



## **WARRANT**

For

### **Annual Town Meeting**

April 2, 2022

9:00 a.m.

Hamilton-Wenham Regional High School  
Auditorium

### **Annual Town Election**

April 7, 2022

7:00 a.m. – 8:00 p.m.

Hamilton-Wenham Recreation Gymnasium

## **Town By-Laws**

### **CHAPTER II**

#### **RULES AND PROCEDURE OF TOWN MEETINGS**

**SECTION 1.** All articles in the warrant shall be taken up in the order of their arrangement, unless otherwise decided by a two-thirds vote, except that unanimous consent shall be required for inclusion of an Article in a "Consent Motion" group of Articles that will be taken up by the meeting for voting on the group.

**SECTION 2.** In case of motions to amend, or to fill out blanks, the one expressing the largest sum or the longest time shall be put first, and an affirmative vote thereon shall be a negative vote on any smaller sum or shorter time.

**SECTION 3.** The report of a committee shall be deemed properly before a meeting if a request for its acceptance is included in an article of the warrant and a copy is published in the Special Report or is filed with the Town Clerk fifteen days prior to the meeting. A vote to accept a final report shall discharge the committee but shall not be equivalent to a vote to carry out its recommendations. A vote on recommendations included in a committee report shall only be in order under an article to that effect in the warrant. A vote to accept a report of progress shall continue the committee under its original authority unless otherwise specified.

**SECTION 4.** If an article of the Warrant has once been acted upon and disposed of, it shall not be again considered at the meeting except by a two-thirds vote.

**SECTION 5.** No money shall be appropriated from the Stabilization Fund except by a 2/3 vote at a Town Meeting.

**SECTION 6.** Only registered voters of the Town shall be admitted and entitled to vote at any Annual or Special meeting provided that upon prior request the Moderator may admit to the meeting persons who are not registered voters and in his discretion may permit them to speak on a subject. Any person so permitted to speak at a meeting shall announce his full name and address to the meeting.

**SECTION 7.** Motions at Town Meeting shall be made orally, but the Moderator may require any motion also to be submitted in writing. Unless otherwise directed thereby the Moderator shall appoint all committees created by the vote of the Town.

**SECTION 8.** The conduct of all Town Meetings not prescribed by law or by the foregoing rules shall be determined by the rules of practice contained in the most current edition of Town Meeting Time, A Handbook of Parliamentary Law.

**SECTION 9.** On matters requiring a two-thirds vote, either by statute or these By-Laws, a count need not be taken and the vote need not be recorded unless the vote declared is immediately questioned by seven or more voters as provided in General Laws, Chapter 39, Section 15.

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ESSEX, SS

**TO THE CONSTABLE OF THE TOWN OF HAMILTON:**

**GREETINGS:**

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Hamilton qualified to vote in election and town affairs, to meet at the Hamilton-Wenham Regional High School Auditorium, 775 Bay Road in said town, on Saturday, the second day of April, in the year Two Thousand Twenty-two (April 2, 2022) at nine o'clock in the morning (9:00 a.m.), then and there to act on the following articles.

**SECTION 1: ELECTIONS, REPORTS, PROCEDURES**

<b>ARTICLE 2022/4 1-1</b>  <i>Election of Officers</i>	<p>To elect the following Town and School District Officers at the Annual Town Election on Thursday, April 7, 2022 from 7:00 a.m. to 8:00 p.m. at the Hamilton-Wenham Recreation Gymnasium, located at 16 Union Street, Hamilton, Massachusetts.</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Town Moderator for one year</li><li><input type="checkbox"/> Two members of the Select Board for three years</li><li><input type="checkbox"/> One member of the Board of Assessors for three years</li><li><input type="checkbox"/> Three members of the Planning Board for three years</li><li><input type="checkbox"/> One member of the Housing Authority for five years</li><li><input type="checkbox"/> One Hamilton-Wenham Public Library Trustee for three years</li><li><input type="checkbox"/> Three members of the Hamilton-Wenham Regional School Committee for three years</li></ul>
<b>ARTICLE 2022/4 1-2</b>  <i>Reports</i>	<p>To hear reports of Town Officers and selected committees and to take action thereon or relative thereto. Reports will appear in the Town Report for Fiscal Year 2021 and be posted to the Town of Hamilton website.</p>
<b>ARTICLE 2022/4 1-3</b>  <i>Article for Consent Motion</i>	<p>To see if the Town will consolidate in one consent motion containing the motions for those articles that, in the opinion of the Moderator, are not controversial and can be passed without debate, or take any action thereon or relative thereto.</p> <p>Expected Consent Motion to include articles: ARTICLE 2022/4 2-1; ARTICLE 2022/4 2-5; ARTICLE 2022/4 2-6; ARTICLE 2022/4 2-7; ARTICLE 2022/4 2-8; ARTICLE 2022/4 2-14.</p>

## SECTION 2: FINANCIAL ACTIONS

<p><b>ARTICLE 2022/4 2-1</b></p> <p><i>Compensation/ Classification Table</i></p>	<p>To see if the Town will amend the Personnel Bylaw by adopting changes to the classification and compensation table as set forth in Appendix A, or take any action thereon or relative thereto.</p> <p>[The Proposed Compensation/Classification Table appears as <b>Appendix A</b> to the 2022 Appendix Book.]</p> <p><b><i>Brief Summary:</i></b> <i>The Classification/Compensation table reflects a cost of living increase for settled contracts and non-union employees. Collective Bargaining Agreements under negotiation are identified as such and do not reflect any cost of living increases. Anticipated increases are currently budgeted in a salary reserve account to accommodate for prospective increases for unsettled union contracts.</i></p> <p><b><i>Fiscal Year 2023 Tax Rate Impact:</i></b> <i>The tax rate impact of this article is reflected in Article 2-3, the Town budget article, as the Classification/Compensation Table is only one part of a formula used to determine the various wages and salaries contained within the Town budget.</i></p> <p><b><i>The Select Board (4-0) recommends favorable action. The Finance and Advisory Committee (5-0) recommends favorable action.</i></b></p>
<p><b>ARTICLE 2022/4 2-2</b></p> <p><i>Prior Year Bills</i></p>	<p>To see if the Town will raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute, a sum of money to pay any unpaid bills incurred in prior years, or take any action thereon or relative thereto. <i>(Expected request \$9,218.80)</i></p> <p><i>A 4/5 vote is required to approve this article.</i></p> <p><b><i>Brief Summary:</i></b> <i>This article provides for payment of prior year bills which were not submitted or processed prior to the fiscal year ending on June 30, 2021. Two bills – 1) Electrical Project at Patton Homestead and 2) Environmental Survey work at landfill – make up the total of the request. It is anticipated that Free Cash will be utilized for these appropriations.</i></p> <p><b><i>Fiscal Year 2023 Tax Rate Impact:</i></b> <i>Payment of these bills will have a negligible effect on the tax rate.</i></p> <p><b><i>The Select Board (4-0) recommends favorable action. The Finance and Advisory Committee (5-0) recommends favorable action.</i></b></p>
<p><b>ARTICLE 2022/4 2-3</b></p> <p><i>General Town Departmental Appropriations</i></p>	<p>To see if the Town will raise and appropriate, or transfer from available funds, a sum of money to defray the expenses of schools and all other Town expenses for the Fiscal Year beginning July 1, 2022, or take any action thereon or relative thereto. <i>(Expected requests Town - \$13,078,993 and all educational expenses, including HWRSD and ENSATSD - \$22,530,203)</i></p>

	<p>[The proposed budget appears as <b>Appendix B</b> to the 2022 Appendix Book.] [The approved school budget appears as <b>Appendix C</b> to the 2022 Appendix Book.]</p> <p><b>Brief Summary:</b> <i>This article is to approve the general operating budget for the Town and Schools, which totals \$35,609,196. The total FY'23 budget represents an increase of 3.18% over FY22. This article does not include the portion of the town budget that is funded in separate warrant articles.</i></p> <p><i>The HWRSD budget request represents an increase of total school spending by over \$597,977-- an increase of 3.31% or \$711,407 for Hamilton. The Hamilton increase includes the adjustment for the enrollment shift.</i></p> <p><i>The ENSATSD budget represents an increase in total school spending of over \$1,235,886-- an increase of 4.93% or \$31,433 for Hamilton.</i></p> <p><b>The Select Board recommends (5-0) favorable action. The Finance and Advisory Committee (5-0) recommends favorable action.</b></p>
<p><b>ARTICLE 2022/4 2-4</b></p> <p><i>Capital Expenditures</i></p>	<p>To see if the Town will raise and appropriate or transfer from available funds a sum of money for the purpose of funding capital expenditures and further, to authorize the Town Manager to administer and expend funds from said accounts, or take any action thereon or relative thereto. (<i>Expected request \$550,905.00</i>)</p> <p><b>Brief Summary:</b> <i>This article would provide funds for various projects contained within the Fiscal Year 2023 Capital Projects Plan.</i></p> <p>[Please refer to <b>Appendix D</b> to the 2022 Appendix Book.]</p> <p><b>Fiscal Year 2023 Tax Rate Impact:</b> <i>The request if funded by taxation would represent approximately \$0.30 per \$1,000 assessed valuation, or \$157 tax assessment on the average home valued at \$629,160. However, it is expected that Free Cash will be utilized for these appropriations.</i></p> <p><b>The Select Board (5-0) recommends favorable action. The Finance and Advisory Committee (5-0) recommends favorable action.</b></p>
<p><b>ARTICLE 2022/4 2-5</b></p> <p><i>Water Enterprise Budget</i></p>	<p>To see if the Town will approve the FY2023 Water Enterprise Budget, as set forth in Appendix E, or take any action thereon or relative thereto. (<i>Expected request \$2,022,873</i>)</p> <p>[The proposed budget appears as <b>Appendix E</b> to the 2022 Appendix Book.]</p> <p><b>Brief Summary:</b> <i>The FY23 operating budget for the Water Enterprise represents an increase of \$30,808 or 1.55 %. Retained earnings in the amount of \$269,373 were used to balance the budget. There is no anticipated rate change at this time.</i></p>

	<p><b><i>Fiscal Year 2023 Tax Rate Impact:</i></b> <i>The Water Department is supported by water fees; adoption of the budget will not impact the tax rate.</i></p> <p><b><i>The Select Board (5-0) recommends favorable action. The Finance and Advisory Committee (5-0) recommends favorable action.</i></b></p>
<p><b>ARTICLE 2022/4 2-6</b></p> <p><i>Annual Financial Actions</i></p>	<p>To see if the Town will authorize the following financial actions, or take any action thereon or relative thereto.</p> <ul style="list-style-type: none"> <li>A. To transfer \$2,000 from the Cemetery Sale of Lots and Graves Fund to the General Fund to be used for cemetery purposes;</li> <li>B. To transfer \$447,893 from the Water Enterprise Fund to the General Fund to be used for indirect expenses;</li> <li>C. To transfer \$108 from the Clark Fund to the Conservation Trust fund for conservation related expenses.</li> </ul> <p><b><i>Brief Summary:</i></b> <i>This article occurs annually as part of the budget process.</i></p> <p><b><i>Fiscal Year 2023 Tax Rate Impact:</i></b> <i>The proposed transfers will reduce the estimated tax rate by approximately \$0.25 per \$1,000 assessed valuation, or \$139.61 tax assessment on the average home valued at \$629,160.</i></p> <p><b><i>The Select Board (5-0) recommends favorable action. The Finance and Advisory Committee (5-0) recommends favorable action.</i></b></p>
<p><b>ARTICLE 2022/4 2-7</b></p> <p><i>Hamilton Development Corporation</i></p>	<p>To see if the Town will raise and appropriate the sum of \$55,000 to the Hamilton Development Corporation, or take any action thereon or relative thereto. <i>(Expected request is \$55,000)</i></p> <p><b><i>Brief Summary:</i></b> <i>At the 2010 Annual Town Meeting, the Town accepted the provisions of M.G.L. c.64L, Section 2(a) to impose a local meals excise tax. At the same meeting, the Town approved that such funds were to be used for the purpose of supporting economic development in the downtown commercially zoned district.</i></p> <p><b><i>Fiscal Year 2023 Tax Rate Impact:</i></b> <i>The proposed transfer means that funds generated by the meals tax cannot be applied to other projects or programs in the Town's annual budget. As a result, the estimated tax rate will increase by approximately \$0.03 per \$1,000 assessed valuation, or \$17.07 tax assessment on the average home valued at \$629,160.</i></p> <p><b><i>The Select Board (5-0) recommends favorable action. The Finance and Advisory Committee (5-0) recommends favorable action.</i></b></p>
<p><b>ARTICLE 2022/4 2-8</b></p> <p><i>OPEB Trust Fund</i></p>	<p>To see if the Town will raise and appropriate the sum of \$125,000 for the purpose of funding the Other Post-Employment Benefits (OPEB) Liability Trust Fund, or take any action thereon or relative thereto.</p> <p><b><i>Brief Summary:</i></b> <i>This article proposes to appropriate \$125,000 towards the Town's unfunded liability for health and life insurance benefits of both current</i></p>

	<p><i>and future retired employees. Appropriations for this liability were first made at the 2010 Annual Town Meeting. Governmental Accounting Standards requires all local governments to account for other post-employment benefits (OPEB) using an accrual methodology over participants' active working career. The Town's most recent actuarial study (as of July 1, 2019) indicated that the Town had an actuarially determined unfunded liability of approximately \$8.4 million. The Town has already set aside approximately \$1,045,715 for this long-term liability.</i></p> <p><b><i>Fiscal Year 2023 Tax Rate Impact:</i></b> <i>The allocation of these funds to the OPEB Trust Fund will increase the estimated tax rate by approximately \$0.07 per \$1,000 assessed valuation, or \$38.79 tax assessment on the average home valued at \$629,160.</i></p> <p><b><i>The Select Board (5-0) recommends favorable action. The Finance and Advisory Committee (5-0) recommends favorable action.</i></b></p>
<p><b>ARTICLE 2022/4 2-9</b></p> <p><i>Patton Homestead Operating Budget</i></p>	<p>To see if the Town will raise and appropriate, or transfer from available funds, the sum of \$75,000 to defray the expenses of the FY2023 Patton Homestead Budget, as set forth in Appendix F, or take any action thereon or relative thereto. <i>(Expected request \$75,000)</i></p> <p>[The budget appears as <b>Appendix F</b> to the 2022 Appendix Book.]</p> <p><b><i>Brief Summary:</i></b> <i>This is a request to supplement the Patton Homestead's operating and capital budget request of \$92,842. Projected revenues in FY23 are \$66,000, resulting in a projected operating deficit. The \$75,000 appropriation will cover the operating deficit and provide a small cushion for unforeseen repairs if/when they occur during FY23.</i></p> <p><i>A Special Fund was created in 2018 in response to a Citizens' Petition to provide increased transparency on Patton Homestead spending, which is the reason for this action. In February 2019, a Director was hired for the Patton Homestead, and a three (3) year Business Plan was created to guide revenue generation. A new Director was hired in November 2021 following the departure of the first Director. Transferred funds will support the implementation of the Business Plan, the Patton Homestead Director, and maintenance costs for the property.</i></p> <p><b><i>Fiscal Year 2023 Tax Rate Impact:</i></b> <i>The allocation of these funds to the Patton Homestead will increase the estimated tax rate by approximately \$0.04 per \$1,000 assessed valuation, or \$23.27 tax assessment on the average home valued at \$629,160.</i></p> <p><b><i>The Select Board (5-0) recommends favorable action. The Finance and Advisory Committee (5-0) recommends favorable action.</i></b></p>
<p><b>ARTICLE 2022/4 2-10</b></p>	<p>To see if the Town will transfer \$20,000 from Free Cash to the General Stabilization Fund, or take any action thereon or relative thereto. <i>(Expected</i></p>

<p><i>Stabilization Fund</i></p>	<p>request is \$20,000)</p> <p><b>Brief Summary:</b> This article requests an appropriation to be added to the Stabilization Fund. This fund may be used for any purpose in the future, but requires a vote of Town Meeting in order to transfer and spend any of these funds. The Town has approved a policy to maintain a minimum balance of 5% of the current general fund operating budget in its general stabilization fund and to annually appropriate a minimum of 5% of general fund operating revenues to this fund until the target minimum balance is met. The requested amount represents .055% of the general fund operating revenues. The Town has already set aside approximately \$1,811,156 to this fund, representing 4.97% of general fund operating revenues.</p> <p>A 2/3 vote is required to approve this Article pursuant to Chapter II, Section 5 of the Town's General Bylaws.</p> <p><b>Fiscal Year 2023 Tax Rate Impact:</b> None, as it is anticipated that the funds will come from Certified Free Cash.</p> <p><b>The Select Board (5-0) recommends favorable action. The Finance and Advisory Committee (5-0) recommends favorable action.</b></p>
<p><b>ARTICLE 2022/4 2-11</b></p> <p><i>Community Preservation Budget</i></p>	<p>To see if the Town will act on the Report of the Community Preservation Committee on the Fiscal Year 2023 Community Preservation Budget and specified other projects and appropriate or reserve for later appropriation monies from community preservation fund annual revenues, specific reserves or other available funds for the administrative expenses of the Community Preservation Committee, the payment of debt service, the undertaking of community preservation projects and all other necessary and proper expenses for the year, as set forth in Appendix G, or take any action thereon or relative thereto.</p> <p>[The Budget appears in <b>Appendix G</b> of the 2022 Appendix Book.]</p> <p><b>Brief Summary:</b> The Community Preservation Budget supports many requests made by different groups and organizations each year. Please refer to Warrant Appendices for list of projects.</p> <p><b>Fiscal Year 2023 Tax Rate Impact:</b> The Community Preservation Budget is funded from a 2% surcharge on to the property tax plus State matching funds. This is noted as a separate line item on your tax bill.</p> <p><b>The Select Board recommends favorable action (5-0). The CPC recommends favorable action (5-0). The Finance and Advisory Committee (5-0) recommends favorable action.</b></p>
<p><b>ARTICLE 2022/4 2-12</b></p>	<p>To see if the Town will vote, pursuant to G.L. c.44B, to appropriate \$30,000 from the Community Preservation Fund Open Space and Recreation Reserve Account for the purpose of funding a master plan for Patton Park, any funds</p>

<p><i>Community Preservation – Patton Park Master Plan</i></p>	<p>from this appropriation will be returned to the Community Preservation fund only after a vote by the Community Preservation Committee determining that it is unlikely the remaining appropriated funds will need to be spent to this effect, or take any action thereon or relative thereto.</p> <p>[This project appears in <b>Appendix G</b> of the 2022 Appendix Book.]</p> <p><b><i>Brief Summary:</i></b> <i>This article seeks to allocate funds set aside in the Community Preservation Fund Open Space and Recreation Account for the purpose of funding a master plan for Patton Park.</i></p> <p><b><i>Fiscal Year 2023 Tax Rate Impact:</i></b> <i>The Community Preservation Budget is allocated from a 2% surcharge on to the property tax plus State matching funds. This is noted as a separate line item on your tax bill.</i></p> <p><b><i>The Select Board (5-0) recommends favorable action. The CPC (6-0) recommends favorable action. The Finance and Advisory Committee (5-0) recommends favorable action.</i></b></p>
<p><b>ARTICLE 2022/4 2-13</b></p> <p><i>Community Preservation – Community House Centennial Square</i></p>	<p>To see if the Town will vote, pursuant to G.L. c.44B, to appropriate \$35,061.52 from the Community Preservation Open Space and Recreation Reserve Account and \$114,938.48 from the Community Preservation Unreserved Fund Balance for a total of \$150,000 to the Community House as a grant for the purpose of designing and constructing the Community House Centennial Square project, which consists of the installation of a patio and improvements to the grounds of the Community House; and further, to authorize the Select Board to enter into a Grant Agreement with the Community House setting the terms for such grant, any funds from this appropriation will be returned to the Community Preservation fund only after a vote by the Community Preservation Committee determining that it is unlikely the remaining appropriated funds will need to be spent to this effect, or take any action thereon or relative thereto.</p> <p>[This project appears in <b>Appendix G</b> of the 2022 Appendix Book.]</p> <p><b><i>Brief Summary:</i></b> <i>This article seeks to allocate funds set aside in the Community Preservation Fund Open Space and Recreation Account for the purpose of funding the design and construction of the Community House Centennial Square project.</i></p> <p><b><i>Fiscal Year 2023 Tax Rate Impact:</i></b> <i>The Community Preservation Budget is allocated from a 2% surcharge on to the property tax plus State matching funds. This is noted as a separate line item on your tax bill.</i></p> <p><b><i>The Select Board will make a recommendation on the floor of Town Meeting. The CPC (6-0) recommends favorable action. The Finance and Advisory Committee (5-0) recommends favorable action.</i></b></p>

<p><b>ARTICLE 2022/4 2-14</b></p> <p><i>Community Preservation – Transfers</i></p>	<p>To see if the Town will vote, pursuant to G.L. c.44B, to transfer from the Community Preservation Unreserved Fund Balance the sum of \$73,000 to the Historic Preservation Reserve Account and an additional \$8,000 to Community Housing Reserves Account, or take any action thereon or relative thereto.</p> <p>[This article appears in <b>Appendix G</b> of the 2022 Appendix Book.]</p> <p><b>Brief Summary:</b> <i>This article seeks to correct the FY21 10% allocation to the respective reserve accounts that were not met due to non-passage of the Town Hall renovation project and revenues that came in over and above projection. The passage of this article will satisfy the FY21 10% minimum threshold reserves required by statute.</i></p> <p><b>Fiscal Year 2023 Tax Rate Impact:</b> <i>The Community Preservation Budget is allocated from a 2% surcharge on to the property tax plus State matching funds. This is noted as a separate line item on your tax bill.</i></p> <p><b>The Select Board (5-0) recommends favorable action. The CPC (5-0) recommends favorable action. The Finance and Advisory Committee (5-0) recommends favorable action.</b></p>
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### SECTION 3: OTHER APPROPRIATIONS AND ACTIONS

<p><b>ARTICLE 2022/4 3-1</b></p> <p><i>Climate Change Resolution</i></p>	<p>To see if the Town will vote to adopt a non-binding resolution developed by the Hamilton-Wenham Climate Action Team, a citizen-led group of volunteers, that establishes a goal for the municipal government of the Town of Hamilton to achieve Net Zero Carbon Energy by no later than 2040, with the following interim measurable goals: 20% reduction in fossil fuels by 2025 (compared to 2009 baseline), 50% by 2030, and 75% by 2035; provided that these goals shall only apply to municipal and school operations, including the Town's fleet of vehicles; and further, to authorize the Select Board to enter into any agreements upon such terms and conditions as the Board deems appropriate related to such resolution, including but not limited to any grant agreements with the Massachusetts Department of Environmental Resources or any other funding agency, to achieve the resolution's goals, or take any action thereon or relative thereto.</p> <p><b>Brief Summary:</b> <i>This article seeks to adopt a resolution establishing certain goals relative to the reduction in the use of fossil fuels to achieve Net Zero Carbon Energy for municipal and school operations by 2040. The article further seeks authorization to allow the Select Board to enter into any agreements memorializing the Town's commitment to achieving these goals and any grant agreements to assist the Town in this regard.</i></p>
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*Fiscal Year 2023 Tax Rate Impact: None.*

*The Select Board (5-0) recommends favorable action. The Finance and Advisory Committee will make a recommendation on the floor of Town Meeting.*

**ADJOURNMENT**

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**HAMILTON SELECT BOARD**



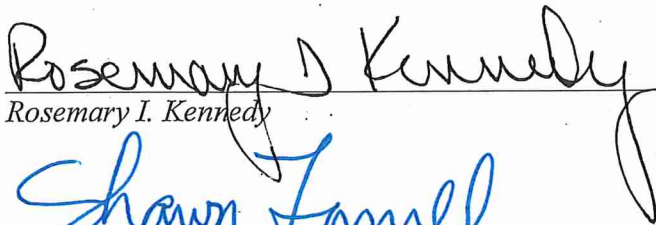
William A. Olson, Chair



James R. Knudsen



Darcyll C. Dale



Rosemary I. Kennedy



Shawn M. Farrell

Hamilton, Massachusetts

*I have this day served this warrant as directed by Chapter 1, Section 1b of the Town By-laws.*

803714/HAML/0001

**APPENDIX A**  
**COMPENSATION / CLASSIFICATION TABLE**  
**FISCAL YEAR 2023**

**Wage Grid**

*Note # = See footnote - end of Compensation Table*

**Exempt Positions**

Note #	Grade	Steps	I	II	III	IV	V	VI	VII	VIII
2	21	Chief of Fire (40 Hrs)	108,576.00	110,739.20	112,944.00	115,211.20	117,520.00	119,870.40	122,262.40	124,716.80
2	21	Chief of Police (40 Hrs)	108,576.00	110,739.20	112,944.00	115,211.20	117,520.00	119,870.40	122,262.40	124,716.80
2	21	Director of Finance (40 Hrs)	108,576.00	110,739.20	112,944.00	115,211.20	117,520.00	119,870.40	122,262.40	124,716.80
	21	Director of Public Works (40 Hrs)	108,576.00	110,739.20	112,944.00	115,211.20	117,520.00	119,870.40	122,262.40	124,716.80
	21	Director of Planning & Development (40 Hrs)	108,576.00	110,739.20	112,944.00	115,211.20	117,520.00	119,870.40	122,262.40	124,716.80
	18	Human Resources Director (40 Hrs)	92,955.20	94,806.40	96,699.20	98,633.60	100,609.60	102,627.20	104,686.40	106,787.20
	18	Building Commissioner (40 Hrs)	92,955.20	94,806.40	96,699.20	98,633.60	100,609.60	102,627.20	104,686.40	106,787.20
	18	Director of Health & Human Services (24 Hrs)	55,773.12	56,883.84	58,019.52	59,180.16	60,365.76	61,576.32	62,811.84	64,072.32
	16*	Town Clerk (Elected - Salary based on 40 Hrs)	84,718.40	86,403.20	88,129.60	89,897.60	91,686.40	93,516.80	95,388.80	97,302.40
	16	Assistant DPW Director (40Hrs)	84,718.40	86,403.20	88,129.60	89,897.60	91,686.40	93,516.80	95,388.80	97,302.40
	15	Recreation Director (40 Hrs)	81,993.60	83,636.80	85,300.80	87,006.40	88,753.60	90,521.60	92,331.20	94,182.40
1	14	Director of Assessors (37.5 Hrs)	75,738.00	77,259.00	78,799.50	80,379.00	81,978.00	83,616.00	85,293.00	86,989.50
1	14	Treasurer-Collector (37.5 Hrs)	75,738.00	77,259.00	78,799.50	80,379.00	81,978.00	83,616.00	85,293.00	86,989.50
	13	Council on Aging Director (40 Hrs)	79,976.00	81,577.60	83,200.00	84,864.00	86,569.60	88,296.00	90,064.00	91,873.60
	10	Patton Homestead Director (25 Hrs)	40,599.00	41,405.00	42,237.00	43,082.00	43,940.00	44,824.00	45,721.00	45,721.00

*\*Positions indicated with an \* have been reclassified*

**Hourly Positions**

Grade	Steps	I	II	III	IV	V	VI	VII	VIII
		Public Health Nurse (19 Hrs)	45.00						
	14*	Asst. Town Accountant/Finance Director (37.5 Hr)	38.84	39.62	40.41	41.22	42.04	42.88	43.74
	12	Chief Appraiser (10 Hrs)	35.61	36.32	37.05	37.79	38.55	39.32	40.11
	11	Sealer of Weights & Measures (<19 Hrs)	34.09	34.77	35.47	36.18	36.90	37.64	38.39
	10	Asst. to the Town Manager/CPA Coordinator (37.5 Hrs)	31.85	32.49	33.14	33.80	34.48	35.17	35.87
	10	Conservation Coordinator (19 Hrs)	31.85	32.49	33.14	33.80	34.48	35.17	35.87
7	10	Energy Manager (<19 Hrs)	31.85	32.49	33.14	33.80	34.48	35.17	35.87
	9	Assistant Treasurer/Collector (37.5 Hrs)	29.76	30.36	30.97	31.59	32.22	32.86	33.52
	9	Assistant Assessor (40 Hrs)	29.76	30.36	30.97	31.59	32.22	32.86	33.52
	8	Fire Equipment Mechanic (<19 Hrs)	28.33	28.90	29.48	30.07	30.67	31.28	31.91
	8	Reserve Patrolman	28.33	28.90	29.48				
	7	Accounting Assistant (15.5 Hrs)	25.20	25.70	26.21	26.73	27.26	27.81	28.37
	7	Facilities Maintenance Technician (40 Hrs)	25.20	25.70	26.21	26.73	27.26	27.81	28.37
	7	Information/Media Specialist (<19 Hrs)	25.20	25.70	26.21	26.73	27.26	27.81	28.37
	7	Social Services Specialists (<19 Hrs)	25.20	25.70	26.21	26.73	27.26	27.81	28.37
	7	Emergency Center Dispatcher (P/I)	25.20	25.70	26.21				
	4	Clerk/Typist (<19 Hrs)	17.40	17.75	18.11	18.47	18.84	19.22	19.60
	4	Custodian (<19 Hrs)	17.40	17.75	18.11	18.47	18.84	19.22	19.60
		Matron	20.95	22.21	23.54	24.95			

*\*Positions indicated with an \* have been reclassified*

**APPENDIX A**  
**COMPENSATION / CLASSIFICATION TABLE**  
**FISCAL YEAR 2023**

**Under Negotiations**

**Collective Bargaining Unions**

<i>Administrative Assistant Union - Hourly Compensation table established by Union Contract.</i>									
<i>7/1/19 - (existing agreement expires 6/30/22)</i>									
Grade	Steps	I	II	III	IV	V	VI	VII	VIII
6	Administrative Assistants	23.97	24.45	24.94	25.44	25.95	26.47	27.00	27.54
7	Administrative Assistants	24.83	25.33	25.84	26.36	26.89	27.43	27.98	28.54

*Grades 6 & 7 are based on the Administrative Union Contract wage grid*

<i>DPW Union - Hourly Compensation table established by Union Contract.</i>									
<i>7/1/21 (existing agreement expires 6/30/24)</i>									
Grade	Steps	I	II	III	IV	V	VI	VII	VIII
9	Foreman	29.76	30.36	30.97	31.59	32.22	32.86	33.52	34.19
9	Mechanic	29.76	30.36	30.97	31.59	32.22	32.86	33.52	34.19
9	Plant Operator-Primary	29.76	30.36	30.97	31.59	32.22	32.86	33.52	34.19
7	Heavy Equipment Operator	25.20	25.70	26.21	26.73	27.26	27.81	28.37	28.94
6	Truck Driver/Laborer	24.34	24.83	25.33	25.84	26.36	26.89	27.43	27.98

**Under Negotiations**

<i>Firefighter Union - Hourly Compensation table established by Union Contract.</i>									
<i>7/1/19 (existing agreement expires 6/30/22)</i>									
Grade	Steps	I	II	III	IV	V	VI	VII	VIII
8	Firefighter/EMT	27.77	28.33	28.90	29.48	30.07	30.67	31.28	31.91
11	FF/Lieutenant-Inspector	33.42	34.09	34.77	35.47	36.18	36.90	37.64	38.39
13	FF/Captain-Inspector	37.70	38.45	39.22	40.00	40.80	41.62	42.45	43.30
	EMT Certification Stipend (Bi-weekly)	130.00							
	On-Call Stipend (per night)	25.00							

**APPENDIX A  
COMPENSATION / CLASSIFICATION TABLE  
FISCAL YEAR 2023**

**Under Negotiations**

**Police Union - Hourly Compensation table established by Union Contract.**

7/1/19 (existing agreement expires 6/30/22)							
PATROLMAN							
	Steps	I	II	III	IV	V	VI
	Upon completion of years of service	0	1 yrs.	5 yrs.	10 yrs.	15 yrs.	20 yrs.
	Employees Hired Prior to 7/1/2010						
1, 3	W/O College Degree	28.04	29.08	29.82	30.53	31.26	32.43
1, 3	BA/BS	33.66	34.90	35.77	36.63	37.52	38.92
1, 3	MA/MS	35.07	36.36	37.27	38.16	39.07	40.53
	Employees Hired After 7/1/2010						
1, 3	W/O College Degree	28.04	29.08	29.82	30.53	31.26	32.43
1, 3	BA/BS	30.85	32.00	32.80	33.59	34.39	35.68
1, 3	MA/MS	35.07	36.36	37.27	38.16	39.07	40.53

SERGEANT							
	Steps	I	II	III	IV	V	VI
	Upon completion of years of service	0	1 yrs.	5 yrs.	10 yrs.	15 yrs.	20 yrs.
	Employees Hired Prior to 7/1/2010						
	BA/BS	39.72	41.18	42.21	43.22	44.27	45.93
	MA/MS	41.38	42.90	43.98	45.03	46.10	47.83
	Employees Hired After 7/1/2010						
	BA/BS	36.40	37.76	38.70	39.64	40.58	42.10
	MA/MS	41.38	42.90	43.98	45.03	46.10	47.83

LIEUTENANT							
	Steps	I	II	III	IV	V	VI
	Upon completion of years of service	0	1 yrs.	5 yrs.	10 yrs.	15 yrs.	20 yrs.
	Employees Hired Prior to 7/1/2010						
	BA/BS	43.08	44.67	45.69	46.89	48.03	49.82
	MA/MS	44.89	46.54	47.71	48.84	50.01	51.88
	Employees Hired After 7/1/2010						
	BA/BS	39.49	40.96	41.98	43.00	44.02	45.67
	MA/MS	44.89	46.54	47.71	48.84	50.01	51.88

**Police & Fire Signal Operator Union - Hourly Compensation table established by Union Contract.**

7/1/21 (existing agreement expires 6/30/24)									
Grade	Steps	I	II	III	IV	V	VI	VII	VIII
7	Dispatcher	25.20	25.71	26.22	26.74	27.27	27.81	28.37	28.93

**APPENDIX A  
COMPENSATION / CLASSIFICATION TABLE  
FISCAL YEAR 2023**

**Other Municipal Positions**

Elected/Appointed Positions (MGL 41 s.108 & 108A)	Annual Salary
Town Manager	149,297.40
Finance Director	123,420.00
Chief of Police	164,605.93
Chief of Fire	129,997.98
Selectmen/Chairman	3,225
Board of Assessors/Chairman	2,936
Selectmen/Members	2,852
Board of Assessors/Members	2,193
Board of Appeals/Chairman	1,681
Board of Health/Chairman	873
Board of Health/Members	495

Call Firefighters	Hourly Wage	5%
Rank		
Deputy Chief	31.03	32.58
Captain	28.74	30.18
Lieutenant	26.44	27.76
Senior Firefighter (7.5% Increase)	24.69	25.93
Firefighter w/ CPR 1st Responder	22.97	24.12
Probationary Firefighter	19.54	n/a
On-Call Stipend (per night)	25.00	

	Professional Stipends	Annual Rate
5	Animal Control Officer/Inspector	13,250
8	Procurement Stipend	7,500
9	Meeting Stipend	4,156
	Animal Pick-Up (Deceased)	2,400
	Wildlife Officer	2,400
	Call Fire Deputy Chief	1,500
	EMT Certification (Police Officers)	1,750
	Harbormaster	1,200
	Professional Certifications	1,000
	Call Fire Captain	750
	Call Fire Training Officer	500
	Accreditation Stipend (Police)	750

Occasional Help	Range of Compensation	
Registrar of Voters (annually)	400.00	
Seasonal Employee	14.25	24.00
	Jul/Dec 2022	Jan/Jun 2023
Poll Worker	14.25	15.00
Warden (Elections/Registration)	15.25	16.00
Senior Work-Off Program	14.25	15.00

**Legend Notes**

- 1 Position also receives either a "Professional Stipend" or additional compensation for certification. See M.G.L. Ch. 41, Sec. 19K & 108P.
- 2 Differs from Wage Grid table; see "Other Municipal Positions" section for additional information.
- 3 Shift differential is 7% for Evening and 9% for Midnight shift.
- 4 Shift differential is 5% for Evening and 7% for Midnight shift.
- 5 Position is shared with the Town of Manchester-by-the-Sea; 50% cost sharing.
- 6 Position funded through the Community Preservation Act Fund and Affordable Housing Trust.
- 7 Position is shared with the Town of Wenham and HWRSD; cost sharing in accordance with contract/approved hours.
- 8 Procurement stipend for DPW Director
- 9 Assistant to the Town Manager/Community Preservation Coordinator

**APPENDIX B  
FY2023 GENERAL FUND PROJECTED BUDGET**

	FY2020 ACTUALS	FY2021 BUDGET	FY2022 BUDGET	FY2023 REQUEST	FY22/23 BUDGET	
					\$ Change	% Change
<b>GENERAL GOVERNMENT</b>						
<b>122 Selectmen</b>						
Personnel Expenses	39,862.97	38,555.27	42,539.17	43,613.40	1,074.23	2.53%
Operating Expenses	-	4,800.00	3,300.00	4,800.00	1,500.00	45.45%
<b>Total Selectmen</b>	<b>39,862.97</b>	<b>43,355.27</b>	<b>45,839.17</b>	<b>48,413.40</b>	<b>2,574.23</b>	<b>5.62%</b>
<b>123 Town Manager</b>						
Personnel Expenses	202,539.34	299,064.34	213,959.38	218,676.18	4,716.80	2.20%
Operating Expenses	93,433.74	250,814.36	102,484.00	125,275.00	22,791.00	22.24%
<b>Total Town Manager</b>	<b>295,973.08</b>	<b>549,878.70</b>	<b>316,443.38</b>	<b>343,951.18</b>	<b>27,507.80</b>	<b>8.69%</b>
<b>132 Fin Com/Reserve</b>						
Expenses	180.00	425.00	425.00	425.00	-	0.00%
Reserve Fund	-	61,558.52	100,000.00	100,000.00	-	0.00%
<b>Total Fin Com</b>	<b>180.00</b>	<b>61,983.52</b>	<b>100,425.00</b>	<b>100,425.00</b>	<b>-</b>	<b>0.00%</b>
<b>135 Finance/IT Dept</b>						
Personnel Expenses	238,720.68	213,523.28	225,409.99	236,663.92	11,253.93	4.99%
Operating Expenses	174,857.81	184,895.55	197,613.35	245,205.61	47,592.26	24.08%
Capital Expenses	1,906.95	3,500.00	3,500.00	3,500.00	-	0.00%
<b>Total Finance/IT Dept</b>	<b>415,485.44</b>	<b>401,918.83</b>	<b>426,523.34</b>	<b>485,369.53</b>	<b>58,846.19</b>	<b>13.80%</b>
<b>141 Assessor</b>						
Personnel Expenses	149,959.72	165,955.72	184,080.02	174,128.40	(9,951.62)	-5.41%
Operating Expenses	3,745.31	17,691.00	16,091.00	30,645.00	14,554.00	90.45%
<b>Total Assessor</b>	<b>153,705.03</b>	<b>183,646.72</b>	<b>200,171.02</b>	<b>204,773.40</b>	<b>4,602.38</b>	<b>2.30%</b>
<b>145 Treasurer/Collector</b>						
Personnel Expenses	144,545.78	185,494.68	191,480.20	199,742.00	8,261.80	4.31%
Operating Expenses	38,290.29	47,385.00	47,750.00	49,150.00	1,400.00	2.93%
<b>Total Treasurer/Collector</b>	<b>182,836.07</b>	<b>232,879.68</b>	<b>239,230.20</b>	<b>248,892.00</b>	<b>9,661.80</b>	<b>4.04%</b>
<b>151 Town Counsel</b>						
Retainer	80,604.55	84,000.00	84,000.00	84,000.00	-	0.00%
Expenses	32,885.40	42,000.00	42,000.00	42,000.00	-	0.00%
<b>Total Town Counsel</b>	<b>113,489.95</b>	<b>126,000.00</b>	<b>126,000.00</b>	<b>126,000.00</b>	<b>-</b>	<b>0.00%</b>
<b>152 Human Resources</b>						
Personnel Expenses	-	-	92,955.20	96,699.20	3,744.00	4.03%
Operating Expenses	-	-	1,808.00	1,808.00	-	0.00%
<b>Total Human Resources</b>	<b>-</b>	<b>-</b>	<b>94,763.20</b>	<b>98,507.20</b>	<b>3,744.00</b>	<b>3.95%</b>
<b>161 Town Clerk</b>						
Personnel Expenses	83,612.26	124,446.50	127,586.28	141,509.42	13,923.14	10.91%
Operating Expenses	12,657.74	21,458.00	15,442.00	18,943.00	3,501.00	22.67%
<b>Total Town Clerk</b>	<b>96,270.00</b>	<b>145,904.50</b>	<b>143,028.28</b>	<b>160,452.42</b>	<b>17,424.14</b>	<b>12.18%</b>
<b>162 Elections &amp; Registration</b>						
Personnel Expenses	10,399.77	34,351.35	11,762.80	22,792.70	11,029.90	93.77%
Operating Expenses	14,352.25	31,520.00	20,570.00	26,209.00	5,639.00	27.41%
<b>Total Elections &amp; Registration</b>	<b>24,752.02</b>	<b>65,871.35</b>	<b>32,332.80</b>	<b>49,001.70</b>	<b>16,668.90</b>	<b>51.55%</b>
<b>171 Conservation Commission</b>						
Personnel Expenses	29,321.15	30,612.31	31,844.19	32,292.74	448.55	1.41%
Operating Expenses	861.39	1,425.00	1,425.00	2,425.00	1,000.00	70.18%
<b>Total Conservation Commission</b>	<b>30,182.54</b>	<b>32,037.31</b>	<b>33,269.19</b>	<b>34,717.74</b>	<b>1,448.55</b>	<b>4.35%</b>
<b>172 Planning</b>						

**APPENDIX B  
FY2023 GENERAL FUND PROJECTED BUDGET**

	FY2020 ACTUALS	FY2021 BUDGET	FY2022 BUDGET	FY2023 REQUEST	FY22/23 BUDGET	
					\$ Change	% Change
Personnel Expenses	116,150.91	119,982.09	121,587.55	128,576.99	6,989.44	5.75%
Operating Expenses	12,488.84	15,450.00	4,700.00	5,700.00	1,000.00	21.28%
<b>Total Planning</b>	<b>128,639.75</b>	<b>135,432.09</b>	<b>126,287.55</b>	<b>134,276.99</b>	<b>7,989.44</b>	<b>6.33%</b>
 <b>174 Chebacco Woods</b>						
Operating Expenses	1,275.59	2,500.00	2,500.00	2,500.00	-	0.00%
<b>Total Chebacco Woods</b>	<b>1,275.59</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>-</b>	<b>0.00%</b>
 <b>192 Facilities</b>						
Personnel Expenses	72,121.11	84,499.40	83,881.09	75,030.99	(8,850.10)	-10.55%
Operating Expenses	185,537.13	173,563.75	191,506.25	184,451.17	(7,055.08)	-3.68%
Capital Expenses	-	-	-	-	-	-
<b>Total Facilities</b>	<b>257,658.24</b>	<b>258,063.15</b>	<b>275,387.34</b>	<b>259,482.16</b>	<b>(15,905.18)</b>	<b>-5.78%</b>
<b>Subtotal General Government</b>	<b>1,740,310.68</b>	<b>2,239,471.12</b>	<b>2,162,200.47</b>	<b>2,296,762.72</b>	<b>134,562.25</b>	<b>6.22%</b>
 <b>PUBLIC SAFETY</b>						
 <b>210 Police Department</b>						
Personnel Expenses	1,517,127.24	1,698,435.72	1,725,238.74	1,735,570.86	10,332.12	0.60%
Operating Expenses	92,059.02	111,445.00	124,262.25	132,703.25	8,441.00	6.79%
Capital Expenses	14,284.12	-	18,980.05	18,980.05	-	0.00%
<b>Total Police Department</b>	<b>1,623,470.38</b>	<b>1,809,880.72</b>	<b>1,868,481.04</b>	<b>1,887,254.16</b>	<b>18,773.12</b>	<b>1.00%</b>
 <b>233 Emergency Report Center</b>						
Personnel Expenses	290,548.85	312,149.52	316,408.12	323,589.00	7,180.88	2.27%
Operating Expenses	38,956.05	41,044.75	46,215.00	46,215.00	-	0.00%
Capital Expenses	-	-	-	-	-	-
<b>Total Emergency Report Center</b>	<b>329,504.90</b>	<b>353,194.27</b>	<b>362,623.12</b>	<b>369,804.00</b>	<b>7,180.88</b>	<b>1.98%</b>
 <b>220 Fire Department</b>						
Personnel Expenses	596,667.98	674,124.47	723,784.41	734,211.28	10,426.87	1.44%
Operating Expenses	96,589.22	97,465.01	103,133.05	109,358.28	6,225.23	6.04%
Capital Expenses	89,626.83	83,944.76	111,702.52	111,702.52	-	0.00%
<b>Total Fire Department</b>	<b>782,884.03</b>	<b>855,534.24</b>	<b>938,619.98</b>	<b>955,272.08</b>	<b>16,652.10</b>	<b>1.77%</b>
 <b>241 Inspectional Services</b>						
Personnel Expenses	52,365.72	55,920.78	187,214.22	197,540.03	10,325.81	5.52%
Operating Expenses	-	2,700.00	9,050.00	9,050.00	-	0.00%
Assessment	105,033.00	129,413.00	-	-	-	-
<b>Total Inspectional Services</b>	<b>157,398.72</b>	<b>188,033.78</b>	<b>196,264.22</b>	<b>206,590.03</b>	<b>10,325.81</b>	<b>5.26%</b>
 <b>291 Emergency Management</b>						
Personnel Expenses	-	-	-	-	-	-
Operating Expenses	839.78	21,100.00	21,100.00	21,100.00	-	0.00%
<b>Total Emergency Management</b>	<b>839.78</b>	<b>21,100.00</b>	<b>21,100.00</b>	<b>21,100.00</b>	<b>-</b>	<b>0.00%</b>
 <b>292 Animal Control</b>						
Personnel Expenses	33,779.87	33,930.00	33,930.00	33,930.00	-	0.00%
Operating Expenses	267.44	1,850.00	1,850.00	1,850.00	-	0.00%
<b>Total Animal Control</b>	<b>34,047.31</b>	<b>35,780.00</b>	<b>35,780.00</b>	<b>35,780.00</b>	<b>-</b>	<b>0.00%</b>
 <b>919 Street Lights</b>						
Personnel Expenses	-	-	-	-	-	-
Operating Expenses	16,854.47	27,000.00	27,000.00	27,000.00	-	0.00%
<b>Total Street Lights</b>	<b>16,854.47</b>	<b>27,000.00</b>	<b>27,000.00</b>	<b>27,000.00</b>	<b>-</b>	<b>0.00%</b>
<b>Subtotal Public Safety</b>	<b>2,944,999.59</b>	<b>3,290,523.01</b>	<b>3,449,868.36</b>	<b>3,502,800.27</b>	<b>52,931.91</b>	<b>1.53%</b>

**APPENDIX B  
FY2023 GENERAL FUND PROJECTED BUDGET**

	FY2020 ACTUALS	FY2021 BUDGET	FY2022 BUDGET	FY2023 REQUEST	FY22/23 BUDGET	
					\$ Change	% Change
<b>DEPARTMENT OF PUBLIC WORKS</b>						
421 Public Works						
Personnel Expenses	233,379.69	255,367.15	265,163.38	281,366.86	16,203.48	6.11%
Operating Expenses	37,447.00	28,300.00	27,100.00	27,100.00	-	0.00%
Total Public Works	270,826.69	283,667.15	292,263.38	308,466.86	16,203.48	5.54%
422 Highway						
Personnel Expenses	196,922.42	227,890.06	245,103.46	261,710.34	16,606.88	6.78%
Operating Expenses	154,593.39	126,400.00	155,400.00	215,400.00	60,000.00	38.61%
Capital Expenses	-	-	-	-	-	0.00%
Total Highway	351,515.81	354,290.06	400,503.46	477,110.34	76,606.88	19.13%
423 Snow & Ice						
Personnel Expenses	59,035.15	89,175.00	89,175.00	96,910.00	7,735.00	8.67%
Operating Expenses	102,087.20	179,250.00	179,250.00	179,250.00	-	0.00%
Total Snow & Ice	161,122.35	268,425.00	268,425.00	276,160.00	7,735.00	2.88%
425 Vehicle Maintenance						
Personnel Expenses	89,439.19	99,526.47	64,237.68	89,462.42	25,224.74	39.27%
Operating Expenses	43,204.59	68,637.50	66,150.00	75,032.47	8,882.47	13.43%
Total Vehicle Maintenance	132,643.78	168,163.97	130,387.68	164,494.89	34,107.21	26.16%
429 Cemetery						
Personnel Expenses	81,388.31	75,605.32	90,705.64	153,126.56	62,420.92	68.82%
Operating Expenses	6,962.12	10,000.00	10,000.00	10,000.00	-	0.00%
Total Cemetery	88,350.43	85,605.32	100,705.64	163,126.56	62,420.92	61.98%
433 Waste, Recycling & Landfill						
Personnel Expenses	3,796.75	5,400.53	5,545.94	5,747.15	201.21	3.63%
Operating Expenses	754,156.12	773,650.00	800,980.00	773,980.00	(27,000.00)	-3.37%
Enterprise Subsidy	-	-	-	-	-	-
Prior Year Deficit	-	-	-	-	-	-
Total Waste, Recycling & Landfill	757,952.87	779,050.53	806,525.94	779,727.15	(26,798.79)	-3.32%
423 Vehicle Maintenance						
Personnel Expenses	-	-	-	-	-	-
Operating Expenses	-	-	-	-	-	-
Total Vehicle Maintenance	-	-	-	-	-	-
650 Parks & Fields						
Personnel Expenses	57,924.35	58,484.26	72,922.10	75,440.14	2,518.04	3.45%
Operating Expenses	8,656.31	5,150.00	5,150.00	5,150.00	-	0.00%
Capital Expenses	-	-	-	-	-	-
Total Parks & Fields	66,580.66	63,634.26	78,072.10	80,590.14	2,518.04	3.23%
651 HWRSD Fields & Grounds						
Personnel Expenses	-	-	-	-	-	-
Operating Expenses	-	-	-	-	-	-
Total HWRSD Fields & Grounds	-	-	-	-	-	-
<b>Subtotal Public Works</b>	<b>1,828,992.59</b>	<b>2,002,836.29</b>	<b>2,076,883.20</b>	<b>2,249,675.94</b>	<b>172,792.74</b>	<b>8.32%</b>
<b>HEALTH &amp; HUMAN SERVICES</b>						
511 Public Health Dept						
Personnel Expenses	126,069.83	81,270.12	125,090.12	129,190.34	4,100.22	3.28%
Operating Expenses	3,569.46	19,235.00	32,110.00	41,000.00	8,890.00	27.69%
Total Public Health Dept	129,639.29	100,505.12	157,200.12	170,190.34	12,990.22	8.26%

**APPENDIX B  
FY2023 GENERAL FUND PROJECTED BUDGET**

	FY2020 ACTUALS	FY2021 BUDGET	FY2022 BUDGET	FY2023 REQUEST	FY22/23 BUDGET	
					\$ Change	% Change
<b>541 Council on Aging</b>						
Personnel Expenses	79,894.45	89,270.12	90,070.49	92,579.66	2,509.17	2.79%
Operating Expenses	34,384.56	34,286.16	29,361.16	25,700.00	(3,661.16)	-12.47%
<b>Total Council on Aging</b>	<b>114,279.01</b>	<b>123,556.28</b>	<b>119,431.65</b>	<b>118,279.66</b>	<b>(1,151.99)</b>	<b>-0.96%</b>
<b>543 Veterans Benefits</b>						
Operating Expenses	30,031.68	35,000.00	35,000.00	35,000.00	-	0.00%
Administration Fee	35,851.55	15,000.00	15,000.00	15,000.00	-	0.00%
<b>Total Veterans Benefits</b>	<b>65,883.23</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>-</b>	<b>0.00%</b>
<b>Subtotal Health &amp; Human Services</b>	<b>309,801.53</b>	<b>274,061.40</b>	<b>326,631.77</b>	<b>338,470.00</b>	<b>11,838.23</b>	<b>3.62%</b>
<b>CULTURE &amp; RECREATION</b>						
<b>610 Library</b>						
Assessment	843,339.60	879,299.26	823,895.09	864,320.00	40,424.91	4.91%
Indirect Costs	25,141.21	31,262.34	27,095.47	29,805.02	2,709.55	10.00%
State contribution	12,762.94	12,314.00	12,929.70	14,222.67	1,292.97	10.00%
<b>Total Library</b>	<b>881,243.75</b>	<b>922,875.60</b>	<b>863,920.26</b>	<b>908,347.69</b>	<b>44,427.43</b>	<b>5.14%</b>
<b>620 Elder Van Program</b>						
Operating Expenses			-	-		
<b>Total Elder Van Program</b>			-	-		
<b>630 Recreation</b>						
Personnel Expenses	132,096.71	136,752.30	142,297.98	146,949.43	4,651.45	3.27%
Operating Expenses	22,232.10	23,176.94	24,150.00	26,950.00	2,800.00	11.59%
<b>Total Recreation</b>	<b>154,328.81</b>	<b>159,929.24</b>	<b>166,447.98</b>	<b>173,899.43</b>	<b>7,451.45</b>	<b>4.48%</b>
<b>Subtotal Culture &amp; Recreation</b>	<b>1,035,572.56</b>	<b>1,082,804.84</b>	<b>1,030,368.24</b>	<b>1,082,247.12</b>	<b>51,878.88</b>	<b>5.03%</b>
<b>UNCLASSIFIED</b>						
148 Salary Reserve	-	7,691.00	54,854.85	111,295.85	56,441.00	102.89%
149 Capital Spending	318,462.28	415,000.00	338,638.00	550,905.00	212,267.00	62.68%
692 Celebrations	1,407.50	12,950.00	12,950.00	12,950.00	-	0.00%
722 Debt Service	912,753.18	669,000.35	714,418.77	591,661.00	(122,757.77)	-17.18%
820 State Assessments	247,245.00	250,232.55	252,384.68	259,551.74	7,167.06	2.84%
911 Retirement	987,370.00	1,072,029.00	1,183,676.00	1,253,377.00	69,701.00	5.89%
913 Unemployment	35.61	48,820.00	47,640.00	50,000.00	2,360.00	4.95%
914 Health & Life Insurance	782,328.81	960,350.00	986,004.00	945,704.81	(40,299.19)	-4.09%
916 Other Insurance	231,968.75	256,721.00	272,216.00	304,591.40	32,375.40	11.89%
917 Medicare Tax	58,607.80	74,259.34	79,904.77	79,904.77	(0.00)	0.00%
992 Transfer to Special Revenue	90,739.94	91,391.75	-	75,000.00	75,000.00	0.00%
996 Transfer to OPEB	125,000.00	125,000.00	125,000.00	125,000.00	-	0.00%
996 Transfer to Stabilization	321,087.00	247,757.00	346,035.87	20,000.00	(326,035.87)	-94.22%
996 Transfer to Capital Stabilizatic	503,023.00	907,592.00	-	-	-	-
997 Transfer to Agency - HDC	74,880.00	50,000.00	66,051.00	55,000.00	(11,051.00)	-16.73%
<b>Subtotal Unclassified</b>	<b>4,654,908.87</b>	<b>5,188,793.99</b>	<b>4,479,773.94</b>	<b>4,434,941.57</b>	<b>(44,832.37)</b>	<b>-1.00%</b>
<b>SCHOOLS</b>						
<b>300 Schools</b>						
HWRSD Assessment	18,686,626.00	20,227,833.00	21,131,336.00	21,839,706.00	708,370.00	3.35%
ENSATSD Assessment	183,462.00	229,890.00	259,623.00	281,806.00	22,183.00	8.54%
HWRSD Debt Service	255,156.95	263,904.00	370,848.00	373,885.00	3,037.00	0.82%
ENSATSD Debt Service	19,903.00	23,634.00	25,546.00	34,806.00	9,260.00	36.25%
<b>Total Schools</b>	<b>19,145,147.95</b>	<b>20,745,261.00</b>	<b>21,787,353.00</b>	<b>22,530,203.00</b>	<b>742,850.00</b>	<b>3.41%</b>

**APPENDIX B  
FY2023 GENERAL FUND PROJECTED BUDGET**

	FY2020 ACTUALS	FY2021 BUDGET	FY2022 BUDGET	FY2023 REQUEST	FY22/23 BUDGET	
					\$ Change	% Change
TOTAL GENERAL FUND	31,659,733.77	34,823,751.65	35,313,078.98	36,435,100.62	1,122,021.64	3.18%

\*The following Expenses will be *funded* in separate individual articles, and are therefore *not* contained in the main budget article 2-3, which totals \$35,609,196

Article	Purpose	Amount
2-4	Capital Expenditures	\$550,905
2-7	Hamilton Development Corp. Transfer	\$55,000
2-8	OPEB Trust Fund Transfer	\$125,000
2-9	Patton Homestead Budget	\$75,000
2-10	Stabilization Fund Transfer	\$20,000
	<b>TOTAL</b>	<b>\$825,905</b>

**APPENDIX B1**  
**Town Debt Service (excluding CPA and Water) for Fiscal Year 2023**

	FY2020 Actuals	FY2021 Actual	FY2022 Budget	FY23 Budget	\$ Change	% Change
<b>DEBT SERVICE</b>						
<i>Interest/Issuance Costs</i>						
Public Safety Bldg	55,500	44,200	33,000	21,800	(11,200)	-25.3%
ESCO	750	-	-	-	-	-
Library	3,300	-	-	-	-	-
Water (Town)	4,950	-	-	-	-	-
Ladder/Pumper Truck	17,500	15,400	13,300	10,500	(2,800)	-18.2%
Landfill Capping	28,158	25,458	22,908	19,508	(3,400)	-13.4%
Landfill Closure	2,200	1,400	700	-	(700)	-50.0%
Chebacco Road Paving	15,395	31,171	27,920	27,920	-	0.0%
Town Hall Project	-	-	68,000	-	(68,000)	-
Short-term (bond anticipation notes)	-	16,371	13,591	11,933	(1,658)	-10.1%
<b>Total Interest/Issuance Costs</b>	<b>\$ 127,753</b>	<b>\$ 134,000</b>	<b>\$ 179,419</b>	<b>\$ 91,661</b>	<b>\$ (87,758)</b>	<b>-65.5%</b>
<i>Principal</i>						
Public Safety Bldg	285,000	280,000	280,000	280,000	-	0.0%
ESCO	25,000	-	-	-	-	-
Library	110,000	-	-	-	-	-
Water (Town)	165,000	-	-	-	-	-
Ladder/Pumper Truck	70,000	70,000	70,000	70,000	-	0.0%
Landfill Capping	90,000	85,000	85,000	85,000	-	0.0%
Landfill Closure	40,000	35,000	35,000	-	(35,000)	-100.0%
Chebacco Road Paving	-	65,000	65,000	65,000	-	0.0%
<b>Total Principal</b>	<b>\$ 785,000</b>	<b>\$ 535,000</b>	<b>\$ 535,000</b>	<b>\$ 500,000</b>	<b>\$ (35,000)</b>	<b>-6.5%</b>
<b>TOTAL DEBT SERVICE (EXCLUDING SCHOOL DEBT)</b>	<b>\$ 912,753</b>	<b>\$ 669,000</b>	<b>\$ 714,419</b>	<b>\$ 591,661</b>	<b>\$ (122,758)</b>	<b>-13.1%</b>
<i>School Debt (Principal &amp; Interest)</i>						
Middle/High School	-	-	-	-	-	-
Cutler Roof/Other	83,777	81,709	80,614	83,172	2,558	3.1%
Baker & Winthrop Boilers & Windows	73,623	76,824	76,297	76,191	(106)	-0.1%
Winthrop School Fire Suppression	97,756	95,792	84,331	84,569	238	0.2%
FY21 Capital Projects	-	-	129,606	129,953	347	-
ENSATSD	19,903	23,634	25,546	34,806	9,260	39.2%
Short-term (bond anticipation notes)	-	9,579	-	-	-	0.0%
<b>Total School Debt</b>	<b>\$ 275,059</b>	<b>\$ 287,538</b>	<b>\$ 396,394</b>	<b>\$ 408,691</b>	<b>\$ 12,297</b>	<b>4.3%</b>
<b>TOTAL DEBT SERVICE</b>	<b>\$ 1,187,812</b>	<b>\$ 956,538</b>	<b>\$ 1,110,813</b>	<b>\$ 1,000,352</b>	<b>\$ (110,461)</b>	<b>-11.5%</b>

## APPENDIX C



# HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

Superintendent's Final FY23 Budget Recommendation  
Combined Operating & Debt Service Town Assessments  
As of February 10, 2022

	FY22	FY23	Increase \$	Increase %
<b><u>Hamilton</u></b>				
Operating Budget After Offsets and Revenue Sources	\$ 21,131,336	\$ 21,839,706	\$ 708,370	3.35%
Debt Service	\$ 370,848	\$ 373,885	\$ 3,037	0.82%
<b>Hamilton Combined Total</b>	<b>\$ 21,502,184</b>	<b>\$ 22,213,591</b>	<b>\$ 711,407</b>	<b>3.31%</b>
<b><u>Wenham</u></b>				
Operating Budget After Offsets and Revenue Sources	\$ 11,660,930	\$ 11,554,340	\$ (106,590)	-0.91%
Debt Service	\$ 204,646	\$ 197,805	\$ (6,841)	-3.34%
<b>Wenham Combined Total</b>	<b>\$ 11,865,575</b>	<b>\$ 11,752,145</b>	<b>\$ (113,431)</b>	<b>-0.96%</b>
<b><u>Total</u></b>				
Operating Budget After Offsets and Revenue Sources	\$ 32,792,265	\$ 33,394,046	\$ 601,781	1.84%
Debt Service	\$ 575,494	\$ 571,690	\$ (3,804)	-0.66%
<b>Combined Assessment</b>	<b>\$ 33,367,759</b>	<b>\$ 33,965,736</b>	<b>\$ 597,977</b>	<b>1.79%</b>

## Final FY23 Operating Budget Calculation

### General Fund Operating Overview

	FY19 ACT	FY20 ACT	FY21 BUD	FY21 ACT	FY22 BUD	FY23 BUD	\$ Difference	%
Operating Expense - Gross, before offsets & Overlays	\$ 33,330,038	\$ 35,372,286	\$ 37,023,572	\$ 34,181,172	\$ 38,738,975	\$ 42,859,392	\$ 4,120,417	10.64%

### Operating Offsets

	FY19 ACT	FY20 ACT	FY21 BUD	FY21 ACT	FY22 BUD	FY23 BUD	\$ Difference	%
<i>Recurring Offsets</i>								
School Choice	\$ 265,000	\$ 385,000	\$ 476,360	\$ 350,819	\$ 399,500	\$ 385,000	\$ (14,500)	-3.63%
Preschool Tuition	\$ 84,407	\$ 94,445	\$ 95,607	\$ 6,716	\$ 75,740	\$ 84,407	\$ 8,667	11.44%
Facilities Rental	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	0.00%
Special Ed Grants	\$ -	\$ 406,287	\$ 366,747	\$ 379,595	\$ 392,747	\$ 470,095	\$ 77,348	19.69%
ESSER Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 147,226	\$ 147,226	#DIV/0!
Title I	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,522	\$ 65,522	#DIV/0!
Circuit Breaker Offset	\$ 1,094,160	\$ 1,102,223	\$ 776,000	\$ 377,745	\$ 934,096	\$ 1,038,894	\$ 104,798	11.22%
<b>Total Offsets</b>	<b>\$ 1,445,567</b>	<b>\$ 1,987,955</b>	<b>\$ 1,716,714</b>	<b>\$ 1,114,875</b>	<b>\$ 1,804,083</b>	<b>\$ 2,193,144</b>	<b>\$ 389,061</b>	<b>21.57%</b>

### General Fund After Offsets

	FY19 ACT	FY20 ACT	FY21 BUD	FY21 ACT	FY22 BUD	FY23 BUD	\$ Difference	%
Operating Expense - Gross, after offsets & Overlays	\$ 31,884,471	\$ 33,384,331	\$ 35,306,858	\$ 33,066,297	\$ 36,934,892	\$ 40,666,248	\$ 3,731,356	10.10%

### Operating Funding Sources

	FY19 ACT	FY20 ACT	FY21 BUD	FY21 ACT	FY22 BUD	FY23 BUD	\$ Difference	%
<i>Revenues</i>								
Chapter 70-Base Aid	\$ 3,687,076	\$ 3,714,665	\$ 2,969,125	\$ 3,742,189	\$ 3,715,561	\$ 3,742,189	\$ 26,628	0.72%
State Transportation	\$ 330,837	\$ 385,868	\$ 332,124	\$ 332,124	\$ 372,065	\$ 382,323	\$ 10,258	2.76%
Charter School Reimbursement	\$ 13,726	\$ 1,542	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Medicaid Reimbursement	\$ 171,954	\$ 88,455	\$ 95,000	\$ 59,064	\$ 45,000	\$ 45,000	\$ -	0.00%
Interest Income	\$ 25,631	\$ 19,661	\$ 18,000	\$ 3,070	\$ 10,000	\$ 3,070	\$ (6,931)	-69.31%
Prior Year Unexpended Encumbrances	\$ 90,982	\$ 26,108	\$ -	\$ 144,178	\$ -	\$ -	\$ -	#DIV/0!
Other Income	\$ 6,167	\$ 3,372	\$ -	\$ 44,108	\$ -	\$ -	\$ -	#DIV/0!
<b>Total Revenues</b>	<b>\$ 4,326,372</b>	<b>\$ 4,239,671</b>	<b>\$ 3,414,249</b>	<b>\$ 4,324,732</b>	<b>\$ 4,142,627</b>	<b>\$ 4,172,582</b>	<b>\$ 29,955</b>	<b>0.72%</b>
<i>Transfers In From Other Funds</i>								
Excess and Deficiency	\$ 347,218	\$ 147,396	\$ 217,329	\$ 217,329	\$ -	\$ 3,099,620	\$ 3,099,620	#DIV/0!
Other Revolving Accounts	\$ 12,662	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
<b>Total Transfers</b>	<b>\$ 359,880</b>	<b>\$ 147,396</b>	<b>\$ 217,329</b>	<b>\$ 217,329</b>	<b>\$ -</b>	<b>\$ 3,099,620</b>	<b>\$ 3,099,620</b>	<b>#DIV/0!</b>
<b>Total Funding Sources</b>	<b>\$ 4,686,252</b>	<b>\$ 4,387,067</b>	<b>\$ 3,631,578</b>	<b>\$ 4,542,061</b>	<b>\$ 4,142,627</b>	<b>\$ 7,272,202</b>	<b>\$ 3,129,575</b>	<b>75.55%</b>

<b>NET OPERATING BUDGET</b>	<b>\$ 27,198,218</b>	<b>\$ 28,997,264</b>	<b>\$ 31,675,280</b>	<b>\$ 28,524,236</b>	<b>\$ 32,792,265</b>	<b>\$ 33,394,046</b>	<b>\$ 601,781</b>	<b>1.84%</b>
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### Calculation of Individual Town Assessments

	FY19 ACT	FY20 ACT	FY21 BUD	FY21 ACT	FY22 BUD	FY23 BUD	\$ Difference	%
Town of Hamilton			\$ 20,227,834		\$ 21,131,336	\$ 21,839,706		
Capital Debt Assessment "Shift"			\$ -		\$ -	\$ -		
Net Operating Assessment	\$ 17,746,438 64.65%	\$ 18,686,426 64.05%	\$ 20,227,834 63.86%	\$ 20,227,834 63.86%	\$ 21,131,336 64.44%	\$ 21,839,706 65.40%	\$ 708,370	3.35%
Town of Wenham			\$ 11,447,446		\$ 11,660,930	\$ 11,554,340		
Capital Debt Assessment "Shift"			\$ -		\$ -	\$ -		
Net Operating Assessment	\$ 9,708,859 35.35%	\$ 10,488,321 35.95%	\$ 11,447,446 36.14%	\$ 11,447,446 36.14%	\$ 11,660,930 35.56%	\$ 11,554,340 34.60%	\$ (106,590)	-0.91%

FY23 Debt Service Assessment Summary					
				65.40%	34.60%
	Principal	Interest	Total	Hamilton Share	Wenham Share
Cutler Roof & Summer 2013 Projects	\$ 100,000	\$ 27,175	\$ 127,175	\$ 83,172	\$ 44,003
Buker Boiler & Winthrop Boiler/Glass	\$ 95,000	\$ 21,500	\$ 116,500	\$ 76,191	\$ 40,309
Winthrop Sprinkler System	\$ 125,000	\$ 4,311	\$ 129,311	\$ 84,569	\$ 44,741
FY21 Capital Projects	\$ 191,600	\$ 7,105	\$ 198,705	\$ 129,953	\$ 68,752
Net Assessment			\$ 571,690	\$ 373,885	\$ 197,805

Debt Service Assessment Calculation				
Calculation of Individual Town Assessments				
	Total		Hamilton Share	Wenham Share
<u>Cutler Roof &amp; Summer 2013 Projects</u>				
100% Apportioned by Enrollment	\$ 127,175		\$ 83,172	\$ 44,003
Enrollment				
10/1/2019	1,765		1,130	635
10/1/2020	1,630		1,072	558
10/1/2021	1,620		1,078	542
	5,015		3,280	1,735
			65.40%	34.60%
<u>Buker Boiler &amp; Winthrop Boiler/Glass Projects</u>				
100% Apportioned by Enrollment	\$ 116,500		\$ 76,191	\$ 40,309
Enrollment				
10/1/2019	1,765		1,130	635
10/1/2020	1,630		1,072	558
10/1/2021	1,620		1,078	542
	5,015		3,280	1,735
			65.40%	34.60%
<u>Winthrop Sprinkler</u>				
100% Apportioned by Enrollment	\$ 129,311		\$ 84,569	\$ 44,741
Enrollment				
10/1/2019	1,765		1,130	635
10/1/2020	1,630		1,072	558
10/1/2021	1,620		1,078	542
	5,015		3,280	1,735
			65.40%	34.60%
<u>FY21 Capital Projects</u>				
100% Apportioned by Enrollment	\$ 198,705		\$ 129,953	\$ 68,752
Enrollment				
10/1/2019	1,765		1,130	635
10/1/2020	1,630		1,072	558
10/1/2021	1,620		1,078	542
	5,015		3,280	1,735
			65.40%	34.60%

Summary by DESE Category	FY19 Actuals	FY20 Actuals	FY21 FTE	FY21 Budget	FY21 Actuals	FY22 FTE	FY22 Budget	FY23 FTE	FY23 Budget	Change FY22 \$	To FY23 %
Administration	\$ 1,097,981	\$ 992,140	6.94	\$ 1,229,833	\$ 1,063,926	7.47	\$ 1,383,565	7.84	\$ 1,462,438	\$ 78,872	5.70%
Instructional Leadership	\$ 3,027,285	\$ 2,954,380	26.17	\$ 2,571,133	\$ 2,344,429	26.27	\$ 2,618,506	26.25	\$ 2,761,992	\$ 143,486	5.48%
Teachers	\$ 12,240,941	\$ 12,805,737	152.70	\$ 12,973,972	\$ 12,679,496	153.70	\$ 13,183,707	157.60	\$ 13,931,127	\$ 747,420	5.67%
Other Teaching Services	\$ 2,532,491	\$ 2,482,888	59.90	\$ 2,796,326	\$ 2,631,831	68.08	\$ 3,014,610	73.85	\$ 3,278,704	\$ 264,094	8.76%
Professional Development	\$ 171,951	\$ 138,886	-	\$ 262,196	\$ 129,123	3.60	\$ 636,021	3.50	\$ 640,177	\$ 4,156	0.65%
Inst. Materials, Equip., & Technology	\$ 870,461	\$ 685,373	-	\$ 872,397	\$ 746,209	-	\$ 854,757	-	\$ 961,543	\$ 106,787	12.49%
Guidance, Counseling, Testing	\$ 1,118,011	\$ 1,126,908	13.78	\$ 1,141,839	\$ 1,095,612	13.78	\$ 1,147,345	16.78	\$ 1,481,901	\$ 334,555	29.16%
Pupil Services	\$ 2,343,752	\$ 2,473,423	8.97	\$ 2,728,507	\$ 2,287,046	8.97	\$ 2,864,857	9.74	\$ 3,035,501	\$ 170,644	5.96%
Operations & Maintenance	\$ 2,221,673	\$ 2,071,927	15.25	\$ 2,285,561	\$ 2,207,181	16.25	\$ 2,366,101	16.25	\$ 2,900,639	\$ 534,538	22.59%
Benefits & Fixed Charges	\$ 4,206,515	\$ 4,534,453	0.86	\$ 5,399,815	\$ 4,806,832	0.86	\$ 5,927,024	0.86	\$ 8,146,280	\$ 2,219,257	37.44%
Capital & Fixed Assets Improvements	\$ -	\$ -	-	\$ -	\$ 96,774	-	\$ -	-	\$ -	\$ -	#DIV/0!
Programs with Other School Districts	\$ 3,498,978	\$ 5,106,171	-	\$ 4,761,992	\$ 4,092,713	-	\$ 4,742,482	-	\$ 4,259,090	\$ (483,392)	-10.19%
<b>Grand Total</b>	<b>\$ 33,330,038</b>	<b>\$ 35,372,286</b>	<b>284.56</b>	<b>\$ 37,023,572</b>	<b>\$ 34,181,172</b>	<b>298.98</b>	<b>\$ 38,738,975</b>	<b>312.67</b>	<b>\$ 42,859,392</b>	<b>\$ 4,120,417</b>	<b>10.64%</b>

Summary By Site & Support Program	FY19 Actual	FY20 Actuals	FY21 FTE	FY21 Budget	FY21 Actuals	FY22 FTE	FY22 Budget	FY23 FTE	FY23 Budget	Change FY22 \$	To FY23 %
Baker Elementary School	\$ 2,220,140	\$ 2,287,290	31.62	\$ 2,389,099	\$ 2,279,142	32.84	\$ 2,401,019	36.07	\$ 2,645,733	\$ 244,714	10.19%
Cutler Elementary School	\$ 2,730,842	\$ 2,759,824	38.67	\$ 2,831,852	\$ 2,711,678	41.39	\$ 2,890,214	41.54	\$ 2,906,665	\$ 16,451	0.57%
Winthrop Elementary School	\$ 3,434,478	\$ 3,628,235	56.91	\$ 3,737,685	\$ 3,558,534	60.13	\$ 3,866,855	62.84	\$ 4,204,907	\$ 338,052	8.74%
Miles River Middle School	\$ 4,384,171	\$ 4,413,413	50.97	\$ 4,460,423	\$ 4,304,894	54.48	\$ 4,800,861	58.58	\$ 5,298,337	\$ 497,476	10.36%
Regional High School	\$ 6,164,288	\$ 6,183,131	72.18	\$ 6,480,886	\$ 6,065,656	71.18	\$ 6,433,942	73.48	\$ 6,872,307	\$ 438,365	6.81%
Athletics	\$ 500,785	\$ 424,499	1.75	\$ 452,152	\$ 343,450	1.75	\$ 460,633	1.75	\$ 529,967	\$ 69,334	15.05%
Central Office	\$ 2,843,761	\$ 2,863,786	9.92	\$ 3,014,550	\$ 2,912,579	12.65	\$ 3,516,031	13.26	\$ 3,749,943	\$ 233,911	6.65%
District Operations & Maintenance	\$ 694,292	\$ 571,160	2.25	\$ 441,860	\$ 431,792	3.25	\$ 516,208	3.25	\$ 906,614	\$ 390,406	75.63%
Benefits & Fixed Charges	\$ 4,206,515	\$ 4,534,453	0.86	\$ 5,399,815	\$ 4,806,832	0.86	\$ 5,927,024	0.86	\$ 8,146,280	\$ 2,219,257	37.44%
Capital & Fixed Assets	\$ -	\$ -	-	\$ -	\$ 96,774	-	\$ -	-	\$ -	\$ -	#DIV/0!
Special Education	\$ 5,284,501	\$ 6,816,632	13.44	\$ 6,940,620	\$ 5,814,049	13.44	\$ 6,977,781	14.04	\$ 6,565,714	\$ (412,067)	-5.91%
Technology	\$ 866,264	\$ 889,864	6.00	\$ 874,629	\$ 855,794	7.00	\$ 948,408	7.00	\$ 1,032,926	\$ 84,518	8.91%
<b>District Totals</b>	<b>\$ 33,330,038</b>	<b>\$ 35,372,286</b>	<b>284.56</b>	<b>\$ 37,023,572</b>	<b>\$ 34,181,172</b>	<b>298.98</b>	<b>\$ 38,738,975</b>	<b>312.67</b>	<b>\$ 42,859,392</b>	<b>\$ 4,120,417</b>	<b>10.64%</b>

Appendix D  
TOWN OF HAMILTON 5 Year Capital Improvement Plan

Dept/Liaison	Item	FY'23	FY'24	FY'25	FY'26	FY'27	Fy'23 thru Fy'27 Total
Vehicle	<b>Funding</b>	<b>Proj ID#</b>					
	V-10	Trackless Machine (sidewalk plow)		\$ 190,000			\$ 190,000
	V-5	2006 John Deere Backhoe			\$ 125,000		\$ 125,000
	V-6	2001 John Deere Tractor		\$ 28,375			\$ 28,375
	V-11	John Deere Mower			\$ 17,500		\$ 17,500
	V-7	2002 John Deere Tractor			\$ 28,375		\$ 28,375
	V-9	(2) 2013 International Sanders		\$ 350,000			\$ 350,000
	sub total		\$ -	\$ 540,000	\$ 28,375	\$ 170,875	\$ 739,250
Highways	<b>Proj ID#</b>	<b>FY'23</b>	<b>FY'24</b>	<b>FY'25</b>	<b>FY'26</b>	<b>FY'27</b>	<b>Total</b>
	H-3	Radio Systems Upgrade	\$ 50,000				\$ 50,000
	FC H-1	Road and Sidewalk repairs	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 750,000
	sub total		\$ 150,000	\$ 200,000	\$ 150,000	\$ 150,000	\$ 800,000
Facilities	<b>Proj ID#</b>	<b>FY'23</b>	<b>FY'24</b>	<b>FY'25</b>	<b>FY'26</b>	<b>FY'27</b>	<b>Total</b>
	F-1	Fueling Facility	\$ 750,000				\$ 750,000
	F-8	Town Hall Construction	\$ 4,000,000				\$ 4,000,000
	F-9	PSB HVAC / Upgrades / condenser units	\$ 30,000				\$ 30,000
	F-10	DPW salt shed replacement			\$ 25,000		\$ 25,000
	FC F-11	DPW Garage Roof (Bundle DPW)	\$ 100,000				\$ 100,000
	FC F-12	DPW Garage Doors (Bundle DPW)	\$ 75,000	\$ -			\$ 75,000
	FC F-13	DPW Garage Heaters (Bundle DPW)	\$ 50,000				\$ 50,000
	F-16	PSB Roof Replacement	\$ -	\$ 230,000			\$ 230,000
	sub total		\$ 225,000	\$ 4,780,000	\$ 230,000	\$ 25,000	\$ 5,260,000
Water	<b>Proj ID#</b>	<b>FY'23</b>	<b>FY'24</b>	<b>FY'25</b>	<b>FY'26</b>	<b>FY'27</b>	<b>Total</b>
	FC W-9	GIS Asset Management	\$ 63,500	\$ -			\$ 63,500
	W-3	2013 GMC water Utility Vehicle w/Plow	\$ 60,000				\$ 60,000
	W-5	Phase 5 water System Improvements	\$ 150,000	\$ 2,000,000			\$ 2,150,000
	W-6	Water Master Plan - Reservoirs		\$ 200,000	\$ 3,500,000	\$ 3,500,000	\$ 7,200,000
	W-7	Water Study					\$ -
	sub total		\$ 63,500	\$ 2,200,000	\$ 3,500,000	\$ 3,500,000	\$ 9,473,500
Cemetery	<b>Proj ID#</b>	<b>FY'23</b>	<b>FY'24</b>	<b>FY'25</b>	<b>FY'26</b>	<b>FY'27</b>	<b>Total</b>
	C-1	Hurricane Leaf Blower	\$ 12,000				\$ 12,000
	PC C-2	Cemetery Mowers	\$ 15,000				\$ 15,000
	sub total		\$ 27,000	\$ -	\$ -	\$ -	\$ 27,000
Parks & Rec	<b>Proj ID#</b>	<b>FY'23</b>	<b>FY'24</b>	<b>FY'25</b>	<b>FY'26</b>	<b>FY'27</b>	<b>Total</b>
	CPC PR-2	Playground equip - rec center					\$ -
	CPC PR-4	Patton Park Tennis Courts					\$ -
	CPC PR-8	Patton Park Master Plan and Improvements	\$ 30,000				\$ 30,000
	FC PR-8	Patton Park Master Plan and Improvements		\$ 150,000	\$ -		\$ 150,000
	sub total		\$ 30,000	\$ 150,000	\$ -	\$ -	\$ 180,000
Library *Regional	<b>Proj ID#</b>	<b>FY'23</b>	<b>FY'24</b>	<b>FY'25</b>	<b>FY'26</b>	<b>FY'27</b>	<b>Total</b>
	FC L-1	Replace roof ( library, Rec)	\$ -				\$ -
	FC L-3	HVAC retrofit				\$ 114,188	\$ 114,188
	FC L-4	IT infrastructure	\$ 27,405				\$ 27,405
	FC L-5	Replace carpet on floors 1 and 2		\$ 101,138			\$ 101,138

FC	L-6	Security		\$ 13,050				\$ 13,050
FC	L-7	Paint exterior				\$ 26,100	\$ -	\$ 26,100
sub total			\$ 27,405	\$ 13,050	\$ 101,138	\$ 26,100	\$ 114,188	\$ 281,880

Police

	Proj ID#		FY'23	FY'24	FY'25	FY'26	FY'27	Total
FC	P-1	Patrol SUV ( Fleet of 8 )	\$ 57,000	\$ 58,000	\$ 59,000	\$ 59,000	\$ 59,000	\$ 292,000
sub total			\$ 57,000	\$ 58,000	\$ 59,000	\$ 59,000	\$ 59,000	\$ 292,000

Fire Dept

	Proj ID#		FY'23	FY'24	FY'25	FY'26	FY'27	Total
FC	F-3	Squad truck- Squad 5 (2006)						\$ -
D	F-4	Replace Engine 3 2004 ( pumper truck)				650,000	\$ -	\$ 650,000
FC	F-5	Mobile Cascade Unit		\$100,000	\$ -			\$ 100,000
D	F-9	Ambulance Service						\$ -
sub total			\$ -	\$ 100,000	\$ -	\$ 650,000	\$ -	\$ 750,000

ECO

	Proj ID#		FY'23	FY'24	FY'25	FY'26	FY'27	Total
FC	E-1	Upgrade ECO Repeaters	\$ 28,000	\$ -				\$ 28,000
sub total			\$ 28,000	\$ -	\$ -			\$ 28,000

Affordable Housing

			FY'23	FY'24	FY'25	FY'26	FY'27	Total
								\$ -
sub total			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Grand Total Town

			\$ 580,905	\$ 6,078,050	\$ 2,768,513	\$ 4,580,975	\$ 3,823,188	\$ 17,831,630
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			FY'23	FY'24	FY'25	FY'26	FY'27	Total
Schools		Combined Total	\$ -	\$ 3,258,000	\$ 3,230,183	\$ 2,844,683	\$ 2,517,683	\$ 11,850,548
Regional		Hamilton share @ 70%		\$ 2,280,600	\$ 2,261,128	\$ 1,991,278	\$ 1,762,378	\$ 8,295,383

Total Total	TOTAL Town & School District		\$ 580,905	\$ 8,358,650	\$ 5,029,640	\$ 6,572,253	\$ 5,585,565	\$ 26,127,013
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Regional departments will be split

School Town split 70%

Does not include Carryover from FY'20

Priority	Funding	FY'23
1	FC Free Cash	\$ 550,905
2	OP OpEx	\$ -
3	SF Stabilization Fund	\$ -
4	D Town Debt	\$ -
	W Water	\$ -
	SC School Debt	\$ -
	CPC CPC	\$ 30,000
	GO Grants/Outside Sources	\$ -
	ARPA Rescue plan act	\$ -
	PC perpetual Care	\$ -
TOTAL		\$ 580,905

**APPENDIX E**  
**Water Enterprise Fund**

	FY20	FY21	FY22	FY23	FY22/23	
	Actual	Actual	Budget	Projected	\$ Change	% Change
<i>Source of Funds:</i>						
Usage Charges	1,622,896	1,957,055	1,700,000	1,700,000	-	0.0%
Penalty & Interest Charges	12,757	10,845	5,000	9,000	4,000	80.0%
Interest Income	9,281	1,199	4,000	4,000	-	0.0%
Water Lien	36,226	39,766	35,000	35,000	-	0.0%
Misc Income (backflow testing and water service applications)	13,636	21,693	5,500	5,500	-	0.0%
<b>Subtotal Direct Revenues</b>	<b>1,694,796</b>	<b>2,030,559</b>	<b>1,749,500</b>	<b>1,753,500</b>	<b>4,000</b>	<b>0.2%</b>
<b>Retained Earnings</b>	<b>217,684</b>	<b>327,280</b>	<b>242,565</b>	<b>269,373</b>	<b>26,808</b>	<b>8.2%</b>
<b>Transfers from Other Funds</b>			-	-	-	0.0%
<b>Total Source of Funds</b>	<b>1,912,480</b>	<b>2,357,839</b>	<b>1,992,065</b>	<b>2,022,873</b>	<b>30,808</b>	<b>1.6%</b>
<i>Use of Funds:</i>						
Permanent Wages	330,516	344,620	404,184	420,112	15,928	4.1%
Contract Services	175,780	196,375	195,100	198,600	3,500	1.8%
Professional Services	67,606	71,394	73,500	75,200	1,700	2.4%
Equipment Supplies	15,850	7,534	17,650	21,420	3,770	18.7%
Water Supplies	36,533	36,938	45,800	45,800	-	0.0%
Misc Expenses	3,953	9,513	20,400	19,900	(500)	-2.3%
Debt Service	603,760	753,898	801,598	763,948	(37,650)	-4.7%
Operating Capital	43,935	15,000	30,000	30,000	-	0.0%
Indirect Costs	419,630	381,653	403,833	447,893	44,060	11.5%
Prior Year Encumbrance	15,213	7,734	-	-	-	0.0%
<b>Total Use of Funds</b>	<b>1,712,774</b>	<b>1,824,658</b>	<b>1,992,065</b>	<b>2,022,873</b>	<b>30,808</b>	<b>1.6%</b>
Beginning Fund Balance	1,069,777	1,051,799	1,257,700	1,015,135	(242,565)	-23.1%
<b>Net Income/(Loss)</b>	<b>199,706</b>	<b>533,181</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Retained Earnings</b>	<b>(217,684)</b>	<b>(327,280)</b>	<b>(242,565)</b>	<b>(269,373)</b>	<b>(26,808)</b>	<b>8.2%</b>
<b>Ending Fund Balance</b>	<b>1,051,799</b>	<b>1,257,700</b>	<b>1,015,135</b>	<b>745,762</b>	<b>(269,373)</b>	<b>-37.2%</b>
FB - Reserved for Encumbrances	7,734	1,507	-	-	-	-
FB - Reserved for Expenditures	327,280	242,565	-	-	-	-
FB - Reserved for Cont Appropriations	-	45,000	-	-	-	-
<b>Unreserved Fund Balance</b>	<b>716,785</b>	<b>968,628</b>	<b>1,015,135</b>	<b>745,762</b>	<b>(269,373)</b>	<b>-</b>
			<i>projected</i>	<i>projected</i>		

## APPENDIX F

### Patton Homestead

	FY 18 Actual	FY 19 Actual	FY 20 Actual	FY 21 Budget	FY 22 Budget	FY 23 Request
<i>Source of Funds:</i>						
Rental Revenue	-	4,500	3,500	6,000	6,000	6,000
Event Revenue	-	340	2,415	20,000	10,000	30,000
Revenue from Incubate					45,830	30,000
Earnings on Investments	203	512	249	-	-	
Non-Recurring Revenue	-	-	1,188	-	-	
<b>Subtotal Direct Revenues</b>	<b>203</b>	<b>5,352</b>	<b>7,353</b>	<b>26,000</b>	<b>61,830</b>	<b>66,000</b>
<b>Unreserved Fund Balance</b>	-	-	30,000	-	-	
<b>Capital Reserves</b>	-	-	-	-	70,000	
<b>Transfer from General Fund</b>	<b>35,811</b>	<b>90,011</b>	<b>86,343</b>	<b>90,571</b>	-	<b>75,000</b>
<b>Total Source of Funds</b>	<b>36,014</b>	<b>95,363</b>	<b>123,696</b>	<b>116,571</b>	<b>131,830</b>	<b>141,000</b>
<i>Use of Funds</i>						
Permanent Wages	-	21,337	59,208	40,902	42,558	41,941
Medicare	-	304	859	593	617	551
Utilities/Fuel Charges	524	11,092	10,620	13,000	15,000	15,000
Repair & Mtc Bldgs/Grds	393	13,845	5,306	6,000	11,100	11,100
Custodial Services	-	610	1,120	2,500	3,000	3,000
Legal Services	875	1,804	780	500	2,000	2,000
Consultative Services	1,538	8,000	-	500	1,500	1,500
Voice Data & Video Service	204	3,145	3,578	3,575	4,000	4,000
Advertising & Printing	-	-	52	1,000	1,000	10,000
Public Safety Details	-	236	480	-	-	
Office Expenses	-	2,131	67	500	500	500
HVAC/Elect/Plumbing	-	199	-	-	-	
Buildings & Groundskeeping	96	1,951	334	2,000	2,000	2,000
Travel	-	-	-	-	-	250
Dues/Books/Subscriptions	-	-	-	-	-	0
P&C Insurance	-	6,336	-	-	-	0
Other Expenses	-	-	400	1,000	1,000	1,000
Direct/Indirect Costs	-	12,923	42,176	44,501	39,021	-
<b>Total Use of Funds</b>	<b>3,629</b>	<b>83,912</b>	<b>124,979</b>	<b>116,571</b>	<b>123,296</b>	<b>92,842</b>
Beginning Fund Balance	-	32,385	43,836	12,553	-	-
<b>Net Income/(Loss)</b>	<b>32,385</b>	<b>11,451</b>	<b>(1,283)</b>	<b>-</b>	<b>8,534</b>	<b>48,158</b>
<b>Unreserved Fund Balance</b>	<b>-</b>	<b>-</b>	<b>(30,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Ending Fund Balance	32,385	43,836	12,553	12,553	8,534	48,158
					<i>projected</i>	<i>projected</i>

## **Appendix G**

### **COMMUNITY PRESERVATION COMMITTEE BUDGET**

#### **Article 2022/4 2-11**

##### **1) Administration - Expense**

To appropriate \$31,710 of FY23 Community Preservation Fund Revenues for administration costs including, but not limited to, annual Community Preservation Coalition membership fees, signs publicizing CPA projects and salary for part-time Community Preservation Coordinator.

##### **2) Open Space and Recreation – Project**

To appropriate \$107,200 from the Community Preservation Unreserved Fund Balance to fund the debt service for the Sagamore Hill conservation project. This bond will be paid in full in FY2032.

##### **3) Community Housing - Reserve**

To reserve \$65,000 from the Community Preservation Unreserved Fund Balance to the Community Housing Reserve.

##### **4) Historic Preservation - Reserve**

To reserve \$65,000 from the Community Preservation Unreserved Fund Balance to the Historic Preservation Reserve.

##### **5) Open Space and Recreation - Reserve**

To reserve \$65,000 from the Community Preservation Unreserved Fund Balance to the Open Space and Recreation Reserve.

#### **Article 2022/4 2-12**

##### **Open Space and Recreation – Project**

To appropriate \$30,000 from the Community Preservation Open Space and Recreation Reserve Account to fund the Patton Park Master Plan.

#### **Article 2022/4 2-13**

##### **Open Space and Recreation – Project**

To appropriate \$35,061.52 from the Community Preservation Open Space and Recreation Reserve Account and \$114,938.48 from the Community Preservation Unreserved Fund Balance for a total of \$150,000.00 to fund the Community House Centennial Square project.

#### **Article 2022/4 2-14**

##### **Community Preservation – Transfers**

To transfer the sum of \$73,000 from the Community Preservation Unreserved Fund Balance to the Historic Preservation Reserve Account; and to transfer \$8,000 from the Community Preservation Unreserved Fund Balance to the Community Housing Reserve Account.

March 17, 2022

From: Hamilton Finance and Advisory Committee

**Commentary and Recommendations on the Warrant for:**

**ANNUAL TOWN MEETING**

Saturday April 2, 2022

Hamilton-Wenham Regional High School, Auditorium

Please bring this report to Town Meeting

To the Citizens of Hamilton:

The Finance and Advisory Committee (FINCOM) appreciates this opportunity in advance of the Annual Town Meeting (ATM) to provide our views and the reasons for our recommendations regarding the warrant articles to be voted on by you at ATM.

FINCOM's statutory responsibility is to recommend the action we consider appropriate as to any or all municipal questions. As citizens, your entitlement and responsibility is to consider and vote on all such questions presented to you on the town meeting warrant. As Hamilton residents, we are fortunate to have retained the most direct and democratic form of governance, the town meeting. But that means that only those that attend will ultimately make these decisions. Too often, a small minority of citizens make decisions at town meeting that will affect all citizens. FINCOM encourages you to participate in the decision-making process by attending ATM.

We take our responsibility regarding our recommendations very seriously. We perform our due diligence, including welcoming any proponents and opponents of the various articles to our meetings, so that each side can educate us before we make our recommendation. Although it isn't always possible, we endeavor to reach consensus within our committee before making our final recommendation. As such, while our ultimate recommendation on an issue may be boiled down to a "Yes" or a "No", not every issue is that cut and dry for us and often our written recommendations will highlight concerns and/or reservations. Accordingly, we urge you to read these prior to ATM as we believe that they often may provide you with more information than our ultimate recommendation.

The Warrant, which is written and adopted by the Board of Selectmen, recently renamed the Select Board (BOS), contains Articles which will fund your town and school operations for fiscal year 2023. There are also Articles for funding our OPEB trust fund and Stabilization fund, allocation of CPC funds and authorizing a

master plan for Patton Park and improvements to the grounds of the Community House.

To avoid repetition, this document should be read in conjunction with the Warrant and the appropriate Appendices. Please refer to those documents for the wording of the articles, summaries and fiscal impact as prepared by the BOS, Town Manager, Finance Director and Town Counsel.

### **ARTICLES 2022/4 1-1 and 1-2**

These articles are self-explanatory and do not require additional comment,

### **ARTICLES 2022/4 1-3 Article for Consent Motion**

Certain of the articles described below and as listed in the Warrant will be consolidated into a single motion for approval. These articles include administrative and house-keeping matters, and similar issues that the BOS considers to be uncontroversial. Consolidating those articles is efficient and streamlines the Town Meeting process. Any citizen may ask that any article be removed from the Consent Agenda and be discussed separately.

### **ARTICLE 2022/4 2-1 Compensation/Classification Table**

Article 2-1 proposes amendments to the Town's Personnel By-Law by adopting changes to the Classification and Compensation Table as set forth in Appendix A to the Warrant.

The requested changes include cost of living increases for settled contracts and non-union employees. In addition, the following substantive changes were made:

- 1) Town Clerk was increased from Step 12 to Step 16, with such increase being commensurate with the increased scope of work required by new State-mandated voting procedures, and the degree of responsibility required of the Clerk.
- 2) Assistant Town Accountant/Finance Director was increased to Step 14, to reflect the increased duties performed.

FINCOM carefully reviewed the increases and agrees with the adjustments, analyzing the need for the increase, comparing the pay scales with other similar towns and other town positions, and considering the potential cost of not adopting the increase. FINCOM, continues to carefully monitor personnel costs and increases, as this represents a large portion of the Town operating budget. Nevertheless, FINCOM fully supports these increases.

The Finance and Advisory Committee recommends **FAVORABLE ACTION (5-0)** on Article 2-1.

**ARTICLE 2022/4 2-2 Prior Year Bills**

**Prior Year Bills in the Amount of \$9,218.80**

Our fiscal year (FY) runs from July 1st through June 30th. The bills in question reflect services received and purchases made prior to the end of FY21 for which invoices were not received until after the end of the fiscal year.

When this happens, the town government must come back to the town to appropriate the funds to pay these prior year bills. There is no question that the goods and services included in this Article were received, and FINCOM believes that the funds should be appropriated and the following bills paid:

- Invoice from DeRosa Consulting Environment Inc. for environmental evaluation of landfill in the amount of \$7,500.00
- Eight invoices from Northeast Electrical for supplies used in Patton Homestead stable that total to the amount of \$1,718.80

The Finance and Advisory Committee recommends **FAVORABLE ACTION (5-0)** on Article 2-2.

**ARTICLE 2022/4 2-3 General Town Departmental Appropriations**

Article 2-3 is the annual budget appropriation for your town government and the School District (HWRSD). Please reference **Appendices B, B1 & C** of the Warrant.

The proposed FY23 budget reflects increases on both the Town and HWRSD prior-year spending while maintaining level services for both the Town and the school district. Total spending for the FY23 budget is \$36,435,101 which represents an increase of 3.18% over FY22. See **Appendix B** to the Warrant for more detail.

Article 2-3, the main budget article, seeks to appropriate only \$35,609,196 of this total budget amount, which is an increase of 3.71% over the main budget article from last year. This article does not include the following amounts which, although included in the overall FY23 Budget set forth in **Appendix B** to the Warrant, are the subject of other Warrant Articles:

<u>Article</u>	<u>Purpose</u>	<u>Amount</u>
2-4	Capital Expenditures	\$550,905
2-7	Hamilton Development Corp. Transfer	\$55,000
2-8	OPEB Trust Fund Transfer	\$125,000
2-9	Patton Homestead Budget	\$75,000
2-10	Stabilization Fund Transfer	\$20,000
<b>TOTAL</b>		<b>\$825,905</b>

As certain of these amounts will either come from Free Cash or represent anticipated transfers from collected Meals Tax, and/or may be one-time in nature, they are not a true indication of town operational spending and/or will not affect the tax rate. It should be noted that the transfer to the OPEB Fund and the Patton Homestead Budget will be appropriated for and will affect the tax rate.

With respect to Article 2-3, on the Town side, the total operating budget is \$13,078,993, which is an increase of 3.39% over FY22. The increase in Town spending proposed for FY23 includes negotiated salary increases from settled contracts and contingency funds for three collective bargaining units (Police, Fire and Administrative Assistants). It also includes some additional salary adjustments for the Town Clerk, DPW and the Director of Planning based on expanded scope of the roles, while being offset by some personnel savings within the Police, Fire and Assessors Department where attrition led to re-distribution of certain duties by existing personnel. Health insurance rates are also projected to increase by 5%, although the Town's total health insurance costs decreased this year due to reduced enrollment. Overall, after excluding financial transfers, personnel accounts for 60.11% of the Town's operating budget. The increase in personnel costs over FY22 was \$311,279 or 3.9% over FY22. As personnel costs are either uncontrollable or can only be avoided by cutting personnel, which usually results in a decrease in services, this highlights the difficulty in keeping costs from rising year to year. General operating expenses, largely recurring in nature, increased by \$240,469 or 5.89% over FY22, largely driven by larger than average increases in i) general government (\$91,922) as a result of increased IT costs, auditing costs associated with federal grant money and increased election costs as a result of making early voting permanent, ii) library (\$44,428) due to a return to pre-pandemic funding levels and iii) property and casualty insurance (\$32,375).

Although, Public Safety (Police, Fire, Emergency Center, etc.) is up only 1.5%, it belies the fact that Police and Fire are in labor negotiations and the budget does not show expected labor cost. A reserve for the anticipated labor cost is included elsewhere in the budget so the overall budget is correct. Setting aside the labor negotiations, a 1.5% increase for all other expenses shows a well-managed and controlled budget.

Also of note, the DPW budget is up 8.32%. There are several changes that impact this significant budget increase. 1) The Capital Committee recommended and FinCom agreed that \$60,000 for annual Drainage Supplies be moved from the Capital Budget to DPW Operating Capital. This accounts for 2.89% of the budget increase. 2) The town has a single walled fuel/pumping station used by DPW, Police and Fire departments. To reduce the risk of leaks, two years ago the town stopped using the Hamilton fueling station and contract with Wenham to use theirs. Using Wenham pumps has created some operational problems, so the town has decided to reopen the Hamilton pumps. As a result, the pumps will need to be monitored daily, so DPW has budgeted an additional \$17,600 to cover the required Overtime. This accounts for 0.85% of the budget increase. Aside from these changes the DPW's budget is up 4.58%.

On the School District side, the assessment from HWRSD proposed for the FY23 Budget is \$22,213,591 which is 3.31% over FY22. Approximately 1.52% of this 3.31% increase was the result of a relatively significant shift in enrollment towards Hamilton during the 2021-2022 School Year, which increases the overall assessment to our town. There was a net shift of enrollment to Hamilton of 18 students, which, when calculated on a 3-year rolling average, overall enrollment shifted by almost a full percentage point since last year. Hamilton currently bears the burden of 65.40% of the HWRSD assessment. Overall the total assessment to the two towns was up by 1.79%.

In addition, the North Shore Vocational School assessment and debt service were \$281,806 and \$34,806, respectively, which in the aggregate represented an increase of 11.03%. However, given that the North Shore Vocational School represents just over 1% of the total school budget, the total school budget expenses increased by 3.41% over FY22.

The break-out of school spending is as follows:

	<u>FY22</u>	<u>FY23</u>	<u>Increase</u>	<u>% Change</u>
HW Regional Schools (HWRSD)	\$21,131,336	\$21,839,706	\$708,370	3.35%
HW Regional Debt Service	\$370,848	\$373,885	\$3,037	0.82%
North Shore Vocational School	\$259,623	\$281,806	\$22,183	8.54%
NS Vocational Debt Service	\$25,546	\$34,806	\$9,260	36.25%
<b>TOTAL</b>	<b>\$21,787,353</b>	<b>\$22,530,203</b>	<b>\$742,850</b>	<b>3.41%</b>

After netting out debt service, the HWRSD operating assessment increased by approximately 3.35%, or \$708,370, although almost 45% of this increase, or approximately \$320,582 was due to the enrollment shift.

The primary drivers behind this increase were an increase in spending of \$4.1M (between the two towns), while revenue and other offsets increased by approximately \$389K as the District is projecting FY23 increased circuit-breaker

revenue and is including certain Special Ed and ESSER grants (that also have corresponding costs within that \$4.1M increase).

Less than half of the \$4.1M increase in HWRSD operational is due to level service funding, which includes among other things, COLAs and other increases for existing personnel that is mandated by collective bargaining agreements (totaling approximately \$1.04M, of which \$214K related to a prior year). This belies the fact that the provisions of these collectively bargained agreements directly affect the fiscal well-being of the HWRSD and the two towns and any above-average increases in these amounts have a detrimental effect. We do note that the recent negotiation of the teacher's union contract was more in line similar employees and communities as compared to prior contracts.

The budget also includes approximately \$523K related to increases in utilities, health insurance and a host of other rate increases (e.g., substitute teacher rates) and another \$842K of new investments and upgrades, including a net add of 6.7 FTEs across the school district, updated curriculum materials, technology upgrades and increased athletic fee subsidies among other items. These increases, however, are offset by over \$900K in savings, including a reduction in several FTEs (which is included in that net 6.7 FTE number) and a reduction in approximately \$477K in out-of-district tuition costs, which is encouraging. Finally, the budget also includes \$290K attributed to 6.95 FTE positions that are the subject of funded grants, which due to the increased revenue source, does not affect the net assessment to the two towns.

Although the 1.79% overall HWRSD assessment increase and 3.31% Hamilton HWRSD assessment are low when compared to recent years, there are a few extraordinary items that contributed to that lower level.

First, it should also be noted that there was a significant surplus of greater than \$3M created in FY21 when the projected decline in revenue for that fiscal year was not as severe as first anticipated. In accordance with ordinary budgeting procedures this surplus is only now available for use as Excess and Deficiency (E&D) funds. Accordingly, \$3,099,620 is being used from E&D to fund the FY23 HWRSD budget.

Of that \$3,099,620 in E&D funds, \$2,000,000 is being contributed to the HWRSD's OPEB fund. This is a significant contribution that is much larger than has been contributed in year's past and is much larger than all funds contributed to date. It is meant to be a one-time funding at this level, with future budget years to return to a much lower annual amount that is intended to originally grow to the amount needed to annually fund the OPEB liability on an actuarial basis. FINCOM applauds this use of the E&D funds, as it helps dig the school district out of a very large OPEB liability hole, which was estimated to be approximately \$56M as of June 30, 2021. Ultimately, the two towns are on the hook for this future liability, with Hamilton's share being roughly 2/3 of this (or \$37.3M) and it will continue to

be an ever-growing burden on annual budgets so long as it is unfunded. Given rising healthcare costs, the annual cost for "Insurance, Retirement, Other" in the HWRSD operating budget have risen by over 50%, or \$2M, between FY18-22, an annual compounded growth rate of almost 11%. In addition, funding this large amount currently will allow the OPEB fund to grow at a much higher rate, producing additional funds over the next several decades. Although not an exact science, it has been estimated that the \$2M funding would increase our net position in future years by \$10M, saving the two towns \$8M.

Additional E&D funds (\$325K) are being used for one-time extraordinary maintenance items, largely related to COVID-19. The remainder of the E&D funds (approximately \$775K) is being used to reduce the operational budget. However, this has the effect of masking future operational costs, since it is funding increases in headcount and, assuming this headcount continues to be included in future operational budgets, we can expect Hamilton's portion of this amount (over \$500K) to be included in the FY24 and future budgets, even before considering year-over-year (YOY) increases.

As the OPEB contribution and related spending were included in the \$4.1M in increased spending referenced above, the operating budget (for both towns) increased by 10.64% as compared to FY22. However, given that there were additional revenue sources, namely the E&D funds and the additional grant funding mentioned above, the net assessment rose by a much smaller amount. If one were to net out the effects of those funds and related spending (i.e., the OPEB contribution and the personnel on which those grant funds were spent), the overall spending rose by \$1.5M or a YOY increase of 3.9% for the two towns. This operational spending increase is a better reflection of how spending increased year over year and is more helpful in assessing future spending.

Although the assessment grew at a very reasonable rate, especially if you do not factor in the costs associated with the shift in enrollment, the overall operating budget increase for the HWRSD was larger than we had hoped it would be, and ultimately such increases are not sustainable (as discussed below). We are encouraged by the collaboration between the HWRSD School Committee, the Administration, the BOS and FINCOM. Despite an already low assessment due to the available E&D funds, we encouraged the school district to further reduce their budget from what was initially proposed and, at least in part, additional cuts were made. We also met earlier in the budget process and more often and we continued to engage in thoughtful and, at times, difficult discussions. When the two towns requested school budget cuts to help avoid a potential Proposition 2½ override, the school delivered cuts that, while not as high as originally asked, were enough for the towns to meet their goals. As our budgets are inextricably linked, this level of collaboration is encouraging for future years.

Overall, while this article deals with authorizing the budgetary spending, implicit in the budget is the level of revenue the town expects to receive. Based on FY22

YTD, we expect local receipts to grow by 5.08%, driven primarily by an increase in motor vehicle excise taxes. State aid is expected to stay constant, although still below FY20 levels. However, it should be noted that the vast majority of our revenue is from the tax levy assessed against town residents, which accounts for approximately 90% of the Town's revenue (and thereby funds 90% of the Town's total budget). As a result, the latest projections anticipate that the Town's tax rate will increase from \$17.88 to \$17.99 per thousand.

But there are limitations on the use of property taxes to fund the Town's budget. Proposition 2½ limits annual increases in the tax levy to 2.5% of the prior year. If you want to spend beyond this level, it requires an override vote by the residents of the town. You are, however, allowed to "bank" spending/taxation below the limit for future years. As of the FY18 budget, the Town had over \$2.9M in excess levy capacity. However, spending in the last five years (annual growth rates of 3.4% and 5.4% for the Town and schools respectively) has resulted in this excess capacity being all but eliminated. We entered the FY22 budget process with only \$98K in excess capacity making a Prop 2½ override vote a real possibility. As a result of discipline in our budget and the use of E&D funds we have managed to avoid an override and we estimate that we will actually increase unused levy capacity by approximately \$300K for nearly \$400K of unused capacity for future years.

However, for future years the margin for error is razor thin with respect to avoiding an override. First, we cannot rely upon having E&D funds available to be used to subsidize a portion of the HWRSD budget. Therefore, without significant excess capacity, it means in practical terms that your annual costs cannot be greater than 2.5%, unless there is increased revenue from other sources or commercial or residential growth (there are also some exceptions, such as debt exclusions relating to projects like the Town Hall renovation and future school facilities). Although we have had revenue growth primarily driven by higher than anticipated value in real estate, events of the last few months make it clear that continued asset value appreciation is anything but assured. For this reason, FINCOM recommends that spending by the Town and by the schools be controlled, and that the Town focus on revenue enhancements, including commercial development and new growth. We hope that the ongoing master plan initiative will help pinpoint potential opportunities and tradeoffs in this regard.

The warning here is that future budget increases of greater than 2.5% will lead to a series of overrides or mandated spending cuts. FINCOM has spent the last year developing a forecasting tool that allows it to analyze future impacts of spending decisions on the tax rate by looking at a variety of different assumptions and scenarios. Based on this tool, we anticipate that the FY24 budget will be challenging and that a Prop 2½ override is likely under both average and pessimistic scenarios.

Therefore, while we recommend approval of this budget, we must continue to practice discipline in all areas and strive to make our spending as efficient as possible. FINCOM will continue to evolve its budgetary projection tools so that we can provide guidance and insight to the Town and its citizens and we will share these publicly in the near future.

**The Finance and Advisory Committee recommends FAVORABLE ACTION (5-0) on Article 2-3.**

#### **ARTICLE 2022/4 2-4 Capital Expenditures**

Article 2-4 is an appropriation for capital expenditures for the Town for FY23. The expected request of \$550,905.00 is a portion of the capital expenditures recommended for FY23 by the Town's Capital Committee (CAPCOM) after discussions and deliberation among the CAPCOM, FINCOM and BOS. Certain additional items in the capital plan are proposed as Articles 2-3 and 2-12 in the Warrant. The full list is attached as Appendix D to the Warrant.

The \$550,905.00 is comprised of the following six different items:

**1) Road and Sidewalk Repairs (\$150,000)**

**Rationale/Purpose of Spend:** Although Ch. 90 provides a limited amount of funds for sidewalk and road repair, in FY23 the CAPCOM has recommended undertaking badly needed additional road and sidewalk projects that will exceed this budget.

**2) DPW Garage Project (\$225,000)**

**Rationale/Purpose of Spend:** The DPW Garage is in urgent need of repairs. This project will entail the replacement of the roof which is leaking badly (\$100K of the total project), the garage doors and the heaters in the building. It is more efficient to replace all of these as part of one project. These repairs are now critical and overdue.

**3) GIS Asset Management (\$63,500)**

**Rationale/Purpose of Spend:** This spend is for GIS Asset Management software which will allow the water department to inventory, document and track geographically all pumps, valves, pipes, etc. within the town. This will allow for greater management of our Town's water infrastructure. The software will be hosted by Dewberry but the information will be owned by the Town. The software will also be available to inventory other Town assets.

**4) Library IT Infrastructure (\$27,405)**

**Rationale/Purpose of Spend:** The Library is in need of an upgrade to its IT infrastructure, namely its internet infrastructure. These funds will allow for this upgrade so that the library can provide modernized internet access to its patrons. This amount is Hamilton's share of the total project cost.

**5) Replace Patrol SUV (\$57,000)**

**Rationale/Purpose of Spend:** The replacement SUV is part of the Town's gradual fleet replacement so that older vehicles with a lot of mileage get replaced on a regular basis. Generally, the plan calls for the purchase of a new fleet vehicle every year, with the occasional purchase of 2 vehicles.

**6) Upgrade ECO Repeaters (\$28,000)**

**Rationale/Purpose of Spend:** This is the final upgrade of the repeater technology necessary to broadcast the emergency communications throughout the Town which is in urgent need of an upgrade.

We recommend that the Town approve spending on these items because there is a clear need for each of these items and they are an appropriate expenditure of Town funds. In addition, we recommend that the Town use free cash for these items instead of other sources (e.g., bonding or appropriation) given that 1) these expenses are generally of a one-time nature, 2) the Town ended FY21 with more free cash than it had anticipated due to expenditure freezes implemented during the pandemic and savings in personnel expenses due to attrition, and 3) raising and appropriating for all these expenses in the FY23 budget would likely require a Proposition 2 ½ override. As a general rule, FINCOM does not recommend using free cash to fund capital expenses if those expenses are recurring and otherwise operational in nature. Eventually this practice would deplete the Town's free cash, vitally needed in uncertain times, and mask the true operational expenses of the Town. So long as enough free cash is or will be generated from the prior and/or current year's budget and the expenditures are one time in nature, we believe it to be prudent to use free cash for capital expenditures as opposed to depleting stabilization funds or appropriating and further negatively impacting the tax rate.

Furthermore, the Capital Stabilization Fund is currently at \$1,455,934, which is slightly in excess of the Town's target of \$1,366,967 which, according to the Town's financial policy, represents the annual depreciation of all town assets.

Finally, as these capital expenditures are anticipated to come from Certified Free Cash, approval of these items will not impact the tax rate.

**The Finance and Advisory Committee recommends FAVORABLE ACTION (5-0) on Article 2-4.**

## **ARTICLE 2022/4 2-5 Water Enterprise Budget**

The Water Enterprise Operation draws, purifies, stores and delivers the town water. It operates independently of other town departments and has its own Revenues and Expenses and therefore, has its own budget.

The Water Enterprise Budget is primarily funded through the water rates. This year's budget shows the water rates do not fully cover the anticipated costs. The shortfall will be covered from surpluses in Retained Earnings within Water Enterprise Fund. (See Appendix E) Over the years the Water Enterprise fund has generated a surplus. Our Enterprise Fund's financial policy requires the Town maintain a minimum reserve of 20% of the operation's total budget. Since the surplus exceeds that, some of the reserve will be used to offset operating costs.

As you will see, the Water Enterprise's budget expenses are up a reasonable 1.6% over last year. The Finance Committee finds this budget to be controlled and reasonable. And although there is no tax impact on the town, the town residents should anticipate there may be a water rate increase in the near future. Based on the projected Water Enterprise Fund balance at the end of FY23, it is likely to occur in either FY23 or FY24.

The Finance Committee anticipates the need for substantial investments in water source supply and infrastructure improvements. With the potential availability of federal funding for such investments, FinCom recommends the Town undertake a timely study of our needs and available funding sources to mitigate the foreseeable burden on rate payers.

**The Finance and Advisory Committee recommends FAVORABLE ACTION (5-0) on Article 2-5.**

## **ARTICLE 2022/4 2-6 Annual Financial Actions**

Article 2-6 is an annual "house-keeping" exercise where the town transfers funds to the General Fund from two funds and, with respect to the Clark Property Fund, between funds:

- 1) \$2,000 is transferred from the Cemetery Sale of Lots and Graves Fund to the General Fund as an off-set to help repay the cemetery expenditures that come from the General Fund.
- 2) \$447,893 is to be transferred from the Water Enterprise Fund to the General Fund to off-set the indirect costs that are incurred on behalf of the Water Department. These indirect costs would include, for example, the time spent by Town employees when bills are paid for the Water Department, or collecting water payments, or any administrative or other work performed by non-water department employees, debt cost, health insurance, etc. The

Massachusetts DOR recommends that these indirect costs be accounted for in order to know the full costs of providing water service to the Town. The Town is reimbursed for these indirect costs and with this information on indirect costs, the town can recover costs by relying on user fees, and to maintain revenue/retained earnings to use for debt service, operating and capital expenses.

- 3) \$108 is to be transferred as an annual transfer of funds derived from the interest that has accumulated in the Clark Property Fund. The interest is transferred to the Conservation Fund annually.

As these transfers effectively reimburse the Town's General Fund, the net effect of these transfers is to reduce the tax rate for citizens of Hamilton.

**The Finance and Advisory Committee recommends FAVORABLE ACTION (5-0) on Article 2-6.**

#### **ARTICLE 2022/4 2-7 Hamilton Development Corporation**

The Hamilton Development Corporation (HDC) is a publicly-chartered non-profit organization created by town meeting and chartered by the state to support economic development, and growth of businesses in the downtown commercial district using public and private funds. Its main source of income is the approved use of the Town's meals tax revenue.

In 2021 the HDC completed transfer of the property it owned at 59/63 Willow St. to a private developer for construction of a Planning Board approved mixed use commercial residential building with 18 units of market rate rental units with nine set aside as affordable with preference given to Hamilton residents. With issuance of a building permit, yielding \$45,000 to the town, construction began in the spring of 2021 with completion scheduled for the end of April 2022. A small bakery is slated to occupy the first-floor commercial space and sell baked goods wholesale to local stores and restaurants. All 18 units will be credited toward Hamilton's 10% affordable housing statutory requirement, and will contribute to the need for rental units.

The Willow St. property was purchased by the HDC for \$600,000, and was sold for \$1,000,000, leaving \$538,000 after satisfaction of the mortgage, and \$213,000 after netting-out carrying and development costs. Upon full occupancy, the estimated new tax revenue (property and excise) exceeds \$45,000 annually. The residents should bring added support to local business.

Specific attention was devoted to abutters' and neighbors' interests and concerns, thereby establishing a template for pursuing future development projects. In response to neighbors' concerns about increased parking on Willow Street from the mixed-use commercial/residential project the HDC allocated \$9,000 to pay half the cost of a parking study co-funded by the town to identify opportunities to

improve parking, signage, and regulation of parking on Willow Street and in the downtown commercial district. The study was completed in February 2021. The HDC subsequently offered to assist in funding recommended parking and signage improvements approved by the town.

In the spring of 2021, the HDC partnered with the towns of Hamilton and Wenham to apply for and receive a \$50,000 grant from the MA Office of Business Development to assist in the reopening and promotion of downtown businesses following the first wave of the Covid-19 pandemic. HDC provided a \$5,000 match and served as project manager for the grant. Working closely with the local business association, ShopLocal (now LocalHW), throughout the summer of 2021 HDC oversaw planning and organizing the downtown fall celebration for reopening of businesses in Hamilton and Wenham. Railroad Avenue was the center of the downtown celebration with over one thousand people attending and patronizing businesses in the two towns. Concurrently grant funds were used to help the local business association LocalHW to become a self-sustaining membership supported organization.

The HDC continued its practice of funding installation and maintenance of summer flower baskets and winter wreaths.

The HDC has initiated developing a strategic plan to reinvest funds from the sale of 59/63 Willow St. and meals tax funding on opportunities including: identifying downtown commercial properties for redevelopment, Railroad Ave. and Bay Road pedestrian, traffic, and signage improvements, grants and technical assistance to local businesses, and reuse of the Winthrop School site. Given the incremental need for developing alternative revenue sources, with emphasis on commercial projects, the Finance and Advisory Committee, while acknowledging the HDC's accomplishments to date, and its progress toward self-funded capacity, urges energetic, diligent pursuit of developing revenue streams in mitigation of the burden of the residential real estate tax, and supports community engagement toward that goal.

**The Finance and Advisory Committee supports the HDC's mission and budget and recommends FAVORABLE ACTION (5-0) on Article 2-7.**

#### **ARTICLE 2022/4 2-8 OPEB Trust Fund**

Beginning with the 2010 Annual Town Meeting, the Finance Committee has recommended, and the Town Meetings have concurred, making annual contributions toward funding by accrual the Town's Other Post-Employment Benefits (OPEB) obligations, which the most recent actuarial study, from July 2019, estimated the unfunded liability to be approximately \$7.7 million. As a result of these annual contributions, the Town has already set aside approximately \$1,046,000 for this long-term liability.

As related by the Town's actuary, Odyssey Advisors, in its October 2018 description of the accounting standard applicable to Town's OPEB Plan: "The philosophy behind the accounting standard is that these post-employment benefits are part of the compensation earned by employees in return for their services, and the cost of these benefits should be recognized while employees are providing those services, rather than after they have retired. This philosophy has already been applied for years to defined benefit pensions; and (the accounting standards) extend this practice to all other post-employment benefits" (p.8).

That same Plan description further relates that the annual required contribution of the Town "represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost (of OPEB obligations) each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed 30 years" (p.25). There will be periodic actuarial assessments of the status of the Town's OPEB Plan, but we believe that the recommended \$125,000 contribution made pursuant to the 30-year amortization schedule may gradually increase to reflect future medical trends and costs.

Currently, retired employees choosing to participate in the benefit plan pay 45% of health insurance premium cost, 100% of dental coverage, and 25% of life insurance cost. Currently the Town's portion of these costs gets appropriated. It is anticipated that as the Trust Fund grows in value, eventually the Fund will be sufficient to satisfy current and future obligations.

**The Finance and Advisory Committee recommends FAVORABLE ACTION (5-0) on Article 2-8**

#### **ARTICLE 2022/4 2-9 Patton Homestead Operating Budget**

At previous Town Meetings, we unanimously recommended the appropriation of funds to provide for the ongoing operating costs of the Patton Homestead and to allow for the hiring of a Director. However, our recommendation was not without its qualifications. While we noted the cultural importance of the Patton Homestead and collectively shared the Patton Homestead Inc. Board's enthusiasm for the project, we stated that we were not yet convinced that the project was viable over the long term. We challenged Town Management to take a number of actions that we felt would be necessary to continue to fund the enterprise. These actions included: 1) the development of a more robust business plan, 2) the development of more granular revenue and expense projections, 3) an understanding of the potential for fund raising and grants for the Homestead and 4) the establishment of financial milestones that we could track in 2019 and beyond if the Patton Homestead continued to require additional funding. In 2020, Town Management agreed to demonstrate self-sufficiency within three years; FY23 is the third year of that agreement.

Disruption at the Homestead continued over the past twelve months. Social distancing has precluded expected revenue from rentals, presentations, and

lectures to be generated. The original director hired in 2019 departed the Homestead and was replaced at the end of 2021. The new director, Holly Erickson immediately began to establish positive momentum in scheduling events and advocating for increased usage of the property.

In order to provide a more focused approach to plan for the future of the Patton Homestead, a "Study Group" was recently formed, consisting of representatives from the Select Board, FinCom, Town Management and the Patton Homestead, Inc. The group is charged with following up on the plan developed in March of 2019 and constructing a range of options for stakeholders to consider for the future of the Homestead. This information will be shared with the Select Board and FinCom during multiple meetings before the end of calendar year 2022. In FinCom's view, a decision must be made and presented at next year's Annual Town Meeting.

Whether the Homestead is a financially-viable asset to the town is in doubt. We feel the output from the newly formed Study Group will inform a refreshed point of view and consider alternative options regarding the Patton Homestead. Regardless of what is ultimately done with the property, money needs to be allocated for its continued maintenance and upkeep.

**The Finance and Advisory Committee recommends FAVORABLE ACTION (5-0) on Article 2-9.**

#### **ARTICLE 2022/4 2-10 Stabilization Fund Transfer**

Based on the recommendations of the Finance Department, FINCOM and the BOS, the Town adopted a Financial Reserves policy, the purpose of which is set forth below:

"To help the Town stabilize finances and maintain operations during difficult economic periods, this policy establishes prudent practices for appropriating to expending reserve funds. With well-planned sustainability, Hamilton can use its reserves to finance emergencies and other unforeseen needs, to hold money for specific future purposes, or in limited instances, to serve as revenue sources for the annual budget. Reserve balances and policies can also positively impact the Town's credit rating and consequently its long-term cost to fund major projects."

This Article moves funds from existing Free Cash to the Stabilization Fund in accordance with that policy. As previously established, this fund requires a two-thirds (2/3) majority vote to move funds into, and a two-thirds (2/3) majority of Town Meeting voters to move funds out of the fund. Therefore, this money is protected from being used for anything other than a use favored by a two-thirds (2/3) majority of Town Meeting voters.

The Town's Financial Reserves policy states that the Town will endeavor to annually appropriate a minimum of ½ of 1% (0.5%) of the total General Fund operating revenues to the general stabilization fund until the target minimum of five percent (5%) of general fund operating budget is met. The current fund balance is \$1,811,156, which represents approximately 4.97% of general fund operating budget. The expected request of \$20,000, if approved, represents approximately .55% of General Fund operating revenues and will bring the balance above our target at approximately 5.02% of the FY23 budget. The expected request is anticipated to come from Certified Free Cash that the Town has at its disposal, so it will not impact the tax rate.

**The Finance and Advisory Committee recommends FAVORABLE ACTION (5-0) on Article 2-10.**

**ARTICLE 2022/4 2-11 Community Preservation Budget**

The Community Preservation Budget is funded from a 2% surcharge onto the property tax plus State matching funds. This is noted as a separate line item on your tax bill.

The CPC is charged with providing support to various town projects: historical, open space and community housing. For each fiscal year, the community must spend or reserve at least 10% of the annual revenues in the fund for each of the act's community preservation purposes: community housing, historic preservation, and open space. Annual administrative and operating expense appropriations may not exceed 5% of the year's estimated annual revenues.

**Articles 2-12, 2-13 and 2-14 follow, each dealing with a specific project or transfer.**

This article addresses the following five line items contained in Appendix G to the warrant:

1. Appropriate FY23 Community Preservation Fund Revenues for administrative costs.	\$31,710
2. Appropriate from the Community Preservation Unreserved Fund Balance to fund the debt service for the Sagamore Hill conservation project.	\$107,200
3. Reserve from the Community Preservation Unreserved Fund Balance to the Community Housing Reserve.	\$65,000
4. Reserve from the Community Preservation Unreserved Fund Balance to the Historic Preservation Reserve.	\$65,000
	\$65,000

5. Reserve from the Community Preservation Unreserved Fund Balance to the Open Space and Recreation Reserve.

The CPC budget is limited by the surcharge and State match. Given the amount of CPC spending in prior years, FINCOM encourages the accumulation of reserves for future larger projects.

**The Finance and Advisory Committee recommends FAVORABLE ACTION (5-0) on Article 2-11.**

**ARTICLE 2022/4 2-12 Community Preservation—Patton Park Master Plan**

The Community Preservation Committee (CPC) budget includes a request for \$30,000 to perform a master plan study for the park. The park represents a valuable and beloved asset for the town. Periodically, the town receives certain requests to modify and enhance the park. This study is intended to develop a thoughtful and comprehensive plan for future changes to this centerpiece of our town.

**The Finance and Advisory Committee recommends FAVORABLE ACTION (5-0) on Article 2-12.**

**ARTICLE 2022/4 2-13 Community Preservation – Community House Square**

The purpose of the \$150,000 appropriation from the designated reserve accounts is for the design and construction of a patio and improvements to the grounds of the Community House. These funds combined with a \$75,000 contribution from Wenham's CPC and the "Pave the Way" citizen fundraising campaign will provide support for the \$428,764 total project. The focal point of the plan is a new outdoor public area with seating and other amenities intended to enhance the space and serve as a multigenerational meeting ground and outdoor area.

The Community House has served our town for 100 years with a mission of serving and strengthening the community. These improvements will serve to enhance not only the appearance of the Community House, which is a signature property in the heart of Hamilton, but also provide an upgraded meeting location for visitors to the downtown area and other uses by the public.

**The Finance and Advisory Committee recommends FAVORABLE ACTION (5- 0) on Article 2-13.**

**ARTICLE 2022/4 2-14 Community Preservation – Transfers**

The CPC is charged with providing support to various town projects: historical, open space and community housing. For each fiscal year, the community must

spend or reserve at least 10% of the annual revenues in the fund for each of the act's community preservation purposes: community housing, historic preservation, and open space.

The purpose of this article is to correct the FY21 10% allocation to the respective reserve accounts that were not met due to non-passage of the Town Hall renovation project and revenues that came in over and above projection. The passage of this article will satisfy the FY21 10% minimum threshold reserves required by MGL.

**The Finance and Advisory Committee recommends FAVORABLE ACTION (5- 0) on Article 2-14.**

**ARTICLE 2022/4 3-1 Climate Change Resolution**

This Article purports to seek adoption of a resolution committing Hamilton to pursuing certain goals and practices in mitigation of climate change. While the Finance and Advisory Committee supports this generic concept, we have the responsibility of examining the substantive content of any proposed Warrant Article, soliciting and seeking to understand the views of proponents and objectors, assessing the immediate and longer terms effects, prior to our discussing and voting regarding any recommendation to Town Meeting. In the instant case, we have not been afforded the opportunity to perform such due diligence, including review of the final draft of the proposed resolution, and therefore, at this time, we can make no recommendation, pending further consideration toward the goal of making a recommendation at Town Meeting.

**The Finance and Advisory Committee reserves making a recommendation on Article 3-1 until the time of Town Meeting.**

Respectfully Submitted,

**Hamilton Finance and Advisory Committee**

Christina Schenk-Hargrove, Chair  
Nicholas Tensen, Clerk  
John Pruellage,  
David Wanger  
John McGrath  
Harry Philip, Associate Member





# **HAMILTON MASTER PLAN SURVEY**

This survey will be used to inform the next phases and public information sessions to create the future Master Plan.

**Visit us at the Master Plan table at Town Meeting, Saturday April 2<sup>nd</sup> 9am, and drop off your survey!**

[www.hamiltonma.gov/](http://www.hamiltonma.gov/)

## **Part 1: Information about you and your household**

- |   |           |       |              |                      |     |
|---|-----------|-------|--------------|----------------------|-----|
| 1. How long have you lived in Hamilton?   | 1-5 years | 5-10  | 11-25        | 26-50                | 51+ |
| 2. How old are you?                       | 20-24 yrs | 25-34 | 35-54        | 55-64                | 65+ |
| 3. How many people in your household?     | 1         | 2     | 3            | 4-5                  | 6+  |
| 4. Check all that apply?                  | Own home  | Rent  | Work in Town | Own Business in Town |     |
| 5. Have you attended a Town Meeting (Y/N) |           |       |              |                      |     |

## **Part 2: Living in Hamilton- Quality of Life**

- |  |          |      |                   |      |
|--|----------|------|-------------------|------|
| 1. Rate quality of life in Hamilton:   | Love it! | Good | Needs improvement | Poor |
| 2. Identify Hamilton's biggest challenge: _____  |          |      |                   |      |
| 3. What _____ keeps _____ you _____ in _____ Hamilton?   |          |      |                   |      |
| 4. What attracted you to Hamilton (Rank the following between 1 & 4) 1= Least important 4= Most important<br>Open Space: _____ Character: _____ Schools: _____ Rail connection: _____ Other: _____ |          |      |                   |      |
| 5. Overall quality of Hamilton/Wenham schools:    Excellent    Satisfactory    Unsatisfactory    Unknown   |          |      |                   |      |

## **Part 3: Natural Resources, Open Space and Community Character**

What changes do you support for Hamilton?

- |   |      |      |      |
|---|------|------|------|
| 1. Protecting active recreation areas                             | More | Same | Less |
| 2. Maintaining streets, sidewalks, parks                          | More | Same | Less |
| 3. Parking in downtown  | More | Same | Less |
| 4. Senior Services & Recreation                                   | More | Same | Less |
| 5. Acquiring land for affordable/senior housing                   | More | Same | Less |
| 6. Preserving its built heritage, e.g. historic buildings & sites | More | Same | Less |

## **Part 4: Community Facilities and Services**

What would you support Hamilton doing with the following facilities / services?

- |  |      |      |      |
|--|------|------|------|
| 1. Drinking water supply and quality                         | More | Same | Less |
| 2. Public safety- Staff and facilities                       | More | Same | Less |
| 3. Create/enhance community facilities                       |      |      |      |
| a. Family picnic areas                                       | More | Same | Less |
| b. Ice skating rink  | More | Same | Less |
| c. Recreation Center   | More | Same | Less |
| d. Cultural, Arts, Crafts center                             | More | Same | Less |
| e. Community Buildings/Meeting/Events Spaces                 | More | Same | Less |
| f. Public events across all ages - concerts, festivals, etc. | More | Same | Less |
| a. Other: _____  |      |      |      |

## **Part 5: Transportation & Circulation**

How would you rate the following facilities (Prioritize 1-4 - 1= Least important 4= Most important)?

1. Building sidewalks in residential areas \_\_\_\_\_
2. Creating bicycle lanes on major town thoroughfares \_\_\_\_\_
3. Installing electric car charging stations in the downtown \_\_\_\_\_
4. Providing better circulation for all users on 1A in the Town Center \_\_\_\_\_

#### **Part 6: Economic Development**

How would you allocate tax dollars to the following (Prioritize 1-12 - 1= Least important 12 = Most important)?

1. More Commercial Development in the Downtown \_\_\_\_\_
2. Diversify development with mixed-use occupancies \_\_\_\_\_
3. Maintenance of streets, sidewalks, parks \_\_\_\_\_
4. Parking in downtown \_\_\_\_\_
5. Implement town goals with proactive planning initiatives \_\_\_\_\_

#### **Part 7: Residential Development**

What housing types do you support for Hamilton?

- |                                     |      |      |            |
|-------------------------------------|------|------|------------|
| 1. Single family                    | More | Less | Just Right |
| 2. Two family                       | More | Less | Just Right |
| 3. Multi-family and apartments      | More | Less | Just Right |
| 4. Live/Work                        | More | Less | Just Right |
| 5. Affordable                       | More | Less | Just Right |
| 6. Age restricted                   | More | Less | Just Right |
| 7. Open space cluster housing       | More | Less | Just Right |
| 8. Commercial/residential mixed-use | More | Less | Just Right |

#### **Part 8: Regionalization**

Would you favor regionalizing **any** of these services where savings could be realized?

- |                    |      |      |      |
|--------------------|------|------|------|
| 1. Trash/Waste     | More | Same | Less |
| 2. Fire            | More | Same | Less |
| 3. Police          | More | Same | Less |
| 4. DPW             | More | Same | Less |
| 5. Water Treatment | More | Same | Less |

**Comments welcome:**

**Notes:**

**SEE YOU AT TOWN MEETING ON APRIL 2<sup>ND</sup>!**



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***Please join us***

***Saturday, April 2, 2022***

***ANNUAL TOWN MEETING***

***Hamilton-Wenham Regional High School  
Auditorium***

***9:00 a.m.***

**DEMOCRACY IS NOT A SPECTATOR SPORT**

**Please bring this warrant with you to the Town Meeting. Thank you.**