



WARRANT

For

Annual Town Meeting

April 1, 2023

9:00 a.m.

Hamilton-Wenham Regional High School
Auditorium

Annual Town Election

April 6, 2023

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 first day of April, in the year Two Thousand Twenty-three (April 1, 2023) 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

<p>ARTICLE 2023/4 1-1</p> <p><i>Election of Officers</i></p>	<p>To elect the following Town and School District Officers at the Annual Town Election on Thursday, April 6, 2023 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"><input type="checkbox"/> Town Moderator for one year<input type="checkbox"/> Town Clerk for three years<input type="checkbox"/> One member of the Select Board for three years<input type="checkbox"/> One member of the Board of Assessors for three years<input type="checkbox"/> Two members of the Planning Board for three years<input type="checkbox"/> One member of the Housing Authority for one year (unexpired term)<input type="checkbox"/> One Hamilton-Wenham Public Library Trustee for three years<input type="checkbox"/> Two members of the Hamilton-Wenham Regional School Committee for three years <p>Ballot Question:</p> <p>Shall the Town of Hamilton be allowed to exempt from the provisions of proposition two and one-half, so called, the amounts required to pay the Town's allocable share of the bond issued by the Hamilton-Wenham Regional School District in order to design, construct, reconstruct, make improvements to and equip athletic and recreational facilities located at Hamilton-Wenham Regional High School, 775 Bay Road, Hamilton, MA, including the payment of all costs incidental or related thereto?</p>
<p>ARTICLE 2023/4 1-2</p> <p><i>Reports</i></p>	<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 2022 and be posted to the Town of Hamilton website.</p>
<p>ARTICLE 2023/4 1-3</p>	<p>To see if the Town will consolidate in one consent motion containing the</p>

<p><i>Article for Consent Motion</i></p>	<p>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: ARTICLES 2-1, 2-6, 2-7, 2-8, 2-9, 2-11, 2-12, and 3-2.</p>
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SECTION 2: FINANCIAL ACTIONS

<p>ARTICLE 2023/4 2-1</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 Appendix A to the 2023 Appendix Book.]</p> <p><i>Brief Summary:</i> <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><i>Fiscal Year 2024 Tax Rate Impact:</i> <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><i>The Select Board (5-0) recommends favorable action. The Finance and Advisory Committee (5-0) recommends favorable action.</i></p>
<p>ARTICLE 2023/4 2-2</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 \$1,575.01)</i></p> <p><i>A 4/5 vote is required to approve this article.</i></p> <p><i>Brief Summary:</i> <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, 2022. It is anticipated that currently available funds in the DPW – Consultative Services account and the Finance Department Consultative Services account will be utilized for these appropriations.</i></p> <p><i>Fiscal Year 2024 Tax Rate Impact:</i> <i>Payment of these bills will have no impact on the tax rate.</i></p>

	<p><i>The Select Board (5-0) recommends favorable action. The Finance and Advisory Committee (5-0) recommends favorable action.</i></p>
<p>ARTICLE 2023/4 2-3</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, 2023, or take any action thereon or relative thereto. (<i>Expected requests Town - \$13,904,365 and all educational expenses, including HWRSD and ENSATSD - \$23,396,950</i>)</p> <p>[The proposed budget appears as Appendix B to the 2023 Appendix Book.] [The approved school budget appears as Appendix C to the 2023 Appendix Book.]</p> <p><i>Brief Summary:</i> <i>This article is to approve the general operating budget for the Town and Schools, which totals \$37,301,315. The total FY24 budget represents an increase of 9.09% over FY23. This article does not include the portions of the Town or School budgets that are funded in separate warrant articles.</i></p> <p><i>The HWRSD budget request represents an increase of total school spending by \$902,115-- an increase of 3.91% or \$854,831 for Hamilton. The Hamilton increase includes the adjustment for the enrollment shift.</i></p> <p><i>The ENSATSD budget represents a decrease in total school spending of \$307,458-- a decrease of 2.9% or \$9,154 for Hamilton. This is due to enrollment at ENSATSD dropping from 19 students to 18 students, with modest increases in per-pupil costs, and a slight reduction in debt service.</i></p> <p><i>The Select Board recommends (5-0) favorable action. The Finance and Advisory Committee (5-0) recommends favorable action.</i></p>
<p>ARTICLE 2023/4 2-4</p> <p><i>Capital Expenditures</i></p>	<p>To see if the Town will raise and appropriate, borrow 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 \$1,446,050</i>)</p> <p><i>Brief Summary:</i> <i>This article would provide funds for various projects contained within the Fiscal Year 2024 Capital Projects Plan.</i></p> <p>[Please refer to Appendix D to the 2023 Appendix Book.]</p> <p><i>Fiscal Year 2024 Tax Rate Impact:</i> <i>The request if funded by taxation would represent approximately \$0.61 per \$1,000 assessed valuation, or \$438 tax assessment, on the average home valued at \$713,000. However, it is expected that Free Cash, retained earnings, water enterprise debt (no impact on tax rate) and other available funding sources will be utilized for these appropriations; therefore, this should have no impact on the FY2024 tax rate.</i></p>

	<p><i>The Select Board (5-0) recommends favorable action. The Finance and Advisory Committee (5-0) recommends favorable action.</i></p>
<p>ARTICLE 2023/4 2-5 <i>Fire Engine Purchase</i></p>	<p>To see if the Town will appropriate a sum of money to purchase and equip a new fire truck, and to determine whether this amount shall be raised by transfer from available funds, including but not limited to reserved bond sale premiums, or otherwise provided; or take any action thereon or relative thereto. <i>(Expected request \$760,000)</i></p> <p><i>A 2/3 vote will be required to approve this article if funds are appropriated from the Stabilization Fund.</i></p> <p><i>Brief Summary:</i> <i>This article seeks to appropriate funds to purchase and equip a new fire truck. The proposed funding sources for the fire truck include old capital premiums which have been sitting idle for over 5 years, totaling \$114,569; and \$645,431 from Capital Stabilization Fund. The current value of the Capital Stabilization Fund, \$1,465,840, less \$645,431 in anticipated usage, will need to be replenished by \$258,868 in either FY25 or FY26 budgets to meet the Town’s financial policy of carrying the previous year’s capital depreciation amount. In FY22, that amount was \$1,079,277. This purchase is being made now, because the lead time on a new fire engine is more than two years.</i></p> <p>[Please refer to Appendix E to the 2023 Appendix Book.]</p> <p><i>Fiscal Year 2024 Tax Rate Impact:</i> <i>This article will have no impact on the 2024 tax rate.</i></p> <p><i>The Select Board (5-0) recommends favorable action. The Finance and Advisory Committee (5-0) recommends favorable action.</i></p>
<p>ARTICLE 2023/4 2-6 <i>Water Enterprise Budget</i></p>	<p>To see if the Town will approve the FY2024 Water Enterprise Budget, as set forth in Appendix F, or take any action thereon or relative thereto. <i>(Expected request \$2,285,703)</i></p> <p>[The proposed budget appears as Appendix F to the 2023 Appendix Book.]</p> <p><i>Brief Summary:</i> <i>The FY24 operating budget for the Water Enterprise represents an increase of \$262,829 or 12.99%. Retained earnings were not used to balance the budget this year.</i></p> <p><i>Fiscal Year 2024 Tax Rate Impact:</i> <i>The Water Department is supported by water fees; adoption of the budget will not impact the tax rate.</i></p> <p><i>The Select Board (5-0) recommends favorable action. The Finance and Advisory Committee (5-0) recommends favorable action.</i></p>

<p>ARTICLE 2023/4 2-7</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> <p>A. To transfer \$2,000 from the Cemetery Sale of Lots and Graves Fund to the General Fund to be used for cemetery purposes;</p> <p>B. To transfer \$457,313 from the Water Enterprise Fund to the General Fund to be used for indirect expenses;</p> <p>C. To transfer \$ 2,668.36 from the interest of the Clark Fund to the Conservation Trust fund for conservation related expenses.</p> <p><i>Brief Summary:</i> <i>This article occurs annually as part of the budget process.</i></p> <p><i>Fiscal Year 2024 Tax Rate Impact:</i> <i>The proposed transfers will reduce the estimated tax rate by approximately \$0.19 per \$1,000 assessed valuation, or \$137 tax assessment on the average home valued at \$713,000.</i></p> <p><i>The Select Board (5-0) recommends favorable action. The Finance and Advisory Committee (5-0) recommends favorable action.</i></p>
<p>ARTICLE 2023/4 2-8</p> <p><i>Hamilton Development Corporation</i></p>	<p>To see if the Town will raise and appropriate the sum of \$58,000 to the Hamilton Development Corporation, or take any action thereon or relative thereto. <i>(Expected request is \$58,000)</i></p> <p><i>Brief Summary:</i> <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><i>Fiscal Year 2024 Tax Rate Impact:</i> <i>None. The Meals tax is paid by residents of other towns as well as our own to restaurants and collected by the Commonwealth, per Mass General Law. The amounts collected are returned in their entirety to the Town exclusively for the benefit of downtown economic development and this warrant article transfers those funds to the Hamilton Development Corporation for that purpose.</i></p> <p><i>The Select Board (5-0) recommends favorable action. The Finance and Advisory Committee (5-0) recommends favorable action.</i></p>
<p>ARTICLE 2023/4 2-9</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><i>Brief Summary:</i> <i>This article proposes to appropriate \$125,000 towards the Town’s unfunded liability for health and life insurance benefits of both current 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</i></p>

	<p><i>career. The Town’s most recent actuarial study (as of July 1, 2022) indicated that the Town had an actuarially determined unfunded liability of approximately \$5.6 million. The Town has already set aside approximately \$984,816 for this long-term liability.</i></p> <p><i>Fiscal Year 2024 Tax Rate Impact:</i> <i>The allocation of these funds to the OPEB Trust Fund will increase the estimated tax rate by approximately \$0.05 per \$1,000 assessed valuation, or \$37 tax assessment on the average home valued at \$713,000.</i></p> <p><i>The Select Board (5-0) recommends favorable action. The Finance and Advisory Committee (5-0) recommends favorable action.</i></p>
<p>ARTICLE 2023/4 2-10</p> <p><i>Stabilization Fund</i></p>	<p>To see if the Town will transfer \$57,541 from Free Cash to the General Stabilization Fund, or take any action thereon or relative thereto. (<i>Expected request is \$57,541</i>)</p> <p><i>Brief Summary:</i> <i>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 0.14% of the general fund operating revenues. The Town has already set aside approximately \$1,939,867 for this fund, representing 4.9% of general fund operating revenues.</i></p> <p><i>A 2/3 vote is required to approve this Article pursuant to Chapter II, Section 5 of the Town’s General Bylaws.</i></p> <p><i>Fiscal Year 2024 Tax Rate Impact:</i> <i>None, as it is anticipated that the funds will come from Free Cash.</i></p> <p><i>The Select Board (5-0) recommends favorable action. The Finance and Advisory Committee (5-0) recommends favorable action.</i></p>
<p>ARTICLE 2023/4 2-11</p> <p><i>Revolving Fund Establish Expenditure Limits</i></p>	<p>To see if the Town will vote to establish the annual spending limit for the Recreation and Emergency Dispensing Services and Clinics Revolving Funds as set forth below in accordance with G.L. c.44, §53E ½, with such updated expenditure limit to be applicable for each fiscal year until such time as Town Meeting votes prior to July 1 in any year, to increase the same for the ensuing fiscal year, provided that at the request of the entity authorized to expend such funds the Select Board may increase such limit for that fiscal year only; or take any action thereon or relative thereto.</p> <ul style="list-style-type: none"> A. Recreation Revolving Fund - \$750,000 B. EDS & Clinics Revolving Fund - \$200,000

	<p>Brief Summary: <i>This Article seeks to increase the annual spending limits for the Recreation Revolving Fund and EDS & Clinics Revolving Fund, which are currently set at \$600,000 and \$30,000, respectively. These funds utilize user fees to provide the programming and no tax revenue is used in these funds.</i></p> <p>Fiscal Year 2024 Tax Rate Impact: <i>None.</i></p> <p>The Select Board recommends favorable action (5-0). The Finance and Advisory Committee (5-0) recommends favorable action.</p>
<p>ARTICLE 2023/4 2-12</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 2024 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 Appendix G of the 2023 Appendix Book.]</p> <p>Brief Summary: <i>The Community Preservation Budget supports many requests made by different groups and organizations each year. Please refer to Warrant Appendices for a list of projects.</i></p> <p>Fiscal Year 2024 Tax Rate Impact: <i>The Community Preservation Budget is funded from a 2% surcharge on the property tax, plus State matching funds. This is noted as a separate line item on your tax bill.</i></p> <p>The Select Board recommends favorable action (5-0). The Finance and Advisory Committee (5-0) recommends favorable action. The CPC recommends favorable action (5-0).</p>
<p>ARTICLE 2023/4 2-13</p> <p><i>Community Preservation – School Athletic Fields</i></p>	<p>To see if the Town will vote, pursuant to G.L. c.44B, to appropriate \$800,000 from the Community Preservation Fund Undesignated Reserve Fund Account for the purpose of funding a portion of the design, construction, reconstruction, improvement and equipping of the athletic and recreational facilities located at the Hamilton-Wenham Regional High School, 775 Bay Road, Hamilton, MA, including all incidental and related costs, as set forth in an application on file with the Town Clerk dated December 22, 2022 approved by the Community Preservation Committee on February 16, 2023; provided, however, that the expenditure of said funds shall not be authorized if Town Meeting fails to approve Articles 2023/4 2-14; the Town of Wenham fails to appropriate its share of the costs for said project; or construction of the project fails to commence by April 6, 2025, or take any action thereon or relative thereto.</p> <p>[This project appears in Appendix G of the 2023 Appendix Book.]</p>

	<p>Brief Summary: <i>This article seeks to allocate funds set aside in the Community Preservation Undesignated Reserve Fund Account for the purpose of funding a portion of the costs of the athletic and recreational facilities project. The CPC funds would only be used for the purposes of funding a portion of the site preparation and drainage work and would not be used for the purchase or installation of any artificial turf, as set forth in the application approved by the CPC.</i></p> <p>Fiscal Year 2024 Tax Rate Impact: <i>The Community Preservation Budget is funded from a 2% surcharge on the property tax plus, State matching funds. This is noted as a separate line item on your tax bill.</i></p> <p>The Select Board (5-0) recommends favorable action. The CPC (7-0) recommends favorable action. The Finance and Advisory Committee (5-0) recommends favorable action.</p>
<p>ARTICLE 2023/4 2-14</p> <p><i>School Athletic Fields Project – Approval of Borrowing</i></p>	<p>To see if the Town will vote to approve the debt authorized by the Hamilton-Wenham Regional School Committee in the amount of Fifteen Million Dollars (\$15,000,000) for the purpose of designing, constructing, reconstructing, making improvements to and equipping the athletic and recreational facilities located at Hamilton-Wenham Regional High School, 775 Bay Road, Hamilton, MA, including the payment of all costs incidental or related thereto; provided, however, that the vote taken hereunder shall be expressly contingent upon approval by the voters of the Town at an election to exclude from the limits imposed by Proposition 2 ½, the amounts needed to pay for the Town’s allocated share of the principal and interest on such debt, and that the total amount authorized to be expended by the Regional School District under the Regional School Committee bond authorization and this vote shall be reduced by any grants or gifts received for such purposes, or take any action thereon or relative thereto. <i>(Expected request \$15,000,000.)</i></p> <p><i>A 2/3 vote is required to approve this Article.</i></p> <p>Brief Summary: <i>This article seeks to approve a borrowing voted by the Hamilton Wenham Regional School District Committee for the purpose of funding the costs of athletic and recreational facilities project. The borrowing is contingent upon the passage of a Proposition 2 ½ debt exclusion question on the ballot. The assumption, if all related articles pass in Hamilton and Wenham, is that the actual borrowing will be \$12.1 million before private fundraising.</i></p> <p>Fiscal Year 2024 Tax Rate Impact: <i>This article seeks a future borrowing, which will have no impact on the FY2024 tax rate. However, future years’ tax rates will be dramatically impacted by the amount of borrowing and the town’s allocable share of the School District’s debt service.</i></p> <p>The Select Board will make a recommendation on the Town Meeting floor.</p>

The Finance and Advisory Committee (5-0) recommends unfavorable action.

SECTION 3: OTHER APPROPRIATIONS AND ACTIONS

<p>ARTICLE 2023/4 3-1</p> <p><i>General Bylaws – Amendment to Conservation Bylaw</i></p>	<p>To see if the Town will vote to amend the Chapter XVII of the Town’s General Bylaws, Conservation, by deleting the language shown in strike-through and inserting the language shown in bold, as set forth in Appendix H, or take any action thereon or relative thereto.</p> <p>[The Proposed Conservation Bylaw amendments appear as Appendix H to the 2023 Appendix Book.]</p> <p><i>Brief Summary: This article seeks to amend Chapter XVII of the Town’s General Bylaws as set forth in Appendix H.</i></p> <p><i>Fiscal Year 2024 Tax Rate Impact: None.</i></p> <p><i>The Select Board (4-0-1) recommends favorable action. The Finance and Advisory Committee (5-0) recommends favorable action.</i></p>
<p>ARTICLE 2023/4 3-2</p> <p><i>Senior Property Tax Work-Off Program – Increase Amount of Allowable Reduction</i></p>	<p>To see if the Town will vote pursuant to the last paragraph of G.L. c.59, §5K to allow the maximum reduction of real property taxes for the Senior Tax Work-off Program to be based on 125 volunteer service hours in a given tax year, rather than \$1,500.00, or take any action thereon or relative thereto.</p> <p><i>Brief Summary: This article seeks authorization to increase the maximum reduction of real property taxes allowable under the Senior Property Tax Work-Off Program so that the amount of the reduction would be based on 125 volunteer hours, rather than \$1,500.00.</i></p> <p><i>Fiscal Year 2024 Tax Rate Impact: None.</i></p> <p><i>The Select Board (5-0) recommends favorable action. The Finance and Advisory Committee (5-0) recommends favorable action.</i></p>
<p>ARTICLE 2023/4 3-3</p> <p><i>Citizens’ Petition – Conservation Restriction on Parcels, South Area of Patton Gift</i></p>	<p>To see if the Town will vote to ask the Select Board to create a Conservation Restriction (CR) on 19 acres total, more or less, on three adjacent Town-owned parcels at the southern end of the Patton gift of 2012: the Conservancy, parcel number 27-0006 (632 Asbury Street, 9.09 acres), Patton Wells, parcel number 27-0001 (0 Asbury Street, 3.9 acres), and the southern/westernmost portion of what is commonly referred to as Patton Homestead, parcel 19-0001 (650 Asbury Street, approximately 6.0 acres, the northern boundary of which to be determined by survey, see Map in Appendix I), or take any action thereon or relative thereto.</p>

[The Map referenced above and included with the petitioned article appears as **Appendix I** to the 2023 Appendix Book.]

***Brief Summary:** This would recommend, but not require, the Select Board to place land into Conservation Restriction at the Patton Homestead, which may or may not compromise the operation of the Patton Homestead.*

***Fiscal Year 2024 Tax Rate Impact:** None.*

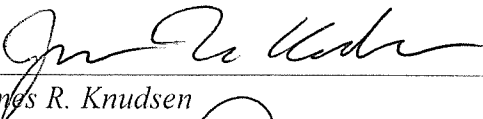
The Select Board (5-0) recommends unfavorable action. The Finance and Advisory Committee (5-0) recommends unfavorable action.

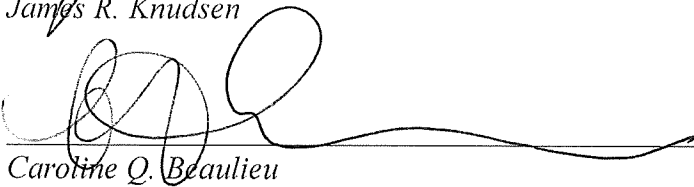
ADJOURNMENT

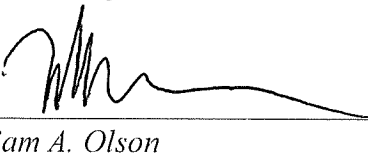
Given under our hands this 6th day of
March, 2023.

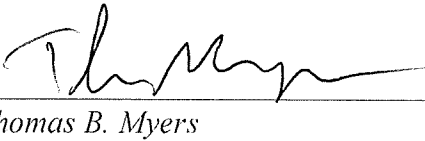
HAMILTON SELECT BOARD


Shawn M. Farrell, Chair


James R. Knudsen

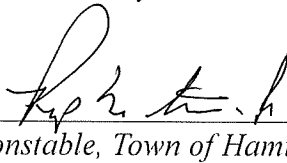

Caroline Q. Beaulieu


William A. Olson


Thomas B. Myers

Hamilton, Massachusetts

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


Constable, Town of Hamilton

3/24/2023
Date

**APPENDIX A
COMPENSATION / CLASSIFICATION TABLE
FISCAL YEAR 2024**

Wage Grid

Note # = See footnote - end of Compensation Table

Exempt Positions										
Note #	Grade	Steps	I	II	III	IV	V	VI	VII	VIII
	22	Director of Public Works (40 Hrs)	120,723.20	123,137.66	125,600.42	128,112.43	130,674.67	133,288.17	135,953.93	138,673.01
2	21	Chief of Fire (40 Hrs)*	110,739.20	112,944.00	115,211.20	117,520.00	119,870.40	122,262.40	124,716.80	127,211.14
2	21	Chief of Police (40 Hrs)*	110,739.20	112,944.00	115,211.20	117,520.00	119,870.40	122,262.40	124,716.80	127,211.14
2	21	Director of Finance (40 Hrs)*	110,739.20	112,944.00	115,211.20	117,520.00	119,870.40	122,262.40	124,716.80	127,211.14
	21	Director of Planning & Development (40 Hrs)	110,739.20	112,944.00	115,211.20	117,520.00	119,870.40	122,262.40	124,716.80	127,211.14
	20	Town Accountant (40 Hrs)	106,516.80	108,647.14	110,820.08	113,036.48	115,297.21	117,603.15	119,955.22	122,354.32
6	18	Human Resources Director (40 Hrs)	94,806.40	96,699.20	98,633.60	100,609.60	102,627.20	104,686.40	106,787.20	108,922.94
6	18	Building Commissioner (40 Hrs)	94,806.40	96,699.20	98,633.60	100,609.60	102,627.20	104,686.40	106,787.20	108,922.94
6	18	Director of Assessors (40 Hrs)	94,806.40	96,699.20	98,633.60	100,609.60	102,627.20	104,686.40	106,787.20	108,922.94
	18	Treasurer-Collector (40 Hrs)	94,806.40	96,699.20	98,633.60	100,609.60	102,627.20	104,686.40	106,787.20	108,922.94
	18	Director of Health & Human Services (24 Hrs)	56,883.84	58,019.52	59,180.16	60,365.76	61,576.32	62,811.84	64,072.32	65,353.77
	17	Recreation Director (40 Hrs)	89,044.80	90,833.60	92,643.20	94,494.40	96,387.20	98,321.60	100,297.60	102,303.55
	16	Town Clerk (Elected - 40 Hrs)	86,403.20	88,129.60	89,897.60	91,686.40	93,516.80	95,388.80	97,302.40	99,248.45
	16	Assistant DPW Director (40Hrs)	86,403.20	88,129.60	89,897.60	91,686.40	93,516.80	95,388.80	97,302.40	99,248.45
	13	Council on Aging Director (40 Hrs)	81,577.60	83,200.00	84,864.00	86,569.60	88,296.00	90,064.00	91,873.60	93,711.07
	10	Patton Homestead Director (25 Hrs)	42,237.00	43,081.74	43,943.37	44,822.24	45,718.69	46,633.06	47,565.72	48,517.04

*Employment contract in lieu of placement on wage grid

Hourly Positions

Grade	Steps	I	II	III	IV	V	VI	VII	VIII	
	Public Health Nurse (19 Hrs)	45.00								
6	11	Sealer of Weights & Measures (<19 Hrs)	34.77	35.47	36.17	36.90	37.64	38.39	39.16	39.94
	10	Asst. to the Town Manager/CPA Coordinator(37.	32.49	33.14	33.80	34.48	35.17	35.87	36.59	37.32
	10	Conservation Coordinator (19 Hrs)	32.49	33.14	33.80	34.48	35.17	35.87	36.59	37.32
7	10	Energy Manager (<19 Hrs)	32.49	33.14	33.80	34.48	35.17	35.87	36.59	37.32
	10	Assistant Treasurer/Collector (40 Hrs)	32.49	33.14	33.80	34.48	35.17	35.87	36.59	37.32
	10	Assistant Assessor (40 Hrs)	32.49	33.14	33.80	34.48	35.17	35.87	36.59	37.32
	8	Fire Equipment Mechanic (<19 Hrs)	28.90	29.48	30.07	30.67	31.28	31.91	32.55	33.20
	8	Reserve Patrolman	28.90	29.48	30.07					
	7	Facilities Maintenance Technician (40 Hrs)	25.70	26.21	26.74	27.27	27.82	28.37	28.94	29.52
	7	Information/Media Specialist (<19 Hrs)	25.70	26.21	26.74	27.27	27.82	28.37	28.94	29.52
	7	Social Services Specialists (<19 Hrs)	25.70	26.21	26.74	27.27	27.82	28.37	28.94	29.52
	7	Emergency Center Dispatcher (P/T)	25.70	26.21	26.74					
	4	Clerk/Typist (<19 Hrs)	17.75	18.11	18.47	18.84	19.21	19.60	19.99	20.39
	4	Custodian (<19 Hrs)	17.75	18.11	18.47	18.84	19.21	19.60	19.99	20.39
		Matron	20.95	22.21	23.54	24.95				

*Positions indicated with an * have been reclassified

Collective Bargaining Unions

Administrative Assistant Union - Hourly Compensation table established by Union Contract.

7/1/22 - (existing agreement expires 6/30/24)									
Grade	Steps	I	II	III	IV	V	VI	VII	VIII
6	Administrative Assistant	25.06	25.56	26.07	26.59	27.12	27.67	28.22	28.78
7	Administrative Assistant	25.96	26.48	27.01	27.55	28.10	28.66	29.24	29.82
8	Administrative Assistant	26.89	27.43	27.98	28.54	29.11	29.69	30.28	30.89

Grades 6, 7 & 8 are based on the Administrative Union Contract wage grid

**APPENDIX A
COMPENSATION / CLASSIFICATION TABLE
FISCAL YEAR 2024**

DPW Union - Hourly Compensation table established by Union Contract.

7/1/21 (existing agreement expires 6/30/24)		I	II	III	IV	V	VI	VII	VIII
Grade	Steps								
9	Foreman	30.36	30.97	31.59	32.22	32.86	33.52	34.19	34.87
9	Mechanic	30.36	30.97	31.59	32.22	32.86	33.52	34.19	34.87
9	Plant Operator-Primary	30.36	30.97	31.59	32.22	32.86	33.52	34.19	34.87
7	Heavy Equipment Operator	25.70	26.21	26.73	27.26	27.81	28.37	28.94	29.52
6	Truck Driver/Laborer	24.83	25.33	25.84	26.36	26.89	27.43	27.98	28.54

Firefighter Union - Hourly Compensation table established by Union Contract.

7/1/22 (existing agreement expires 6/30/24)		I	II	III	IV	V	VI	VII	VIII
Grade	Steps								
	Firefighter/EMT	30.50	31.11	31.74	32.37	33.02	33.68	34.35	35.04
	Senior Firefighter/EMT	30.81	31.43	32.05	32.69	33.35	34.02	34.70	35.39
	Lieutenant/EMT	35.74	36.46	37.18	37.93	38.69	39.46	40.25	41.06
	Captain/EMT	41.88	42.72	43.57	44.44	45.33	46.23	47.16	48.10
	Lieutenant/Fire Prevention/EMT	37.79	38.55	39.32	40.10	40.91	41.72	42.56	43.41
	Captain/Fire Prevention/EMT	43.93	44.80	45.70	46.61	47.55	48.50	49.47	50.46
	On-Call Stipend (per night)	25.00							

Police Union - Hourly Compensation table established by Union Contract.

7/1/22 (existing agreement expires 6/30/24)		I	II	III	IV	V	VI
PATROLMAN ^a							
	Steps						
	Upon completion of years of service	0	1 yrs.	5 yrs.	10 yrs.	15 yrs.	20 yrs.
	Employees Hired Prior to 7/1/2010		3.710%	2.540%	2.380%	2.390%	3.740%
1, 3	W/O College Degree	29.32	30.41	31.18	31.92	32.69	33.91
1, 3	BA/BS	35.19	36.50	37.42	38.31	39.23	40.70
1, 3	MA/MS	36.66	38.02	38.99	39.91	40.87	42.40
	Employees Hired After 7/1/2010		3.71%	2.54%	2.38%	2.39%	3.74%
1, 3	W/O College Degree	29.32	30.41	31.18	31.92	32.69	33.91
1, 3	BA/BS	32.26	33.46	34.31	35.12	35.96	37.31
1, 3	MA/MS	36.66	38.02	38.99	39.91	40.87	42.40

SERGEANT		I	II	III	IV	V	VI
	Steps						
	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	41.52	43.06	44.16	45.21	46.29	48.02
	MA/MS	43.26	44.86	46.00	47.10	48.22	50.03
	Employees Hired After 7/1/2010						
	BA/BS	38.07	39.48	40.48	41.45	42.44	44.02
	MA/MS	43.26	44.86	46.00	47.10	48.22	50.03

**APPENDIX A
COMPENSATION / CLASSIFICATION TABLE
FISCAL YEAR 2024**

	LIEUTENANT					
	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	45.04	46.71	47.90	49.04	50.21	52.09
MA/MS	46.92	48.67	49.90	51.09	52.31	54.27
Employees Hired After 7/1/2010						
BA/BS	41.29	42.82	43.91	44.96	46.03	47.75
MA/MS	46.92	48.67	49.90	51.09	52.31	54.27

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

7/1/21 (existing agreement expires 6/30/24)		I	II	III	IV	V	VI	VII	VIII
Grade	Steps								
7	Dispatcher	25.71	26.22	26.75	27.28	27.83	28.39	28.95	29.53

Other Municipal Positions

Elected/Appointed Positions (MGL 41 s.108 & 108A)	Annual Salary
Town Manager	152,283.35
Finance Director	129,480.00
Chief of Police	169,134.60
Chief of Fire	132,597.94
Police Captain	134,640.00
Deputy Fire Chief	120,000.00
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 Rank	Hourly Wage	5%
Captain	29.31	30.78
Lieutenant	26.96	28.31
Firefighter I & II/EMT	23.43	24.60
Firefighter w/ CPR 1st. Responder	22.97	24.12
On-Call Stipend (per night)	25.00	

Occasional Help	Wage
Registrar of Voters (annually)	400.00
Seasonal Employee (various)	15-26
	CY2023
Poll Worker	15.00
Warden (Elections/Registration)	16.00
Senior Work-Off Program	15.00

Professional Stipends	Annual Amount
Animal Control Officer/Inspector	14,000
Procurement Stipend	7,500
Emergency Manager Stipend (Fire Chief)	5,000
Meeting Stipend	4,380
EMT Certification (Fire)	3,900
HHS Director	3,000
Animal Pick-Up (Deceased)	2,400
Wildlife Officer	2,400
Elections Stipend	2,000
EMT Certification (Police)	1,750
Harbormaster	1,200
Professional Certifications	1,000
Accreditation (Police)	1,000
Call Fire Captain	750
Call Fire Training Officer	500

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 is shared with neighboring communities via IMA
- 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
FY2024 GENERAL FUND PROJECTED BUDGET**

	FY2022 BUDGET	FY2023 BUDGET		FY24 PROPOSAL		FY24 \$ Change	FY24 % Change
GENERAL GOVERNMENT							
<i>122 Selectmen</i>							
Personnel Expenses	42,539.17	43,613.40	\$	44,467	\$	853.47	1.96%
Operating Expenses	3,300.00	4,800.00	\$	4,800	\$	-	0.00%
Total Selectmen	45,839.17	48,413.40	\$	49,267	\$	853.47	1.76%
<i>123 Town Manager</i>							
Personnel Expenses	213,959.38	218,676.18	\$	224,389	\$	5,713.07	2.61%
Operating Expenses	102,484.00	125,275.00	\$	129,817	\$	4,542.00	3.63%
Total Town Manager	316,443.38	343,951.18	\$	354,206	\$	10,255.07	2.98%
<i>132 Fin Com/Reserve</i>							
Expenses	425.00	425.00	\$	425	\$	-	0.00%
Reserve Fund	100,000.00	100,000.00	\$	100,000	\$	-	0.00%
Total Fin Com	100,425.00	100,425.00	\$	100,425	\$	-	0.00%
<i>135 Finance/IT Dept</i>							
Personnel Expenses	225,409.99	236,663.92	\$	236,690	\$	25.68	0.01%
Operating Expenses	197,613.35	245,205.61	\$	260,039	\$	14,833.74	6.05%
Capital Expenses	3,500.00	3,500.00	\$	-	\$	(3,500.00)	-100.00%
Total Finance/IT Dept	426,523.34	485,369.53	\$	496,729	\$	11,359.42	2.34%
<i>141 Assessor</i>							
Personnel Expenses	184,080.02	174,128.40	\$	181,381	\$	7,252.33	4.16%
Operating Expenses	16,091.00	30,645.00	\$	30,645	\$	-	0.00%
Total Assessor	200,171.02	204,773.40	\$	212,026	\$	7,252.33	3.54%
<i>145 Treasurer/Collector</i>							
Personnel Expenses	191,480.20	199,742.00	\$	226,740	\$	26,998.36	13.52%
Operating Expenses	47,750.00	49,150.00	\$	51,700	\$	2,550.00	5.19%
Total Treasurer/Collector	239,230.20	248,892.00	\$	278,440	\$	29,548.36	11.87%
<i>151 Town Counsel</i>							
Retainer	84,000.00	84,000.00	\$	42,000	\$	(42,000.00)	-50.00%
Expenses	42,000.00	42,000.00	\$	84,000	\$	42,000.00	100.00%
Total Town Counsel	126,000.00	126,000.00	\$	126,000	\$	-	0.00%
<i>152 Human Resources</i>							
Personnel Expenses	92,955.20	96,699.20	\$	100,610	\$	3,910.40	4.04%
Operating Expenses	1,808.00	1,808.00	\$	1,808	\$	-	0.00%
Total Human Resources	94,763.20	98,507.20	\$	102,418	\$	3,910.40	3.97%
<i>161 Town Clerk</i>							
Personnel Expenses	127,586.28	141,509.42	\$	152,424	\$	10,914.31	7.71%
Operating Expenses	15,442.00	18,943.00	\$	18,448	\$	(495.00)	-2.61%
Total Town Clerk	143,028.28	160,452.42	\$	170,872	\$	10,419.31	6.49%
<i>162 Elections & Registration</i>							
Personnel Expenses	11,762.80	22,792.70	\$	12,535	\$	(10,257.40)	-45.00%
Operating Expenses	20,570.00	26,209.00	\$	23,350	\$	(2,859.00)	-10.91%
Total Elections & Registration	32,332.80	49,001.70	\$	35,885	\$	(13,116.40)	-26.77%
<i>171 Conservation Commission</i>							
Personnel Expenses	31,844.19	32,292.74	\$	33,595	\$	1,302.45	4.03%
Operating Expenses	1,425.00	2,425.00	\$	2,425	\$	-	0.00%
Total Conservation Commission	33,269.19	34,717.74	\$	36,020	\$	1,302.45	3.75%

**APPENDIX B
FY2024 GENERAL FUND PROJECTED BUDGET**

	FY2022 BUDGET	FY2023 BUDGET	FY24 PROPOSAL	FY24 \$ Change	FY24 % Change
<i>172 Planning</i>					
Personnel Expenses	121,587.55	128,576.99	\$ 131,071	\$ 2,494.34	1.94%
Operating Expenses	4,700.00	5,700.00	\$ 5,700	\$ -	0.00%
Total Planning	126,287.55	134,276.99	\$ 136,771	\$ 2,494.34	1.86%
<i>174 Chebacco Woods</i>					
Operating Expenses	2,500.00	2,500.00	\$ 2,500	\$ -	0.00%
Total Chebacco Woods	2,500.00	2,500.00	\$ 2,500	\$ -	0.00%
<i>192 Facilities</i>					
Personnel Expenses	83,881.09	75,030.99	\$ 75,989	\$ 958.01	1.28%
Operating Expenses	191,506.25	184,451.17	\$ 201,151	\$ 16,700.00	9.05%
Capital Expenses					
Total Facilities	275,387.34	259,482.16	\$ 277,140	\$ 17,658.01	6.81%
Subtotal General Government	2,162,200.47	2,296,762.72	\$ 2,378,699	\$ 81,936.76	3.57%
PUBLIC SAFETY					
<i>210 Police Department</i>					
Personnel Expenses	1,725,238.74	1,735,570.86	\$ 1,943,724	\$ 208,152.98	11.99%
Operating Expenses	124,262.25	132,703.25	\$ 147,988	\$ 15,284.80	11.52%
Capital Expenses	18,980.05	18,980.05	\$ -	\$ (18,980.05)	-100.00%
Total Police Department	1,868,481.04	1,887,254.16	\$ 2,091,712	\$ 204,457.73	10.83%
<i>233 Emergency Report Center</i>					
Personnel Expenses	316,408.12	323,589.00	\$ 335,018	\$ 11,428.72	3.53%
Operating Expenses	46,215.00	46,215.00	\$ 47,515	\$ 1,300.00	2.81%
Capital Expenses	-	-	\$ -	\$ -	
Total Emergency Report Center	362,623.12	369,804.00	\$ 382,533	\$ 12,728.72	3.44%
<i>220 Fire Department</i>					
Personnel Expenses	723,784.41	734,211.28	\$ 915,347	\$ 181,135.65	24.67%
Operating Expenses	103,133.05	109,358.28	\$ 113,852	\$ 4,493.24	4.11%
Capital Expenses	111,702.52	111,702.52	\$ 111,712	\$ 9.00	0.01%
Total Fire Department	938,619.98	955,272.08	\$ 1,140,910	\$ 185,637.89	19.43%
<i>241 Inspectional Services</i>					
Personnel Expenses	187,214.22	197,540.03	\$ 212,571	\$ 15,030.57	7.61%
Operating Expenses	9,050.00	9,050.00	\$ 6,550	\$ (2,500.00)	-27.62%
Assessment	-	-	\$ -	\$ -	
Total Inspectional Services	196,264.22	206,590.03	\$ 219,121	\$ 12,530.57	6.07%
<i>291 Emergency Management</i>					
Personnel Expenses	-	-	\$ -	\$ -	
Operating Expenses	21,100.00	21,100.00	\$ 21,100	\$ -	0.00%
Total Emergency Management	21,100.00	21,100.00	\$ 21,100	\$ -	0.00%
<i>292 Animal Control</i>					
Personnel Expenses	33,930.00	33,930.00	\$ 35,430	\$ 1,500.00	4.42%
Operating Expenses	1,850.00	1,850.00	\$ 1,850	\$ -	0.00%
Total Animal Control	35,780.00	35,780.00	\$ 37,280	\$ 1,500.00	4.19%
<i>919 Street Lights</i>					
Personnel Expenses	-	-	\$ -	\$ -	
Operating Expenses	27,000.00	27,000.00	\$ 29,000	\$ 2,000.00	7.41%
Total Street Lights	27,000.00	27,000.00	\$ 29,000	\$ 2,000.00	7.41%
Subtotal Public Safety	3,449,868.36	3,502,800.27	\$ 3,921,655	\$ 418,854.91	11.96%

**APPENDIX B
FY2024 GENERAL FUND PROJECTED BUDGET**

	FY2022 BUDGET	FY2023 BUDGET		FY24 PROPOSAL		FY24 \$ Change	FY24 % Change
DEPARTMENT OF PUBLIC WORKS							
<i>421 Public Works</i>							
Personnel Expenses	265,163.38	281,366.86	\$	296,936	\$	15,569.19	5.53%
Operating Expenses	27,100.00	27,100.00	\$	27,100	\$	-	0.00%
Total Public Works	292,263.38	308,466.86	\$	324,036	\$	15,569.19	5.05%
<i>422 Highway</i>							
Personnel Expenses	245,103.46	261,710.34	\$	273,288	\$	11,577.34	4.42%
Operating Expenses	155,400.00	215,400.00	\$	221,400	\$	6,000.00	2.79%
Capital Expenses	-	-	\$	-			
Total Highway	400,503.46	477,110.34	\$	494,688	\$	17,577.34	3.68%
<i>423 Snow & Ice</i>							
Personnel Expenses	89,175.00	96,910.00	\$	100,410	\$	3,500.00	3.61%
Operating Expenses	179,250.00	179,250.00	\$	179,250	\$	-	0.00%
Total Snow & Ice	268,425.00	276,160.00	\$	279,660	\$	3,500.00	1.27%
<i>425 Vehicle Maintenance</i>							
Personnel Expenses	64,237.68	89,462.42	\$	94,695	\$	5,232.84	5.85%
Operating Expenses	66,150.00	75,032.47	\$	79,532	\$	4,500.00	6.00%
Total Vehicle Maintenance	130,387.68	164,494.89	\$	174,228	\$	9,732.84	5.92%
<i>429 Cemetery</i>							
Personnel Expenses	90,705.64	153,126.56	\$	155,627	\$	2,500.04	1.63%
Operating Expenses	10,000.00	10,000.00	\$	13,000	\$	3,000.00	30.00%
Total Cemetery	100,705.64	163,126.56	\$	168,627	\$	5,500.04	3.37%
<i>433 Waste, Recycling & Landfill</i>							
Personnel Expenses	5,545.94	5,747.15	\$	5,747	\$	-	0.00%
Operating Expenses	800,980.00	773,980.00	\$	802,190	\$	28,210.00	3.64%
Enterprise Subsidy	-	-	\$	-			
Prior Year Deficit	-	-	\$	-			
Total Waste, Recycling & Landfill	806,525.94	779,727.15	\$	807,937	\$	28,210.00	3.62%
<i>650 Parks & Fields</i>							
Personnel Expenses	72,922.10	75,440.14	\$	76,660	\$	1,220.00	1.62%
Operating Expenses	5,150.00	5,150.00	\$	5,150	\$	-	0.00%
Capital Expenses	-	-		-			
Total Parks & Fields	78,072.10	80,590.14	\$	81,810	\$	1,220.00	1.51%
<i>651 HWRSD Fields & Grounds</i>							
Personnel Expenses	-	-		-			
Operating Expenses	-	-		-			
Total HWRSD Fields & Grounds	-	-		-			
Subtotal Public Works	2,076,883.20	2,249,675.94	\$	2,330,985	\$	81,309.41	3.61%
HEALTH & HUMAN SERVICES							
<i>511 Public Health Dept</i>							
Personnel Expenses	125,090.12	129,190.34	\$	139,538	\$	10,347.51	8.01%
Operating Expenses	32,110.00	41,000.00	\$	43,050	\$	2,050.00	5.00%
Total Public Health Dept	157,200.12	170,190.34	\$	182,588	\$	12,397.51	7.28%
<i>541 Council on Aging</i>							
Personnel Expenses	90,070.49	92,579.66	\$	109,404	\$	16,824.24	18.17%
Operating Expenses	29,361.16	25,700.00	\$	25,950	\$	250.00	0.97%
Total Council on Aging	119,431.65	118,279.66	\$	135,354	\$	17,074.24	14.44%
<i>543 Veterans Benefits</i>							

**APPENDIX B
FY2024 GENERAL FUND PROJECTED BUDGET**

	FY2022 BUDGET	FY2023 BUDGET	FY24 PROPOSAL	FY24 \$ Change	FY24 % Change
Operating Expenses	35,000.00	35,000.00	\$ 35,000	\$ -	0.00%
Administration Fee	15,000.00	15,000.00	\$ 17,250	\$ 2,250.00	15.00%
<i>Total Veterans Benefits</i>	50,000.00	50,000.00	\$ 52,250	\$ 2,250.00	4.50%
Subtotal Health & Human Services	326,631.77	338,470.00	\$ 370,192	\$ 31,721.75	9.37%
CULTURE & RECREATION					
<i>610 Library</i>					
Assessment	823,895.09	864,320.00	\$ 890,250	\$ 25,929.60	3.00%
Indirect Costs	27,095.47	29,805.02	\$ 29,805	\$ (0.00)	0.00%
State contribution	12,929.70	14,222.67	\$ 14,223	\$ -	0.00%
<i>Total Library</i>	863,920.26	908,347.69	\$ 934,277	\$ 25,929.60	2.85%
<i>630 Recreation</i>					
Personnel Expenses	142,297.98	146,949.43	\$ 203,432	\$ 56,482.07	38.44%
Operating Expenses	24,150.00	26,950.00	\$ 20,150	\$ (6,800.00)	-25.23%
<i>Total Recreation</i>	166,447.98	173,899.43	\$ 223,582	\$ 49,682.07	28.57%
Subtotal Culture & Recreation	1,030,368.24	1,082,247.12	\$ 1,157,859	\$ 75,611.67	6.99%
UNCLASSIFIED					
148 Salary Reserve	54,854.85	111,295.85	\$ 84,447	\$ (26,848.62)	-24.12%
149 Capital Spending	338,638.00	550,905.00	\$ 2,206,050	\$ 1,655,145.00	300.44%
692 Celebrations	12,950.00	12,950.00	\$ 12,950	\$ -	0.00%
722 Debt Service	714,418.77	591,661.00	\$ 737,937	\$ 146,276.00	24.72%
820 State Assessments	252,384.68	259,551.74	\$ 249,569	\$ (9,82.80)	-3.85%
911 Retirement	1,183,676.00	1,253,377.00	\$ 1,232,873	\$ (20,504.00)	-1.64%
913 Unemployment	47,640.00	50,000.00	\$ 50,000	\$ -	0.00%
914 Health & Life Insurance	986,004.00	945,704.81	\$ 980,872	\$ 35,167.27	3.72%
916 Other Insurance	272,216.00	304,591.40	\$ 316,421	\$ 11,829.74	3.88%
917 Medicare Tax	79,904.77	79,904.77	\$ 79,905	\$ -	0.00%
992 Transfer to Special Revenue	-	75,000.00	\$ -	\$ (75,000.00)	-100.00%
996 Transfer to OPEB	125,000.00	125,000.00	\$ 125,000	\$ -	0.00%
996 Transfer to Stabilization	346,035.87	20,000.00	\$ 57,541	\$ 37,541.00	187.71%
997 Transfer to Agency - HDC	66,051.00	55,000.00	\$ 58,000	\$ 3,000.00	5.45%
Subtotal Unclassified	4,479,773.94	4,434,941.57	\$ 6,191,565	\$ 1,756,623.59	39.61%
SCHOOLS					
<i>300 Schools</i>					
HWRSD Assessment	21,131,336.00	21,839,706.00	\$ 22,694,537	\$ 854,831.00	3.91%
ENSATSD Assessment	259,623.00	281,806.00	\$ 280,883	\$ (923.00)	-0.33%
HWRSD Debt Service	370,848.00	373,885.00	\$ 394,955	\$ 21,070.00	5.64%
ENSATSD Debt Service	25,546.00	34,806.00	\$ 26,575	\$ (8,231.00)	-23.65%
Total Schools	21,787,353.00	22,530,203.00	\$ 23,396,950	\$ 866,747.00	3.85%
TOTAL GENERAL FUND	35,313,078.98	36,435,100.62	\$ 39,747,906	\$ 3,312,805.09	9.09%

APPENDIX B1
Town Debt Service (excluding CPA and Water) for Fiscal Year 2024

	FY2021					
<u>DEBT SERVICE</u>	Actual	FY2022 Budget	FY23 Budget	FY24 Budget	\$ Change	% Change
<i>Interest/Issuance Costs</i>						
Public Safety Bldg	44,200	33,000	21,800	13,450	(8,350)	-38.3%
ESCO	-	-	-	-	-	-
Library	-	-	-	-	-	-
Water (Town)	-	-	-	-	-	-
Ladder/Pumper Truck	15,400	13,300	10,500	7,700	(2,800)	-26.7%
Landfill Capping	25,458	22,908	19,508	16,108	(3,400)	-17.4%
Landfill Closure	1,400	700	-	-	-	-
Chebacco Road Paving	31,171	27,920	27,920	21,420	(6,500)	-23.3%
Town Hall Project	-	68,000	-	-	-	-
Short-term (bond anticipation notes)	16,371	13,591	11,933	16,326	4,393	36.8%
Total Interest/Issuance Costs	\$ 134,000	\$ 179,419	\$ 91,661	\$ 75,004	\$ (16,657)	-12.4%
<i>Principal</i>						
Public Safety Bldg	280,000	280,000	280,000	275,000	(5,000)	-1.8%
ESCO	-	-	-	-	-	-
Library	-	-	-	-	-	-
Water (Town)	-	-	-	-	-	-
Ladder/Pumper Truck	70,000	70,000	70,000	70,000	-	0.0%
Landfill Capping	85,000	85,000	85,000	85,000	-	0.0%
Landfill Closure	35,000	35,000	-	-	-	0.0%
Chebacco Road Paving	65,000	65,000	65,000	65,000	-	0.0%
Short-term (bond anticipation notes)	-	-	-	156,000	156,000	100.0%
Total Principal	\$ 535,000	\$ 535,000	\$ 500,000	\$ 651,000	\$ 151,000	30.2%
TOTAL DEBT SERVICE (EXCLUDING SCHOOL DEBT)	\$ 669,000	\$ 714,419	\$ 591,661	\$ 726,004	\$ 134,343	14.4%
<i>School Debt (Principal & Interest)</i>						
Middle/High School	-	-	-	-	-	-
Cutler Roof/Other	81,709	80,614	83,172	82,229	2,558	3.1%
Buker & Winthrop Boilers & Windows	76,824	76,297	76,191	75,888	(106)	-0.1%
Winthrop School Fire Suppression	95,792	84,331	84,569	92,879	238	0.2%
FY21 Capital Projects	-	129,606	129,953	143,959	347	-
ENSATSD	23,634	25,546	34,806	26,575	9,260	39.2%
Short-term (bond anticipation notes)	9,579	-	-	-	-	0.0%
Total School Debt	\$ 287,538	\$ 396,394	\$ 408,691	\$ 421,530	\$ 12,839	3.1%
TOTAL DEBT SERVICE	\$ 956,538	\$ 1,110,813	\$ 1,000,352	\$ 1,147,534	\$ 147,182	14.7%

Appendix C

Hamilton Wenham Regional School District

FY 2024 Budget



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

Superintendent's FY24 Updated Budget Request
Combined Operating & Debt Service Town Assessments
As of January 19, 2023

	FY23	FY24	Increase \$	Increase %
<u>Hamilton</u>				
Operating Budget After Offsets and Revenue Sources	\$ 21,839,706	\$ 22,694,537	\$ 854,831	3.91%
Debt Service	\$ 373,885	\$ 394,954	\$ 21,069	5.64%
Hamilton Combined Total	\$ 22,213,591	\$ 23,089,491	\$ 875,899	3.94%
<u>Wenham</u>				
Operating Budget After Offsets and Revenue Sources	\$ 11,554,340	\$ 11,576,887	\$ 22,547	0.20%
Debt Service	\$ 197,805	\$ 201,473	\$ 3,668	1.85%
Wenham Combined Total	\$ 11,752,145	\$ 11,778,360	\$ 26,215	0.22%
<u>Total</u>				
Operating Budget After Offsets and Revenue Sources	\$ 33,394,046	\$ 34,271,424	\$ 877,378	2.63%
Debt Service	\$ 571,690	\$ 596,427	\$ 24,737	4.33%
Combined Assessment	\$ 33,965,736	\$ 34,867,851	\$ 902,115	2.66%

FY24 Updated Operating Budget Calculation

General Fund Operating Overview									
	FY20 ACT	FY21 BUD	FY21 ACT	FY22 BUD	FY22 ACT	FY23 BUD	FY24 BUD	\$ Difference	%
Operating Expense - Gross, before offsets & Overlays	\$ 35,372,286	\$ 37,023,572	\$ 34,181,172	\$ 38,738,975	\$ 36,461,481	\$ 42,859,392	\$ 44,071,344	\$ 1,211,952	2.83%

Operating Offsets									
	FY20 ACT	FY21 BUD	FY21 ACT	FY22 BUD	FY22 ACT	FY23 BUD	FY24 BUD	\$ Difference	%
<i>Recurring Offsets</i>									
School Choice	\$ 385,000	\$ 476,360	\$ 350,819	\$ 399,500	\$ 505,621	\$ 385,000	\$ 365,000	\$ (20,000)	-5.19%
Preschool Tuition	\$ 94,445	\$ 95,607	\$ 6,716	\$ 75,740	\$ 44,259	\$ 84,407	\$ 87,960	\$ 3,553	4.21%
Facilities Rental	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	\$ -	0.00%
Special Ed Grants	\$ 406,287	\$ 366,747	\$ 379,595	\$ 392,747	\$ 442,977	\$ 470,095	\$ 470,095	\$ -	0.00%
ESSER Grants	\$ -	\$ -	\$ -	\$ -	\$ 135,839	\$ 147,226	\$ -	\$ (147,226)	-100.00%
Title I	\$ -	\$ -	\$ -	\$ -	\$ 66,360	\$ 65,522	\$ 65,522	\$ -	0.00%
Circuit Breaker Offset	\$ 1,102,223	\$ 776,000	\$ 377,745	\$ 934,096	\$ 1,177,434	\$ 1,038,894	\$ 1,224,339	\$ 185,445	17.85%
Regional Transportation Revolving Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 425,000	\$ 425,000	#DIV/0!
Total Offsets	\$ 1,987,955	\$ 1,716,714	\$ 1,114,875	\$ 1,804,083	\$ 2,374,490	\$ 2,193,144	\$ 2,639,916	\$ 446,772	20.37%

General Fund After Offsets									
	FY20 ACT	FY21 BUD	FY21 ACT	FY22 BUD	FY22 ACT	FY23 BUD	FY24 BUD	\$ Difference	%
Operating Expense - Gross, after offsets & Overlays	\$ 33,384,331	\$ 35,306,858	\$ 33,066,297	\$ 36,934,892	\$ 34,086,991	\$ 40,666,248	\$ 41,431,428	\$ 765,180	1.88%

Operating Funding Sources									
	FY20 ACT	FY21 BUD	FY21 ACT	FY22 BUD	FY22 ACT	FY23 BUD	FY24 BUD	\$ Difference	%
<i>Revenues</i>									
Chapter 70-Base Aid	\$ 3,714,665	\$ 2,969,125	\$ 3,742,189	\$ 3,715,561	\$ 3,791,389	\$ 3,742,189	\$ 3,889,489	\$ 147,300	3.94%
State Transportation	\$ 385,868	\$ 332,124	\$ 332,124	\$ 372,065	\$ 373,446	\$ 382,323	\$ -	\$ (382,323)	-100.00%
Charter School Reimbursement	\$ 1,542	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Medicaid Reimbursement	\$ 88,455	\$ 95,000	\$ 59,064	\$ 45,000	\$ 244,998	\$ 45,000	\$ 95,000	\$ 50,000	111.11%
Interest Income	\$ 19,661	\$ 18,000	\$ 3,070	\$ 10,000	\$ 1,982	\$ 3,070	\$ 3,070	\$ -	0.00%
Prior Year Unexpended Encumbrances	\$ 26,108	\$ -	\$ 144,178	\$ -	\$ 102,635	\$ -	\$ -	\$ -	#DIV/0!
Other Income	\$ 3,372	\$ -	\$ 44,108	\$ -	\$ 33,281	\$ -	\$ -	\$ -	#DIV/0!
Total Revenues	\$ 4,239,671	\$ 3,414,249	\$ 4,324,732	\$ 4,142,627	\$ 4,547,730	\$ 4,172,582	\$ 3,987,559	\$ (185,023)	-4.43%
<i>Transfers In From Other Funds</i>									
Excess and Deficiency Offset by Expenses	\$ 147,396	\$ 217,329	\$ 217,329	\$ -	\$ -	\$ 2,325,000	\$ 2,399,382	\$ 74,382	3.20%
Excess and Deficiency Returned	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 774,620	\$ 773,064	\$ (1,556)	-0.20%
Total Transfers	\$ 147,396	\$ 217,329	\$ 217,329	\$ -	\$ -	\$ 3,099,620	\$ 3,172,446	\$ 72,826	2.35%
Total Funding Sources	\$ 4,387,067	\$ 3,631,578	\$ 4,542,061	\$ 4,142,627	\$ 4,547,730	\$ 7,272,202	\$ 7,160,005	\$ (112,197)	-1.54%

NET OPERATING BUDGET	\$ 28,997,264	\$ 31,675,280	\$ 28,524,236	\$ 32,792,265	\$ 29,539,262	\$ 33,394,046	\$ 34,271,424	\$ 877,378	2.63%
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Calculation of Individual Town Assessments									
	FY20 ACT	FY21 BUD	FY21 ACT	FY22 BUD	FY22 ACT	FY23 BUD	FY24 BUD	\$ Difference	%
Town of Hamilton									
Capital Debt Assessment "Shift"		\$ 20,227,834		\$ 21,131,336		\$ 21,839,706	\$ 22,694,537		
Net Operating Assessment	\$ 18,686,426 64.05%	\$ 20,227,834 63.86%	\$ 20,227,834 63.86%	\$ 21,131,336 64.44%	\$ 21,131,336 64.44%	\$ 21,839,706 65.40%	\$ 22,694,537 66.22%	\$ 854,831	3.91%
Town of Wenham									
Capital Debt Assessment "Shift"		\$ 11,447,446		\$ 11,660,930		\$ 11,554,340	\$ 11,576,887		
Net Operating Assessment	\$ 10,488,321 35.95%	\$ 11,447,446 36.14%	\$ 11,447,446 36.14%	\$ 11,660,930 35.56%	\$ 11,660,930 35.56%	\$ 11,554,340 34.60%	\$ 11,576,887 33.78%	\$ 22,547	0.20%

FY24 Updated Debt Service Budget Calculation

FY24 Debt Service Assessment Summary

				66.22%	33.78%
	Principal	Interest	Total	Hamilton Share	Wenham Share
Cutler Roof & Summer 2013 Projects	\$ 100,000	\$ 24,175	\$ 124,175	\$ 82,229	\$ 41,946
Buker Boiler & Winthrop Boiler/Glass	\$ 95,000	\$ 19,600	\$ 114,600	\$ 75,888	\$ 38,712
Winthrop Sprinkler System	\$ 125,000	\$ 15,258	\$ 140,258	\$ 92,879	\$ 47,379
FY21 Capital Projects	\$ 191,600	\$ 25,794	\$ 217,394	\$ 143,959	\$ 73,436
Cutler Feasibility Study	\$ -	\$ -	\$ -	\$ -	\$ -
Net Assessment			\$ 596,427	\$ 394,954	\$ 201,473

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

Change FY23 to FY24

	Principal	Interest	Total	Hamilton Share	Wenham Share
Cutler Roof & Summer 2013 Projects	\$ -	\$ (3,000)	\$ (3,000)	\$ (944)	\$ (2,056)
Buker Boiler & Winthrop Boiler/Glass	\$ -	\$ (1,900)	\$ (1,900)	\$ (303)	\$ (1,597)
Winthrop Sprinkler System	\$ -	\$ 10,947	\$ 10,947	\$ 8,310	\$ 2,638
FY21 Capital Projects	\$ -	\$ 18,690	\$ 18,690	\$ 14,006	\$ 4,684
Cutler Feasibility Study	\$ -	\$ -	\$ -	\$ -	\$ -
Net Assessment			\$ 24,737	\$ 21,069	\$ 3,668

Summary by DESE Category	FY19 Actuals		FY20 Actuals		FY21 Budget		FY21 Actuals		FY22 Budget		FY22 Actuals		FY23 Budget		FY24 Budget		Change FY23 \$		To FY24 %	
Administration	\$ 1,097,981	\$ 992,140	\$ 1,229,833	\$ 1,063,926	7.47	\$ 1,383,565	7.84	\$ 1,462,438	8.04	\$ 1,564,488	8.04	\$ 1,564,488	\$ 102,050	6.98%						
Instructional Leadership	\$ 3,027,285	\$ 2,954,380	\$ 2,571,133	\$ 2,344,429	26.27	\$ 2,618,506	26.25	\$ 2,761,992	25.73	\$ 2,721,311	25.73	\$ 2,721,311	\$ (40,681)	-1.47%						
Teachers	\$ 12,240,941	\$ 12,805,737	\$ 12,973,972	\$ 12,679,496	153.70	\$ 13,183,707	157.60	\$ 13,931,127	153.60	\$ 14,065,389	153.60	\$ 14,065,389	\$ 134,262	0.96%						
Other Teaching Services	\$ 2,532,491	\$ 2,482,888	\$ 2,796,326	\$ 2,631,831	68.08	\$ 3,014,610	73.85	\$ 3,278,704	67.98	\$ 3,175,103	67.98	\$ 3,175,103	\$ (103,601)	-3.16%						
Professional Development	\$ 171,951	\$ 138,886	\$ 262,196	\$ 129,123	3.60	\$ 636,021	3.50	\$ 640,177	3.50	\$ 629,362	3.50	\$ 629,362	\$ (10,815)	-1.69%						
Inst. Materials, Equip., & Technology	\$ 870,461	\$ 685,373	\$ 872,397	\$ 746,209	-	\$ 854,757	-	\$ 961,543	-	\$ 847,106	-	\$ 847,106	\$ (114,438)	-11.90%						
Guidance, Counseling, Testing	\$ 1,118,011	\$ 1,126,908	\$ 1,141,839	\$ 1,095,612	13.78	\$ 1,147,345	16.78	\$ 1,481,901	15.78	\$ 1,459,404	15.78	\$ 1,459,404	\$ (22,496)	-1.52%						
Pupil Services	\$ 2,343,752	\$ 2,473,423	\$ 2,728,507	\$ 2,287,046	8.97	\$ 2,864,857	9.74	\$ 3,035,501	9.25	\$ 3,609,330	9.25	\$ 3,609,330	\$ 573,829	18.90%						
Operations & Maintenance	\$ 2,221,673	\$ 2,071,927	\$ 2,285,561	\$ 2,207,181	16.25	\$ 2,366,101	16.25	\$ 2,900,639	16.25	\$ 2,848,878	16.25	\$ 2,848,878	\$ (51,761)	-1.78%						
Benefits & Fixed Charges	\$ 4,206,515	\$ 4,534,453	\$ 5,399,815	\$ 4,806,832	0.86	\$ 5,927,024	0.86	\$ 8,146,280	0.86	\$ 6,282,809	0.86	\$ 6,282,809	\$ (1,863,472)	-22.88%						
Capital & Fixed Assets Improvements	-	-	-	-	-	-	-	-	-	-	-	-	\$ 2,273,287	#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	-	\$ 4,594,877	-	\$ 4,594,877	\$ 335,787	7.88%						
Grand Total	\$ 33,330,038	\$ 35,372,286	\$ 37,023,572	\$ 34,181,172	298.98	\$ 38,738,975	312.67	\$ 42,859,392	300.99	\$ 44,071,344	300.99	\$ 44,071,344	\$ 1,211,952	2.83%						

Summary By Site & Support Program	FY19 Actual		FY20 Actuals		FY21 Budget		FY21 Actuals		FY22 Budget		FY22 Actuals		FY23 Budget		FY24 Budget		Change FY23 \$		To FY24 %	
Baker Elementary School	\$ 2,220,140	\$ 2,287,290	\$ 2,389,099	\$ 2,279,142	31.62	\$ 2,889,099	31.62	\$ 2,467,205	36.07	\$ 2,645,753	36.07	\$ 2,645,753	\$ 222,448	8.41%						
Cutler Elementary School	\$ 2,730,842	\$ 2,759,824	\$ 2,881,852	\$ 2,711,678	41.39	\$ 2,890,214	41.39	\$ 2,737,552	41.54	\$ 2,906,665	40.68	\$ 2,906,665	\$ 201,024	6.92%						
Winthrop Elementary School	\$ 4,384,171	\$ 4,413,413	\$ 4,377,685	\$ 3,558,534	56.91	\$ 3,797,685	60.13	\$ 3,866,855	62.84	\$ 4,204,907	59.14	\$ 4,204,907	\$ 1,004	0.02%						
Miles River Middle School	\$ 6,164,288	\$ 6,183,131	\$ 6,480,866	\$ 6,065,656	71.18	\$ 6,480,866	71.18	\$ 6,493,942	73.48	\$ 6,872,307	69.68	\$ 6,872,307	\$ (52,490)	-0.99%						
Regional High School	\$ 500,785	\$ 424,499	\$ 452,152	\$ 343,450	1.75	\$ 452,152	1.75	\$ 425,795	1.75	\$ 529,967	1.75	\$ 529,967	\$ (6,674)	-1.01%						
Athletics	\$ 2,843,761	\$ 2,863,786	\$ 3,014,550	\$ 2,912,579	12.65	\$ 3,516,031	12.65	\$ 3,105,997	13.26	\$ 3,749,943	13.76	\$ 3,749,943	\$ 64,846	12.24%						
Central Office	\$ 694,292	\$ 571,160	\$ 441,860	\$ 431,792	3.25	\$ 516,208	3.25	\$ 598,871	3.25	\$ 906,614	3.25	\$ 906,614	\$ 222,850	5.94%						
District Operations & Maintenance	\$ 4,206,515	\$ 4,534,453	\$ 5,399,815	\$ 4,806,832	0.86	\$ 5,927,024	0.86	\$ 4,918,405	0.86	\$ 6,282,809	0.86	\$ 6,282,809	\$ (1,863,472)	-22.88%						
Benefits & Fixed Charges	-	-	-	-	-	-	-	-	-	-	-	-	\$ 2,273,287	#DIV/0!						
Capital & Fixed Assets	\$ 5,284,501	\$ 6,816,632	\$ 6,840,620	\$ 5,814,049	13.44	\$ 6,877,781	13.44	\$ 5,762,244	14.04	\$ 6,565,714	12.44	\$ 6,565,714	\$ 562,969	8.57%						
Special Education	\$ 866,264	\$ 889,864	\$ 874,629	\$ 855,794	6.00	\$ 874,629	6.00	\$ 855,794	7.00	\$ 1,032,926	7.00	\$ 1,032,926	\$ (92,108)	-8.92%						
Technology	\$ 33,330,038	\$ 35,372,286	\$ 37,023,572	\$ 34,181,172	298.98	\$ 38,738,975	312.67	\$ 42,859,392	300.99	\$ 44,071,344	300.99	\$ 44,071,344	\$ 1,211,952	2.83%						
District Totals	\$ 33,330,038	\$ 35,372,286	\$ 37,023,572	\$ 34,181,172	298.98	\$ 38,738,975	312.67	\$ 42,859,392	300.99	\$ 44,071,344	300.99	\$ 44,071,344	\$ 1,211,952	2.83%						

Appendix D

FY24 Capital Plan - Summary

Project:	Suggested Funding Source/\$ Amount						Total
	Cost	Free Cash	ARPA	Capital Stabilization	Debt	Retained Earnings	
DPW Sander	\$ 215,000	\$ 215,000					\$ 215,000
Radio Upgrade	\$ 70,000	\$ 70,000					\$ 70,000
Roads/Sidewalks Upgrades	\$ 250,000		\$ 250,000				\$ 250,000
Fuel Station	\$ 395,000	\$ 395,000					\$ 395,000
DPW Garage Doors	\$ 75,000	\$ 75,000					\$ 75,000
Patton Master Plan - Phase I	\$ 100,000		\$ 100,000				\$ 100,000
Library HVAC	\$ 200,000	\$ 200,000					\$ 200,000
Library Security	\$ 13,050	\$ 13,050					\$ 13,050
HPD Cruiser	\$ 70,000	\$ 70,000					\$ 70,000
Fire Engine*	\$ 760,000			\$ 645,431			\$ 114,569
ECO Cameras	\$ 58,000	\$ 58,000					\$ 58,000
Water Dept. Utility Truck						\$ 105,000	
Water Phase V Implementation					\$ 500,000		
Water Media					\$ 200,000		
Total by Category		\$ 1,096,050	\$ 350,000	\$ 645,431	\$ 700,000	\$ 105,000	\$ 114,569

Article 2023/4 2-4

Capital Expenditures include funding from Free Cash (\$1,096,050) and ARPA (\$350,000)

= \$1,446,050

Article 2023/4 2-5

Fire Engine Purchase includes funding from Capital Stabilization (\$645,351) and Other – Old Capital (114,569)

= \$ 760,000

Article 2023/4 2-6

Water Dept. Utility Truck (\$105,000), Phase V Implementation (\$500,000), and Media (\$200,000)

= \$ 805,000

Total Capital Plan for FY24

\$3,011,050

Appendix E

Fire Engine Purchase:

Total Fire Truck Cost \$760,000

Funding Sources:

Capital Stabilization Fund*	\$	645,431
Capital Premium Reserve - Public Safety	\$	55,739
Capital Premium Reserve - Essex NS	\$	10,116
<u>Capital Premium Reserve - Various</u>	<u>\$</u>	<u>48,714</u>
	\$	760,000

**Capital Stabilization usage requires 2/3 vote at Town Meeting*

***Any Capital Stabilization usage above \$386,563 will require a payback to required level within 2 years; projected payback is \$258,86*

Appendix F

Water Enterprise Summary

	FY22 Budget	FY23 Budget	FY24 Budget	FY24 \$ Change	FY24 % Change
Permanent Wages	\$ 404,184	\$ 420,112	\$ 427,386	\$ 7,274	1.73%
Contract Services	\$ 195,100	\$ 198,600	\$ 258,100	\$ 59,500	29.96%
Professional Services	\$ 73,500	\$ 75,200	\$ 73,700	\$ (1,500)	-1.99%
Equipment Supplies	\$ 17,650	\$ 21,420	\$ 21,420	\$ (0)	0.00%
Water Supplies	\$ 45,800	\$ 45,800	\$ 50,800	\$ 5,000	10.92%
Misc Expenses	\$ 20,400	\$ 19,900	\$ 19,900	\$ -	0.00%
Debt Service	\$ 801,598	\$ 763,948	\$ 947,084	\$ 183,136	23.97%
Operating Capital	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	0.00%
Indirect Costs	\$ 403,833	\$ 447,893	\$ 457,313	\$ 9,420	2.10%
Prior Year Encumbrance	\$ -	\$ -	\$ -	\$ -	
Total Use of Funds	\$ 1,992,065	\$ 2,022,873	\$ 2,285,703	\$ 262,829	12.99%
Beginning Fund Balance	\$ 724,519	\$ 968,000	\$ 698,627	\$ (269,373)	-27.83%
Net Income/(Loss)	\$ -	\$ -	\$ -	\$ -	
Retained Earnings	-\$ (242,565)	-\$ (269,373)	\$ -	\$ 269,373	-100.00%
Ending Fund Balance	\$ 968,000	\$ 698,627	\$ 698,627	\$ -	0.00%
FB - Reserved for Encumbrances	\$ -	\$ -	\$ -	\$ -	
FB - Reserved for Expenditures	\$ -	\$ -	\$ -	\$ -	
FB - Reserved for Cont Appropriations	\$ -	\$ -	\$ -	\$ -	
Unreserved Fund Balance	-\$ 968,000	-\$ 698,627	-\$ 698,627	\$ -	0.00%
		<i>projected</i>	<i>projected</i>		

Appendix G

FY24 COMMUNITY PRESERVATION COMMITTEE BUDGET

*Total projected FY24 CPA Tax Collected = \$586,313

Article 2023/4 2-14 – Community Preservation Budget

1) Administration - Expense

To appropriate \$29,315.63 of FY24 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 \$105,500 from the Community Preservation 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 \$60,000 from the Community Preservation Fund Balance to the Community Housing Reserve.

4) Historic Preservation - Reserve

To reserve \$60,000 from the Community Preservation Fund Balance to the Historic Preservation Reserve.

Article 2023/4 2-15 – Community Preservation Project – School Athletic Fields Project

5) Open Space and Recreation – Project

To appropriate \$800,000 from the Community Preservation Undesignated Reserve Fund Account for the purpose of funding a portion of the costs of the athletic and recreational facilities project. The CPC funds would only be used for the purposes of funding a portion of the site preparation and drainage work and would not be used for the purchase or installation of any artificial turf, as set forth in the application approved by the CPC.

APPENDIX H

TOWN OF HAMILTON, MASSACHUSETTS GENERAL WETLANDS PROTECTION/CONSERVATION BYLAW

SECTION 1: Purpose

The purpose of this Bylaw is to protect the wetlands, water resources, flood prone areas and adjoining upland areas in the Town of Hamilton by controlling activities deemed by the Hamilton Conservation Commission [hereafter referred to as “the Commission”] as likely to have a significant or cumulative effect on Resource Area values, including but not limited to the following: public or private water supply, groundwater supply, flood control, erosion and sedimentation control, storm damage prevention, water quality, prevention and control of pollution, fisheries, shellfisheries, wildlife habitat, rare species habitat including rare plant and animal species, agriculture, aquaculture, and recreation values, deemed important to the community (collectively, the “resource area values protected by this bylaw”).

This Bylaw is intended to utilize the Home Rule authority of the Town of Hamilton to confer authority on the Commission to adopt its own Regulations so as to protect the resource areas in Hamilton under the Wetlands Protection Act (G.L. Ch. 131 s. 40; "the Act") to a greater degree; to protect additional resource areas beyond the Act recognized by the Town as significant; to protect all resource areas for additional values beyond those recognized in the Act; to impose in local regulations and permits additional standards and procedures stricter than those of the Act and Regulations (310 CMR 10.00), subject, however, to the rights and benefits accorded to agricultural uses and structures of all kinds under the laws of the Commonwealth and other relevant bylaws of the Town of Hamilton.

SECTION 2: Definitions

Terms defined by Massachusetts Constitution Amendments Article XCVII (97); Massachusetts General Laws, Chapter 40 Section 8C and Chapter 131, Section 40 (hereafter referred to as the "Act"), as well as 310 CMR 10.00 Wetlands Regulations are hereby incorporated by reference and made a part hereof, except as otherwise modified by this Hamilton Conservation Bylaw, its promulgated Regulations, and any subsequent amendments. References to government bodies shall be taken as references to those government bodies or to their successors in the relevant governmental role (e.g. references to the USDA Soil Conservation Service currently apply to the US Natural Resources Conservation Service, or to the Department of Environmental Quality Engineering apply to the Department of Environmental Protection.

1. The term "**Alter**" shall include without limitation, the following actions when undertaken in areas subject to this Bylaw:
 - A. changing of pre-existing drainage characteristics, sedimentation patterns, flow patterns or flood retention characteristics;
 - B. placement of fill, excavation or re-grading;
 - C. destruction of vegetation, including cutting and removing of ground cover, shrubs or live or dead trees; without regard to whether such vegetation might be defined as invasive.

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- D. changing water temperature, biochemical oxygen demand or other physical or chemical characteristics of water, including but not limited to the application of herbicides, pesticides, deicing agents, fertilizers, or oils for insect control;
 - E. any activities, changes or work which pollute or cause displacement of any body of water or groundwater;
 - F. any activities, changes or work which cause alteration of wildlife habitat.
2. The term ***“Associated Upland Resource Area”*** (***“AURA”*** hereafter) means that area of land extending 100 feet horizontally outward from the boundary of any freshwater wetlands, marshes, wet meadows, bogs, swamps, vernal pools, springs, banks, reservoirs, lakes, ponds of any size, and lands under water bodies. The area known as Riverfront and defined at 310 CMR 10.58(2) shall not have an AURA. The AURA is a Resource Area under this Bylaw. The AURA serves to protect the following interests established in Section 1 of this Bylaw, including but not limited to the following: public or private water supply, groundwater supply, flood control, erosion and sedimentation control, storm damage prevention, water quality, prevention and control of pollution, fisheries, shellfisheries, wildlife habitat, rare species habitat including rare plant and animal species, agriculture, aquaculture, and recreation values.
3. The term ***“burden of proof”*** means the applicant shall have the burden of proving by a preponderance of credible evidence that the work proposed in the application taking place anywhere within a resource area (including AURA) shall not have an unacceptable significant and/or cumulative effect upon the wetland values protected by this Bylaw. Failure to provide adequate evidence that the work proposed in the application shall not have an unacceptable significant and/or cumulative effect upon the wetland values protected by this Bylaw shall be sufficient cause for the Commission to deny a permit or grant a permit with conditions.
4. ***Freshwater Wetlands:*** Certain land may not meet the definition of a bordering vegetated wetland under the Act but still provide identified, important wetland functions and values. Such areas are significant to all of the interests of this Bylaw.
- A. The term "freshwater wetland" under this Bylaw shall mean:
An isolated or previously disturbed area that meets the criteria of the currently applicable procedures under 310 CMR 10.00 or meets at least 2 of the following 3 criteria:
 - i. the vegetative community consists of at least 50% wetland plant species (listed as OBL, FACW, FAC by US Fish and Wildlife Service)
 - ii. hydric soils as listed by the US Natural Resources Conservation Service are present
 - iii. hydrology or field indicators of hydrology according to the procedures of the 1987 Federal Method for Wetlands Delineation (US Environmental Protection Agency) are present
 - B. A "freshwater wetland" as described in this bylaw that does not meet the definition of a bordering vegetated wetland under the Act must be a minimum of 1000 sq. ft. in surface area to be protected.
5. ***“Genetically modified seeds, plants or micro-organisms”*** are those organisms primarily used in agriculture which are created through the technique of artificial gene splicing.
6. One ***“growing season”*** is considered the entire period from approximately March 15 to October 15.

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7. The terms "*land subject to storm flowage*" and "*land subject to inundation*" can include vernal pools.
8. The term "*permits*" shall collectively refer to Orders of Conditions and/or Determinations of Applicability.
9. The term "*person*" shall include any individual, group of individuals, association, partnership, corporation, company, business organization, trust, estate, the Commonwealth or political subdivision thereof to the extent subject to Town by-laws, administrative agencies, public or quasi-public corporations or bodies, the Town of Hamilton, and any other legal entity, its legal representatives, agents or assigns. All other terms and definitions shall be understood and applies in the manner set forth in General Laws, Chapter 131, Section 40, in applicable regulations promulgated by the Department of Environmental Protection, and as further defined by the Commission by regulation or amendment."
10. The term "*pond*" shall mean any open body of fresh water, either natural occurring or man-made, with a surface area observed or recorded within the last ten (10) years of at least 5,000 square feet, and which is never without standing water due to natural causes, except during periods of extended drought. For purposes of this definition, extended drought shall mean any period of four (4) or more months during which the average rainfall for each month is 50 % or less of the (10) year average for that same month. Basins or lagoons which are part of waste water treatment plants shall not be considered ponds, nor shall swimming pools or other impervious man-made retention basins.
11. The term "*stream*" shall mean a body of flowing water, including brooks and creeks, which moves in a channel in the ground due to a hydraulic gradient, and which flows within, into, or out of an area subject to protection under the Act or Bylaw. A portion of a stream may flow through a culvert or beneath a bridge. Such a body of running water which does not flow throughout the year (i.e., which is intermittent) is also considered a stream unless it is up-gradient of all freshwater wetlands.
12. **Vernal Pools:** Such areas are presumed to be significant to the 'wildlife' and 'wildlife habitat' interests of this Bylaw. This presumption of significance can exist in the absence of Certification by the MA Division of Fisheries and Wildlife and whether or not the vernal pool is located outside wetlands. The surrounding vegetation and trees are vital to a vernal pool, with the canopy and other plant life eventually providing the dead leaves that spark the energy transfer in the food chain. Bacteria and other organisms feed on the detritus and decomposing organisms add important nutrients to the water. Studies have shown that removal of vegetation or disturbance of these areas, which range from 750 to 1,200 feet from the vernal pool, can wipe out the vernal pool populations. The commission's jurisdiction is limited to the 100 foot AURA surrounding vernal pools. Such areas can be regulated by this Bylaw since these areas protect the public interests identified in this Bylaw. Vernal Pools are defined as follows:
 - A. They are fresh water bodies,
 - B. They contain NO predatory fish populations,
 - C. They are confined depressions that may dry up during the summer,
 - D. They hold water for a minimum of two (2) consecutive months, usually in spring to summer but may include autumn to winter,
 - E. They must contain a minimum of two hundred (200) square feet in surface area as defined by the greatest limit of flooding observed or determined by field indicators of hydrology,

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- F. They must contain evidence of endangered, rare, or threatened wildlife, “species of special concern” or obligate vernal pool breeders; OR they must contain evidence sufficient to meet the criteria listed by the Massachusetts Division of Fisheries and Wildlife’s Natural Heritage and Endangered Species Program.
13. ***“Wetland Resource Areas”, “Resource Areas” or “Wetlands”*** are those areas subject to protection under this Bylaw and Regulations, as stated in this Bylaw.

SECTION 3: Jurisdiction

Except as permitted by the Conservation Commission, and in accordance with the definition of terms contained within this Bylaw, no person shall commence to remove, fill, dredge, build upon, degrade, discharge into, or otherwise alter the following resource areas: any freshwater wetlands, marshes, wet meadows, bogs, swamps, vernal pools, springs, banks (of rivers, streams, brooks and creeks whether perennial or intermittent), reservoirs, lakes, ponds of any size, and lands under water bodies; lands adjoining these resource areas out to a distance of 100 feet, known as the Associated Upland Resource Area (AURA); lands adjoining perennial rivers, streams, brooks and creeks out to a distance of 200 feet as outlined by the Wetlands Protection Act known as the riverfront area; lands subject to flooding or inundation by groundwater or surface water (collectively the “resource areas protected by this bylaw”). Said resource areas shall be protected whether or not they border surface waters.

The areas subject to protection under this Bylaw differ from those protected by the Act in that additional areas are protected by this Bylaw. The additional areas subject to protection under this Bylaw include smaller ponds, vernal pools and certain freshwater wetlands that may not meet the definition of bordering vegetated wetland under the Act and including Associated Upland Resource Areas (AURA’s) as defined herein.

The jurisdiction of this bylaw shall not extend to uses and structures of agriculture that enjoy the rights and privileges of laws and regulations of the Commonwealth governing agriculture, including work performed for normal maintenance or improvement of land in agricultural or aquacultural uses as defined by the Wetlands Protection Act regulations, found at 310 CMR 10.04.

SECTION 4: Exemptions and Exceptions

The applications and permits required by this Bylaw shall not be required for work performed for normal maintenance or improvement of land in agricultural and aquaculture use as defined by the Wetlands Protection Act regulations at 310 CMR 10.04.

The applications and permits required by this bylaw shall not be required for maintaining, repairing, or replacing, but not substantially changing or enlarging, an existing and lawfully located structure or facility used in the service of the public to provide electric, gas, water, telephone, telegraph, or other telecommunication services, provided that written notice has been given to the Conservation Commission prior to commencement of work, and provided that the work conforms to any performance standards and design specifications in regulations adopted by the Commission.

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The applications and permits required by this Bylaw shall not be required for emergency projects necessary for the protection of the health and safety of the public, provided that the work is to be performed by or has been ordered to be performed by an agency of the Commonwealth or a political subdivision thereof; that advance notice, oral or written, has been given to the Commission prior to commencement of the work or within 24 hours after commencement; the Commission or its agent certifies the work as an emergency project; the work is performed only for the time and place certified by the Commission for the limited purposes necessary to abate the emergency; and that within 21 days of commencement a permit application shall be filed with the Commission for review. Upon failure to meet these and other requirements of the commission the Commission may, after notice and a public hearing revoke or modify an emergency project approval and order restoration and mitigation measures.

Other than as stated in this Bylaw, the exceptions provided in the Wetlands Protection Act (G.L. Ch. 131 §40) and regulations thereunder (310 CMR 10.00) shall not apply under this Bylaw.

SECTION 5: Applications and Fees

Written application shall be filed with the Conservation Commission to perform activities affecting resource areas protected by this bylaw. The permit application shall include such information and plans as are deemed necessary by the Commission to describe proposed activities and their effects on the resource areas protected by this bylaw. No activities shall commence without receiving and complying with a permit issued pursuant to this bylaw.

The Commission in an appropriate case may accept as the application and plans under this bylaw any application and plans filed under the Wetlands Protection Act (G.L. Ch. 131 §40) and regulations (310 CMR 10.00), but the Commission is not obliged to do so.

Any person desiring to know whether or not a proposed activity or an area is subject to this bylaw may in writing request a determination from the Commission. Such a Request for Determination of Applicability (RDA) or Abbreviated Notice of Resource Area Delineation (ANRAD) filed under the Act shall include information and plans as are deemed necessary by the Commission.

At the time of an application, the applicant shall pay a filing fee specified in regulations of the Commission. The fee is in addition to that required by the Wetlands Protection Act and regulations. Pursuant to G.L. Ch. 44 §53G and regulations promulgated by the Commission, the Commission may impose reasonable fees upon applicants for the purpose of securing outside consultants including engineers, wetlands scientists, wildlife biologists or other experts in order to aid in the review of proposed projects. Such funds shall be deposited with the town treasurer, who shall create an account specifically for this purpose. Additional consultant fees may be requested where the requisite review is more expensive than originally calculated or where new information requires additional consultant services.

Only costs relating to consultant work done in connection with a project for which a consultant fee has been collected shall be paid from this account, and expenditures may be made at the sole discretion of the Commission. Any consultant hired under this provision shall be selected by, and report exclusively to, the Commission. The Commission shall provide applicants with written notice

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of the selection of a consultant, identifying the consultant, the amount of the fee to be charged to the applicant, and a request for payment of that fee. Notice shall be deemed to have been given on the date it is mailed or delivered. The applicant may withdraw the application or request within five (5) business days of the date notice is given without incurring any costs or expenses.

The entire fee must be received before the initiation of consulting services. Failure by the applicant to pay the requested consultant fee within ten (10) business days of the request for payment shall be cause for the Commission to declare the application administratively incomplete and deny the permit without prejudice. The Commission shall inform the applicant and Department of Environmental Protection (DEP) of such a decision in writing.

The applicant may appeal the selection of an outside consultant to the Selectboard, who may disqualify the consultant only on the grounds that the consultant has a conflict of interest or is not properly qualified. The minimum qualifications shall consist of either an educational degree or three or more years of practice in the field at issue, or a related field. The applicant shall make such an appeal in writing, and must be received within ten (10) business days of the date that request for consultant fees was made by the Commission. Such appeal shall extend the applicable time limits for action upon the application.

SECTION 6: Notice and Hearings

A. Written notice to abutters

Any person filing a permit or other application or RDA or ANRAD or other request with the Commission shall, at the same time, give written notice thereof (by certified mail with return receipt requested or by personal delivery in hand) to all abutters according to the most recent tax records of the assessors, including owners of land directly opposite on any public or private street or way, and abutters to the abutters within 300 feet of the property line of the applicant, including any in another municipality or across a body of water. The applicant shall obtain a certified list of names and addresses of all persons required to be notified from the Hamilton Board of Assessor's Office. The notice shall state a brief description of the project or other proposal and the date of any Commission hearing date. In addition, copies of such notice shall be sent at the time of filing, by certified mail, to the Hamilton Select Board, the Planning Board, and the Hamilton Board of Health.

The notice to abutters shall include a copy of the application or request, with plans, or shall state where copies may be examined and obtained by abutters. An affidavit of the person providing such notice, with a copy of the notice mailed or delivered, shall be filed with the Commission. When a person filing an application is other than the owner, the application, the notice of the hearing, and the determination itself shall be sent to the owner by the person making the request.

B. Public hearings

The Commission shall conduct a public hearing for any person filing a permit or other application or RDA or ANRAD with the Commission, with written notice given at the expense of the applicant, at least five business days prior to the hearing, in a newspaper of general circulation in the Town. The Commission shall commence the public hearing within 21 days from the receipt of a completed permit application, RDA or ANRAD unless an extension is authorized in writing by the applicant.

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The Commission may combine its hearing under this Bylaw with the hearing conducted under the Wetlands Protection Act (M.G.L., Ch. 131, Sec. 40) and regulations (310 CMR 10.00).

The Commission shall have the authority to continue the hearing to a date and time certain announced at the hearing, for reasons stated at the hearing, which may include receipt of additional information offered by the applicant or others, information and plans required of the applicant deemed necessary by the Commission in its discretion, or comments and recommendations of Town boards and officials. In the event the applicant objects to a continuance or postponement, the hearing shall be closed and the Commission shall take action on such information as is available.

The Commission shall issue its permit, other order or determination in writing within 21 days of the close of the public hearing thereon unless an extension is authorized in writing by the applicant.

SECTION 7: Permits and Conditions

A. Project Evaluation

If the Conservation Commission, after a public hearing, determines that the activities which are subject to the permit application, or the land and water uses which will result therefrom, are likely to have a significant individual or cumulative effect on the resource area values protected by this bylaw, the Commission, within 21 days of the close of the hearing, shall issue or deny a permit for the activities requested. The Commission shall take into account the extent to which the applicant has avoided, minimized and mitigated any such effect. The Commission also shall take into account any loss, degradation, isolation, and replacement or replication of such protected resource areas elsewhere in the community and the watershed, resulting from past activities, whether permitted, unpermitted or exempt, and foreseeable future activities.

In the proceedings pursuant to any notice of intent filed with the Conservation Commission, the Commission may require the Applicant to demonstrate that the land development purpose of the project proposed cannot be reasonably met by a project design which can be expected to cause less disruption of wetlands resource area and /or AURA function than the design initially proposed by the Applicant.

B. Resource Area Alteration and Replication

To prevent resource area loss, the Commission shall require applicants to avoid alteration wherever feasible; to minimize alteration; and, where alteration is unavoidable and has been minimized, to provide full mitigation. The Commission may authorize or require replication of wetlands as a form of mitigation, but only with specific plans, professional design, proper safeguards, adequate security, and professional monitoring and reporting to assure success, because of the high likelihood of failure of replication.

The Commission may require a wildlife habitat study of the project area, to be paid for by the applicant, whenever it deems appropriate, regardless the type of resource area or the amount or type of alteration proposed. The decision shall be based upon the Commission's estimation of the importance of the habitat area considering (but not limited to) such factors as proximity to other areas suitable for wildlife, importance of wildlife "corridors" in the area, or actual or possible

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presence of rare plant or animal species in the area. The work shall be performed by an individual who at least meets the qualifications set out in the wildlife habitat section of the Wetlands Protection Act regulations (310 CMR 10.60).

C. AURA

In reviewing activities within the AURA, the Commission shall presume the AURA is important in its own right, and is important to the protection of other resource areas because activities undertaken in close proximity have a high likelihood of adverse impact, either immediately, as a consequence of construction, or over time, as a consequence of daily operation or existence of the activities. These adverse impacts from construction and use can include, without limitation, erosion, siltation, loss of groundwater recharge, poor water quality, and loss of wildlife habitat. Beyond those provided by this Bylaw, the Commission may establish, in its regulations, design specifications, performance standards, and other measures and safeguards, including setbacks, no-disturb areas, no-build areas, and other work limits for protection of such lands, including without limitation strips of continuous, undisturbed vegetative cover, unless the applicant convinces the Commission that the area or part of it may be disturbed without harm to the values protected by this Bylaw.

D. No Disturbance and No-Build Zones

When proposing alterations of land within 100 feet of a wetland, the applicant must overcome a strong presumption of adverse impact on the adjacent wetlands and their functions and values. Within the AURA, the commission will require a no-disturbance zone extending from the edge of all wetland resource areas and a no-build zone extending from the no disturbance zone to a certain distance from the wetlands resource area as determined below. Building construction of any kind is prohibited in the no-building zone. The Commission will also require a 100 Foot No Disturb Zone constituting the entire AURA adjacent to any vernal pool. Building construction means any construction that requires a permit from the building department under the regulations and bylaws of the Town in effect at the time of the filing of the project. This includes, but is not limited to, home construction, porches, decks, additions, and sheds. Driveways and fences may be allowed after a consideration of the interests sought to be protected by this Bylaw.

No construction activity or removal of vegetative cover is allowed in the no-disturbance zone, and, with the exception of contained organic composting areas, there shall be no dumping of leaves, grass clippings, trash or any kind of refuse, within the resource area or the no disturbance zone.

1. The no disturbance zone shall be bounded by the edge of the wetlands resource area and a line 25 feet away from the wetlands resource area; and the no build zone shall extend from the no disturbance zone to a line 50 feet from the edge of the wetlands resource area for Residential lots actually occupied on December 31, 2007; Residential lots for which a building permit for a residential structure has been issued not later than December 31, 2007;
2. In all other cases, the no disturbance zone shall be bounded by the edge of the wetlands resource area and a line 50 feet away from the wetlands resource area; and the no build zone shall extend from the no disturbance zone to a line 75 feet from the edge of the wetlands resource area.

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The imposition of these additional zones is established since alteration of land immediately adjacent to a wetland invariably results in the alteration of the wetland itself. Such wetland alterations have been observed during construction such as siltation, overgrading, or depositing construction debris. Such alterations have been observed after construction from improper land use such as unregulated filling, cutting of vegetation, extension of lawns, and the depositing of yard waste. Such alterations have been observed resulting in increased runoff, siltation and temperature or nutrient loading resulting from the change in land use immediately adjacent to the wetlands. These subsequent alterations cannot be regulated without the imposition of the restricted zones detailed above. Since the commission cannot allow unregulated alterations of wetlands, these restricted zones will likely be imposed on all projects.

E. Riverfront Area

In reviewing activities within the riverfront area, the Commission shall presume the riverfront area is important to all the resource area values unless demonstrated otherwise, and no permit issued hereunder shall permit any activities unless the applicant, in addition to meeting the otherwise applicable requirements of this bylaw, has proved by a preponderance of the evidence that (1) there is no practicable alternative to the proposed project with less adverse effects, and that (2) such activities, including proposed mitigation measures, will have no significant adverse impact on the areas or values protected by this bylaw. The Commission shall regard as practicable an alternative which is reasonably available and capable of being done after taking into consideration the proposed property use, overall project purpose (e.g., residential, institutional, commercial, or industrial), logistics, existing technology, costs of the alternatives, and overall project costs.

F. Vernal Pools

The Commission shall presume that all areas meeting the definition of “vernal pools” under §II of this bylaw, including the adjacent area, perform essential habitat functions. This presumption may be overcome only by the presentation of credible evidence which, in the judgment of the Commission, demonstrates that the basin or depression does not provide essential habitat functions. Any formal evaluation should be performed by an individual who at least meets the qualifications under the wildlife habitat section of the Wetlands Protection Act regulations.

G. Issuance of Conditions

If it issues a permit, the Commission shall impose conditions which the Commission deems necessary or desirable to protect said resource area values, and all activities shall be done in accordance with those conditions. Where no conditions are adequate to protect said Resource Area values, the Commission is empowered to deny a permit for failure to meet the requirements of this Bylaw. It may also deny a permit for:

- failure to submit necessary information and plans requested by the Commission;
- failure to abide by requirements associated with the AURA;
- failure to comply with the procedures, design specifications, performance standards, and other requirements in the Regulations of the Commission;
- or for failure to avoid, minimize or mitigate significant or cumulative effects upon the Resource Area values protected by this Bylaw

Due consideration shall be given to any demonstrated hardship on the applicant by reason of denial, as presented at the public hearing. The Commission may waive specifically identified and requested

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procedures, design specifications, performance standards, or other requirements set forth in its regulations, provided that: the Commission finds in writing after said public hearing that there are no reasonable conditions or alternatives that would allow the proposed activity to proceed in compliance with said regulations; that avoidance, minimization and mitigation have been employed to the maximum extent feasible; and that such waiver is necessary to accommodate an overriding public interest or to avoid a decision that so restricts the use of the property as to constitute an unconstitutional taking without compensation.

The Commission, at its discretion in an appropriate case such as when the decision made under this Bylaw will be exactly the same as the decision made under the Wetlands Protection Act, may combine the decision issued under this Bylaw with the permit, DOA, ORAD, or Certificate of Compliance (COC) or other action issued under the Wetlands Protections Act and regulations thereunder. For decisions issued in this manner, the permit(s) issued under the Wetlands Protection Act shall be considered to represent this Bylaw as well, and it will be noted as such on the permit, DOA, ORAD, or Certificate of Compliance (COC) or other action.

H. Term/Duration of Permit Validity

A permit, Determination of Applicability (DOA), or Order of Resource Area Delineation (ORAD) shall expire three years from the date of issuance. Notwithstanding the above, the Commission in its discretion may issue a permit, determination or order expiring five years from the date of issuance for recurring or continuous maintenance work, provided that annual notification of time and location of work is given to the Commission. Any permit may be renewed once for an additional one year period, provided that a request for renewal is received in writing by the Commission prior to expiration. Notwithstanding the above, a permit may identify requirements which shall be enforceable for a stated number of years, indefinitely, or until permanent protection is in place, and which shall apply to all present and future owners of the land.

No work proposed in any permit application shall be undertaken until the permit issued by the Commission with respect to such work has been recorded in the Registry of Deeds or, if the land affected is registered land, in the Registry section of the Land Court for the district wherein the land lies, and until the holder of the permit certifies in writing to the Commission that the permit has been recorded. If the applicant fails to perform such recording, the Commission may record the documents itself and require the Applicant to furnish the recording fee therefore, either at the time of recording or as a condition precedent to the issuance of a COC.

I. Amendments to Permits

For good cause the Commission may revoke or modify any permit, DOA or ORAD or any other order, determination or other decision issued under this Bylaw after notice to the holder and owner of the property, after a public hearing.

Amendments to permits, DOAs, or ORADs shall be processed and handled in the manner set out in the Wetlands Protection Act regulations and policies thereunder.

SECTION 8: Regulations

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After public notice and public hearing, the Commission may promulgate regulations to effectuate the purposes of this Bylaw, effective when voted and filed with the Town Clerk. The Commission may establish, in its regulations, additional definition of terms, design specifications, performance standards, and other measures and safeguards, including setbacks, no-disturb areas, no-build areas, and other work limits for protection of such lands, including without limitation strips of continuous, undisturbed vegetative cover, unless the applicant convinces the Commission that the area or part of it may be disturbed without harm to the values protected by this Bylaw. The Commission may also establish, in its regulations, building materials, utilities, or other materials needed to successfully complete a proposed project which the commission will not otherwise approve in accordance with Section 1. The Commission may also establish, in its regulations, those projects which the Commission feels are best handled through an administrative approval process overseen by the Conservation Administrator. Failure by the Commission to promulgate such regulations or legal declaration of their invalidity by a court of law shall not act to suspend or invalidate the effect of this Bylaw. At a minimum these regulations may reiterate the terms defined in this Bylaw, define additional terms not inconsistent with this Bylaw, and establish filing and consultant fees, as well as specifying the forms it will accept and issue under this Bylaw.

SECTION 9: Burden of Proof

The applicant shall have the burden of proving by a preponderance of credible evidence that the activity proposed in the Request for Determination of Applicability or the Notice of Intent will not have a significant or cumulatively detrimental effect upon the interests and values protected by this Bylaw. Failure to provide to the Commission adequate evidence for it to determine that the proposed activity will not cause such impacts shall be sufficient cause for the Commission to deny permission or to grant permission with such conditions as it deems reasonable, necessary, or desirable to carry out the purposes of this Bylaw; or to postpone or continue the hearing or public meeting to another date certain to enable the applicant and others to present additional evidence, upon such terms and conditions as deemed by the Commission to be reasonable.

Due consideration shall be given to possible effects of the proposal on all interests and values protected under this Bylaw.

SECTION 10: Security

As part of a permit issued under this Bylaw, in addition to any security required by any other municipal or state board, agency, or official, the Commission shall require that the performance and observance of the conditions imposed hereunder (including conditions requiring mitigation work) be secured wholly or in part by one or more of the methods described below:

- A. By a proper bond, deposit money or negotiable securities under a written third-party escrow arrangement, or other undertaking of financial responsibility, sufficient in the opinion of the Commission, to be released in whole or in part upon issuance of a COC for work performed pursuant to the permit. Such bond or money or negotiable securities must be approved as to form and manner of execution by the Town Counsel or counsel to the Commission;
- B. By a conservation restriction, easement or other covenant enforceable in a court of law, executed and duly recorded by the owner of record, running with the land to the

APPENDIX H

benefit of the Town whereby the permit conditions shall be performed and observed before any work authorized by the Commission commences and before any lot may be conveyed other than by mortgage deed. This method shall be used only with the consent of the applicant.

SECTION 11: Enforcement

No person shall remove, fill, dredge, build upon, degrade, or otherwise alter resource areas protected by this Bylaw, or cause, suffer, or allow such activity, or leave in place unauthorized fill, or otherwise fail to restore illegally altered land to its original condition, or fail to comply with a permit or an enforcement order issued pursuant to this Bylaw.

The Commission, its agents, officers, and employees, shall have authority to enter upon privately owned land for the purpose of performing their duties under this Bylaw and may make or cause to be made such examinations, surveys, or sampling as the Commission deems necessary, subject to the constitutions and laws of the United States and the Commonwealth.

The Commission shall have authority to enforce this Bylaw, its regulations, and permits issued thereunder, by letters, phone calls, electronic communication and other informal methods, violation notices, non-criminal citations under G.L. Ch. 40 §21D, and file civil and criminal court actions. Any person who violates any provision of this Bylaw may be ordered to restore the subject property to its original condition and take other action deemed necessary to remedy such violations, or may be fined, or both.

Upon request of the Commission, the Select Board and the Town Counsel (counsel to the Commission) shall take legal action for enforcement under civil law. Upon request of the Commission, the chief of police shall take legal action for enforcement under criminal law.

Municipal boards and officers, including any police officer or other officer having police powers, shall have authority to assist the Commission in enforcement.

Any person who violates any provision of this Bylaw, regulations thereunder, or permits or administrative orders issued thereunder, shall be punished by a fine of not more than three hundred dollars (\$300.00). Each day or portion thereof during which a violation continues shall constitute a separate offense, and each provision of this Bylaw, regulations, permits or administrative orders violated shall constitute a separate offense.

SECTION 12: Appeals

A decision of the Commission under this Bylaw shall be reviewable in the Superior Court in accordance with G.L. Ch. 249, Section 4.

SECTION 13: Relation to the Wetlands Protection Act

This Bylaw is adopted under the Home Rule Amendment of the Massachusetts Constitution and the Home Rule statutes, independent of the Wetlands Protection Act, General Laws, Chapter 131,

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Section 40, and regulations (310 CMR 10.00) thereunder. It is the intention of this Bylaw that the purposes, jurisdiction, authority, exemptions, regulations, specifications, standards, and other requirements shall be interpreted and administered as stricter than those under the Wetlands Protection Act and regulations thereunder.

SECTION 14: Waiver from Regulations

Waivers are not favored, and will not be granted, except in the most rare and unusual circumstances. All waiver requests must be in writing and no waiver request will be considered unless it is part of a complete Notice of Intent application. The waiver request will be denied unless the applicant shows that there is no alternative proposal which meets the requirements of these regulations, and the applicant must show that the granting of the waiver is consistent with the intent and purpose of this Bylaw and its Regulations. In addition, the applicant must demonstrate that a waiver is necessary to accommodate an overriding public interest or to avoid a decision that so restricts the use of the property as to constitute an unconstitutional taking without compensation. Applicants shall present documented evidence that site specific conditions of slope, vegetation, soil type, and water sources taken together with the applicant's proposed plan are fully and entirely consistent with maintaining resource area quality and function. The Commission shall act on the request and shall provide to the applicant, either by certified mail or hand delivery, its written decision. A Waiver Request Form shall be promulgated as part of the Regulations to be developed under this Bylaw.

SECTION 15: Severability

The invalidity of any section or provision of this bylaw shall not invalidate any other section or provision thereof, nor shall it invalidate any permit, approval or determination which previously has been issued.

EFFECTIVE DATE

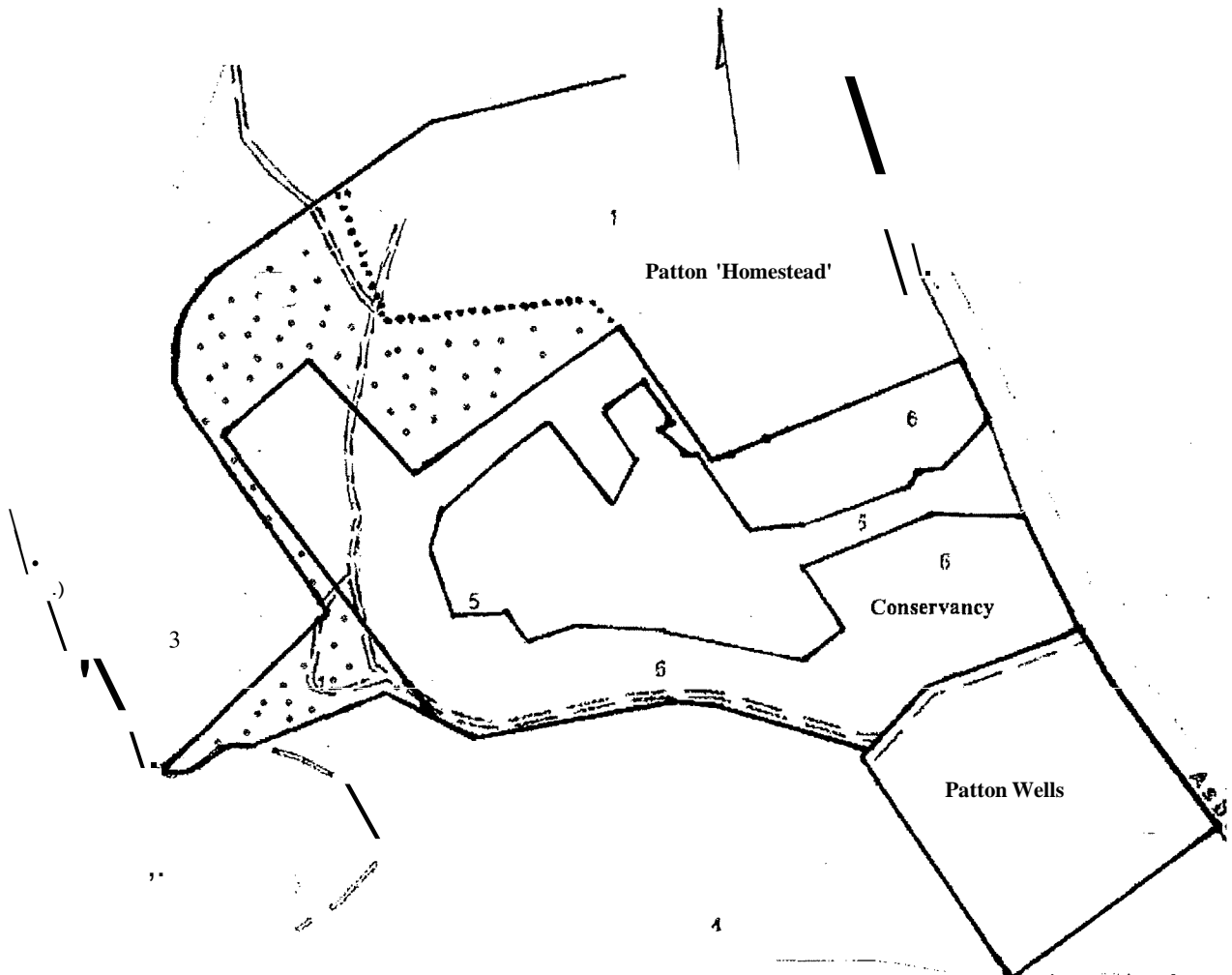
This bylaw shall be effective upon approval by the Attorney General's Office and publication in accordance with M.G.L. ch. 40 S. 32.

Appendix I

Proposed Title: Place Conservation Restriction on Parcels, South Area of Patton Gift

Proposed Warrant Article: To see if the Town will vote to ask the Select Board to create a Conservation Restriction (CR) on 19 acres total, more or less, on three adjacent Town-owned parcels at the southern end of the Patton gift of 2012: the Conservancy, parcel number 27-0006 (632 Asbury Street, 9.09 acres), Patton Wells, parcel number 27-0001 (0 Asbury Street, 3.9 acres), and the southern/westernmost portion of what is commonly referred to as Patton Homestead, parcel 19-0001 (650 Asbury Street, approximately 6 acres, the north boundary of which to be determined by survey, see Map in Appendix), or take any other action thereon or relative thereto.

The portion of the Homestead to be included in the CR is speckled, and the northern border roughly indicated by the dotted line.



March 13, 2023

From: Hamilton Finance and Advisory Committee

Commentary and Recommendations on the Warrant for:

ANNUAL TOWN MEETING

Saturday April 1, 2023

Hamilton-Wenham Regional High School, Hamilton

Please bring this report to Town Meeting

To the Citizens of Hamilton:

Before each Annual Town Meeting and Special Town Meeting, the Finance and Advisory Committee (FINCOM) is asked to provide our recommendations and analysis regarding the warrant articles to be presented at Town Meeting for your deliberation and disposition. FINCOM's responsibility is to recommend the action we consider appropriate as to "any or all municipal questions." As citizens, you are entitled 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 who 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 Town Meeting and voting on these important matters.

Please read this document 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 Select Board (SB), Town Manager, Finance Director and Town Counsel.

Particular attention should be paid to the reorganization of Town personnel assigned to the Patton Homestead property, which is addressed in the Classification Tables and in an addendum at the end of this report. It is also important to consider that the Town is facing a series of projects and expenses: the Athletic Fields project, the potential new school building project, other school capital projects, a water infrastructure project, and renovations to Town Hall, to name a few. These items should not be viewed or decided on in a vacuum, but must be considered in context with each other, what the funding sources will be, and the cumulative effect on the tax rate. FINCOM

plans to provide a handout at Town Meeting summarizing the projected financial and tax impact of these proposed projects.

ARTICLES 2023/4 1-1 and 1-2

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

ARTICLES 2023/4 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 SELECT BOARD (SB) 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.

Expected Consent Motion to include articles: ARTICLES 2-1, 2-6, 2-7, 2-8, 2-9, 2-11, 2-12, and 3-2.

ARTICLE 2023/4 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 changes are being made to reflect cost of collective bargaining agreement, living increases for settled contracts and non-union employees and to update the Table to reflect current positions. In addition to modified pay rates, the following changes are proposed:

1. Create the position of Deputy Fire Chief to allow for succession planning, and additional reorganization of fire personnel.
2. Create Town Accountant position in place of Assistant Town Accountant.
3. Add Patton Homestead Director position within the Recreation Department. This addition will move the salary for the Patton Homestead Director under the Recreation Department. Please see Patton Homestead commentary in the addendum, below, for more information about this change.
4. Move Director of Public Works from grade 21 to 22.

Because these changes have already been negotiated or otherwise decided and approved, the FINCOM advises that this Article be approved.

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

ARTICLE 2023/4 2-2 Prior Year Bills

Each year-end, Town Management lets vendors know that bills must be submitted for payment. Occasionally vendors overlook the request or assume their bill is in process. When an invoice is too late to be paid in the current year’s budget, a special request must be made at town meeting to fund the invoice.

In this case, the late invoices are for a total of \$1,575.01 from O’Connell Plumbing, Voltrek, and Carousel Industries, all for minor maintenance. Approval of this appropriation will have almost no effect on the tax rate.

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

ARTICLE 2023/4 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 and C** of the Warrant.

The proposed FY24 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 \$39,747,906 which represents an increase of 9.09% over FY23. See **Appendix B** to the Warrant for more detail.

Article 2-3, the main budget article, seeks to appropriate \$37,301,315 of this total budget amount, which is an increase of 4.75% 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	\$1,446,050
2-5	Fire Engine Purchase	\$ 760,000
2-7	Hamilton Development Corp. Transfer	\$ 58,000
2-8	OPEB Trust Fund Transfer	\$ 125,000
2-10	Stabilization Fund Transfer	\$ 57,541
	TOTAL	\$2,446,591

As certain of these amounts will either come from Free Cash, American Rescue Plan Act funds, 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 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 \$13,904,365, which is an increase of 6.31% over FY23. The increase in Town spending proposed for FY24 includes the addition of a Police Officer and Deputy Fire Chief to the Town along with the transfer of the Patton Homestead Director from Patton Homestead budget (outside of the operating budget) to the Recreation Department budget. Please see Patton Homestead commentary in the addendum below for more details.

Overall, after excluding financial transfers, personnel accounts for 63.8% of the Town's operating budget, an increase from 60.11% last year. The Town's total personnel costs in FY24 will be \$8,872,813 which is a \$580,481 or 7% increase from FY23. The \$580,481 increase in personnel costs is driven by Public Safety with a \$417,248 or 13.79% increase, Culture & Recreation with a \$58,482 or 39% increase and General Government with a \$50,166 or 3.66% increase. The 13.79% increase for Public Safety significantly overstates the actual change as FY23's budget included funds in Salary Reserve which were not included in the department budgets to cover union contract negotiations, which were settled after last ATM. In addition, the FY24 budget adds both an additional full time Police Officer and a Deputy Fire Chief. The additional Police Officer is in response to Massachusetts Police reform laws limitations on part time Police. The addition of the Deputy Fire Chief is to allow for continuity planning for the Fire Department ahead of planned retirement for the current Chief. The increase in Culture & Recreation is largely the result of the transfer of the Patton Homestead Director from the Patton Homestead budget to the Recreation department budget (see addendum for details). The increase in General Government is largely the result of a re-organization of the Finance Department in an effort to attract qualified applicants to the Finance Department. The reorganization separated the positions of Finance Director and Town Accountant, which had been combined, and eliminated the position of Assistant Town Accountant.

On the School District side, the assessment from HWRSD proposed for the FY24 Budget is \$29,089,491 which is 3.94% over FY23. Approximately 1.28% of this 3.94% increase was the result of a shift in enrollment towards Hamilton during the 2022-2023 School Year, which increases the overall assessment to our town. Hamilton currently bears the burden of 66.23% of the HWRSD assessment which is an increase from 65.40% in the FY23 budget. Overall, the total assessment to the two towns was up by 2.66%. The 2.66% increase is artificially reduced due to the use of Excess & Deficiency funds from past years' surplus to decrease the assessment; those surpluses will not always be available.

In addition, the North Shore Vocational School assessment and debt service were \$280,883 and \$26,575, respectively, which in the aggregate represented a decrease of 2.9%. This decrease is the result of a decrease in Hamilton enrolment from 19 to 18 students.

The break-out of school spending is as follows:

	<u>FY23</u>	<u>FY24</u>	<u>Increase</u>	<u>% Change</u>
HW Regional Schools (HWRSD)	\$21,839,706	\$22,694,537	\$854,831	3.91%
HW Regional Debt Service	\$373,885	\$394,955	\$21,070	5.64%
North Shore Vocational School	\$281,806	\$280,883	(\$923)	-0.33%
NS Vocational Debt Service	\$34,806	\$26,575	(\$8,231)	-23.65
TOTAL	\$22,530,203	\$23,396,950	\$866,747	3.85%

After netting out debt service, the HWRSD operating assessment increased by approximately 3.91%, or \$854,831, although almost 33% of this increase, or approximately \$281,025 was due to the enrollment shift.

The primary drivers behind the increase were an increase in spending of \$1.2M (between the two towns), while revenue and other offsets increased by approximately \$335K as the District is projecting FY24 increased circuit-breaker revenue and state Chapter 70 aid. The increase in HWRSD spending is primarily driven by an increase in Pupil Services (e.g., Special Education) expenses of \$573,820 primarily from increased cost of Out of District tuitions and transportation. The increased tuition is a result of a 14% increase in tuitions as set by the State.

As part of the budget the School district has reduced FTEs from 312.67 in FY23 to 300.99 in FY24. This reduction is primarily from eliminating open positions that have gone unfilled over the last several years and will not result in a reduction in services that Students receive. These FTEs includes six in the Other Teaching Services line and four teachers. While FTEs in these two lines have reduced by 10, total spending has surprisingly increased by \$30,611. Specific to Teachers, HWRSD expense per FTE increased from \$88,395 to \$91,571 or a 3.6% increase. As Teachers are the largest budget line for HWRSD, it is unlikely that the District can maintain future yearly assessment increases under 3.6% without further significant operational changes.

As mentioned, the FY24 School District budget includes the use of Excess & Deficiency funds to cover \$2,325,000 in School District expenses and reduce the Assessment by \$773,064. The vast majority of the expenses covered are \$2,273,285 in Capital Spending, including \$1,698,287 to the District's Stabilization Fund, \$300,000 for new auditorium lighting, and \$275,000 to replace Smart Boards. The \$1,698,287 being transferred to the Stabilization Fund is intended to offset the cost of the Highschool Turf Field Project (see below for details).

Although the assessment grew at a reasonable rate, especially if you do not factor in the costs associated with the shift in enrollment, we are worried that future School Budgets are likely to grow at a significantly higher rate. Given the fiscal limitations of the Town (discussed below) higher rates of growth are not sustainable. Throughout the budget process the HWRSD reduced the proposed FY24 assessment to Hamilton from an initial \$23,744,281 to a final \$23,089,491 in collaboration with the towns. This reduction allowed the town to avoid a potential Proposition 2½ override vote. While we are encouraged by the collaboration between the HWRSD School Committee, the Administration, and FINCOM, this level of collaboration will need to be sustained to avoid future overrides.

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 FY23 YTD, we expect local receipts to grow by 12.06%, driven primarily by an increase in Building Department fees. State aid is expected to increase by 9.12%. 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 \$16.25 to \$16.56. It is important to understand that both the current and final tax rate are subject to change as the assessed values of the properties in Town change. Recent adjustments to assessed values reduced our *current* tax rate by over \$1. Those adjustments were made because the Town's valuations are required by law to relate to market value, and they had recently lagged. Of note, next year there will be a Town-wide reevaluation which is likely to further change assessed values. Therefore, instead of looking just at the tax rate it is useful to evaluate the change through the eyes of a median-value home owner (\$713K valuation). This median home owner will see their annual property taxes increase by \$506 in FY24 - from \$11,316 in FY23 to \$11,822 in FY24 - an increase of 4.47%.

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 has resulted in this excess capacity being all but eliminated. We entered the FY24 budget process with approximately \$400K in excess capacity making a Prop 2½ override vote a real possibility. As a result of discipline in our budget have managed to avoid an override and we will carry forward approximately \$95K in excess capacity for future years.

This leaves a razor-thin margin for avoiding an override in future years. First, we can't depend on E&D funds to be used to subsidize a portion of the HWRSD budget as is being done this year. Therefore, without significant excess capacity, it means in practical terms that annual cost increases 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 High School fields and future school facilities). 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 and Gordon Conwell zoning 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 developed a forecasting tool that allows it to analyze future impacts by looking at a variety of different assumptions and scenarios. Based on this tool, we anticipate that the FY25 budget will be challenging and that a Prop 2½ override is extremely likely.

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.

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

ARTICLE 2023/4 2-4 Capital Expenditures

Article 2-4 is an appropriation for certain capital expenditures for the Town for FY24. The expected request of \$1,446,050 is a portion of the \$3,011,050 in total capital expenditures recommended for FY24 by the Town's Capital Committee (CAPCOM) after discussions and deliberation among the CAPCOM, FINCOM and SB. Certain additional items are proposed as parts of separate Articles in the Warrant, specifically Article 2-5 (Fire Truck) and Article 2-6 (Water Department Budget). The full list is attached as Appendix D to the Warrant.

The \$1,446,050 in this Article 2-4 is comprised of the following 10 items:

1) DPW Sander (\$215,000)

Rationale/Purpose of Spend: This is a new sander vehicle for the DPW. The town uses dedicated sanders as opposed to sander inserts due to the time consumed in switching over vehicles for use as a sander. The current dedicated sander vehicle that this purchase will be replacing is over 10 years old.

2) Radio Upgrade (\$70,000)

Rationale/Purpose of Spend: Upgrade to the radio system used by the Police Department, Fire Department and ECO. These communications systems are paramount to the efficient functioning of town health and safety services. The full

amount of the Radio Upgrade is included in this capital expense, but there is a possibility of receiving a grant for a portion of this expense.

3) Road and Sidewalk Repairs (\$250,000)

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 additional road and sidewalk projects that will exceed this budget. Although greater than the spend in prior years, these repairs are eligible for using American Rescue Act Funds (ARPA) funds that were granted to the Town.

4) Fuel Station (\$395,000)

Rationale/Purpose of Spend: The current fuel storage facility in town is unusable and has resulted in Town vehicles using Wenham's fuel facility for the past several years, at the cost of some efficiency in operations. Unfortunately, efforts to create a joint fueling facility with Wenham in the last few years have not come to fruition, therefore the Town needs now to invest in its own fueling facility at a higher cost.

5) DPW Garage Doors (\$75,000)

Rationale/Purpose of Spend: Last year, capital funds were approved to repair the roof, garage doors and heaters in the DPW building. However, cost overruns in repairing the badly leaking roof resulted in there being insufficient funds to complete the replacement of the garage doors which will cost approximately \$75,000. The garage doors need to be replaced to complete the project and are necessary for an energy efficient, safe building.

6) Patton Park Master Plan – Phase I (\$100,000)

Rationale/Purpose of Spend: This is for design and implementation of Phase I of the Patton Park Master Plan, which includes improvements to walkways, tree and drainage systems. It will be paid for using American Rescue Fund (ARPA) funds.

7) Library HVAC (\$200,000)

Rationale/Purpose of Spend: The HVAC system at the library is in need of replacement and upgrade. This is Hamilton's portion of the capital expense.

8) Library Security (\$13,500)

Rationale/Purpose of Spend: The request for security cameras is needed (see item #10 below) and we would anticipate that the library would be part of the overall town upgrade. This would be Hamilton's share of the security camera expense for the library.

9) Replace Police Patrol SUV (\$70,000)

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.

10) ECO Cameras (\$58,000)

Rationale/Purpose of Spend: This is for security cameras in the ECO and other locations throughout Hamilton that are accessible to the public. The town is in need of additional security cameras and, in coordination with the towns Police and Fire services, installation of these cameras will make the provision of these services more efficient.

FINCOM recommends that the Town approve spending on these items as there is a clear need for each of these items and they are an appropriate expenditure of Town funds. Although the level of capital this year is much higher than in recent years, \$350,000 of the approximately \$1.44M will be using ARPA 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 FY22 with over \$1 million more in free cash than it had anticipated due to, among other things, savings in personnel expenses due to attrition, 3) raising and appropriating for all these expenses in the FY24 budget would likely require a Proposition 2 ½ override, and 4) this use of free cash does not reduce free cash reserves below that required by our financial policies. 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 \$1,486,414, and which is slightly in excess of the Town's target of \$1,001,405 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 ARPA funds or 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 2023/4 2-5 Fire Engine Purchase

This Article seeks approval for an appropriation to purchase and equip a new fire truck, with funding from the combined sources of currently existing, reserved bond sale premiums, totaling \$114,569, and of proposed withdrawal of \$645,431 from the Capital Stabilization Fund (see **Appendix E** to the Warrant). Use of the Capital Stabilization Fund will require a two-thirds vote of this Town Meeting. If this Article is adopted, compliance with the Town's financial policies will require restitution to the Fund within two fiscal years of the proposed withdrawal, that payback currently projected to be \$258,868. Adoption of this Article will have no impact upon the FY2024 tax rate.

The current fire apparatus, Engine 3, the truck to be replaced if this Article is adopted, is a front line, initial response pumper, an integral part of fire protection. Engine 3 has been in service for twenty years, and the build schedule for the proposed replacement is two years. Accepted fire service standards provide for recommended replacement after twelve years of service.

Rust and corrosion are necessitating frequent, costly maintenance, repairs, and equipment replacement to Engine 3. This compromised equipment increasingly implicates firefighter and citizen health and safety. There is increasing doubt that Engine 3 will pass annual state inspections.

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

ARTICLE 2023/4 2-6 Water Enterprise Budget

The Water Enterprise Budget is solely supported by the Water Enterprise Fund, which is funded by individual water bills. The SB intends to review rates annually, but due to the effects of the pandemic and concerns about the economy no increases were contemplated the prior two budget cycles.

The SB recently increased water rates. There are two ways to increase rates: through usage rates and through the flat rate infrastructure charge. As the name implies, the flat rate infrastructure is intended to match the amount spent on capital related to the water infrastructure that all water consumers benefit from. The increases are intended to cover operating and debt service costs and to maintain reserves. Our financial policy with regard to the enterprise funds, requires the Town to "maintain a minimum reserve amount of 20% of the operation's total budget.

The FINCOM finds this budget to be controlled and reasonable. And although there is no tax impact on the town, the town residents should anticipate that there may be another water rate increase in the near future.

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

ARTICLE 2023/4 2-7 Annual Financial Actions

Article 2-7 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) \$2,668.36 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.
- 3) \$457,313 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.

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 2-7.

ARTICLE 2023/4 2-8 Hamilton Development Corporation

The Hamilton Development Corporation (HDC) is a publicly chartered organization whose charge is to initiate, foster and support economic development in the Town’s commercial district using public and private funding. Pursuant to Town Meeting vote, the HDC receives annual funding by application of meals tax revenue. Article 2-8 proposes to renew that funding for FY2023/4.

As related in the HDC 2022 ANNUAL REPORT, “the enabling legislation gave the HDC specific authority to purchase, own, operate, lease property and expend funds within the commercial district for the economic vitality of the district.” Accordingly, the HDC is empowered to “(m)aximize economic benefit to the town, which cannot be fully realized by the ordinary operations of private enterprise; (l)everage private investments and sources of public revenue; to retain existing enterprises, and attract new commercial, industrial or residential development; (r)edevelop rehabilitate, or rebuild unused, underused and undeveloped areas for commercial, industrial, residential, institutional and public facility purposes for which public funds may be expended for the good and welfare of the town and the commonwealth.”

In prior FINCOM commentary, we acknowledged the HDC-Willow Street project’s contribution to tax base and affordable housing. As a product of that successful project and the continuing annual allocation of the meals tax revenue, the HDC currently carries a cash-on-hand balance of approximately \$600,000, with no property assets. The 2022 annual report lists recent accomplishments and projects planned for 2023, and while such accomplishments and projects appear to conform to the HDC’s charge, they are relatively minor given the powers granted to the HDC by the enabling legislation cited above.

Thus, while FINCOM recommends the application of meals tax revenue funding for another year, the Committee adds these cautionary remarks: given Hamilton’s overwhelming reliance upon proceeds from the real estate tax to fund its fiscal needs, including its 60% plus share of the School District costs, and the certainty that such fiscal obligations will increase, with consequential increases to the property tax burden on citizens, there is a foreseeable need to quickly expand the Town’s commercial base and the tax revenue from such expansion; and these needs and objectives are squarely within the HDC’s statutorily prescribed wheelhouse.

The Town can be helpful, by, for example, enlarging the area under the HDC’s jurisdiction to include the Winthrop School /public safety lots and the Gordon Conwell Seminary grounds. But the bottom line requires the HDC to exercise its powers as above described in a concerted, energized manner to expand the commercial tax base; nothing less should be acceptable. Future deliberation regarding the efficacy of HDC efforts will be conducted in the foregoing context.

Approval of this Article means that funds generated by the meals tax will not be applied to other budget categories, thus theoretically increasing the estimated tax rate by approximately \$0.02 per \$1,000 assessed valuation, or \$17 tax assessment on the average home valued at \$713,000.

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

ARTICLE 2023/4 2-9 OPEB Trust Fund

Beginning with the 2010 Annual Town Meeting, the FINCOM has recommended, and the Town Meetings have concurred, making annual contributions toward funding by accrual the Town's "Other Post-Employment Benefits" (OPEB) obligations. The most recent actuarial study estimated the unfunded liability to be approximately \$5.6 million. As a result of these annual contributions, the Town has already set aside approximately \$984,816 for this long-term liability. The \$125,000 sum requested by this Article reflects a continuing annual appropriation as calculated by periodic actuarial review.

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.

Adoption of this Article will increase the estimated tax rate by approximately \$0.05 per \$1000 assessed valuation, or \$37 tax assessment on the average home valued at \$713,000.

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

ARTICLE 2023/4 2-10 Stabilization Fund

Based on the recommendations of the Finance Department, FINCOM and the SB, 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 \$1,939,867 which represents approximately 4.9% of general fund operating budget. The expected request of \$57,541, if approved, represents approximately 0.14% of General Fund operating revenues and will bring the balance above our target at approximately 5% of the FY24 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 2023/4 2-11 Revolving Fund

Article 2-11 increases the spending limits for two of the Town’s revolving funds. Generally, revolving funds are used for purposes that are self-sustaining and generate revenue throughout the year to offset expenses. Although a revolving fund is designed to “break even” every year by taking in at least as much revenue as it spends in expenses and, accordingly, not require any additional appropriation from the Town’s General Fund, M.G.L. c.44, sec. 53E1/2 provides an additional layer of protection for the Town by requiring the Town to set limits on annual spending. These limits are generally based upon historical and anticipated spending but usually are higher than anticipated to allow some room for additional expenditures if a

growth in revenues requires additional spending. But to be clear, these spending limits are not general fund appropriations that require taxes to be levied in anticipation.

From time to time, the Town may adjust these spending limits based on anticipated annual spending by the revolving fund. Currently the Town has two revolving funds that are recommending approval of increased spending limits:

<u>Revolving Fund</u>	<u>Source of Revenue</u>	<u>FY23 Approved Spending Limit</u>	<u>FY24 Proposed Spending Limit</u>
Recreation and Pool	Receipt of user fees for town recreation programs and pool passes	\$600,000	\$750,000
Emergency Dispensing Services & Clinics	Insurance reimbursements, bequests and contributions	\$30,000	\$200,000

The Recreation and Pool fund continues to see increased demand across its varied programs and needs to plan for increased expenses to deliver these programs (for which there will be offsetting revenue). In FY22, revenues exceeded expenses by \$63,000. In addition, the EDS/Clinics have seen a substantial increase in use (and related expenses) as a result of the pandemic; however, these programs will now be funded primarily by insurance reimbursements and other contributions rather than CARES Act funds. Accordingly, we are recommending that the spending limits be increased to ensure that next year’s expenses will not exceed the spending limit and allow for additional growth in these programs if warranted. However, please note that these are spending limits and if programs are limited or demand does not continue to grow, expenses may not need to be incurred.

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

ARTICLE 2023/4 2-12 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. This article addresses the following four line-items contained in Appendix G to the warrant:

1. Appropriate FY24 Community Preservation Fund Revenues \$29,314 for administrative costs.
2. Appropriate 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 \$105,500
3. Reserve from the Community Preservation Unreserved Fund Balance to the Community Housing Reserve. \$60,000
4. Reserve from the Community Preservation Unreserved Fund Balance to the Historic Preservation Reserve. \$60,000

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

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

School Athletic Fields Project

The following discussion concerns Articles 2-13 and 2-14. FINCOM recommends considering those articles together, as they both concern the Athletic Fields Project, though they must be voted on separately.

Background

Since 2012, Hamilton and Wenham (Recreation Department and the School Department), using public funds, have engaged Gale Associates, a consulting engineering firm, in various efforts to plan and launch a comprehensive "Athletic Fields Improvement Project." These reports are available on the HWRSD Website: <https://www.hwschools.net/about/hw-athletic-field-improvement-project>

Below is a brief recap of the work with Gale Associates over the past 10 years.

- 2012 - Gale Associates Inc. September 20th
 - Towns of Hamilton & Wenham - Performed a Recreation Assessment and Master Plan project.
 - Project Execution - Phased plan over 8 years

- Projected cost of \$7.3M (Athletic Fields only)

2015 – Gale Associates Inc. October 8th

- Review and Update of previous Town-Wide Master Plan report (2012) for the Hamilton Wenham Regional High School
- Project Execution - Phased plan over 10 years
- Projected cost of \$7.4M (Does not include inflation / price escalation.)

2017 – Gale Associates Inc – January 17th

- Project Update
- Refresh of the 2012 & 2015 reports and conclusions
- Completed work to date:
 - Site Investigation
 - Survey, Test Pits / Borings Wetlands Delineation
 - Schematic Design
 - Design Development
- Next Steps: Permitting / Planning Board / Conservation
- Project cost of \$9.5M

NOTE: The 2012 and 2015 reports called for a phased program to be executed over an 8- to 10-year time frame.

2023 - Athletic Fields Improvement Project - Current Initiative

2023 – Gale Associates Inc. (Current report has yet to be made public)

- High School Campus - Athletic Facilities Improvements
 - Project Execution - 1 Season – (1 year) plan
 - Commencing Spring 2024 - ~ \$15M (\$14.7M detailed below)
- Major components of the project
 - 1 Synthetic turf main field surrounded by track with lighting
 - 1 Synthetic turf combination baseball field with lighting
 - 1 Synthetic turf softball field with lighting
 - 4 tennis courts with lighting
 - Relocation of field events
 - New grandstands and press box
 - Outbuilding - Restrooms / Concessions

The current “estimated” financial profile is as follows:

- | | |
|---|------------|
| • Gross project: | \$ 15.0 M |
| • Less School Stabilization Fund Transfer (E&D), CPC Grants | (\$ 2.9 M) |
| • Net School District Cost before fundraising | \$ 12.1 M |

The ~ \$15M project cost breaks down as follows:

Rough Estimate of Cost as of February 7, 2023	
Cost Category	Budget (\$000's)
General Conditions	\$1,510
Erosion Control / Site Preparation / Demolition	380
Track & Field Project	2,590
Combination Baseball Field	2,360
Tennis Courts (4)	270
Softball Field	1,200
Allowance for Storage / Pressbox / Amenities	1,440
Engineering / CPS Services	250
Sub-total	\$10,000
Shock Pads at all Fields (\$1.10/sf per Gale)	225
Contingency on Fields & Track Construction per Quirk	1,500
Outbuilding #1 (2000sf @ \$850/sf) - Restrooms / Concessions	1,700
Add "Home" Stands at Football Field	100
Pressbox Construction	125
Utilities for Amenities Building	100
Storage Building near Baseball Field (60x25 at \$150/sf)	225
Allowance for FAT Timing System	25
Softball Batting Cage	25
Upgrade to Weston Sampson Pump House	0
Entrance enhancements	50
Engineering	250
Architectural Services for Outbuildings	150
OPM Services	200
Existing Field Improvements/Upgrades @ rear fields	0
Cost escalation to Spring 2024, TBD	0
Total	\$14,675

Note: * Assumes project undertaken in one phase

Funding of the \$15M Project (the chart below is an approximate allocation of the total \$15M project cost by Town):

Funding Source	\$000's		
	Hamilton	Wenham	Total
Portion of Debt - ## Assumes 2/3 Hamilton - 1/3 Wenham	\$6,667	\$3,435	\$10,202
Stabilization Fund Transfer	1,121	577	1,698
Community Preservation - Hamilton	800		800
Community Preservation - Wenham		400	400
Sub-total	\$8,588	\$4,412	\$13,000
Fundraising (Potential)			2,000
Total			\$15,000

Note: In 2014, upon the sale of a portion of the Patton Homestead, Hamilton established a "Field Stabilization" fund with \$500,000 of the \$1M proceeds from the land sale. This fund is now valued at over \$600,000. This \$600,000 is available to pay Hamilton's portion of the debt in the future.

ARTICLE 2023/4 2-13 Community Preservation – School Athletic Fields

As noted in the previous discussion, the Community Preservation Budget is one of multiple sources targeted to provide funding support for the HWRSD Field Turf Project (School Athletic Fields Project). This article addresses the following line item contained in Appendix G to the warrant:

#5: To appropriate a portion of the Community Preservation \$800,000 Undesignated Reserve Fund Balance to fund a portion of the HWRSD Field Turf Project.

As noted in the approval discussed in Appendix G, this commitment funds any portion of site preparation or drainage work. This funding cannot be used to purchase or install any artificial turf.

This article requires four specific actions to occur:

1. Town Meeting approval of Article 2023/4 2-15 - School Athletic Fields Project – Field Turf Stabilization Fund Transfer
2. Town Meeting approval of Article 2023/4 2-16; School Athletic Fields Project – Approval of Borrowing

3. Town of Wenham – Town Meeting Approval - to appropriate its “CPC” share of the project;
4. Construction commencement by April 6, 2025.

FINCOM supports the use of CPC funds for field improvements.

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

ARTICLE 2023/4 2-14 School Athletic Fields Project – Approval of Borrowing

The FINCOM supports funding the School Athletic Fields in a phased approach and at a reduced scope and cost rather than the proposed \$15M project. Additionally, we support utilizing numerous sources including the CPC Preservation funds, HWRSD Stabilization Fund, Town of Hamilton Field Stabilization Fund, Town of Hamilton General Fund and private fundraising.

While reviewing the 10+ year history of the Athletic Fields Improvement Project, FINCOM is struck by the repeated recommendation reports of Gale Associates to execute this project in a phased approach over eight to ten years. These reports contain detail of each element of the overall program generally broken into the following elements: a) Track & Field, b) Baseball & Multi-Purpose Recreation Field, c) Tennis Courts, d) Softball Field and e) Storage building. Recently the cost of the project has increased from under \$10M to \$15M.

The current plan and this article requests approval for the entire project (\$15M) to be funded and executed in a one-year time frame (2024) rather than the phased approach consistently recommended by the consulting firm.

FINCOM is requesting that a phased approach be reconsidered, planned and executed. A phased approach allows for: a more focused and measured project execution, additional analysis / needs assessment of subsequent phases and broader community engagement (if desired) as compared to execution over a one-year time period. Once each phase is completed a post-mortem review should be performed, digested and fed into the subsequent phases.

FINCOM does not debate the need to invest in improvement to the fields. However, FINCOM is concerned that the \$15M investment in fields precludes other School and Town investments. For example, the Schools have an existing need for improved Science Labs and the Town has a need for Town Hall renovations. Looking out over the FY '24 – FY '30 Capital planning time period there are existing proposed projects at HWRSD including: 1) New Elementary School (~\$100M before State funding), 2) New High School Roof (~\$2M), and 3) other facility improvements (~\$10M). On the Town side there are existing proposed projects including: 1) Water Infrastructure improvements (~\$10M), 2) Town Hall Renovation (~\$6M) and 3) other facility

improvements (~\$6M). Together these forward-looking projects require us to be disciplined with every dollar of capital spending.

FINCOM advises the town consider a measured planning and execution of the numerous priorities stated by the School District and the Town.

Outside of the fiscal impact of this project FINCOM is concerned that there was not a more robust public vetting of the project including environmental and safety concerns that have been raised in other towns. For example, Boston and Martha's Vineyard have banned future synthetic turf fields.

FINCOM also is concerned that the language of the Article as provided by the School District is unclear as to which offsets will be used to reduce the borrowing and when that calculation will be done. This lack of clarity leaves the final tax impact unknown and could lead to excess borrowing and less private fundraising. If the School District does not maximize these offsets taxpayers will be left funding the difference. In summary while we support investing in improvements to High School athletic fields the current proposed project is both too expensive and needs additional vetting.

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

ARTICLE 2023/4 3-1 General Bylaws – amendment to Conservation Bylaw

This article seeks to amend the Town's Conservation Bylaw by adopting the language set forth in Appendix H to the Warrant. The proposed changes to the Bylaw will bring the Bylaw language in line with the Town's current Conservation Regulation and add updated language from the Massachusetts Association of Conservation Commissions model Bylaw. The proposed Bylaw update will not substantively change the Conservation Commission's current procedure and enforcement. The motivation for this update is to bring the Conservation Bylaw back in sync with the Conservation Regulation and therefore protect the town from litigation. These changes were initially proposed at STM in September 2023 where the town voted to take no action due to concerns with the proposed bylaws treatment of intermittent streams. Since STM the Conservation Commission has adjusted the proposed bylaw to remove any increase of jurisdiction with respect to intermittent streams. In a future Town Meeting, the Conservation Commission plans to bring forward further changes to the By-Law to enhance the Town's Wetland protections. When evaluating changes to By-Law's that impact development FINCOM looks to find balance between promoting economic growth and protecting the Town's resources including Wetlands. In this case the impact of adopting the Article is no substantive change to the current Conservation process and reduced litigation risk for the Town.

The Finance and Advisory Committee recommends FAVORABLE ACTION (5-0) on Article 3-1.

ARTICLE 2023/4 3-2 Senior Property Tax Work-off Program

This Article seeks authorization to increase the maximum reduction of property tax allowed under the Senior Citizen Property Tax Work-Off Program by calculating that maximum on the basis of 125 voluntary hours of service per-year in place of the current annual maximum of \$1500.

The property tax work-off program, established by state statute as accepted by a prior Town Meeting, permits taxpayers who are over 60 years of age to voluntarily provide service to the Town, thereby earning a reduction in her/his property tax.

Under the program as currently administered, senior citizens perform such services as filing, election preparation, mailing, and organizing files for various Town departments, and work at the library. There presently approximately nine participants in this program. Currently participants in the program can earn a maximum tax reduction of \$1,500; however, as the state's minimum hourly wage rate has increased, to a current \$15.00, the number of hours an eligible tax payer can work under the program has reduced, given the \$1,500 annual cap.

If this Article is adopted, the calculation factor governing the maximum allowable amount of annual service will change from the present dollar cap to an annual hours cap, resulting in an increase in the annual maximum number of service hours and tax amount reduction.

Using the current state minimum hourly rate of \$15.00, annual service to the proposed maximum of 125 volunteer hours would result in a property tax reduction of \$1,875, which would be an increase of \$375 over the current program's maximum of \$1,500.

Adoption of this article will have no impact upon the tax rate.

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

ARTICLE 2023/4 3-4 Citizens' Petition - Conservation Restriction on Patton Gift

This Citizens' Petition seeks to advise the SB to negotiate a Conservation Restriction with a conservation organization. The purpose of the Conservation Restriction would be to ensure that certain areas of the Patton Homestead property are never developed. The details of the proposed Conservation Restriction are not specified in the Petition, nor is the organization to which it would be granted. The areas affected are reportedly fields and forested areas, but not the area immediately surrounding the house and barn on the property.

The property is currently owned by and maintained by the Town, and the proponents have not identified any specific threat of development. It is unclear how the proposed CR would affect future use of the land.

Given the low risk of development on the affected property, and lack of information about what the CR would include and how it would affect the Town's future use of the property, the Finance and Advisory Committee does not support the Citizens Petition at this time.

The Finance and Advisory Committee recommends UNFAVORABLE ACTION (5-0) on Article 3-4.

Respectfully Submitted,

Hamilton Finance and Advisory Committee

Christina Schenk-Hargrove, Chair

John McGrath, Vice Chair

Harry Philip, Clerk

John Pruellage

David Wanger

SEE ADDENDUM – NEXT PAGE

ADDENDUM

Patton Homestead – Follow-Up

At the April 2022 Annual Town Meeting, it was mentioned that a Patton Homestead “Study Group” was formed, consisting of representatives from the Select Board, FINCOM, Town Management and the Patton Homestead, Inc. The group met several times during the April – June timeframe and the output from the group discussions provided a refreshed point of view regarding the Patton Homestead.

The following content is a recap of two meetings with the SB (July 18 and October 3) and a brief discussion.

July 18 Meeting:

Historical Review – Ten Years

A review of the financial history (unaudited / estimated) of the Patton Homestead since being gifted to the town in 2012 revealed a “net” positive cash flow of \$743,000:

(Thousands)

- Inflows: \$1,525 -
 - \$1,000* - Sale of 4 acres to Patton Ridge
 - \$ 156 - Donation to Housing Trust - Patton Ridge
 - \$ 369 - Net Tax**
- Outflows: \$ 781 - Funding from General Fund, CPC funding
- Net \$ 743 - Net cash flow (10 Years)

*Of the \$1 Million inflow, \$500 thousand was deposited into the “Athletic Fields Stabilization Fund.”

**Four acres of the Homestead were sold to Berry Homes to form Patton Ridge which currently generates ~\$170,000 in property taxes annually for the town.

Operating Expenses – Current

In 2019, a “challenge” was issued to the Town to create a business plan that make the annual operations of the Homestead property “self-sustaining”. The “challenge” was to see if the Homestead could generate enough revenue through events and facility usage to bring the operation to a breakeven profile after a three-year period.

Even though the Patton Ridge tax revenue was generating significant cash flow for the town, the goal was to leverage the property to eliminate the need to continue to fund the operations with revenue from the General Fund.

The property is currently being operated by the town at an annual cost of approximately \$120,000. This includes the consumption of DPW resources for year-round maintenance and upkeep.

Three Options for the future of the Patton Homestead were discussed:

Transition: Transition the financial burden away from the town

- A sale of the property or assignment to 3rd Party could eliminate the financial burden on the town and/or generate a one-time cash-flow or a steady stream of additional income. This would be a “win-win” for the town.

Maintain: Maintain “As-Is” with continued annual expenses

- “Status-Quo” - At an annual cost of \$120K
- In a “reduced” profile as a Town park at \$75K

Execute: Execute a plan to generate a larger / material revenue stream

- Significant additional expenses/investment would be required
- No such plans exist at present

The SB was asked to consider these options and consider any other options that may materialize. It was agreed that a follow-up discussion will be scheduled.

October 3rd Meeting

The Study Group recognized that FY23 is the final year of the three-year “business plan challenge” and concluded that the Homestead offers limited potential as an event venue due to the following:

- Available indoor rental space does not appeal to clients due to:
 - Capacity for seated dinner or workshop is closer to 20 people
 - No centrally located restroom
 - Other adjacent uses are a deterrent – people coming and going during a private rental event
 - Wenham Archive Tours are difficult to schedule around and require access to main rental space
 - Liquor license fees are too high for a small event
- Major limitations of outside property:
 - No shelter for reliable programming / events
 - No power on the lower lawn
 - No water spigot on the lower lawn
 - No restrooms or easy access to restrooms from the lower lawn – private events do not want to use the Porta-John in the parking lot

Comments included:

- Options were inhibited to pursue long term events planning.
 - Facility has struggled as an event space
 - Other uses – trails, public events, licensed uses - have done well
 - Public is finally engaging with the property
- Despite limited successes as an event center, there have been other successes

- Public events have done well and are growing in popularity, signaling potential as a park
- Interior House uses are building momentum and would benefit from more time
- Opportunities to maintain ownership and reduce annual costs
 - Segregate expenses by category – House, Outdoor, stables and barn
 - Align outdoor uses with existing town departments
 - Identify new and existing partners to share the burden

Proposal for Continued Operations – FY ‘24

- Reorganize outdoor events as part of expanded Parks and Recreation plan
 - Outdoor events (movie and concert nights, festivals)
 - Outdoor rentals (private paid events),
 - Trails and river users (support public access)
- Renegotiate relationships with House users to reduce operating costs
 - Shift “House” expenses, i.e., utilities, insurance, etc., to be covered by users – Inc.Ubate, HHS, Wenham Museum
 - Reduce public uses of interior spaces
- Investigate new users for stable and barn
 - Develop plans for potential town managed activities to be funded by private sources/grants
 - Attract private investment in facility improvements
 - Investigate possible long-term lease to outside users/uses
 - Partner with outside entities (HWRSD, state agencies) to expand public programming.

Concluding comments:

Some concluding discussions from citizens, SB and FINCOM included:

- The tax revenue generated by Patton Ridge was supposed to cover the expense of the Patton Estate. The SB concurred that it does and the town is net positive each year.
- The SB also made the point that the Homestead “is a public asset and is making money.”
- The FINCOM reemphasized that the Patton Estate will continue to generate expense in the \$100+ thousand range annually for the foreseeable future.

Decision by the Select Board:

In the interest of enabling meaningful activation and fundraising efforts, the SB voted to commit to maintaining the Patton Homestead for a period of five years assuming no significant increase in annual operating costs and no meaningful capital investment on behalf of the Town. The SB agreed to monitor the operations to see what happens now that a “longer term” SB agreement/commitment is in place. The commentary during this discussion also included that this SB decision could be reversed if progress is not made as discussed.

Commentary from the Finance and Advisory Committee:

The Patton Study Group provided a valuable recap not only of the past ten years of financial history of the town's operation of the Patton Homestead but also a very "real" assessment of the limited potential of the current Homestead as a revenue source. Several points emerged as this conversation unfolded over the past year:

- 1) The Patton Homestead property remains a valuable asset to the town. Fin Com recommends that an appropriate real estate valuation of the Homestead property be performed. This will provide valuable additional insight to add to the financial profile assembled during the past year. The SB, Fin Com and taxpayers will then be able to avail themselves of this information for future decision making.
- 2) As noted above, the venue appears to offer minimal opportunities to materially monetize the buildings and the grounds due to its numerous physical limitations. It is important that these have been clarified and documented.
- 3) The buildings are old, and even without active event usage, they will require appropriate levels of maintenance and repair to ensure their safety and soundness. (By way of reminder, the town recently invested significantly in the buildings - CPC Funding of \$304K).
- 4) With the Homestead programming emphasis shifting to "outside" Parks and Recreation events on a go-forward basis, the Homestead Director has been moved to the Recreation department. This is reflected in the decrease in salary expense at the Homestead and an increase in the Recreation department. Unlike other Recreation costs the Homestead Director expense is not shared with Wenham and is fully paid by Hamilton.
- 5) The FINCOM reemphasizes that the Patton Homestead will continue to generate expense in the \$100+ thousand range for the foreseeable future. We do applaud the FY24 plan calling for an attempted shift of operating expense to the users of the Homestead buildings thereby lowering town expenses.
- 6) We will actively monitor the Homestead operations and share the SB's curiosity to see if granting a 5-Year commitment changes the trajectory of usage and financial impact of the Homestead on the towns financial burden.

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Saturday, April 1, 2023

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.