



Town of Hamilton
Board of Selectmen
Monday, March 15, 2021

6:30 p.m.

- Shawn Farrell,
Chair
- William Olson
- Jamie
Knudsen
- Rosemary
Kennedy
- Darcy Dale

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/86897762138?pwd=Y1IJSXJIRFZSN0VLeTZOSFJUQ1BDUT09>

Meeting ID: 868 9776 2138

Passcode: 430616

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 opening • Open Space Committee opening • Planning Board (Two associate member openings)
	Public Comment (3 minutes on topics not already on the agenda)
	Selectmen/Town Manager Reports
DEPARTMENT HEAD REPORT	
	<ul style="list-style-type: none"> • Police Chief Russell Stevens
AGENDA	
7:00 p.m.	<ul style="list-style-type: none"> • Approve Minutes of BOS Meeting, January 19, 2021 - Vote • Cemetery Perpetual Care Fund Appropriation – Discuss and Vote • Town Audit Review – Jim Piotrowski of CLA • Human Rights Commission Appointments – Discuss and Vote at-large members • Waste Reduction Committee – Discuss and vote on Committee status • ATM Warrant formation – Discussion of articles and vote to close the Warrant • Town Election – Discuss and vote on possible ballot questions • Water Abatements – Discussion and Vote • Master Plan Steering Committee – Discuss size and composition
EXECUTIVE SESSION	
	<ul style="list-style-type: none"> • To conduct contract negotiations with a non-union employee (Town Manager)

Items may be heard out of the listed order. The agenda items listed are those items which were reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed on the agenda may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Approve Minutes of BOS Meeting,
January 19, 2021 - Vote

HAMILTON BOARD OF SELECTMEN

MINUTES OF MEETING

Teleconference

January 19, 2021

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

Town Manager: Joe Domelowicz Jr.

Other Town Staff Present: Tim Olson, Department of Public Works Director

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

Call to Order/Pledge of Allegiance

Chair Shawn Farrell called the Board of Selectmen (BOS) teleconference to order at 6:34 p.m. and took a roll call. All BOS members were present. The Pledge of Allegiance was recited.

Board and Committee Openings

- Council on Aging (COA)—two openings
- Human Rights Commission—five openings
- Hamilton Historic District Commission (HHDC)—two openings
- Zoning Board of Appeals (ZBA)—opening
- Community Preservation Committee (CPC)—opening
- Conservation Commission—opening
- Open Space Committee—opening

Nomination papers for election and re-election are due Jan. 29. Mr. Domelowicz said Town Clerk Carin Kale is providing information from the State on the Town website about safe ways to obtain the necessary 50 “wet-ink” signatures during this time of COVID.

Selectmen/Town Manager (TM) Reports

William Olson reported that they are reviewing an application from a candidate who had applied to be a Planning Board associate member.

Darcy Dale said the Finance and Advisory Committee (FinCom) was reviewing the FY'22 budget in preparation for making recommendations. The Town Hall Building Committee (THBC) is reconvening on Wed. Information is getting out and people are talking about the composting program. She hoped that conversation would be ongoing up to the May roll-out.

Rosemary Kennedy discussed recent Conservation Committee (ConCom) activities. First was a site walk for the delineation of wetlands for 9 units on 0 Bridge St.; the ConCom voted they were delineated properly. The Chebacco Road paving project approved at Town Meeting last year does not have a start date yet. She said when the project was approved, there was no opposition, but on a recent Zoom call there were three residents who voiced concerns about the narrow winding road, traffic speed, and parking. The road directly abuts wetlands and not much can be done about that. The ConCom is looking at improvements to the abutments at Beck's Pond. She said another item, although not in the hands of ComCon, is the potential 60 units proposed at 133 Essex St. Regarding the Town Hall Building Committee—she said it was discussing 300 Bridget St. as a potential site for Town Hall. There are 10 acres with the property that could be helpful to the Town in terms of playing fields, but Ms. Kennedy had contacted the auctioneer about scheduling a walk-thru and because it is an auction, walk-thrus are not available. She said pledging \$1M for a nebulous site was unreasonable so they will not be bidding.

Mr. Knudsen gave no report.

Mr. Farrell met with Waste Reduction Committee members Gretel Clark (Chair) and Anne Gero. The two had spoken with a high school environmental club with 80 student members wanting to help out the Town. Ideas proposed include creating some videos with composting tips or contributing some money for bio-bags or media support. He noted high school kids often educate their parents on environmental issues like this. Mr. Farrell also said he had received many emails and is answering them concerning 133 Essex. There is no project in front of the BOS yet so they can't speak to it. On another matter, he said no building permit had been pulled yet for the cell tower behind Town Hall.

Mr. Domelowicz said he will share his Town Manager report online. He yielded his time to Police Chief Russell Stevens and Fire Chief Ray Brunet.

Public Comment

Police Chief Stevens introduced the newest sergeant for the Hamilton Police Dept., Matthew Donovan (not present online due to prior engagement) and detailed his impressive history and resume. Fire Chief Brunet introduced Andrew Ellison (who was present). Mr. Ellison was promoted to captain. Mr. Domelowicz commented that recent retirements were tough on the two departments but created opportunity for employees who deserved a chance to step up.

CONSENT AGENDA

- Approve Minutes of the Oct. 26, 2020 and Nov. 9, 2020 Meetings
- Accept donation to the Hamilton Fire Department

Ms. Kennedy asked to hold the Nov. 9, 2020 Minutes until the next meeting to have more time to review.

Decision 1:

Ms. Dale made a motion to approve the donation (\$100) to the Hamilton Fire Dept. Ms. Kennedy seconded the motion. A roll-call vote was taken with “ayes” from Mr. Olson, Ms. Dale, Ms. Kennedy, Mr. Knudsen, and Mr. Farrell, (5-0) unanimous.

Decision 2:

Ms. Dale made motion to approve the Oct. 26, 2020 minutes. Ms. Kennedy seconded the motion.

Further Discussion:

Ms. Kennedy made two small edits: The first was to her ConCom report, adding language: “current is 50-foot no-disturb and 75-foot no-build” and changing “State guidelines” to “State statute.” The second pertained to her language in the discussion of the Home Rule petition in which she wanted to clarify her intention in a statement and asked that “is not included” be changed to “is included.”

Decision 2 (Continued):

A roll-call vote was taken on the amended Oct. 26 minutes with “ayes” from Mr. Olson, Ms. Dale, Ms. Kennedy, Mr. Knudsen, and Mr. Farrell, (5-0) unanimous.

AGENDA

Consider Interim Appointment of Bill Bowler as Chair of the Zoning Board of Appeals (ZBA)

Mr. Domelowicz said they had a sudden departure on the ZBA and another member is out of state attending a family matter so they reached out to former chair Bill Bowler and also asked if the person who is out of state could participate remotely. Mr. Bowler agreed to fill the one vacancy on a temporary basis until the Board was fully staffed. Permission was granted for the other member to participate while out of state. Some pending issues before the ZBA were discussed. Mr. Knudsen had a question on procedure because the openings were not advertised. Mr. Domelowicz said it is OK for Mr. Bowler to fill in as it is not a permanent replacement. Ms. Dale asked what the time interval would be and he said they could leave it open-ended.

Decision:

Ms. Dale made a motion that the BOS approve the appointment of Bill Bowler to an interim term for the ZBA through June 30. Ms. Kennedy seconded the motion. A roll-call vote was taken with “ayes” from Mr. Olson, Ms. Dale, Ms. Kennedy, Mr. Knudsen, and Mr. Farrell, (5-0) unanimous.

Consider Appointments to Fill Vacancies on the Hamilton COA

Both candidates to be considered were COA alternates who the COA voted to recommend.

Decision:

Ms. Dale made a motion that the BOS approve the appointments of Catherine Minnetyan and Adam Strozier to the Hamilton COA to fill the vacancies. Mr. Olson seconded the motion.

Further Discussion:

Ms. Kennedy expressed that she had thought the BOS was going to make it a point talk with the candidates before voting. Mr. Farrell explained the invite to them had been lost in the mix of waiting on the COA recommendations.

Decision (Continued):

A roll-call vote was taken with “ayes” from Mr. Olson, Ms. Dale, Ms. Kennedy, Mr. Knudsen, and Mr. Farrell, (5-0) unanimous.

Consider Water Abatement Application—710 Bay Road

Mr. Farrell referred the BOS to the abatement application included in the BOS packet. Department of Public Works Director Tim Olson was present online for questions. There were none.

Decision:

Ms. Dale made a motion to approve the water abatement for 710 Bay Road. Mr. Olson seconded the motion. A roll-call vote was taken with “ayes” from Mr. Olson, Ms. Dale, Ms. Kennedy, Mr. Knudsen, and Mr. Farrell, (5-0) unanimous.

Department Head Report—Tim Olson, DPW Director

Mr. Domelowicz asked to take this agenda item out of order to accommodate Mr. [Tim] Olson. Permission was granted by BOS chair.

Mr. [Tim] Olson said his biggest time-consuming project was the new change to the Waste Reduction program and fielding calls on composting. He gave some stats--free-bin applications (80) and delivery (35); 168 more bins were ordered; 40 exemption requests. The plan is to inspect residents’ backyard composting to determine if they qualify for exemption. He should be getting the exemption stickers by month-end. He is working to finalize the contract with Brick Ends Farm for composting. He would like to publicize

where the compost goes and that residents can use that compost, which is free, but the Town does monitor it. He's working on a solid waste survey with grant money for that.

Mr. [Tim] Olson said he's been doing budget reporting on facilities, including interior work at Patton Homestead (bathrooms). There was a roof leak at the Public Safety Building. A contractor is coming in to fix. He serves on the THBC that is meeting tomorrow. The DPW is replacing 10 fire hydrants that have been inoperable for years. The Town is in the preliminary design stage for the water pretreatment system that should be finalized by the end of the month and submitted to DEP [Department of Environmental Protection]. Construction should take 8 months or so he said in reply to a question from Mr. Farrell. A fire panel needed to be replaced at the water plant, which isn't high cost and needs to be done. The School Street well building had some leaks. There was vandalism at the plateau building. After settlement in court, DPW is repairing the door. Routine maintenance and tree trimming is being conducted on roads.

Mr. [Tim] Olson said the Chebacco Road paving project he's working on involves large permitting and environmental issues. Approval was received from Mass DEP for that. He wants to hold another public presentation on it in mid-Feb. Hamilton will need a new easement from Manchester that will have to go through Manchester's Annual Town Meeting (ATM) and then Hamilton will have to petition the State regarding the conservation restriction there. Mr. Farrell said Hamilton will likely have something on its ATM warrant regarding the easement. Mr. Domelowicz noted it will be easier to get State approval if Manchester aligns with Hamilton in the project. Mr. Farrell said the gravel of the roadway is being pushed into vernal pools now and once paved, that won't happen. Also, there will be a controlled drainage system added with permitting. Ms. Kennedy asked about trees that would be cut down. She said the plan was to allow it to naturally reforest, but she asked if the Town could help with re-trees to help that process along. He said yes there are ways to do that. He said not many trees will be taken down. While disturbing one habitat, they are creating another and making the existing habitat in the area healthier.

Ms. Kennedy inquired about sink-side compost bins for residents. Mr. [Tim] Olson said they have about 15 left over from 2012 on hand. He said many people prefer to choose their own; some use bio bags. He recommended leaving it to personal choice but said the Town is supplying the green bins. Ms. Kennedy inquired if residents could put in applications for those remaining sink-side bins. Mr. Domelowicz said perhaps they might ask people in a survey whether they would want one if offered. Then they can evaluate based on whether there is a need.

Ms. Kennedy commented Patton Park was in a messy state one day and she noticed the next day it was cleaned up. She wanted to know who to thank. Mr. [Tim] Olson replied an employee was at the park daily. She asked if there were trash cans in the park. The answer was yes. He added they were doing some drainage work at the park. Other items he discussed were that Sharon Road was officially closed and stones and deflectors had been installed. Waterline improvements were made on some streets. Paving is being done. He is working on drainage near Miles River and Bridget St. There was work done at the cemetery regarding grub treatment and hydroseed. Ms. Kennedy asked about a maintenance

program to treat for grubs. He said it would be done in April or May. He said the Town should take a look at its cemetery rates in comparison with other towns. He reported that the DPW mechanic is retiring in June after 37 years, a big loss, and he hopes to bring in the new hire a few months prior so the two can overlap for training. He said the DPW was up to date with permitting for the storm water system. Plans were approved and submitted on time. He is working on the Master Plan RFP now.

Mr. Farrell said a couple of years ago they had a ticketing system whereby if a resident saw something in Town, they could call the system and generate a work ticket. Mr. [Tim] Olson said he recently changed to a new system and they do create work orders for the crews utilizing that software. It helps with forecasting and coordinating projects also. Mr. Farrell said he remembered when a consultant came in and assessed the condition of the roads. Mr. [Tim] Olson said that was for asphalt only, but the DPW likes to pair that with water line work when they do the scheduling.

The last item discussed was whether the BOS would consider having a liaison to the DPW because Mr. [Tim] Olson always has a long list of things to report. Ms. Dale asked if that could fall on Mr. Domelowicz. Mr. [Tim] Olson said it would benefit him to have more communication with the BOS as they see things arise and for them to follow up with him. Mr. Farrell suggested the Town Manager Report include a “DPW Corner” to open up a gateway and generate more dialogue. Ms. Kennedy said she thought it would be good if Mr. Domelowicz could update them more about some of the larger DPW projects. She said she enjoys checking in with the DPW directly also. Mr. [Tim] Olson was thanked and left the meeting.

Human Rights Commission (HRC) Forum Discussion

Mr. Knudsen and Ms. Kennedy are involved in the planning of the forum. Mr. Domelowicz said the BOS had set a target date of Jan. 25. He will be in contact tomorrow with the head of the Dedham HRC, who established the commission back in the 1990s. He suggested that if the date was moved back a bit, he could have this person talk to the various members involved in the planning. Ms. Kennedy commented that she, Mr. Knudsen, and Mr. Domelowicz had had a conversation on it and she is very much in support of the Commission and excited about it. Mr. Knudsen said he thought they should push the date back so they can encourage more participation. Mr. Olson liked that Mr. Domelowicz had reached out to the other town. All agreed they should give it more time.

Mr. Farrell said they had received some applications (about 4) for HRC appointments and wanted Mr. Domelowicz to write a letter back to them to advise them of the status. He said one applicant was for the student member position. Mr. Farrell said he wanted to be cognizant of the Appointments Policy in light of this.

Mr. Farrell asked if there should be a timeline for accepting applications or if they should take a wait-and-see approach. Wait-and-see was decided. Mr. Knudsen said there were some hard timelines in the Appointments Policy they should adhere to, but the part where it says that the HRC makes a recommendation can't happen because there is no HRC yet.

Mr. Farrell said perhaps they could have a grace period to cover that. He cited from the policy that the timeline should be no less than 30 days and no longer than 60 days. Ms. Kennedy said they should make sure they have the structure in place before filling the positions. She, Mr. Knudsen and Mr. Domelowicz will meet to discuss plans tomorrow for the upcoming forum.

Master Plan Steering Committee Discussion

Mr. Domelowicz said he and Mr. [Tim] Olson were working on the Master Plan procurement. Then a Master Plan Steering Committee would be set up to elicit as much input from the community as possible. His suggested goal was to have the group (7-9 members with only 3-4 from established boards and the rest new people) to work with the consultants.

Mr. Farrell noted the Master Plan for Housing and the Master Plan for the Open Place and Recreation had already been completed. He said they wanted to see if they could get a good cross-section of opinions to determine majority opinion. Mr. Domelowicz cited some criteria that will be on the RFP to identify the right consultant for the Town. He added that he would like to have a Hamilton resident from the School Committee as a member. If they try to represent all the Town boards, they might lose the ability to get new thought from those outside of the boards. Mr. Farrell said they could use best practices from other communities to see how they've done it and encouraged the BOS to reach out to other towns.

Ms. Kennedy's comment was that the last Master Plan was done in 2005. She said she was impressed with the amount of work that went into it and hoped they would consider looking to that document for guidance as the Town thinks about its future. She said the 2016 survey backed up what was said in 2005. Mr. Olson agreed they should go back and use that document and thought it was a great idea. Mr. Domelowicz said the consultant could conduct focus groups with people outside of the committees that are represented so they hit all the areas. The purpose of a Steering Committee was not to leave anyone out but to make the process so it wasn't unwieldy.

Mr. Domelowicz said they would have RFP for the consultant advertised by the second week of February. He said that when they get to the interview stage, they might like to have the Steering Committee in place to get their suggestions for who to reach out to by March.

Tosh Blake, 217 Sagamore St., a resident who called in to the Zoom meeting, had a question regarding the hiring of the Master Plan consultant. Mr. Domelowicz detailed the process as outlined by State law starting with the procurement. Mr. Blake asked who would ultimately be choosing the consultant; Mr. Domelowicz said that would be he and those under him following the State process; the Steering Committee would be appointed by the BOS. Mr. Blake said he was concerned about a consultant having a political agenda regarding housing and wanted to see a neutral stance taken. Mr. Domelowicz said good firms don't engage their personal beliefs and don't make recommendations. He said it will be an open process and they were hoping for a lot of citizen engagement.

Regional School District & Services Discussion Consideration of Topics for Discussion at Future BOS Meetings

Mr. Farrell acknowledged there were some School Committee members present for the discussion, including School Committee Chair Michelle Bailey who was present online for questions. He said that if they agreed to open up the Hamilton Wenham Regional School Agreement, they wanted to discuss what they might be looking at. In the BOS packets were the original amendments to the 1959 and 2010 amendments. Mr. Farrell shared his screen to display the 2010 Amendment.

Ms. Dale gave suggested changes to the document. She commented she would like “Election of Members” to apportion the membership to reflect the taxpayer distribution of each Town. Where it says “the annual district election should be held on a day in May,” she said that actually should state within five days of the ATM. She advocated that the School Committee nomination process be handled through the two town clerks and not by the School Administration secretary for transparency sake. She said both towns should be aware of the candidates in real time as they apply. She said the candidates’ towns should be stated. (It says in the agreement document that a person’s town should not be stated.) She posed an idea that each town have its own elementary school and just have a regionalized middle school and high school. The agreement says there is one elementary school in each town so that should be fixed unless one school should be located in each. Mr. Farrell said the issue with that is that some specializations are handled at just one of the schools. Ms. Dale noted that Hamilton hosts most of the schools in its town so a lot of the costs of maintenance for them falls on Hamilton taxpayers. Her point was that the School Committee representatives need to reflect the population distributions in both towns.

Mr. Olson said the agreement only mentioned one audit and they should have a yearly audit. Also it was noted that it said the cost should not exceed the sum of \$90K, which might not be realistic in today’s dollars. Ms. Bailey said the document was referring to a one-time operational audit, but they do have an annual audit.

Mr. Farrell noted that when he looked through the agreement it mentions the elementary schools, but not the middle or high school when it discusses the school buildings. Ms. Bailey said that is because the middle and high schools are owned by the Regional School District but the elementary school buildings are owned by the towns. Mr. Olson wanted the requirements of having a capital plan added and wanted something added about funding O.P.E.B. (other post-employment benefits). Mr. Farrell wanted to have some type of mechanism added regarding what was allowed pertaining to increases to the school budget each year. Ms. Kennedy said that along with the operational audit, it is important to understand where the money is going. Ms. Dale and Ms. Kennedy both commented on having a tie-in between the two towns regarding employee COLAs (cost of living adjustments) and increases so they were on par with each other. The fact that Mr. Domelowicz had foregone his COLA was acknowledged.

Cemetery Perpetual Care Fund Appropriation – Discuss and Vote



TOWN OF HAMILTON

577 Bay Rd. Hamilton, Ma 01982

No: DPW2021-26

PURCHASE ORDER

VENDOR

Name SavATree
 Address 29885 Network Place
 City Chicago State IL ZIP 60673
 Phone 978-739-2300

Misc

Date 2/24/2021
 Order No. _____
 Cust. # _____
 Contract # _____

Qty	Description	Unit Price	TOTAL
1	Grub Treatment See attached quote	\$ 2,748.00	\$ 2,748.00

Subtotal	\$ 2,748.00
Shipping	
Lease Rate(s)	
Tax Rate	\$ -
TOTAL	\$ 2,748.00

Tax Exempt No: 046-001-168

Comments: Cemetery Perpetual Care

Lease Rate(s)
Tax Rate

Office Use Only

Department Head

Town Accountant

The Accounting Department of the Town of Hamilton confirms the funds are available and encumbered for payment in net 30 days from delivery goods and/or service unless other financing arrangements have been agreed to by both parties.



SavATree
 206 S. Main St., Suite 5 , Middleton MA 01949
 P: 978-739-2300 F: (978) 739-2323
 E: middleton@savatree.com

Estimate # 556882
Prepared By John Duffy
ISA Certified Arborist
jduffy@savatree.com

Estimate for
 Peter Cobb Town Hall
For Service At:
 577 Bay Road, South Hamilton MA 01982
Account Key: 4363053

Recommendations

Lawn Care

Grub Solo Treatment \$2,748.00

Grubs feed on the roots of the grass plants late August-October and can cause severe damage. This preventive treatment is applied in late May - early August. Rain or watering this application improves effectiveness.

Service Details: Entire Cemetery (See Map for exact locations)

General Tree Care	\$0
Recycling	\$0
Cabling & Bracing	\$0
Special Work / Special Equipment	\$0
Stump Grinding	\$0
Permit(s)	\$0
Plant Health Care	\$0
Lawn Care	\$2,748.00
Irrigation	\$0

This proposal has been provided to you on a confidential basis. We kindly request that neither this proposal nor any of its contents be reproduced or shared with any competitor without the prior written consent of SavATree.

Sales tax, if applicable, will be added to the amounts of this estimate per your local and state tax jurisdiction.

Note: Included in this program is 1 service for a total of \$2,748.00.

Ever-Green Clause: To help maintain a vibrant and healthy landscape, your program is considered CONTINUOUS. This means that your program will remain in our calendar and automatically renew each year, ensuring ongoing professional care for your property. You can, of course, CANCEL AT ANY TIME by contacting us.

OUR UNCONDITIONAL GUARANTEE

Should our service fall short of your expectations, please contact us immediately and we will do everything we can to make it right. Rev.9-16-2020 aso-pdf

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Testimonials

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Dyan Katz

From: Dyan Katz
Sent: Wednesday, March 10, 2021 2:02 PM
To: Tim Olson; Joe Domelowicz
Subject: RE: Cemetery Grub Treatment/BOS Meeting 3/15/21

Hi Tim,

Just circling back to your request to use perpetual care funds to pay for upcoming grub treatment at Cemetery. Joe has added this item to this upcoming BOS agenda scheduled for 3/15/21.

Please let us know if anything has changed with request. I assume you will provide the purchase order for \$2,748.00 for the meeting.

Let me know if anything else is needed for the meeting.

Thank you.
Dyan

From: Tim Olson
Sent: Thursday, February 25, 2021 2:00 PM
To: Joe Domelowicz <jdomelowicz@hamiltonma.gov>; Dyan Katz <dkatz@hamiltonma.gov>
Subject: Re: Cemetery Grub Treatment

No need for next meeting, sometime in near future would be great, sometime in March is fine

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From: Joe Domelowicz <jdomelowicz@hamiltonma.gov>
Sent: Thursday, February 25, 2021 1:52:57 PM
To: Tim Olson <tolson@hamiltonma.gov>; Dyan Katz <dkatz@hamiltonma.gov>
Subject: RE: Cemetery Grub Treatment

Tim, when would you ended the authorization? I'd rather not rush it for next Monday (agenda is already posted) and I want them to know it is coming ahead of time...

Joe

From: Tim Olson
Sent: Thursday, February 25, 2021 1:49 PM
To: Dyan Katz; Joe Domelowicz
Subject: Re: Cemetery Grub Treatment

I believe that is correct, I just wanted to first verify that the funding is available since Marisa would never tell me what we have in the fund :)

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From: Dyan Katz <dkatz@hamiltonma.gov>
Sent: Thursday, February 25, 2021 1:28:53 PM

tolson@hamiltonma.gov

When writing or responding, please remember that the Secretary of State's Office has determined that email is a public record and is subject to requests under MGL c.66 §10. This communication may contain privileged or other confidential information. If you are not the intended recipient, or believe that you have received this communication in error, please indicate to the sender that you have received this email in error, and delete the copy you received. Please do not print, copy, retransmit, disseminate, or otherwise use the information.



April 21, 2000

Anthony P. McBride
6 Liberty Street
Adams, MA 01220

Re: Cemetery Perpetual Care Funds
Our File No. 2000-218

Dear Mr. McBride:

You requested our opinion concerning expenditures from a cemetery perpetual care fund. Such funds are authorized by G.L. Ch. 114 §25, which states, in pertinent part:

A town in which cemetery commissioners are chosen may receive gifts or bequests for **maintaining cemeteries or cemetery lots**, which shall be paid into the town treasury and, with the accounts thereof, shall be kept separate from the other money and accounts of said town. The town treasurer shall invest all such funds in accordance with the stipulations, if any, accompanying them; otherwise he shall invest them as ordered by said commissioners and **pay the income therefrom** upon their order or with their approval. (Emphasis supplied.)

Pursuant to this statute, the treasurer is the custodian of cemetery perpetual care and trust funds and must invest them and disburse the income as directed by the donors. If no specific instructions were given by the donors, the statute gives investment and disbursement decision-making to the commissioners, exclusively. As you will note, however, the statute places two limitations upon the commissioners' spending authority. First, they may only expend "income" generated by the fund. Second, they may only expend this income "for maintaining cemeteries or cemetery lots."

If you have any additional questions concerning this matter, please do not hesitate to contact us.

Very truly yours,

A handwritten signature in black ink, appearing to read "Bruce H. Stanford".

Bruce H. Stanford, Chief
Property Tax Bureau

Dyan Katz

From: Dyan Katz
Sent: Thursday, September 10, 2020 1:29 PM
To: dslaw@dor.state.ma.us
Subject: Town of Hamilton - Cemetery Perpetual Care

Good afternoon,

We are seeking clarification as to whether expenditures for cemetery improvements can be made directly from the Cemetery Perpetual Care Trust Fund with approval by the Board of Selectmen or as a reimbursement to the General Fund for authorized purchases. Also, please confirm that any disbursement either for direct expenditures or transfers to the general fund require approval from the BOS or Board of Commissioners.

Any help and/or guidance is appreciated.

Dyan

Human Rights Commission

Appointments – Discuss and Vote at- large members

APPLICATION FOR APPOINTMENT
FOR BOARD/COMMITTEE MEMBERSHIP

Board/Committee of Interest:

1. Hamilton Human Rights Commission
3. _____ 4. _____

Would you consider another Committee:

No, I don't know of other committees open for students

For how long should we keep your application on file?

2 months

Full Name: Maya Lianne Beach

Nickname: _____

Preferred Title (please circle) Mr. Ms Mrs./Other: _____

Home Address: 65 Cutler Road, S. Hamilton, MA 01982

Length of Residence in Hamilton: about 11 years

Occupation: Highschool student (10th grade)

Work Address: 775 Bay Rd, S. Hamilton, MA 01982

Phone: Home 978-468-1726 Work _____ Fax _____

Cell 978-239-3226

E-mail: Work: _____ Home: _____

beach.maya@gmail.com

If you currently serve on a Board or Committee, please identify:

Special Training, Interests, Qualifications:

As a student, I am most concerned about improving our local curriculum while making our schools a more accepting place for fellow BIPOC students. I want to help improve the schools and community that I grew up in.

- Consistent attendance + membership in HWHRC • ran livestreaming for HWHRC webinar

Have you been asked by a Committee to become a member?

No

How did you hear about the Committee?

I heard about it through the HWHRC Youth Education Committee, which I have been an active member of since August.

Please attach a current resume, if possible. Add any comments below or on a separate page.

Signature: Maya Beach Date: 1/5/21

**APPLICATION FOR APPOINTMENT
FOR BOARD/COMMITTEE MEMBERSHIP**

Board/Committee of Interest:

1. Human Rights Commission 2. _____

3. _____ 4. _____

Would you consider another Committee:

Not at this time

For how long should we keep your application on file?

Two years

Full Name: Anne Elizabeth Brady

Nickname: _____

Preferred Title (please circle) Mr./Ms./Mrs./Other: Dr.

Home Address: 12 Gifford Road, South Hamilton

Length of Residence in Hamilton: 20 years

Occupation: Special Education Teacher, Rockport High School

Work Address:

24 Jerdens Lane, Rockport MA

Phone: Home 978-468-9936 Work N/A Fax _____

N/A

Cell 978-766-9706

E-mail: Work: abrady@rpk12.org Home: _____
aebphd96@gmail.com

If you currently serve on a Board or Committee, please identify:

Special Training, Interests, Qualifications:

All of my professional and volunteer work has related to Human Rights.

Have you been asked by a Committee to become a member?

No

How did you hear about the Committee?

I was part of the initial meeting about the Commission's formation and have been to all Selectman's meetings about it.

Please attach a current resume, if possible. Add any comments below or on a separate page.

Signature: Anne Brady Date: 01/04/2021

I am enthusiastic about becoming a member of the Hamilton Human Rights Commission. I have been an active member of the Hamilton Human Rights Coalition and the North Shore NAACP since their formation in 2020 and am thrilled that these important organizations have their roots in our lovely community. Hamilton has always felt like a safe place to me but it has not always felt like a place where I and my beliefs belong, and I know many people for whom life has felt different here. With the recent activity around human rights, I now feel that I have a true home in Hamilton. The formation of the Human Rights Commission and the charge to protect the rights of all and make Hamilton an inclusive community in which everyone feels safe affirms this feeling.

My life's work has been around human rights, first with working with disadvantaged parents and now with students with disabilities. I worked as a home visitor in Dorchester and South Boston as my first real job and then, after my doctorate, did research about home visiting programs for at-risk children and parents for many years before a huge career change into special education. My volunteer work has spanned the range of working with homeless children, the environment, our schools, and now the human rights groups. I was one of the town's original neighborhood compost captains and a member of the group the now defunct Superintendent's Parent Advisory Council years ago. I was extremely active as a volunteer at the Cutler School when my sons were students there and also was a part of a community group that supported our schools in Hamilton.

I think the focus of my work and my life makes me ideally suited to be a member of the Human Rights Commission.

Anne E. Brady
12 Gifford Road
South Hamilton, MA 01982
Cell: (978) 766-9706
aebphd96@gmail.com

I seek to obtain a position that will allow me to combine by passions for education and research into one role. I have an insatiable curiosity, and my past career as an evaluation researcher gave me many skills useful as I teach new topics. I am a problem solver, and I have proven myself to be a hard-working, creative, sensitive, and resourceful in all the positions I have held.

TEACHING/TRAINING EXPERIENCE

Rockport Public Schools, Rockport, MA

High School Special Education Liaison (December 2017-present)

- Design and provide specialized instruction to students with IEPs
- Write IEPs
- Conduct Academic/Achievement testing
- Conduct Extended Evaluations
- Co-teach three English classes
- Provide case management and consultation
- Conduct Professional Development for colleagues
- Perform all tasks of a Special Education teacher

Hamilton-Wenham Regional School District, Wenham, MA

Teaching Assistant, Miles River Middle School (January 2017-December 2017)

- Implement specialized instruction to students who qualify for special education services
- Support students in general education classes and tutorials
- Implement plans of special education and general education teachers
- Collaborate and communicate regularly with teachers involved with students support

Substitute Teacher (October 2015-January 2017)

- Implement teacher lesson plans, assign student class/homework and maintain classroom control and discipline. Substitute teachers must also complete a daily report or evaluation to communicate any pertinent information resulting from the day's events.
- Create a classroom environment that is conducive to learning and appropriate to the maturity and involvement of the students.
- Guide the learning process toward the achievement of curriculum goals and objectives as indicated in the lesson plans for each predetermined lesson.
- Employ instructional methods and materials that are deemed the most appropriate for meeting lesson objectives.
- Maintain reasonable rules of conduct that encourage self-discipline and responsibility.

Massachusetts Children's Trust Fund, Boston, MA

Facilitator (October 2015-November 2016)

- Led technical group review sessions of program proposals.
- Developed consensus scores with the Children's Trust Healthy Families staff
- Provided comments and recommendations on further information needed and potential for the funding of proposals.

Healthy Families Trainer (November 2008-June 2013)

- Worked with staff of MCTF to develop and refine goal setting and goal achievement training materials.
- Led full-day trainings--Supporting Goal Achievement, a two-day curriculum--for Healthy Families Massachusetts staff

CONSULTING EXPERIENCE

Tufts Interdisciplinary Evaluation Research (TIER), Tufts University, Medford, MA

Evaluation Consultant (February 2013- June 2013)

- Formulated and wrote evaluation plan for the Massachusetts Family Resource Centers in collaboration with TIER team and state level stakeholders.

United Way of Massachusetts Bay and Merrimack Valley, Boston, MA

Evaluator, Boston Home Visiting Collaborative (July 2009-May 2012)

- Responsible for complete execution of evaluation of the Boston Home Visiting Collaborative, from design through analysis and report writing.

Evaluation Consultant, Boston Home Visiting Collaborative (January 2009-June 2009)

- Participated in the collaborative planning of the United Way's pilot program to enhance home visitation in Boston by presenting to collaborative members on evaluation methods and the outcomes of home visitation.

Massachusetts Healthy Families Evaluation, Tufts University, Medford, MA

P.I.s: M. Ann Easterbrooks, Ph.D., Francine Jacobs, Ed.D., Jayanthi Mistry, Ph.D.

Senior Research Consultant (June 2007-April 2008)

- Developed grant applications.
- Conducted data analysis for longitudinal studies
- Contributed to reports on longitudinal studies.

Lawrence Adolescent Family Life Development Project, Family Service Inc., Lawrence, MA

Evaluator (July 2002- September 2008)

- Responsible for complete execution of evaluation of a case management program for teen mothers in Lawrence, MA from planning through reporting.
- Provided technical assistance to program staff on management information system and data entry.

Touchpoints Early Childhood Care & Education Evaluation, Tufts University, Medford, MA

P.I.s: M. Ann Easterbrooks, Ph.D. & Francine Jacobs, Ed.D.

Senior Research Consultant (April 2005-March 2006)

- Consulted on design and implementation of evaluation of an early childhood professional development program.
- Assisted in data system design, management, and analysis.

SELECTED RESEARCH EXPERIENCE

Brazelton Touchpoints Center, Research and Evaluation Team, Boston Children's Hospital, Boston, MA

Director: Catherine Ayoub, R.N., Ed.D.

Project Director (December 2013-September 2015)

- Managed evaluations of federally funded public health and maternal-child health programs in tribal nations across the U.S.
- Contributed to smaller scale evaluations of provider training programs
- Acted as lead researcher for all aspect of mixed-methods projects
- Supervised research team
- Managed Research and Evaluation team hiring process

Massachusetts Healthy Families Evaluation, Tufts University, Medford, MA

P.I.s: M. Ann Easterbrooks, Ph.D., Francine Jacobs, Ed.D., Jayanthi Mistry, Ph.D.

Research Assistant Professor (September 2006-June 2007)

- Contributed to design of second cohort evaluation of Healthy Families Massachusetts.
- Co-wrote proposals for longitudinal studies of first cohort participants in MHFE.
- Consulted with state agency on re-design of program data system to ensure usefulness for evaluation purposes.
- Prepared articles for publication.

Project Director (September 1997-June 2006)

- Managed the evaluation of a statewide universal home visiting, child abuse prevention program for first-time parents under the age of 21.
- Supervised evaluation team.
- Acted as primary project liaison to program stakeholders and national Healthy Families Research Network.
- Planned data analysis and oversaw implementation of analysis plan including advanced statistical techniques

EDUCATION

Tufts University, Medford, MA

Ph.D. in Applied Child Development.

Harvard University Graduate School of Education, Cambridge, MA

Ed.M. in Counseling and Consulting Psychology

Cornell University, College of Human Ecology, Ithaca, NY

B.S. in Human Development and Family Studies

Additional coursework and training

Salem State University School of Graduate Studies, Salem, MA

Program for Licensure in Special Education, Moderate Disabilities

Landmark Outreach, Miles River Middle School, Hamilton, MA

Language-based Classroom-Middle School

REFERENCES Available upon request

**APPLICATION FOR APPOINTMENT
FOR BOARD/COMMITTEE MEMBERSHIP**

Board/Committee of Interest:

1. Human Rights comitee 2. _____
3. _____ 4. _____

Would you consider another Committee:

no

For how long should we keep your application on file?

6 months

Full Name: Alfie Chien

Nickname: _____

Preferred Title (please circle) Mr./Ms./Mrs./Other: Mr.

Home Address: 7 northedge road

Length of Residence in Hamilton: 9 years

Occupation: High School Student

Work Address:

7 northedge road

Phone: Home 5854029088 Work 9782697693 Fax _____

Cell 5854028414

E-mail: Work: _____ Home: _____

alfie_chien@students.hwschools.net

If you currently serve on a Board or Committee, please identify:

Special Training, Interests, Qualifications:

Have you been asked by a Committee to become a member?

Anna Siedzik

How did you hear about the Committee?

Family

Please attach a current resume, if possible. Add any comments below or on a separate page.

Signature: Alfie Chien Date: 1/25/21

**APPLICATION FOR APPOINTMENT
FOR BOARD/COMMITTEE MEMBERSHIP**

Board/Committee of Interest:

1. Hamilton Human Rights Committee 2. _____
3. _____ 4. _____

Would you consider another Committee:

Not at this point

For how long should we keep your application on file?

6 months

Full Name: Tso-Cheng (Frank) Chien

Nickname: _____

Preferred Title (please circle) (Mr.) Ms./Mrs./Other: _____

Home Address: 7 Northedge Rd, S. Hamilton, MA

Length of Residence in Hamilton: 9 yrs

Occupation: Business owner

Work Address:

7 Northedge Rd, S. Hamilton, MA

Phone: Home _____ Work _____ Fax _____

Cell 585-402-9088

E-mail: Work: _____ Home: _____

tsogt3@gmail.com

If you currently serve on a Board or Committee, please identify:

Special Training, Interests, Qualifications:

I'm interested in building a compassionate community with a strong awareness in diversities.

Being a minority family here in Hamilton, we're grateful to receive kindness and acceptance from many loving friends as well as the encouragement we received when we picked up trash along 1A. I would be honored to serve on the committee to help promoting cultural diversity and acceptance.

Have you been asked by a Committee to become a member?

No

How did you hear about the Committee?

My friends, Natalie Bowers and Anna Siedzik asked me to consider it

Please attach a current resume, if possible. Add any comments below or on a separate page.

Signature:  Date: 1/5/2021

APPLICATION FOR APPOINTMENT
FOR BOARD/COMMITTEE MEMBERSHIP

Board/Committee of Interest:

1. Human Rights Commission
3. _____ 4. _____

Would you consider another Committee: no

For how long should we keep your application on file?

1 year

Full Name: Jo Anne Copeland

Nickname: Jo

Preferred Title (please circle) Mr./Ms./Mrs./Other: _____

Home Address: 135 E Railroad Ave.

Length of Residence in Hamilton: 48 yrs.

Occupation: retired

Work Address: _____

Phone: Home 978-626-1555 Work _____ Fax _____

Cell 978-~~626~~ 500-0283

E-mail: Work: _____ Home: _____

Jacope135@gmail.com

If you currently serve on a Board or Committee, please identify:

Housing Board

Special Training, Interests, Qualifications:

Hamilton Housing Board Member
co-chair Tenants Assoc.

Have you been asked by a Committee to become a member?

How did you hear about the Committee?

Hamilton facebook page / Anna Szedek

Please attach a current resume, if possible. Add any comments below or on a separate page.

Signature: Jo Anne Copeland Date: 3/8/21

**APPLICATION FOR APPOINTMENT
FOR BOARD/COMMITTEE MEMBERSHIP**

Board/Committee of Interest:

1. Human Rights Commission 2. _____
3. _____ 4. _____

Would you consider another Committee:

Yes, I would be happy to participate in other committees

For how long should we keep your application on file?

Indefinitely/Until withdrawn by request

Full Name: Jared Edward Hughes

Nickname: _____

Preferred Title (please circle) Mr/Ms./Mrs./Other: _____

Home Address: 118 Railroad Ave

Length of Residence in Hamilton: 2 yrs (in home) 2.5 since purchase

Occupation: Faculty Support/lab administration (Mus. Comparative Zoology Harvard Univ.)

Work Address:

26 Oxford St., Cambridge MA, 02138

Phone: Home _____ Work _____ Fax _____

Cell (617)-529-4847

E-mail: Work: _____ Home: _____

jehughes33@gmail.com

If you currently serve on a Board or Committee, please identify:

Special Training, Interests, Qualifications:

Takes training sessions on diversity/inclusion, Title IX at work when offered

Conducted retreats throughout college to facilitate conversations on diversity and inclusion issues both local to our campus and nationally relevant.

Have you been asked by a Committee to become a member?

How did you hear about the Committee?

BOS, Facebook, Community Members

Please attach a current resume, if possible. Add any comments below or on a separate page.

Signature: [Signature] Date: 3/4/21

ADMINISTRATIVE EXPERIENCE

Harvard University, Museum of Comparative Zoology, Cambridge, MA

Faculty Assistant, Lab Administrator November 2015 – Present

Perform a wide-range of highly skilled administrative duties for 4 faculty and their research laboratory staff (40 + individuals) including, but not limited to:

- Bookkeeping including processing financial payments, performing reconciliations and creating reports using on-line accounting and spreadsheet systems
- Manage complex calendars for faculty; arrange meetings, appointments and coordinates class and academic commitments
- Make travel arrangements including international trips involving land transportation, visas and appropriate documentation
- Work with external vendors to source, order and receive materials and services to ensure smooth running of offices and laboratories
- Compose and edit letters, memoranda, reports, course materials, presentations, meeting agendas. Assist with copy for publication of grant proposals and reports
- Establish office procedures and maintain paper and electronic filing systems
- Serves as principal contact and source of information for students, staff, faculty, and external customers.
- Prepares material for, and keeps laboratory websites up to date
- Special projects required by faculty commitments

Harvard School of Public Health, Boston, MA

Consumer Analytics, June - August 2012

- Used survey responses from all applicants to find trends in how potential students make decisions about which Public Health school to attend

Alpha Delta Phi Fraternity and Literary Society, Union Chapter, Schenectady, NY

President, November 2009 – December 2010

- Led the only remaining literary society on Union campus
- Directed House Executive Board in planning events and managing House issues
- Revitalized fraternity relations with campus administration and chapter alumni

Massachusetts Institute of Technology STEM Program, Cambridge, MA

Robotics & Squash Instructor, Summers 2007-2010

- Created and taught rigorous robotics curriculum to over 80 rising high school freshmen from the Boston area
- Instructed over 500 rising sixth through ninth grade students in squash
- Wrote comprehensive executive reports at the end of each summer for grant renewal proposals
- Represented the program at various events with funders and parents of students

CULINARY EXPERIENCE

Hearty Meals for All, Somerville, MA

Executive Chef, September 2015 - Present

- Plan and execute monthly meal for 60 + guests based around donated food
- Create meat and vegan options for guests
- Work with dietary restrictions of guests to provide healthy and hearty dinner for all comers

Pavement Coffeehouse, Boston, MA

Food Director, February 2015 – November 2015

- Coordinated food production and food delivery from central kitchen to 6 busy coffee shops in Boston
- Managed all kitchen operations including staffing and scheduling, inventory management, quality oversight, maintenance of equipment
- Responsible for updating menu according to sales trends and customer/owner demands

Prep Cook, September 2014 - January 2015

- Prepared and delivered fresh food for five store locations
- Worked extensively with preparation of sandwich breads
- Collaborated with fellow staff members to ensure productivity and efficiency in the workplace

Cook's Illustrated Magazine, Brookline, MA

Freelance Recipe Developer, June 2014 - August 2014

- Developed recipes for publication in Cook's Illustrated Magazine
- Worked closely with fellow test cooks on photographic content for upcoming issues of Cook's Illustrated
- Performed experimental tests and wrote four "Kitchen Notes" for publication in Cook's Illustrated

America's Test Kitchen, Brookline, MA

Kitchen Intern, March 2014 - May 2014

- Worked with test cooks on food research, experimental testing, and recipe development
- Developed recipe in the style of Cook's Illustrated magazine and wrote accompanying article
- Organized grocery receiving for forty plus test cooks, maintained common stock ingredients, and assisted in other necessary operational tasks

Wilson Farms, Lexington, MA

Cook, September 2012 - June 2013

- Worked as part of a team of cooks to complete food preparation for sale in high end retail farm market
- Prepared an array of dishes based on daily demands at the store as well as improvised new dishes based on farm surplus
- Prepared and Assisted in monthly client cooking classes

Belly Traveling Feast Weekly Pop-Up, Cambridge, MA

Chef, Summer - Fall 2013

- Weekly three course dinners throughout the summer using almost exclusively products from local farmer's markets for between 15-30 guests
- Sold out multi-course dinner held at Sherman Cafe in Union Square on November 14

Follow The Honey, Cambridge, MA

External Affairs, June 2013 - November 2013

- Promoted honey products from around the world with an emphasis on socially/environmentally conscious beekeepers, promoted the diversity and versatility of honey
- Opened dialogue with consumers on the importance of beekeeping and the future of bees in today's world
- Conducted tastings and sales of product at Farmer's Markets and events around the Boston area

EDUCATION

The Cambridge School of Culinary Arts, Cambridge, MA

Professional Chef's Program, January 2015

Union College, Schenectady, NY

Bachelor of Arts, English, June 2012

HONORS AND AWARDS

- Cambridge School of Culinary Arts MFK Fisher Award (2015)
- Cambridge School of Culinary Arts Honors in Lab (2015)
- Cambridge School of Culinary Arts Honors in Academics (2015)
- Posse Foundation Full-Tuition Leadership Scholarship (2007-2012)

COMPUTER SKILLS

Comfortable working with multiple computer software systems on Mac and PC platforms, including website development. Able to quickly pick up new systems.

March 5th, 2021

Dear Board of Selectmen:

I write this letter as an addendum on my previously submitted application to join the Hamilton Human Rights Committee in order to highlight some of my previous experience listed on my resume as well as prior life experience no longer listed as relates to this committee and to provide some insight to you on who I am and where I am coming from.

At 13 years old, I applied for a weekend engineering program at MIT. During the interview process I was asked about my interests outside of school and I excitedly described my joy for gardening, working with food, and being outdoors. Nicole Stark, the director of the program exclaimed, "So you're a true renaissance man; you like to do some of everything!" At the time I didn't fully understand the expression but that spirit has been a constant since.

Nicole has been a huge influence on the trajectory of my life thus far and it all started the day of our first meeting. After 4 years in that engineering program, she nominated me for a scholarship through the Posse Foundation which targets young leaders in urban communities. When I was selected, it meant I would go to Union College on a full ride. She encouraged me to apply to be a teaching assistant for a new robotics course at a summer program for middle school students from public and charter schools across the Boston metro area, as well as pulling students from Lawrence, who otherwise might have never had such opportunities. I went on to be the instructor of the Robotics course for incoming 9th graders for the next 3 summers during college and taught squash to every student in the program each year as well.

In college I was engaged on campus, joining and eventually becoming the president of a literary society where I worked to reinvigorate the group's volunteerism and their outreach to alumni. I also helped to establish an organic garden at the school and for three years cooked a weekly meal for between 60-100 people. Folks from across campus would gather to eat and engage on social and academic topics. Beyond this, as part of my responsibilities with the Posse Foundation, our cohorts invited at large community members, including students, faculty, and administrative staff, to annual retreats where we would discuss social and human rights issues as they related to our campus community and, more broadly, to us all on a national (and sometimes international) level.

Following college, I pursued a career in food in earnest. After graduating with honors from Culinary school I worked as a prep cook but quickly went on to be the director of food for Pavement Coffeehouse – a great locally owned coffee shop group. I worked overhauling their menu and driving the company to record food sales, instituting new health and safety protocols, and helping to open what was then their 6th store. It was fun, high paced, and engaging work managing a diverse team of cooks and working with college students from around Boston.

What I didn't get out of my work with Pavement was time for any sort of outreach. Inspired again by Nicole, a little over five years ago I joined Harvard's Museum of Comparative Zoology in a multifaceted administrative role to support important evolutionary research. In this role, I work with a community of researchers and students from across the globe and must always be conscious of the varied perspectives and experiences each person brings from their home to the campus. I frequently participate in trainings on diversity and inclusion to make sure I am aware of how my behavior can impact another person's comfort as part of our community and to learn new ways to navigate issues that may arise from having such a diverse set of people interacting with one another. I also take trainings on legal matters such as navigating potential Title IX issues in the workplace.

Jared Hughes
118 Railroad Avenue, Hamilton, MA 01982
jehughes33@gmail.com | (617) 529-4847

This move also allowed me time to work with a group called Hearty Meals for All where I cooked a monthly meal that is open to the public, regardless of income status. The goal of HMFA is to provide every guest with a table service meal, and to offer a variety of options that respect dietary needs of guests, whether they are rooted in matters of health, religion, or philosophy. This group largely serves local elderly community members as well as houseless folks from around the Boston area and invites them not only to enjoy a meal but to join prep sessions to contribute in the making of the meal if they desire and are able. The motto is that, no matter what you have in your wallet, you deserve a meal that tastes good, is good for you, and doesn't require you to sacrifice your beliefs to eat well.

Unfortunately, due to major changes to the programming of these meals based on the pandemic along with my move out of Cambridge, this past year I've had to make the difficult decision to move on from my direct work as the executive chef for this wonderful nonprofit. It has left me, once again, looking for ways to engage in outreach.

Nicole encouraged me to never close myself off from an opportunity, to always find joy in doing a little bit of everything, and to always share my passion in ways that help others – which is why I am excited about the opportunity to serve my new community as part of this committee.

Thank you for your time and consideration. I hope to hear from you soon.

Best,

- Jared Hughes

APPLICATION FOR APPOINTMENT
FOR BOARD/COMMITTEE MEMBERSHIP

Board/Committee of Interest:

1. Human Rights Comm-ss-2
3. _____ 4. _____

Would you consider another Committee:

Not at this time

For how long should we keep your application on file?

1 year

Full Name: Katherine Knudsen

Nickname: Katie

Preferred Title (please circle) Mr./Ms./Mrs./Other: Ms

Home Address: 14 Elliott St, S. Hamilton

Length of Residence in Hamilton: 25 years

Occupation: School Adjustment Counselor

Work Address: Gloucester High School

Phone: Home 978-468-4842 Work 978-281-9870 Fax _____

Cell 781-249-9080

E-mail: Work: KKNUDSEN@GLOUCESTERSCHOOLS.COM Home: _____

KATHERINEANNKNUDSEN@GMAIL.COM

If you currently serve on a Board or Committee, please identify:

Special Training, Interests, Qualifications:

licensed counselor, adjunct
college professor, extensive work with students
from minority communities

Have you been asked by a Committee to become a member?

How did you hear about the Committee?

from friends, posting on social media

Please attach a current resume, if possible. Add any comments below or on a separate page.

Signature: Katie Knudsen Date: 1/20/21

Katie Knudsen
14 Elliott Street
S. Hamilton, MA 01982

January 20, 2021

Town Manager Joe Domelowicz and Hamilton Board of Selectmen
577 Bay Road
Hamilton, MA 01936

Dear Mr. Domelowicz and Hamilton Board of Selectmen,

I am writing to apply to serve on the newly forming Hamilton Human Rights Commission. In addition to having personal experience as a mother of black, LGBT, and learning-disabled kids, my professional experience as a high school adjustment counselor has contributed to a long-standing interest and passion in the area of human rights and discrimination. As a parent and as an employee of local public schools (not Hamilton), I have, sadly, witnessed countless incidences of major and minor discrimination that have made young people feel hurt, uncomfortable, or unsafe. These experiences have motivated me towards trying to make a difference on behalf of these young people in all of my professional and social circles.

I would very much like to be a part of shaping Hamilton into a more inclusive community, free from discrimination, intolerance, and bigotry. I deeply believe that all of Hamilton's residents should feel safe and enjoy equal access, regardless of race, ability, sex, sexual orientation, religion, or other factors.

Attached please find my current resume and application.

Best,

A handwritten signature in blue ink, appearing to read 'Katie Knudsen', with a long, sweeping underline.

Katie Knudsen

KATHERINE A. KNUDSEN

SOUTH HAMILTON, MASSACHUSETTS 01982
(781) 249-9080 | katherineannknudsen@gmail.com

PROFESSIONAL EXPERIENCE

GLOUCESTER HIGH SCHOOL, Gloucester, MA 2020-present

School Adjustment Counselor

Serving on a team of three counselors, working with high school students in the general education population, with IEPs and 504s, and coordinating clinical services for Gloucester's GAP program.

- Delivering individual weekly counseling for students on IEP's, 504's, and additional students in the general student population, who face a wide range of social/emotional issues of varying levels of severity.
- Writing social/emotional goals and maintaining progress reports for IEP students.
- Coordinating clinical aspects of Gloucester's GAP program.
- Collaborating with school counselors, administration, faculty, students' families, and community-based providers.
- Providing crisis counseling and assessment.

READING MEMORIAL HIGH SCHOOL, Reading, MA 2018-2020

School Social Worker

Serving on a team of three social workers, working with high school students in the general education population, with IEPs and 504s, and coordinating clinical services for Reading's BRYT Transition Program.

- Delivering individual weekly counseling for students on IEP's, 504's, and additional students in the general student population, who face a wide range of social/emotional issues of varying levels of severity.
- Writing social/emotional goals and maintaining progress reports for IEP students.
- Coordinating clinical aspects of Reading's new BRYT Transition Program, Stepping Stone.
- Collaborating with school counselors, administration, faculty, students' families, and community-based providers.
- Providing crisis counseling and assessment.
- Screening students suspected of substance abuse.

SAUGUS HIGH SCHOOL, Saugus, MA 2017-2018

School Adjustment Counselor

Served as primary School Adjustment Counselor for Saugus High School, working with high school students in the general education population, with IEPs and 504s, as well as students in special education programs.

- Delivered individual weekly counseling for students on IEP's, 504's, and additional students in the general student population, who face a wide range of issues of varying levels of severity.
- Ran social/emotional and social skills group counseling sessions.
- Wrote social/emotional goals and maintained progress reports for IEP students.
- Collaborated with school counselors, administration, faculty, students' families, and community-based providers.
- Provided crisis counseling and assessment.
- Served on the Superintendent's Wellness and Strategic Planning Committees.
- Helped the district develop the role of School Outreach Counselor.

BILLERICA MEMORIAL HIGH SCHOOL, Billerica, MA 2016-2017

School Social Worker

Filled a substitute full-time position, working with high school students in the general education population, with IEPs, and in Compass, a substantially separate program for students on the autism spectrum.

- Delivered individual counseling and support to students, including crisis intervention.
- Co-Facilitated group educational and therapeutic counseling sessions.
- Collaborated with fellow social workers, with administration, across departments, and with community-based providers.
- Contributed toward IEP goal setting and team meetings.

GORDON COLLEGE, Wenham, MA 2005 – 2017

Associate Director/Acting Director-Office of Community Engagement (2013 – 2015)

Assisted the Director and then managed all major office functions, with a special focus on collaborating with faculty and community partners to create academically-based service-learning opportunities.

- Rebuilt the community engagement program in the city of Lynn after a temporary suspension following negative publicity for college leadership and a withdrawal of some community support.
- Built community relationships with non-profit and educational organizations, creating and maintaining long-term partnerships and opportunities for service-learning.

- Trained and coached a cohort of student leaders and interns.
- Advised student publications and activities.

Assistant Director-A.J. Gordon Scholars Program (2011 – 2013)

Assisted the Director in the management of the honors program, with a specific focus on developing student leaders and mentoring freshmen.

- Facilitated student-created service projects, coaching students in development and implementation.
- Created a new syllabus and program guide to aide future directors and assistant directors in program management, significantly improving and systematizing the work of the Office.

Lecturer (2005 – 2017)

Taught the college's required freshman writing and discussion seminar, The Great Conversation (2005 – 2014) and Theology (2010 – 2017).

- Received Academic Service Award for outstanding teaching and service in 2010.

MCLEAN PSYCHIATRIC HOSPITAL, Belmont, MA

1997 – 2000

Mental Health Counselor

Worked in dual-diagnosis, counseling patients individually and developing and facilitating educational and therapeutic groups.

E D U C A T I O N A N D L I C E N S U R E

Licensed Mental Health Counselor (2020)

Massachusetts Board of Allied Mental Health and Human Services

Licensed School Social Worker/School Adjustment Counselor-Professional Status (2016)

Massachusetts Department of Elementary and Secondary Education

Post Graduate Certificate in Addictions Counseling, INDIANA WESLEYAN UNIVERSITY, Marion, IN (2018-2019)

School Adjustment Counseling Intern-Therapeutic Support Program, Salem High School (2015-2016)

Completed a post-Master's internship in School Adjustment Counseling based in Salem High School's Therapeutic Support Program, a substantially separate program for students with emotional and behavioral disabilities that prevent them from fully accessing the general education curriculum.

- Delivered individual counseling to high school students.
- Facilitated group educational and therapeutic counseling sessions.
- Collaborated with members of the Therapeutic Support Program team, across departments, and with community-based providers.
- Contributed toward IEP goal setting and annual meetings.

Post Graduate Coursework toward Licensure in School Adjustment Counseling

- GCTS, Hamilton, MA (2015-16) and SALEM STATE UNIVERSITY, Salem, MA (2011-2012)

MA, Counseling, GORDON-CONWELL THEOLOGICAL SEMINARY, Hamilton, MA (1997)

- *Summa cum laude*, Psi Chi Honor Society.
- Counseling Internships: FCP-Sail, Beverly; Abundant Life Counseling Center, Boston; and McLean Psychiatric Hospital, Belmont.

BA, Psychology, DUKE UNIVERSITY, Durham, NC (1995)

- *Magna cum laude*, Phi Eta Sigma, Golden Key Honor Society, Dean's List with Distinction.
- Activities: Volunteer high school mentor; Volunteer at state psychiatric hospital; Substitute high school teacher.

Visiting Undergraduate Students Program, HARVARD UNIVERSITY, Cambridge, MA (1994 – 1995)

C O M M U N I T Y L E A D E R S H I P , A C T I V I T I E S , A N D I N T E R E S T S

Board member: Hamilton-Wenham Human Rights Coalition and Heathmere Center for Cultural Engagement, Adoption Advocate, Writer.

**APPLICATION FOR APPOINTMENT
FOR BOARD/COMMITTEE MEMBERSHIP**

Board/Committee of Interest:

1. _____ 2. _____
3. _____ 4. _____

Would you consider another Committee:

For how long should we keep your application on file?

I'm 80, you decide.

Full Name: CAROL A. MAZZETTA

Nickname: NONE

Preferred Title (please circle) Mr./Ms./Mrs./Other:

Home Address: 135 RAILROAD AVE APT. C

Length of Residence in Hamilton: 73 yrs.

Occupation: RETIRED

Work Address:

Phone: Home 978-468-1862 Work _____ Fax _____

Cell _____

E-mail: Work: _____ Home: _____

If you currently serve on a Board or Committee, please identify:

Special Training, Interests, Qualifications:

Have you been asked by a Committee to become a member?

How did you hear about the Committee?

ROSEMARIE KENNEDY

Please attach a current resume, if possible. Add any comments below or on a separate page.

Signature: Carol A. Mazzetta Date: 3-4-2021

**APPLICATION FOR APPOINTMENT FOR BOARD/COMMITTEE
MEMBERSHIP**

Board/Committee of Interest:

Human Rights Commission.

Would you consider another Committee?

Not currently.

For how long should we keep your application on file?

2 years.

Full Name: **__ Nancy E Stehfest**

Preferred Title (please circle) Mr./**Ms.**/Mrs./Other

Home Address:

1 Highland Street, Hamilton, MA 01982

Length of Residence in Hamilton: **25 years**

Occupation: **Manager of Appeals-MA Health Connector**

Work Address: **100 City Hall Plaza, Boston, MA 02108**

Phone: Home: 978-468-8068 Work: 617-933-3097

Fax:(Work) 617-933-3099 Cell **978-578-0311 (preferred contact #)**

E-mail: Work: nancy.stehfest@mass.gov

Home: nancystehfest@gmail.com (preferred email)

If you currently serve on a Board or Committee, please identify: **NA**

Special Training, Interests, Qualifications: **Informal Dispute Resolution training and experience. Serve and work with a diverse population.**

Have you been asked by a Committee to become a member? **No**

January 2, 2021

Nancy Stehfest
1 Highland Street
South Hamilton, MA 01982
Phone: 978-468-8068
Cell: 978-578-0311
nancystehfest@gmail.com

RE: Application for Appointment for Board/committee membership

Good day.

I wish to express my interest in serving as a member of the Hamilton Human Rights Commission. I have a keen interest in seeing the community my husband and I raised our four children in reach its full potential as a welcoming and supportive community for all residents and visitors. Hamilton is caring and supportive community and I see the HRC as a great way to leverage the Hamilton town culture to ensure we all thrive.

I have had experiences in my work role which have led me to realize I have led a life of privilege. I was never quite sure what to do with this but with the murder of George Floyd in 2020 it all became clear. I need to support a welcoming culture in my own community.

I look forward to hearing from the Board about their plans and expectations for the newly formed Human Rights Commission and I hope to play a small role in its success.

Sincerely,

Nancy Stehfest

How did you hear about the Committee? **Attending BOS meetings**

Please attach a current resume, if possible. Add any comments below or on a separate page.

Signature: *_Nancy L Stehfest*

Date: January 2, 2021

Nancy E. Stehfest

One Highland Street
South Hamilton, MA 01982

Home: 978-468-8068
Cell: 978-578-0311
nancystehfest@gmail.com

Experience

Commonwealth Health Insurance Connector Authority, Boston, Massachusetts,
Manager of Appeals August, 2011 to present

Promotion

- Spearhead execution of informal dispute resolution process, resulting in lower costs and quicker case closure
- Recruit and manage staff and panel of 14 independent contracted hearing officers
- Collaborate with various public and private sector groups in support of quick case resolution
- Work closely with General Counsel and staff attorneys in order to provide smooth implementation of regulatory and legislative requirements

Appeals Coordinator, March, 2009 to August, 2011

Promotion

- Increased responsibility for case review and outreach to appellants
- Assist and train new staff
- Acting Assistant Manager

Appeals Assistant, April, 2008 to March, 2009

- Participated in the establishment of the Appeals Unit
- Coordinated the scheduling of hearings and management of hearing officer schedules
- Maintained case files
- Collaborated in the development of business processes

Commonwealth of Mass-Workforce Development-Fair Share Contribution Unit, Boston, Massachusetts

Contracted Compliance Officer, September, 2007 to April, 2008

- Contributed to the establishment of a new unit.
- Reviewed employer quarterly reports for compliance with Massachusetts regulations.
- Provided customer service to employers regarding compliance with Fair Share Contribution rules

Commonwealth of Massachusetts-Gloucester District Court

Contracted Case Specialist, April, 2007 to August, 2007

- Provided customer service to attorneys, litigants, law enforcement personnel and the general public.

- Maintained case files and dockets

Education

University of Massachusetts-Boston, Boston, Massachusetts, BA-Community Studies, May, 2011

North Shore Community College, Danvers, Massachusetts, Associates Degree-Paralegal Studies,(American Bar Association Accredited), May, 2006

Certificate June, 2009

- Completion of Project Management Foundation Series

Past Volunteer Experience

- The Letters Foundation <https://letters.foundation/about-us/> (Closed 12-31-2020)
Researcher
- Settlement of refugee family in Boston with First Church Wenham-Catholic Charities
- Paulist Center, Boston MA. Food Pantry Day Coordinator
- North Shore Community College-Paralegal Studies Advisory Board
- Town of Hamilton Emergency Shelter Team
- Ski Bradford volunteer parent Chaperone

**APPLICATION FOR APPOINTMENT
FOR BOARD/COMMITTEE MEMBERSHIP**

Board/Committee of Interest:

1. Human Rights 2. _____
3. _____ 4. _____

Would you consider another Committee:

Perhaps

For how long should we keep your application on file?

10 years

Full Name: Alaina Walsh

Nickname: _____

Preferred Title (please circle) Mr./Ms./Mrs./Other: Ms. Walsh

Home Address: _____ 35 Postgate Rd. South Hamilton

Length of Residence in Hamilton: _____ 4 years

Occupation: _____ Special Education Teacher and a Behavior Analyst

Work Address:

_____ 70 Balch St., Beverly MA 01915

Phone: Home _____ Work _____ Fax _____

Cell 978-857-1389

E-mail: Work: awalsh@beverlyschools.org Home: _____
alainawalsh@gmail.com

If you currently serve on a Board or Committee, please identify:

Special Training, Interests, Qualifications:

LGBTQAI+ rights and all human rights including women's rights, systematic racism, etc.


Have you been asked by a Committee to become a member?

Recommended that I apply: by Anna Siedzik and Nancy Stehfest

How did you hear about the Committee?

I posted on our town's page about a human right committee, and within a day or two Anna had it up and running

Please attach a current resume, if possible. Add any comments below or on a separate page.

Signature: _____  _____ Date: 1/3/2021

Alaina M. Walsh M.Ed., BCBA, LABA

35 Postgate Rd., Hamilton MA

(978) 857-1389

alainawalsh@gmail.com

EDUCATION

University of Massachusetts, Boston MA

Masters of Early Childhood Education: With and Without Disabilities, Pre-k – 2, 1/2010- 6/2011

University of Massachusetts, Lowell MA

Behavioral Intervention in Autism Graduate Certificate, 6/2008- 6/2009

Clark University, Worcester MA

Bachelor of Arts in International Relations and Government, 9/2001- 12/2005

LICENSE & CERTIFICATIONS

License: Applied Behavior Analyst (LABA), 2018

Board Certified Behavior Analyst (BCBA), 2013

Initial Licensure in Early Childhood: With and Without Disabilities, Pre-k -2, 2011

EXPERIENCE

Behavior Analyst (BCBA), Supervisor, Director of Early Childhood Education Program

Kindle Behavior Consultants and The Kindle Center, Burlington, MA

2016- Present

- Organize and facilitate a preschool classroom model within the context of clinic-based ABA services (Applied Behavior Analysis)
- Create and facilitate classroom groups, activities, and run social groups
- Complete assessments and create treatment plans for insurance-authorized services and individualized programming
- Create and supervise implementation of ABA programming and behavior plans
- Model strategies and direct ABA sessions run by behavioral therapists
- Parent training and consult
- Collaborate with home and school for district cases, create and report on IEP goals and benchmarks
- Consult with home, school and relevant service providers to gather background information to complete Functional Behavior Assessments (FBA) and provide home and school service recommendations
- Assist with administrative responsibilities including scheduling for staff and clients, new hire intakes and clinic oversight

Substantially Separate Teacher, Pre-K- Grade 2, Summer Program

2016

Hood School, North Reading MA

- Coordinate and run ABA-based classroom ages 3-7
- Run groups, meetings and coordinate individual student programming
- Oversee support staff and discrete trial training
- Adapt and create individualized skill programs to address IEP goals
- Analyze data and complete student progress reports

Integrated Preschool Teacher, Long-term substitute

2016

E.E. Little School, North Reading MA

- Lead integrated preschool ages 3-5 years old
- Collaborate with Team members and specialists for generalization of skills
- Conduct IEP meetings, IEP development, and implementation
- Complete progress reports

<p>Integrated Preschool Teacher, Long-term substitute <i>Preschool at Wellesley Schools (PAWS), Wellesley MA</i></p>	2015
<ul style="list-style-type: none"> • Lead integrated preschool classroom and support staff • Evaluate and assess incoming preschoolers using <i>Early Screening Inventory (ESI)</i> • Create behavioral protocol and IEP goals • Implement <i>Teaching Strategies Gold</i> Assessment Tools • Implement preschool curriculum <i>Second Step</i> • Collaborate with Educational Team and run Team meetings 	
<p>Substantially Separate Preschool Teacher, Summer Program Substitute <i>Preschool at Wellesley Schools (PAWS), Wellesley MA</i></p>	Summers, 2014 & 2015
<ul style="list-style-type: none"> • Lead substantially separate classroom, ABA-based classroom • Oversee and implement behavior plans and discrete trial training • Complete progress reports 	
<p>Behavioral Paraprofessional <i>Preschool at Wellesley Schools (PAWS), Wellesley MA</i></p>	2010-2015
<ul style="list-style-type: none"> • Support students in substantially separate and integrated settings • Implement individual and group instruction in ABA-based classroom • Aid in reporting, developing and implementing student goals, objectives and behavior plans • Record, graph, and analyze data • Collaborate with multi-disciplinary team to ensure generalization of skills across settings and personnel • Create and implement behavior plans • Parent training and home visits • Utilize auditory output devices and other means of augmentative support 	
<p>Part-time BCBA <i>Positive Reinforcement ABA Therapy, Bedford MA</i></p>	2014- 2014
<ul style="list-style-type: none"> • Parent training and consultation • Behavioral assessment, planning and treatment • Consultation and collaboration with school, camp and home 	
<p>Nanny <i>Beacon Hill Nannies: Corning- Pritchett Family, Boxford MA</i></p>	2008- 2010
<ul style="list-style-type: none"> • Provide day to day care and guidance in all aspects of life for three-year-old child • Address age-appropriate behavioral goals and developmental milestones 	
<p>Intervention Specialist <i>Advancing Milestones, Waltham MA</i></p>	2006- 2008
<ul style="list-style-type: none"> • Implement ABA-based strategies, floor-time therapy, PECS and sign language • Provide parent training, home, community and school-based services • Assist in client evaluations, behavioral plans and IEP meetings • Collaborate with relevant service providers and team members 	
<p>Behavioral Learning Assistant <i>Grafton Elementary School, Grafton MA</i></p>	2006
<ul style="list-style-type: none"> • Provide support in an ABA-based, integrated preschool classroom • Provide one-on-one services and behavioral support to students • Collect, graph and analyze student data • Implement Picture Exchange Communication System (PECS) 	

Waste Reduction Committee – Discuss and vote on Committee status

2020 Appointment List for Committees/Boards

Tern expires

Conservation Commission - Member	Cookson, Virginia	6/30/2022	3: 6/30/22?
Conservation Commission - Member	Glidden, Keith	6/30/2020	6/30/20??
Conservation Commission - Member	Myers, Tom		
Conservation Commission - Representative	Tarr, George E.		2020
Conservation Commission (per Cookson)	Lester, Mary	6/30/2022	
Conservation Commission - Assoc. mem	Hendrickson, John		
Conservation Commission - Chair	Luongo, Richard	6/30/2021	6/30/2021
Board of Health - Board Member	Perez, Giselle, Ph.D.	6/30/2022	
Board of Health - Chairman	Smith, David B.		
Board of Health - Health Agent	Whelan, Leslie M		
Board of Health - Inspections; pool & food	Cody, Roberta A		
Board of Health - Public Health Nurse	Lee, Christine M		
Board of Health-Member	Small, Christopher	6/30/2022	
Capital Planning Committee	Wilson, William (Bill)	6/30/2021	2: 6/30/21
Capital Planning Committee	Woodbury, Bob	6/30/2022	6/30/2020
Capital Planning Committee, Chair	Ford, Heather	6/30/2022	??/30/22
Capital Planning Committee, Secretary	Thompson, David	4/30/2021	2: 4/30/21
Capital Planning Committee, Vice Chair	Lawrence, J.E. (Jack?), Jr.	6/30/2020	6/30/2020
Affordable Housing Trust	Crouch, Margaret (Marnie)	6/30/2022	
Affordable Housing Trust	Johnson, Marc	6/30/2020	6/30/2020
Affordable Housing Trust	Kennedy, Rosemary I		
Affordable Housing Trust	Massos, William	6/30/2020	6/30/2020
Affordable Housing Trust	Smith, David B.		
Affordable Housing Trust, Chair	T anzer, Russell L.	6/30/2020	
Chebacco Woods Land Management Committee	Camp, Russell	6/30/2022	
Chebacco Woods Land Management Committee	Cookson, Virginia	6/30/2021	
Chebacco Woods Land Management Committee	McLaughlin, Susanna L		
Community Preservation Committee	Currier, Chris		
Community Preservation Committee	Curry, Janel		
Community Preservation Committee	Preston, Robert G.	6/30/2021	
Community Preservation Committee	Duggan, Neil	6/30/2020	
Community Preservation Committee	Farrell, Shawn M	6/30/2020	
Community Preservation Committee	Howard, Edwin		
Community Preservation Committee	Mittlebusher, Katherine	6/30/2020	
Community Preservation Committee - Member	Leonard, Sherry		
Community Preservation Committee Minutes	Cookson, Mary Alice	xxxxxxxx	
Community Preservation Committee, Chair	Butler, Joseph/Jay, Chair		
Council on Aging	Gray, Betty		
Council on Aging - answers phones only	Hooper, Barbara J		
Council on Aging - Board Chair	Leonard, Sherry	6/30/2020	
Council on Aging - Board Member	Spong, Linda A	6/30/2020	
Council on Aging - Board Secretary	Wingate, Penny	6/30/2020	
Council on Aging - Director	Lawton, Mary Beth		
Council on Aging - Van Drive and HWCam Board Member	Gray, Warren R., Jr.	xxxxxxxx	
Council on Aging - Vice Chair	Walsh, Stephen A.	6/30/2020	
Council on Aging Board Member	Longval, Nancy L	6/30/2020	
Finance & Advisory Committee - Member	McCormack, Valerie	6/30/2022	
Finance & Advisory Committee - Member	Schenk-Hargrove, Christina	6/30/2021	
Finance & Advisory Committee - Secretary	Pruellage, John	6/30/2022	
Finance & Advisory Committee - VP	Tensen, Nicholas /Nick	6/30/2020	
Finance & Advisory Committee Chair	Wanger, David	6/30/2020	

Hamilton Development Corporation	Gisness, William (Bill)	6/30/2020
Hamilton Development Corporation	Goodwin, Thomas	6/30/2021
Hamilton Development Corporation	Smith, Chad	6/30/2021
Hamilton Development Corporation	Stein, Brian	6/30/2022
Hamilton Development Corporation	Arvanites, Angela	
Hamilton Development Corporation - Minutes	Cookson, Mary Alice	
Hamilton Development Corporation - President	Mitchell, Frederick (Rick, Pres	6/30/2021
Hamilton Development Corporation - Treasu	Nickas, Anthony	6/30/2022
Hamilton Foundation	D'Orio, Melanie	6/30/2019
Hamilton Foundation	Evers, Jill	6/30/2022
Hamilton Foundation	Ford, Heather	
Hamilton Foundation	Hickey, Maureen	6/30/2019
Hamilton Foundation	McWane, John	
Hamilton Foundation, Coordinator	Wetson, Jane M	
Hamilton Historic District Commission	Clements, Scott	6/30/2021
Hamilton Historic District Commission	Green, Mary (pending-pulled papers)	
Hamilton Historic District Commission	Hyde, Olivia	6/30/2020
Hamilton Historic District Commission	Meahl, Margaret-resigned 12/10/19	6/30/2021
Hamilton Historic District Commission	Weiss, Kristen	6/30/2021
Hamilton Historic District Commission	Wheaton, Elizabeth	6/30/2020
Hamilton Historic District Commission - Chair	Howard, Edwin	6/30/2020
Hamilton Historic District Commission - was Vice Chair	Hauk, Jack (STEPPED DOWN??)	4/30/2022
Hamilton Historic District Commission-Alternate	Mittlebusher, Katherine	6/30/2021
H-W Recreation Board Member	Tilley, Brad	
H-W Recreation Board, Chair	Ozahowski, Steven G	6/30/2020
H-W Recreation Board Member	?	
Open Space Committee	Avanites, Angela	6/30/2022
Open Space Committee	Boroff, Richard	
Open Space Committee	Davis, Christopher	6/30/2022
Open Space Committee	Kerr, William D	6/30/2022
Open Space Committee	Olmsted, Merle	6/30/2022
Open Space Committee	Tarr, George E.	
Open Space Committee	Keeio, Belinda	6/30/2022
Patton Homestead - Director	Pare, Kaleigh A	
Patton Homestead Advisory Board	Kale, Carin	
Town Hall Bldg Committee	Butler, Joseph/Jay, Chair	
Town Hall Bldg Committee	Hubbard, Jeffery M	
Town Hall Bldg Committee	Lawrence, J.E. (Jack?), Jr.	
Town Hall Bldg Committee	Minois, Jean-Pierre	
Town Hall Bldg Committee	Olson, Tim	
Town Hall Bldg Committee	Reffett, Patrick H	
Town Hall Bldg Committee	Twomey, Mike	
Town Hall Bldg Committee?	Olson, Bill	
Waste Reduction Committee	Ford, Heather	
Waste Reduction Committee	Gero, Anne	6/30/2019
Waste Reduction Committee	Lindrbach, Charlotte	
Waste Reduction Committee	Morey, Linda	
Waste Reduction Committee	Roundy, Jane	6/30/2019
Waste Reduction Committee, Chair	Clark, Gretel	6/30/19??
Zoning Board of Appeals	Bowler, William F	6/30/2020
Zoning Board of Appeals	Dietel, Kimberly	
Zoning Board of Appeals	Rodenhizer, John	
Zoning Board of Appeals	Whitman,	
Zoning Board of Appeals - Minutes Secretary	Ricker, Marcella L	
Zoning Board of Appeals; Associate member	Gingrich, Bruce	6/30/2020

Appt'd By	Board/Office/Committee	First	Last	Appointed	Expires	Re-appointment	
BOS	3 Board of Health	David	Smith	10/1/2016	6/30/2019	Yes	
BOS	3 Board of Health	Giselle	Perez		6/30/2019	Yes	
BOS	Chebacco Woods Management	John	Haas	7/1/2016	6/30/2019	?	email was sent to chair
BOS-At Large	9 Community Preservation - At Large	Jay	Butler	7/1/2016	6/30/2019	Yes	
BOS	Conservation Commission	Virginia	Cookson	7/1/2016	6/30/2019	Yes	
BOS	Conservation Commission	Robert	Cronin	7/1/2016	6/30/2019	No	
BOS	Conservation Commission -Chair	Richard	Luongo	7/1/2015	6/30/2018	Yes	
	Conservation Commission	Tom	Myers		6/30/2019	NO	
Moderator	5 Finance and Advisory Committee	John	Pruellage		6/30/2019	YES	
Moderator	5 Finance and Advisory Committee	Phillips	Stearns	8/1/2016	6/30/2019	NO	
BOS	5 Finance and Advisory Committee	Christina	Schenk Hargrave			DONE	
BOS- 2yr term	5 HAHT	David	Smith		6/30/2021	DONE	
BOS	Hamilton Development Corp	Anthony	Nickas	7/1/2016	6/30/2019	Yes	
BOS	Hamilton Development Corp	Brian	Stein	7/1/2016	6/30/2019	Yes	
BOS	Hamilton Wenham Cultural Council	Ann	Furey	7/1/2016	6/30/2019	?	Email has been sent
BOS	Hamilton Wenham Cultural Council	Kathryn	Kranz	2/23/2016	6/30/2019	?	
BOS	Hamilton Wenham Cultural Council	Jennifer	Drummond	9/1/2016	6/30/2019	?	
BOS	Hamilton Wenham Cultural Council	Emily	Hayden		6/30/2019	?	
BOS	Hamilton Wenham Cultural Council-Chair	Charlotte	Lidrbach	7/10/2017	6/30/2019	?	
BOS	Hamilton Wenham Recreation Board	Reginald	Maidment	7/1/2016	6/30/2018		
BOS	Hamilton Wenham Recreation Board	Bradford	Tilley	7/1/2016	6/30/2019		
BOS	7 Historic District Commission	Jack	Hauck	7/1/2016	6/30/2019	Yes	
BOS	HWCAM	Thomas	Rogers	7/1/2015	6/30/2018	NO	Email has been sent
BOS	HWCAM	Ann	Minois	7/1/2016	6/30/2019	YES	
BOS	HWCAM	Jack	Hauck		NEW	YES	
BOS	HWCAM	Warren "Bob"	Gray		6/30/2019	YES	
BOS	Recycling Committee	Gretel	Clark	7/1/2017	6/30/2018	?	Email has been sent
BOS	Recycling Committee	Anne	Gero	7/1/2017	6/30/2018	?	
BOS	Recycling Committee	Jane	Roundy	7/1/2017	6/30/2018	?	
BOS	Recycling Committee	Heather	Ford	7/10/2017	6/30/2018	?	
BOS	3 Zoning Board of Appeals	Kim	Dietel	7/1/2015	6/30/2019	Yes	
BOS	3 Zoning Board of Appeals	John	Rodenhizer	7/1/2016	6/30/2019	Yes	
BOS	Zoning Board of Appeals - Alternate	Winifred	Whitman	7/1/2013	6/30/2019	Yes	

ATM Warrant formation – Discussion of articles and vote to close the Warrant

2021 Spring Annual Town Meeting

Potential Warrant Articles

- Motion for Consent Agenda
- Bills of a Prior Year
- Town Hall Building Project (General Bonding authorization \$ amount to be determined)
- Merge Pool and Recreation Revolving Accounts and authorize spending limit
- 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 \$ amount to be determined bonding request
- Chebacco Road Project – to seek state approval to revise the CR
- Patton Homestead operating budget from existing Patton Fund
- Conservation Restriction for portion of Patton Homestead?

Water Abatements – Discussion and Vote

Town of Hamilton
Abatement of High Water Bill Policy

Approved by BOS: September 15, 2008

Statement of Intent:

The Town of Hamilton recognizes that a high water bill resulting from an accidental, unpreventable water release can present financial hardship to a customer. While most water releases are preventable, there are certain circumstances when an accidental water release cannot be reasonably prevented. The intent of this policy is to establish a one-time abatement, during any ten-year period, for up to half of the excess water consumption above normal consumption, due to an accidental, unpreventable water release.

Abatement Determination Procedure:

1. All customer requests to abate any portion of a metered water bill that is unusually high due to unpreventable leakage shall be reviewed by the Director of Public Works on a case-by-case basis. In order to qualify for abatement, a customer's excess consumption must exceed the greater of 100% or 35,000 gallons above their normal average consumption. The customer must also prove that the deficiency responsible for leakage has been repaired or corrected. This policy only applies to leaks that have occurred within any previous, immediate six (6) month period.
2. The Town shall attempt to notify all customers who, during the course of billing preparation, have been determined to have an unusually high bill resulting from abnormally high consumption.
3. In the event that a customer cannot determine the source or cause of the abnormally high consumption, the customer is required to hire a private licensed plumber to assist the customer in trying to determine said source or cause. If the plumber is unable to determine the source or cause of the abnormally high consumption, the Town can only speculate that the customer has located and repaired or corrected said source. If the customer claims that said source never existed, the Town shall test the meter and make an adjustment to the bill if the meter is found to be over-recording. If the meter test reveals an accurate or under-recording meter, the customer shall be held responsible for the entire bill including the cost for testing the meter.
4. In the event the source or cause of the abnormally high consumption is related to a leak due to customer negligence such as the failure to maintain internal (private) plumbing fixtures in good repair and/or protect plumbing from freezing, the customer shall be held responsible for the entire bill.

5. In the event the abnormally high consumption has occurred due to accidental or unpreventable leakage, as determined by the DPW Director, the Town of Hamilton Board of Selectmen shall consider granting a one-time abatement, per account, during any ten-year period, equal to half of the water consumption above normal consumption. The abatement calculation may consider compensation from any other sources, including insurance policy claims, etc. 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 the event the customer is not satisfied with any decision rendered by the DPW Director, the customer may appeal to the Board of Selectmen who shall render the final decision on such a request.
6. The customer may be required to submit a written statement from their homeowner's insurance policy provider stating what portion, if any, of the leak is covered by insurance.
7. The Town shall not disconnect service (for abnormally high consumption) provided the customer pays the entire amount due within the normal payment period or enters into payment arrangements for the excessive amount and is in good standing on all current billings.
8. This Town reserves the right to modify or eliminate this policy as provided by law.

From: [Tim Olson](#)
To: [Joe Domelowicz](#); [Patrick Shannon](#)
Cc: [Gail Hannable](#)
Subject: Water Abatements Q and A
Date: Tuesday, March 2, 2021 5:53:24 PM

Hi Joe,

Please find responses to the BoS questions below.

I have attached the abatement policy. <https://www.hamiltonma.gov/government/water-department/water-bill-abatements/>

I do not believe there is any reference to "quarters", just water bills and and abatements are treated on a case by case basis and reviewed by the Director of Public Works. I believe 275 Asbury was the same leak issue and as I mentioned the amount of both usage meets the criteria and the leak was repaired very soon after the first bill was received.

Please let me know if there are any other questions regarding these two abatements.

Thanks

Tim

Timothy J. Olson

Town of Hamilton
Director of Public Works
577 Bay Road
PO Box 429
Hamilton, MA 01982
P: 978-626-5227
F: 978-468-5582
tolson@hamiltonma.gov

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From: Joe Domelowicz
Sent: Tuesday, March 2, 2021 10:32 AM
To: Tim Olson <tolson@hamiltonma.gov>; Patrick Shannon <pshannon@hamiltonma.gov>
Cc: Gail Hannable <ghannable@hamiltonma.gov>
Subject: FYI, the two water abatements before the BOSD last night were tabled until the next meeting.

The Board had a couple of questions they would like answered before the vote to approve the abatement requests.

With regard to the abatement request for 275 Asbury St Condo Assn Bill no. 11-0141:

- 1) Is the Water Abatement Policy a BOS policy or By-law? **It is a policy that was adopted by the BoS on September 15th, 2008.**
- 2) What is the lag time or delay between meter reading at end of quarter and arrival of Bill in hand? Since this leak evidently spanned two quarters? **Usually a little over a 1 month lag time from reading to when the resident receives a bill.**
- 3) Which if the two bills is larger? And, please confirm that the BOS already approve the first request and that bill was adjusted. **The first abatement was approved on January 4th, 2021. The November 2020 bill was slightly higher than the February bill. The resident called DPW on November 16th regarding the abatement and the repairs were performed on November 18th. So there was a time period from the reading in October 2020 to the repairs on November 18th that would be included on the next February 2021 water bill, which includes the months of Oct, Nov, and Dec. Since November 18th, the reading has returned to normal. Both quarter consumptions were as a result of the same leak and both meet the "exceed the greater of 100% or 35,000 gallons above their normal average consumption" as outlined in Section 1 of the Water Abatement Policy.**

With regard to the request for 110 Asbury St., which may also be over two billing cycles:

- 1) Which of the two quarters is likely to be the higher bill? **The leak must have started following the Oct 2020 reading. The resident notified DPW on 2/10 after receiving the February 2021 water bill and the leak was repaired the same day. Since the reading in Jan to 2/10 the resident used 11,000 gals of water, which is very high for 1 month. Since the repairs were performed a third into the quarter cycle, I have told the resident the next bill which will be issued in June may not qualify for an abatement due to the usage not meeting the requirements of Section 1.**



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

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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 **



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: _____

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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	
		By	Bill # Curr Read	
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 <laelcook@verizon.net>
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@mlnep.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