replace the FTEs, the Schools may lose some programming and be knocked down in ranking. Mr. Farrell said he believes there's good parental support within the community and for this reason, students do well.

Town Manager Domelowicz Jr. said that also discussed at the joint meeting was the application through the MSBA [Massachusetts School Building Authority] for a new elementary school and there's likelihood of hearing back in April. The whole process has about a five- to seven-year timeframe. After acceptance into the MSBA program, a ballot question to the Town would be needed. Mr. Farrell said potential locations for the proposed new building included the existing Cutler School or it could be somewhere in Wenham. He said this would be addressed during Hamilton's Master Plan process. Mr. Farrell said he heard the permit for the cell tower behind Town Hall was expected to be taken out soon; Mr. Domelowicz confirmed that.

Mr. Domelowicz' Town Manager report will be posted online tomorrow. He said he was pleased to report the Town is having its first COVID vaccination clinic for the first phase under State guidelines this Saturday. There is a limited amount of vaccine so some people will need to be waitlisted. The Town also did some vaccinations of homebound seniors. He said the Town was partnering with others in the area to meet the local demand. Ms. Dale

asked the ages of the participants; Mr. Domelowicz replied 75 and older or 65 with two co-morbidities. At a certain point, he said the Town will start sharing the vaccines with teachers. Ms. Dale asked if it were true that the Town was only getting about 100 doses. He said yes, and they needed to register enough people to utilize those doses. Mr. Domelowicz added that COVID testing is continuing and will be held at the Miles River Middle School on Feb. 13. He reminded everyone the free tests are for those with symptoms or who have had close contact a person who is COVID-positive. Those who want the test for other reasons may self-pay (\$85). He reported other good news that the Town received a Winter Shared Streets and Spaces \$64,800 grant, designed to make outdoor public spaces more user-friendly and multifunctional. The grant will go toward work along Railroad Avenue and Willow Street to connect Patton Park to the downtown shopping district, create bike lanes, and add electrical outlets for providing outdoor lighting and electricity that may be used for Town festivals.

Mr. Farrell added road crews have been replacing fire hydrants and 11 were done.

CONSENT AGENDA

- Approve Minutes from the Nov. 9, Dec. 7, and Dec. 21, 2020 BOS meetings.
- Approve Community House request to use Patton Park for Bunny in the Park.

Gail Lull of The Community House was present to answer questions. Mr. Farrell asked if a Bunny in the Park event was held last year. She replied no, but said they had Santa in the Park that went well. She cited a high demand for these events.

Decision:

Ms. Dale made a motion to approve the meeting minutes from Nov. 9, Dec. 7, and Dec. 21, 2020 and request for the Bunny in the Park event. Ms. Kennedy seconded the motion. A roll-call vote was taken with “ayes” from Ms. Dale, Ms. Kennedy, Mr. Knudsen, and Mr. Farrell, (4-0) unanimous among those present.

DEPARTMENT HEAD REPORT

Recreation Director Sean Timmons to Update the BOS

Mr. Timmons said the Recreation (Rec) Department was nearing the end of the first session of its two-session winter programming. He said the numbers were strong and program was going well. The spring program brochure is complete and will be mailed out on Friday. Spring programming starts after April vacation and runs to the start of summer. Normally the spring and summer brochure come out at the same time with registration beginning March 1; however, this year, because they aren't sure of State guidelines or how things will trend, they are delaying the summer brochure, which covers the park program and Town pool. Recruitment for summer staff has also begun.

Mr. Farrell asked if there will be a lifeguard shortage as in the past. Mr. Timmons said he didn't think so. They would not need as many because they will probably need to have a reservation-style program for the pool. Last summer, State guidelines allowed a max of 40% capacity. Lifeguard certification programs in the area were stopped, but are now running again, so he hoped to get the lifeguards they've had in the past recertified as soon as possible. Mr. Farrell inquired about basketball and about field issues. Mr. Timmons talked about how vaccination clinics happening at the schools have affected youth sports. Last year there wasn't any spring sports season so they are looking forward to it this year. He noted the Rec. Dept. is requesting a CPC grant to resurface the Patton Park tennis courts.

Mr. Timmons discussed the proposed warrant article to combine the Rec. Dept.'s revolving general fund and pool fund. He said the idea was presented at a joint FinCom meeting last week and there was agreement. He said the Rec Dept. would still be able to provide the same reports they've been providing; the merging of the two funds would just allow more flexibility. Mr. Domelowicz supplied some more reasoning. He said last year there was a shortage of about \$850 in one fund and a warrant article was needed to make the transfer from the pool fund to the general fund. If the funds are combined, that won't be necessary in the future. Also, some of the money in the general fund was from the old pool anyway. Also, he said when people pay by credit card for multiple Rec programs, they pay one total and the staff is having to separate the payments into the different funds. If they combine them, that won't be necessary.

Ms. Kennedy wanted more information on cost of the tennis court resurfacing and why it wouldn't be an appropriate expense for the Rec Dept.'s revolving fund. Mr. Timmons said cost was about \$45K. He explained the revolving fund lost \$136K in income last year (was cut in half from what it normally brings in) and while usually they would split a cost 60-40 or 70-30 with the CPC, there's a rule the Rec. Dept. can only expend the amount it brings in. Since there's no charge to the public for using the tennis courts, they don't take in any revenue that could be expended on that work. Ms. Kennedy said it seems everybody goes to the CPC for funds for everything and wondered why at least part of it wouldn't be funded by the Rec. Dept. in light of the other large-scale items currently being underwritten by the CPC. She recalled the basketball hoops were redone with CPC funds also. Mr. Timmons said they can discuss it, but the Dept. didn't have the funds to do the work. Ms. Dale asked if Wenham would pitch in; Mr. Domelowicz said the courts were a Town of Hamilton resource.

Mr. Farrell asked if Wenham has talked about repurposing its tennis courts for some other thing, such as a skate park, as was discussed 18 months to 2 years ago. Mr. Timmons replied no, and said everything will depend on future plans for the schools.

AGENDA

Approve Date for Budget and Capital Presentation to the Joint Committees

Mr. Domelowicz said some adjustments were made to the draft calendar of the events leading up to Town Meeting and some dates were pushed back by about a week. He shared

a blank February calendar onscreen to show dates. He said Saturday, Feb. 20, at 9 a.m. was proposed for a joint Zoom meeting with the FinCom regarding the budget and capital requests. FinCom had said that date would work for them. Mr. Farrell reminded everyone Feb. 10 was set for a joint meeting with Wenham and the School Committee regarding the school budget.

Decision:

Ms. Dale made a motion that the BOS convene the meeting [for the Budget and Capital Presentation] on Feb. 20 at 9 a.m. via Zoom. Mr. Knudsen seconded the motion. A roll-call vote was taken with “ayes” from Ms. Kennedy, Mr. Knudsen, Ms. Dale, and Mr. Farrell, (4-0) unanimous among those present.

Mr. Domelowicz said he would inform FinCom Chair who would inform the members.

Vote to Open the Warrant for the May 1, 2021 Annual Town Meeting (ATM)

Decision:

Ms. Dale made a motion to open the ATM warrant. Ms. Kennedy seconded the motion. A roll-call vote was taken with “ayes” from Ms. Kennedy, Mr. Knudsen, Ms. Dale, and Mr. Farrell, (4-0) unanimous among those present.

- **Discuss Possible Warrant Articles**

Mr. Domelowicz shared the 2021 Spring Annual Town Meeting Projected Warrant Articles list, which was fairly short and includes all the proposed warrant articles for consideration so far. Included were the following:

- Town Hall Building Project—Mr. Domelowicz explained that the ballot/election would need to be made by September if ATM decides to go ahead with the project; ATM has a longer timeframe between the Town Meeting and ballot than there is for STM (which is within five days).
- Merge Pool and Recreation Revolving Accounts—previously discussed.
- Increase CPC surcharge from 2% to 3% (this requires a petition campaign).
- Capital Plan—Mr. Domelowicz said they are trying to keep the capital request for FY’22 as low as possible.
- Chebacco Road Project—to seek State approval to revise the CR [conservation restriction]. The land to be moved when paving the road is conservation land so will need approval of Hamilton’s ConCom and also of Manchester’s ATM since they are the property owner. Following that, the Town Meeting article will require State approval.

Mr. Knudsen confirmed with Mr. Domelowicz there are no citizen petitions currently.

Discuss and Approve a Date for the Human Rights Commission Forum

The proposed date for the Human Rights Commission Forum is Feb. 23. A potential moderator and featured speakers have been identified and are pending. Mr. Domelowicz said if the BOS and participants agree on the date, they can schedule a planning committee meeting this week to finalize the program. A suggested time of either 6:30 or 7 p.m. was proposed for the two-hour event. Ms. Kennedy preferred 6:30, but one of the speakers is traveling that day and might prefer the later time. Ms. Kennedy and Ms. Knudsen, who both serve on the planning committee, and Mr. Domelowicz will work out the details.

Discuss and Approve a Date for an OML [Open Meeting Law]/Minutes Keeping Seminar

Town Counsel KP Law has agreed to do a seminar on OML for new board members and minutes takers. The seminar will last about an hour. Mr. Farrell suggested a Monday evening, perhaps March 8 or 22, at 6:30 p.m., and the BOS agreed to the proposed dates. Mr. Domelowicz will work out the details with KP Law.

Town Manager (TM) Evaluation and Discussion of Next Steps

Mr. Farrell said all the data from the BOS evaluations of the TM had not yet been compiled but will be completed by the next meeting. The TM contract is up soon, and Mr. Farrell suggested designating someone to meet with Mr. Domelowicz (in person or Zoom) about his contract and see what changes he proposes and bring back the info. to the BOS for discussion. Ms. Dale and Ms. Kennedy volunteered. Mr. Farrell will forward his copy of the contract to them and the other members.

Mr. Farrell said he received the employee surveys from the department heads, which he will distribute to the BOS.

Consideration of Topics for Discussion at Future BOS Meetings

None discussed.

Mr. Farrell said the DPW [Department of Public Works] just informed him the snow prediction for this evening was lowered and may amount to rain instead of snow.

Adjournment

Ms. Dale made a motion to adjourn the BOS meeting at 7:36 p.m. Ms. Kennedy seconded the motion. A roll-call vote was taken with "ayes" from Ms. Kennedy, Ms. Dale, Mr. Knudsen, and Mr. Farrell, (4-0) unanimous among those present.

Cemetery Deeds

#1204 was on the agenda for BOS signatures.

Amend Chapter 91 vote – Discussion and Vote

TOWN OF HAMILTON

BOARD OF SELECTMEN

Date: March 1, 2021
TO: Board of Selectmen
RE: Proposed Motion on Chapter 91

Purpose: To amend a previous vote of the of the Hamilton Board of Selectmen, with regard to Chapter 91 application criteria.

Date: March 1, 2021

Motion: I move to amend the application criteria for the FY'2022 Chapter 91 Senior Tax Exemption program, which was voted by the Board of Selectmen on November 23, 2020, to establish the income limits as **\$47,520** for a single filer and **\$71,280** for a married couple. The filing deadline for applications for this program was January 31, 2021 and that remains unchanged.

Motion by:

Second by:

Result of the vote:



P.O. Box 429
577 Bay Road
Hamilton, MA 01936

Phone
Fax
Web site

(978) 468-5572
(978) 468-2682
<http://www.hamiltonma.gov>

From: [Jane Dooley](#)
To: [Patrick Shannon](#)
Cc: [Joe Domelowicz](#); [John Speidel](#)
Subject: RE: BOS vote on Chapter 91 taken on 11-23-2020 needs to be looked at
Date: Wednesday, February 17, 2021 11:39:58 AM

Hi Pat,

Please have them vote Chapter 91 for FY2022, the income limit of \$47,520 for a single person and the income limit for a married couple of \$71,280.

Thank you,

Jane Dooley
Administrative Assistant
Town of Hamilton
Assessors Office
(978)468-5574

From: Patrick Shannon
Sent: Wednesday, February 17, 2021 11:32 AM
To: Jane Dooley <jdooley@hamiltonma.gov>
Cc: Joe Domelowicz <jdomelowicz@hamiltonma.gov>; John Speidel <jspeidel@hamiltonma.gov>
Subject: RE: BOS vote on Chapter 91 taken on 11-23-2020 needs to be looked at

Hi Jane,

What needs to be done to correct this? Another vote of the BOS?

Thanks,

Pat Shannon
Assistant to the Town Manager & Community Preservation Coordinator
Town of Hamilton
577 Bay Rd, P.O. Box 429
Hamilton, MA 01936
pshannon@hamiltonma.gov
Phone: 978-626-5202
hamiltonma.gov

From: Jane Dooley
Sent: Wednesday, February 17, 2021 10:11 AM
To: Patrick Shannon <pshannon@hamiltonma.gov>
Cc: Joe Domelowicz <jdomelowicz@hamiltonma.gov>; John Speidel <jspeidel@hamiltonma.gov>
Subject: BOS vote on Chapter 91 taken on 11-23-2020 needs to be looked at

Annual Town Meeting articles, schedule – Discussion

TOWN OF HAMILTON
 BUDGET PREPARATION AND MEETING SCHEDULE
 FISCAL YEAR 2021 **(REMAINING DATES)**

<u>ACTIVITY</u>	<u>DEADLINE</u>
Selectmen Meeting	3/1/21
Draft Warrant Articles to FinCom and Town Counsel	3/1/21
Board and Committee Reports due to Town Clerk, Town Manager	3/1/21
FinCom Meeting	3/10/21*
Selectmen's Meeting/Public Hearing – CLOSE Warrant (Includes Citizen Petitions certified by 3/12/21)	3/15/21
Selectmen Vote on Budget and to place Ballot Questions on ballot	3/15/21
Joint BOS and FinCom meeting to finalize Warrant/vote recommendations	3/24/21*
FinCom votes their Book of Recommendations to supplement Warrant	3/24/21 - 4/16/21
Selectmen Meeting	4/5/21
FinCom Meeting	4/7/21*
ATM Warrant & Ballot Published (sent to printer)	4/16/21
FinCom Book of Recommendations Published (sent to printer)	4/16/21
ATM Warrant posted by Town Clerk	4/17/21
ATM PowerPoint Information due to Town Manager's Office	4/20/21
Selectmen Meeting	4/20/21
ATM Script drafted with Town Moderator, Town Manager and Town Counsel	4/20/21 – 4/24/21
FinCom Meeting	4/21/21*
Warrant and Book of Recommendations mailed to residents	4/23/21
FINAL Day for ATM Power Point Information	4/26/21
ATM Script finalized with Town Counsel, Town Moderator, Town Manager BOS and FinCom	4/26/21
Town Meeting	5/1/21

*FinCom timeline subject to change as determined by FinCom

**Date subject to change based on consultation with Planning Board

2021 Spring Annual Town Meeting

Potential Warrant Articles

- Motion for Consent Agenda
- Bills of a Prior Year
- Town Hall Building Project (General Bonding authorization \$3,700,000 to \$4,200,000)
- Merge Pool and Recreation Revolving Accounts
- Increase CPC surcharge from 2% to 3% (this one requires a petition campaign)?
- FY '22 Capital Program \$338,638
- Reserve Fund Transfer \$349,000
- Water Study \$100,000
- Town Budget Article
- Solar PILOT for Library Roof
- Community Preservation Fund
 - Patton Tennis Courts \$32,000
 - TH Project \$3,000,000 to \$3,500,000 bonding request
- Chebacco Road Project – to seek state approval to revise the CR
- Conservation Restriction for portion of Patton Homestead?

Water Abatement for 275 Asbury St. – Discussion and Vote



TOWN OF HAMILTON

Water Department

577 Bay Road
P. O. Box 429
Hamilton, MA 01982

Tel. (978) 626-5227
Fax (978) 468-5582

Water Abatement Application

Name: 275 Asbury Street Condo Association
Address: 275 Asbury Street Acct# 11-0141
Hamilton, MA 01982

This application is for abatement of Bill # 260746 Bill Date: 2/1/2021

Reason(s) for which the abatement is requested (please attach supporting documentation); if abatement is sought for relief due to a leak; please provide a plumber's invoice showing that the leak has been fixed. Applicants may be asked to submit supplementary information to support the application for abatement.

On November 16, 2020 a resident at 275 Asbury Street notified the Town of a high consumption bill following receipt of their November 2020 water bill. That day the Hamilton Water Department investigated the leak and also performed a meter reading. The resident found a faulty flapper in Unit #1 and has since replaced the toilet. Hamilton Water has also confirmed that the reading has returned to normal. The resident requested abatement for two billing quarters, the Nov. 2020 bill, which was granted, and this Feb 2021 bill. This is the second abatement request.

Abatement Calculations:

Average of the last 3 billing quarters

Bill Date History	Consumption (gallons)
2/1/2018	23,000
2/1/2019	18,000
2/1/2020	14,000
Average History	18,333~19,000
2/1/2020 Current Bill	74,000
Difference	55,000
½ Difference	27,500 = 28,000

Average plus ½ Difference = 19,000 + 28,000 = 47,000 gallons

Original 2/1/2021 Water Bill #260746 = \$818.48

Revised 2/1/2021 Water Bill #260746 = 47,000 gallons = \$466.46

Abatement Amount = \$352.02

Usage Rates (per 1000)					Infrastructure Charge	Total Revised Bill
0-5000	5001-25000	25001-50000	50001-250000	>250000		
5,000	20,000	25,000	6,000	N/A		
5	20	22	0	N/A		
\$ 4.62	\$ 6.31	\$ 10.78	\$ 13.32	\$ 15.40		
\$23.10	\$126.20	\$237.16	\$0.00	\$0.00	\$80.00	\$466.46



TOWN OF HAMILTON

Water Department

577 Bay Road
P. O. Box 429
Hamilton, MA 01982

Tel. (978) 626-5227
Fax (978) 468-5582

-----OFFICE USE ONLY-----

Date Received: February 18th, 2021

Original Bill Amount: \$818.48
Water Abatement Request: \$352.02
Revised Bill #258163: \$466.46

Reviewed By: Timothy J. Olson

Position: DPW Director

Date: February 18th, 2021

Staff Review and Recommendation:

Per Section 5 of the Town of Hamilton Water Abatement Policy, the Town of Hamilton Board of Selectmen shall consider a one-time abatement, per account, during any ten-year period, equal to half of the water consumption above normal consumption. Normal consumption will be the average of at least the previous three years' consumption history (for similar billing periods) unless deemed otherwise by the DPW Director. In review of the request, I understand this to be the same incident that spanned two billing cycles and the leak has been rectified.

Town Manager Approved: _____

Submitted to Board of Selectmen:

Date: _____

Approved: _____

Denied: _____

Approved: _____

Denied: _____

Approved: _____

Denied: _____

Approved: _____

Denied: _____

Approved: _____

Denied: _____

Total Approved: _____

Total Denied: _____

02/18/2021 14:49
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Town of Hamilton MA - LIVE DATA
UB Consumption History Report

P 1
ubcnsinq

Account Number	Customer # Name	Parcel	Location	Status
Service	Mfr Meter Number	Cd Read Date Time By	Usage Repl Usage Charge Amt Billed Amt	Billed Amt
110141	619871	275 ASBURY STREET CONDO TRUST 047000135	275 ASBURY ST	Active
100	- 1 WTR-RES/CM	ROCK04530202	A 01/13/2021	260746 3757,000 74,000 0 818.48 818.48
100	- 1 WTR-RES/CM	ROCK04530202	A 10/14/2020	258163 3683,000 80,000 0 481.00 898.40
100	- 1 WTR-RES/CM	ROCK04530202	A 07/20/2020	255579 3603,000 20,000 0 197.75 197.75
100	- 1 WTR-RES/CM	ROCK04530202	A 04/02/2020	253018 3583,000 14,000 0 159.89 159.89
100	- 1 WTR-RES/CM	ROCK04530202	A 01/16/2020	250466 3569,000 14,000 0 132.66 132.66
100	- 1 WTR-RES/CM	ROCK04530202	A 10/22/2019	247916 3555,000 12,000 0 121.18 121.18
100	- 1 WTR-RES/CM	ROCK04530202	O 07/31/2019	245358 3543,000 30,000 0 244.80 244.80
100	- 1 WTR-RES/CM	ROCK04530202	A 04/10/2019	242805 3513,000 19,000 0 161.36 161.36
100	- 1 WTR-RES/CM	ROCK04530202	A 01/16/2019	240250 3494,000 18,000 0 155.62 155.62
100	- 1 WTR-RES/CM	ROCK04530202	A 10/16/2018	237696 3476,000 14,000 0 132.66 132.66
100	- 1 WTR-RES/CM	ROCK04530202	A 07/17/2018	235145 3462,000 26,000 0 205.60 205.60
100	- 1 WTR-RES/CM	ROCK04530202	A 04/04/2018	232575 3436,000 17,000 0 149.88 149.88
100	- 1 WTR-RES/CM	ROCK04530202	A 01/18/2018	230027 3419,000 23,000 0 184.32 184.32
100	- 1 WTR-RES/CM	ROCK04530202	A 10/16/2017	227465 3396,000 24,000 0 190.06 190.06
100	- 1 WTR-RES/CM	ROCK04530202	A 07/17/2017	224908 3372,000 28,000 0 225.20 225.20
100	- 1 WTR-RES/CM	ROCK04530202	A 04/12/2017	222349 3344,000 22,000 0 178.58 178.58
100	- 1 WTR-RES/CM	ROCK04530202	A 01/12/2017	219798 3322,000 24,000 0 190.06 190.06
100	- 1 WTR-RES/CM	ROCK04530202	A 10/18/2016	217239 3298,000 26,000 0 205.60 205.60
100	- 1 WTR-RES/CM	ROCK04530202	A 07/15/2016	214685 3272,000 31,000 0 254.60 254.60
100	- 1 WTR-RES/CM	ROCK04530202	A 04/14/2016	212122 3241,000 33,000 0 274.20 274.20
100	- 1 WTR-RES/CM	ROCK04530202	A 01/07/2016	209573 3208,000 27,000 0 215.40 215.40
100	- 1 WTR-RES/CM	ROCK04530202	A 10/20/2015	207023 3181,000 35,000 0 293.80 293.80
100	- 1 WTR-RES/CM	ROCK04530202	A 07/13/2015	204472 3146,000 31,000 0 254.60 254.60
100	- 1 WTR-RES/CM	ROCK04530202	A 04/16/2015	201911 3115,000 30,000 0 244.80 244.80
100	- 1 WTR-RES/CM	ROCK04530202	A 01/14/2015	199378 3085,000 28,000 0 138.00 138.00
100	- 1 WTR-RES/CM	ROCK04530202	A 10/22/2014	196849 3057,000 35,000 0 187.00 187.00
100	- 1 WTR-RES/CM	ROCK04530202	A 07/16/2014	194307 3022,000 30,000 0 152.00 152.00
100	- 1 WTR-RES/CM	ROCK04530202	A 04/24/2014	191777 2992,000 29,000 0 145.00 145.00
100	- 1 WTR-RES/CM	ROCK04530202	A 01/23/2014	189263 2963,000 32,000 0 166.00 166.00
100	- 1 WTR-RES/CM	ROCK04530202	A 10/24/2013	186750 2931,000 33,000 0 173.00 173.00
100	- 1 WTR-RES/CM	ROCK04530202	A 07/18/2013	184222 2898,000 99,000 0 715.85 715.85
100	- 1 WTR-RES/CM	ROCK04530202	A 04/01/2013	181676 2799,000 52,000 0 309.30 309.30
100	- 1 WTR-RES/CM	ROCK04530202	A 01/24/2013	179154 2747,000 56,000 0 343.90 343.90
100	- 1 WTR-RES/CM	ROCK04530202	A 10/16/2012	176646 2691,000 50,000 0 292.00 292.00
100	- 1 WTR-RES/CM	ROCK04530202	A 07/17/2012	174110 2641,000 46,000 0 264.00 264.00
100	- 1 WTR-RES/CM	ROCK04530202	A 04/06/2012	171573 2595,000 36,000 0 194.00 194.00
100	- 1 WTR-RES/CM	ROCK04530202	A 01/11/2012	169040 2559,000 39,000 0 215.00 215.00
100	- 1 WTR-RES/CM	ROCK04530202	A 10/18/2011	166530 2520,000 34,000 0 180.00 180.00
100	- 1 WTR-RES/CM	ROCK04530202	A 07/13/2011	163999 2486,000 39,000 0 215.00 215.00
100	- 1 WTR-RES/CM	ROCK04530202	A 03/29/2011	161481 2447,000 31,000 0 159.00 159.00
100	- 1 WTR-RES/CM	ROCK04530202	A 01/10/2011	158967 2416,000 36,000 0 194.00 194.00
100	- 1 WTR-RES/CM	ROCK04530202	A 10/16/2010	156442 2380,000 34,000 0 180.00 180.00
100	- 1 WTR-RES/CM	ROCK04530202	A 07/15/2010	153925 2346,000 35,000 0 187.00 187.00
100	- 1 WTR-RES/CM	ROCK04530202	A 04/13/2010	151406 2311,000 33,000 0 173.00 173.00
100	- 1 WTR-RES/CM	ROCK04530202	A 01/12/2010	148893 2278,000 33,000 0 173.00 173.00
100	- 1 WTR-RES/CM	ROCK04530202	A 10/13/2009	146383 2245,000 32,000 0 166.00 166.00
100	- 1 WTR-RES/CM	ROCK04530202	A 07/17/2009	143882 2213,000 38,000 0 208.00 208.00
100	- 1 WTR-RES/CM	ROCK04530202	A 04/09/2009	141381 2175,000 32,000 0 166.00 166.00
100	- 1 WTR-RES/CM	ROCK04530202	A 01/22/2009	138879 2143,000 44,000 0 250.00 250.00
100	- 1 WTR-RES/CM	ROCK04530202	A 09/26/2008	136388 2099,000 83,000 0 365.50 365.50
100	- 1 WTR-RES/CM	ROCK04530202	A 03/27/2008	133873 2016,000 64,000 0 261.00 261.00

02/18/2021 14:49
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Town of Hamilton MA - LIVE DATA
UB Consumption History Report

P 2
ubcnsinq

Account Number Service	Customer # Name Mfr Meter Number	Cd Read Date Time	Parcel By	Bill # Curr Read	Location Usage Repl Usage Charge Amt	Status Billed Amt
110141	619871 275 ASBURY STREET CONDO TRUST		047000135		275 ASBURY ST	Active
100 - 1	WTR-RES/CM ROCK04530202	A 10/01/2007		131371 1952,000	63,000 0 255.50	255.50
100 - 1	WTR-RES/CM ROCK04530202	A 03/28/2007		128852 1889,000	60,000 0 239.00	239.00
100 - 1	WTR-RES/CM ROCK04530202	A 09/19/2006		124884 1829,000	64,000 0 261.00	286.00
100 - 1	WTR-RES/CM ROCK04530202	A 03/15/2006		123837 1765,000	85,000 0 376.50	376.50
100 - 1	WTR-RES/CM ROCK04530202	A 10/11/2005		121343 1680,000	52,000 0 195.00	195.00

** END OF REPORT - Generated by Tim Olson **

Water Abatement for 110 Asbury Street – Discussion and Vote



TOWN OF HAMILTON

Water Department

577 Bay Road
P. O. Box 429
Hamilton, MA 01982

Tel. (978) 626-5227
Fax (978) 468-5582

Water Abatement Application

Name: Lael Cook

Address: 110 Asbury Street
Hamilton, MA 01982

Acct# 11-0322

This application is for abatement of Bill # 260774 Bill Date: 2/1/2021

Reason(s) for which the abatement is requested (please attach supporting documentation); if abatement is sought for relief due to a leak; please provide a plumber's invoice showing that the leak has been fixed. Applicants may be asked to submit supplementary information to support the application for abatement.

On February 10th, 2021 a resident at 110 Asbury Street notified the Town of a high consumption bill following receipt of their February 2021 water bill. The resident followed the advice of the Water Foreman and checked all fixtures and toilets. The resident found a leaky toilet and has since replaced the toilet. This leak may have spanned over two billing cycles. The resident is requesting an abatement to the February 2021 bill and possibly the May 2021, which will be at a later date. This is the first of two possible abatement requests.

Abatement Calculations:

Average of the last 3 billing quarters

Bill Date History	Consumption (gallons)
2/1/2018	12,000
2/1/2019	11,000
2/1/2020	13,000
Average History	12,000
2/1/2021 Current Bill	24,000
Difference	12,000
½ Difference	6,000

Average plus ½ Difference = 12,000 + 6,000 = 18,000 gallons

Original 2/1/2021 Water Bill #260774 = \$222.99

Revised 2/1/2021 Water Bill #260774 = 18,000 gallons = \$185.13

Abatement Amount = \$37.86

Usage Rates (per 1000)					Infrastructure Charge	Total Revised Bill
0-5000	5001-25000	25001-50000	50001-250000	>250000		
5,000	20,000	25,000	6,000	N/A		
5	13	0	0	N/A		
\$ 4.62	\$ 6.31	\$ 10.78	\$ 13.32	\$ 15.40		
\$23.10	\$82.03	\$0.00	\$0.00	\$0.00	\$80.00	\$185.13



TOWN OF HAMILTON

Water Department

577 Bay Road
P. O. Box 429
Hamilton, MA 01982

Tel. (978) 626-5227
Fax (978) 468-5582

-----OFFICE USE ONLY-----

Date Received: February 19th, 2021

Original Bill Amount: \$222.99
Water Abatement Request: \$37.86
Revised Bill #260774: \$185.13

Reviewed By: Timothy J. Olson

Position: DPW Director

Date: 2/23/2021

Staff Review and Recommendation:

Per Section 5 of the Town of Hamilton Water Abatement Policy, the Town of Hamilton Board of Selectmen shall consider a one-time abatement, per account, during any ten-year period, equal to half of the water consumption above normal consumption. Normal consumption will be the average of at least the previous three years' consumption history (for similar billing periods) unless deemed otherwise by the DPW Director.

Town Manager Approved: _____

Submitted to Board of Selectmen:

Date: _____

Approved: _____

Denied: _____

Approved: _____

Denied: _____

Approved: _____

Denied: _____

Approved: _____

Denied: _____

Approved: _____

Denied: _____

Total Approved: _____

Total Denied: _____

02/23/2021 10:53
845tolso

Town of Hamilton MA - LIVE DATA
UB Consumption History Report

P 1
ubcnsinq

Account Number	Customer # Name	Parcel	Location	Status
Service	Mfr Meter Number	Cd Read Date Time	Usage Repl Usage Charge Amt Billed Amt	
110322	617995 COOK, GREGORY	055000266	110 ASBURY ST	Active
100 - 1	WTR-RES/CM ROCK09314841	A 01/13/2021	260774 1331,000 24,000 - 0 222.99	222.99
100 - 1	WTR-RES/CM ROCK09314841	A 10/14/2020	258191 1307,000 17,000 0 178.82	178.82
100 - 1	WTR-RES/CM ROCK09314841	A 07/20/2020	255607 1290,000 17,000 0 178.82	178.82
100 - 1	WTR-RES/CM ROCK09314841	A 04/01/2020	253046 1273,000 12,000 0 147.27	147.27
100 - 1	WTR-RES/CM ROCK09314841	A 01/16/2020	250494 1261,000 13,000 - 0 126.92	126.92
100 - 1	WTR-RES/CM ROCK09314841	A 10/22/2019	247944 1248,000 13,000 0 126.92	126.92
100 - 1	WTR-RES/CM ROCK09314841	A 07/15/2019	245386 1235,000 11,000 0 115.44	115.44
100 - 1	WTR-RES/CM ROCK09314841	A 04/10/2019	242833 1224,000 10,000 0 109.70	109.70
100 - 1	WTR-RES/CM ROCK09314841	A 01/16/2019	240278 1214,000 11,000 - 0 115.44	115.44
100 - 1	WTR-RES/CM ROCK09314841	A 10/16/2018	237723 1203,000 12,000 0 121.18	121.18
100 - 1	WTR-RES/CM ROCK09314841	A 07/17/2018	235171 1191,000 15,000 0 138.40	138.40
100 - 1	WTR-RES/CM ROCK09314841	A 04/04/2018	232603 1176,000 11,000 0 115.44	115.44
100 - 1	WTR-RES/CM ROCK09314841	A 01/18/2018	230055 1165,000 12,000 - 0 121.18	121.18
100 - 1	WTR-RES/CM ROCK09314841	A 10/16/2017	227492 1153,000 12,000 0 121.18	121.18
100 - 1	WTR-RES/CM ROCK09314841	A 07/17/2017	224936 1141,000 11,000 0 115.44	115.44
100 - 1	WTR-RES/CM ROCK09314841	A 04/12/2017	222377 1130,000 10,000 0 109.70	109.70
100 - 1	WTR-RES/CM ROCK09314841	A 01/12/2017	219826 1120,000 10,000 0 109.70	109.70
100 - 1	WTR-RES/CM ROCK09314841	A 10/17/2016	217267 1110,000 10,000 0 109.70	109.70
100 - 1	WTR-RES/CM ROCK09314841	A 07/15/2016	214713 1100,000 12,000 0 121.18	121.18
100 - 1	WTR-RES/CM ROCK09314841	A 04/14/2016	212150 1088,000 10,000 0 109.70	109.70
100 - 1	WTR-RES/CM ROCK09314841	A 01/07/2016	209601 1078,000 10,000 0 109.70	109.70
100 - 1	WTR-RES/CM ROCK09314841	A 10/20/2015	207051 1068,000 11,000 0 115.44	115.44
100 - 1	WTR-RES/CM ROCK09314841	A 07/17/2015	204500 1057,000 2,000 0 68.40	68.40
100 - 1	WTR-RES/CM ROCK09314841	O 04/24/2015	201939 1055,000 13,000 0 126.92	126.92
100 - 1	WTR-RES/CM ROCK09314841	O 01/30/2015	199406 1042,000 12,000 0 63.70	63.70
100 - 1	WTR-RES/CM ROCK09314841	O 10/23/2014	196877 1030,000 15,000 0 76.00	76.00
100 - 1	WTR-RES/CM ROCK09314841	O 07/16/2014	194335 1015,000 17,000 0 84.20	84.20
100 - 1	WTR-RES/CM ROCK09314841	O 04/30/2014	191805 998,000 14,000 0 71.90	71.90
100 - 1	WTR-RES/CM ROCK09314841	A 01/23/2014	189291 984,000 12,000 0 63.70	63.70
100 - 1	WTR-RES/CM ROCK09314841	A 10/24/2013	186778 972,000 11,000 0 59.60	59.60
100 - 1	WTR-RES/CM ROCK09314841	A 07/18/2013	184249 961,000 14,000 0 71.90	71.90
100 - 1	WTR-RES/CM ROCK09314841	A 04/01/2013	181704 947,000 8,000 0 47.30	47.30
100 - 1	WTR-RES/CM ROCK09314841	A 01/23/2013	179182 939,000 12,000 0 63.70	63.70
100 - 1	WTR-RES/CM ROCK09314841	A 10/16/2012	176673 927,000 15,000 0 76.00	76.00
100 - 1	WTR-RES/CM ROCK09314841	A 07/16/2012	174138 912,000 18,000 0 88.30	88.30
100 - 1	WTR-RES/CM ROCK09314841	A 04/05/2012	171601 894,000 11,000 0 59.60	59.60
100 - 1	WTR-RES/CM ROCK09314841	A 01/11/2012	169068 883,000 14,000 0 71.90	71.90
100 - 1	WTR-RES/CM ROCK09314841	A 10/18/2011	166558 869,000 17,000 0 84.20	84.20
100 - 1	WTR-RES/CM ROCK09314841	A 07/13/2011	164027 852,000 19,000 0 92.40	92.40
100 - 1	WTR-RES/CM ROCK09314841	A 03/29/2011	161509 833,000 14,000 0 71.90	71.90
100 - 1	WTR-RES/CM ROCK09314841	A 01/10/2011	158995 819,000 17,000 0 84.20	84.20
100 - 1	WTR-RES/CM ROCK09314841	A 10/16/2010	156470 802,000 24,000 0 112.90	112.90
100 - 1	WTR-RES/CM ROCK09314841	A 07/15/2010	153953 778,000 21,000 0 100.60	100.60
100 - 1	WTR-RES/CM ROCK09314841	A 04/13/2010	151434 757,000 17,000 0 84.20	84.20
100 - 1	WTR-RES/CM ROCK09314841	A 01/11/2010	148921 740,000 19,000 0 92.40	92.40
100 - 1	WTR-RES/CM ROCK09314841	A 10/13/2009	146409 721,000 18,000 0 88.30	88.30
100 - 1	WTR-RES/CM ROCK09314841	A 07/17/2009	143909 703,000 22,000 0 104.70	104.70
100 - 1	WTR-RES/CM ROCK09314841	A 04/09/2009	141409 681,000 15,000 0 76.00	76.00
100 - 1	WTR-RES/CM ROCK09314841	A 01/22/2009	138907 666,000 24,000 0 112.90	112.90
100 - 1	WTR-RES/CM ROCK09314841	A 09/26/2008	136416 642,000 40,000 0 150.50	150.50
100 - 1	WTR-RES/CM ROCK09314841	A 03/26/2008	133901 602,000 34,000 0 130.40	130.40

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Town of Hamilton MA - LIVE DATA
UB Consumption History Report

P 2
ubcnsinq

Account Number Service	Customer # Name Mfr Meter Number	Cd Read Date Time	Parcel By	Bill # Curr Read	Location Usage Repl Usage	Charge Amt	Status Billed Amt
110322	617995 COOK, GREGORY		055000266		110 ASBURY ST		Active
100 - 1	WTR-RES/CM ROCK09314841	A 10/01/2007		131399 568,000	47,000	0 173.95	173.95
100 - 1	WTR-RES/CM ROCK09314841	A 03/28/2007		128880 521,000	33,000	0 127.05	127.05
100 - 1	WTR-RES/CM ROCK09314841	A 10/03/2006		126379 488,000	44,000	0 163.90	163.90
100 - 1	WTR-RES/CM ROCK09314841	A 03/14/2006		123864 444,000	43,000	0 160.55	160.55
100 - 1	WTR-RES/CM ROCK09314841	A 10/11/2005		121371 401,000	52,000	0 195.00	195.00
100 - 1	WTR-RES/CM ROCK09314841	A 03/30/2005		118856 349,000	35,000	0 133.75	133.75
100 - 1	WTR-RES/CM ROCK09314841	A 10/23/2004		116354 314,000	38,000	0 118.80	118.80

** END OF REPORT - Generated by Tim Olson **

WATER ABATEMENT

Tim Olson

From: Lael Cook
Sent: Friday, February 19, 2021 10:22 AM
To: Tim Olson
Cc: Gail Hannable
Subject: water bill abatement request
Attachments: Milne plumbing bill.jpg; consumption report.tiff

Re: 110 Asbury St

Dear Tim,

I am writing to apply for an abatement on our water bill for the last billing cycle ending in February 2021 and also the future May bill.

On the last bill (Feb 2021) I noticed a large increase in consumption over our normal usage and called the water department and spoke with Gail. She sent Jeff and Buster over to investigate and they discovered a running toilet that we had no idea was a problem as we couldn't hear it.

We immediately called a plumber who fixed the toilet and I have attached his bill for the amount of 174.37 to show the situation has been repaired.

As you can see by our billing history (also attached) that our average consumption is 11,000 to 13,000 gallons per billing cycle and this last billing cycle was 24,000! Also we already have used 11,000 gallons only 1 month into the next billing cycle (which is when the problem was discovered and fixed) and the reason why we are asking for an abatement for the next billing cycle as well as the past one.

Thank you so much for your consideration,

Lael Cook
110 Asbury St
Hamilton, MA
978-821-6961

Invoice

Milne Plumbing and Heating Inc.
P. O. Box 603
Manchester, MA 01944
(978) 526-1751 Fax: (978) 526-8118 MA LIC.#9852
jeanne@mlineph.com

February 15, 2021
Invoice #: 7064-65087
Due Date: 2/15/2021
Job Date: 2/10/2021

Bill To:
Greg Cook
110 Asbury St
South Hamilton, MA 01982

Job Name:
Greg Cook
110 Asbury St
South Hamilton, MA 01982

978-578-1264

978-578-1264

Item Code	Description	Hrs/Qty	Price	Amount
	Repaired 1st floor toilet.			
	3/8" x 12" flex w/c supply	1.00	7.10 EA	7.10
	Fluidmaster PRO45 fill valve	1.00	19.22 EA	19.22
	Fluid Master Water saving flapper 5403	1.00	23.05 EA	23.05
	Plumbing Labor (Jake)	1.00	125.00 HR	125.00

Material	Labor	Subtotal	Total
49.37	125.00	174.37	\$174.37

All material is guaranteed to be as specified. Milne Plumbing is not responsible for any owner provided fixtures. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon delays beyond our control. Purchaser agrees to pay all costs of collection, including attorney's fees. There is a minimum charge of one hour for all service calls.

Terms: Upon Receipt Signature _____ Date _____
THANK YOU FOR YOUR BUSINESS

File Edit Tools Help



*LAEL
978-821-6961
468-2147*

- Tier History
- Replace Hist
- Demand Inq
- Report Options

Account
 Account: Customer:
 Parcel: COOK, GREGORY
 Location: Status:

Service
 Service: Mfr: Meter #:

1 of 1

*PER JEFF & SISTER
RUNNING TOILET*

2/10/20 A 131,000 11,000 GALLONS IN A MONTH

Consumption history

Read Date	Bill#	P	R	Current	Usage	Repl Use	Use Days	Bill Amt	Charge Amt
01/13/2021	260774		A	1331000	24000	0	91	222.99	222.99
10/14/2020	258191		A	1307000	17000	0	86	178.82	178.82
07/20/2020	255607		A	1290000	17000	0	110	178.82	178.82
04/01/2020	253046		A	1273000	12000	0	76	147.27	147.27
01/16/2020	250494		A	1261000	13000	0	86	126.92	126.92
10/22/2019	247944		A	1248000	13000	0	99	126.92	126.92
07/15/2019	245386		A	1235000	11000	0	96	115.44	115.44
04/10/2019	242833		A	1224000	10000	0	84	109.70	109.70
01/16/2019	240278		A	1214000	11000	0	92	115.44	115.44
10/16/2018	237723		A	1203000	12000	0	91	121.18	121.18
07/17/2018	235171		A	1191000	15000	0	104	138.40	138.40

Human Rights Forum March 4, 2021 – Discussion

TOWN OF HAMILTON

BOARD OF SELECTMEN

Community Conversation

Thursday, March 4, 2021 beginning at 6:30 p.m.

The Hamilton Board of Selectmen invites the public to a Community Conversation about life in Hamilton and the role of the new Human Rights Commission on Thursday, March 4, 2021 beginning at 6:30 p.m. via Zoom at:

<https://us02web.zoom.us/j/88469252379?pwd=ZnhHSFRkYThNVUsxM25kdUVLSEN5UT09>

Meeting ID: 884 6925 2379

Passcode: 327590

The meeting can also be accessed by phone at 929-205-6099 and by entering the above Meeting ID and Passcode.

We hope you will join us for this moderated discussion, which will include a few stories of their life experiences from your friends and neighbors. This will be followed by a moderated discussion that we hope will continue to open the door to empathy and understanding of diverse groups of people. Our goal is to help enrich the conversation in Hamilton, and by doing so help us understand who we are, and ultimately contribute to the good of the entire community.

Among those who will join the discussion to offer their experiences in Hamilton and with Human Rights work are:

Mandy Carter-Zegarowski

Carol Mazzetta

Joseph Borsellino

Stephen Harrington

Selectmen Rosemary Kennedy and Jamie Knudsen took the lead in developing this forum and are grateful to those who have agreed to participate.



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Department Head Evaluation Report and Employee Surveys - Discussion



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January 25, 2021

To: Board of Selectmen
From: Michellelee Carroll, Director of Human Resources
Re: Evaluation Report– Town Manager

At the request of the Board, I asked all Department Heads and Division Managers (Team) to participate in an opportunity to confidentially share their opinion on how the Town Manager performs the duties of its' position.

The evaluation's purpose was to increase communication, establish specific work-related goals and objectives, and promote improved customer service (both internal and external) by pinpointing performance areas for commendation and/or improvement.

The Team was asked to complete the evaluation with fairness, honesty, and a sincere interest in the entire management team's success. The goal was to understand better the Team's morale, satisfaction, and engagement. I received nine out of fifteen evaluations; I do not know who did not participate due to the assurance of confidentiality.

The instruction asked each team member to **EVALUATE** and **RATE** the Town Manager's performance in relation to the values. The rating scale provided had five possible ratings; each performance category asked for comments—the comments allowed team members to explain their rating. Descriptions used for each Performance Category were intended to provide a uniform format for the evaluation process. Each was assigned a numerical value to determine an overall score.

The following definitions of each performance rating were explained in details and also included examples:

- 1 - *Improvement Required*: Performance is at an unacceptable level in this area. Improvement is required, or disciplinary action may occur. Supervisory direction is necessary.
- 2 - *Development Opportunity*: Performance needs to be improved in this area in order to be considered acceptable. May demonstrate a lack of job knowledge, dependability, or accountability. Guidance and specific direction are regularly needed from others.
- 3 - *Proficient*: Performance meets expectations. Demonstrates dependability in this area. May look to others for guidance or specific direction in this area.

4 - *Exceeds Performance Standards*: Consistently demonstrates enthusiasm and exhibits a positive attitude. Is completely reliable in this area. Little supervision or specific direction is necessary.

5 - *Exceptional Performance*: Is a solid leader, role model & takes ownership in this area. Actively & continuously seeks opportunities to make improvements and a positive difference. Anticipates needs & successfully handles them. No supervision or specific direction in this area is needed.

Overall the rates were consistent across the board. The Town Manager received the highest rates in both Integrity and Collaboration. The value of Respect and Service were within .5 points of each other. The lowest rating, consistent with each evaluation, is in communication.

Please see the full report attached.

Instructions: In this section, the evaluator shall review, evaluate and rate the employee's performance in relation to the values listed below. Ratings should be explained in the space provided. The rating scale shall be as follows:

<p>1. <u>Improvement Required:</u></p> <p><i>Performance is at an unacceptable level in this area. Improvement is required, direction is necessary.</i></p>	<p>2. <u>Development Opportunity:</u></p> <p><i>Performance needs to be improved in this area in order to be considered acceptable. May demonstrate a lack of job knowledge, dependability or accountability. Guidance and specific direction are regularly needed from others.</i></p>	<p>3. <u>Proficient:</u></p> <p><i>Performance meets expectations. Demonstrates dependability in this area. May look to others for guidance or specific direction in this area.</i></p>	<p>4. <u>Exceeds Performance Standards:</u></p> <p><i>Consistently demonstrates enthusiasm and exhibits a positive attitude. Is completely reliable in this area. Little supervision or specific direction is necessary.</i></p>	<p>5. <u>Exceptional Performance:</u></p> <p><i>Is a solid leader, role model & takes ownership in this area. Actively & continuously seeks opportunities to make improvements and a positive difference. Anticipates needs & successfully handles them. No supervision or specific direction in this area is needed.</i></p>
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<p>Over All EVALUATION RATE</p>	<p align="center">DEMONSTRATION OF VALUES</p>
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<p align="center">29.5</p>	<p>Integrity <i>doing what is right even when no one is looking</i></p> <ul style="list-style-type: none"> • Understands, knows, and lives what is ethical in all situations • Can be trusted to always tell the truth and is truthful in all situations • Handles confidential information discreetly and appropriately • Fulfills commitments and delivers expected results <p><u>Evaluators Comments:</u></p> <ul style="list-style-type: none"> • Truthful. • Over extended at times. • Comfortable trusting him with Confidential or sensitive information. • Exhibits the integral qualities that a Town Manager should have. • No reason or evidence to show that the Town Manager does not exceed in this area • Takes pride in being a Town Manager • Attendance could use improvement • Lack of knowledge resulting in poor decision making. • Lacks consistency • Trustworthy
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<p style="text-align: center;">26.5</p>	<p>Respect <i>based on mutual respect and a belief in the value, dignity, and competence of others</i></p> <ul style="list-style-type: none"> • Treats everyone with dignity and respect and accepts personal responsibility for work and actions • Respects others thoughts and ideas even when they may disagree with them <p><u>Evaluator Comments:</u></p> <ul style="list-style-type: none"> • Respectful interactions. • Approachable – allows for open discussions. • Does not treat everyone equally. • Always Polite. • Goes overboard to seek approval. • Willing to discuss and compare notes if he feels there is a better way to do something.
<p style="text-align: center;">19</p>	<p>Communication <i>open, honest, consistent and timely exchange of information leading to a shared understanding</i></p> <ul style="list-style-type: none"> • Shares ideas and information clearly, in a timely manner and with the appropriate party • Clarifies and confirms what is expected • Gives and receives constructive feedback <p><u>Evaluator Comments:</u></p> <ul style="list-style-type: none"> • Improvement in expediency and completeness of thought. • Shares ideas and information – lacks follow through. • Often needs a reminder. • Left waiting for information • Employees do not know what is going on outside of their offices. • Disconnect between BOS and Town Hall. • Information exchange is a one way street. • Could use improvement • Would like more clarification

<p style="text-align: center;">30</p>	<p>Collaboration <i>working together towards a common goal by sharing knowledge, learning and building consensus</i></p> <ul style="list-style-type: none"> • Utilizes individual talents of team members and works to achieve positive outcomes • Supports and contributes to group efforts and goals • Performs tasks to the best of abilities and encourages the same of others <p><u>Evaluator Comments:</u></p> <ul style="list-style-type: none"> • Open to opinions and ideas. • Effort should be made to gather input from those employees who perform the function. • Does not seek to form collaborations with residents and Department Heads. • Town Hall structure/culture is that of silos, not enough opportunities. • Proficient in this area. • Excels, uses his team for their strengths. • Encourages strength and supports weaknesses to help complete our goals. • Extensive effort and thoughtful level.
<p style="text-align: center;">26</p>	<p>Service <i>commitment to be of use for the benefit of Hamilton's citizens and community</i></p> <ul style="list-style-type: none"> • Understands the needs of others and takes appropriate action • Gives best efforts to provide quality assistance • Ensures that all those served feel that it was the employee's privilege to do so <p><u>Evaluator Comments:</u></p> <ul style="list-style-type: none"> • Respects the needs of others. • Best intentions of the citizens of Hamilton • Need to listen and understand the need of tax payers. • Exceeds in this area. • Lacks Customer service and Customer focused goals. • Understand the needs of the residents • May not have the skill set to bring positive change. • Lacks availability to staff and public.