



**Town of Hamilton
Select Board
Monday, June 5, 2023**

- Shawn Farrell, Chair
- Bill Wilson
- Caroline Beaulieu
- Tom Myers
- Bill Olson

7:00 PM
Hamilton Town Hall, Memorial Room
577 Bay Road, Hamilton, MA

AMENDED AGENDA

The Select Board will continue to utilize Zoom to allow for a hybrid meeting environment, to make the meetings more accessible:

Join Zoom Meeting:

<https://us02web.zoom.us/j/83326363278?pwd=NWR1NmhGUxhnbHgyNUZ4bGZ2RERwUT09>

Meeting ID: 833 2636 3278

Passcode: 409116

One tap mobile

+13017158592,,83326363278#,,,,*409116# US (Washington DC)

+13052241968,,83326363278#,,,,*409116# US

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

7:00 p.m.	Call to order - Memorial Room
ANNOUNCEMENTS & BOARD OPENINGS	
	<p>Board and Committee openings:</p> <ul style="list-style-type: none"> • Capital Commission – 1 Opening • Finance and Advisory Committee – 1 Opening • Historic District Commission – 4 openings (Resident Realtor and Resident of the District and 2 at-large) • Conservation Commission – 3 openings • Human Rights Commission - 2 opening (1 Housing Authority Resident and 1 at-large member) • Hamilton Environmental Impact Committee – 1 opening • Hamilton Council on Aging – 1 Full member and 1 Associate member opening • Hamilton Planning Board – 1 Associate member opening
	Public Comment (3 minutes on topics not already on the agenda)
	<p>Select Board/ Town Manager Reports</p> <ul style="list-style-type: none"> • Department Head Report - Fire Chief Ray Brunet
AGENDA	

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

	<ul style="list-style-type: none"> • Increase Recreation Fund Spending Limit – Discuss and Vote • Approve new location for banner signs in front of COA and approve request for Sundays in Patton Park sign – Discuss and Vote • Review new Boards and Committee Handbook - Discuss • Review STM dates for late October or early November – Discuss and Vote • Town Manager Evaluation - Discuss • New Business <ul style="list-style-type: none"> ○ Annual Select Board Workshop and Goal Setting – Discuss and Vote ○ Timeline for Overlay Zoning for Brown’s Hill (Gordon Conwell) and Fall Special Town Meeting – Discuss and Vote ○ July 5, 2023 Select Board meeting cancellation – Discuss and Vote
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Cemetery Deeds

Joe Domelowicz

From: Sean Timmons
Sent: Tuesday, May 23, 2023 11:29 AM
To: Joe Domelowicz
Subject: RE: Increase in Spending Limit
Attachments: Revolving Funds - Increase Spending Limit 2023_0523.docx

Sean Timmons
Hamilton-Wenham Recreation Director
16 Union St.
Hamilton, MA 01982
stimmons@hamiltonma.gov
978-468-2178

<http://www.hwrecreation.com/>

["Like" us on Facebook](#)

[Follow us on Instagram](#)

From: Joe Domelowicz
Sent: Tuesday, May 23, 2023 11:27 AM
To: Sean Timmons <stimmons@hamiltonma.gov>
Subject: RE: Increase in Spending Limit

Can you update the form to reflect Select Board (not Board of Selectmen)? Please, and I will put it on the next agenda.

Joe

From: Sean Timmons <stimmons@hamiltonma.gov>
Sent: Tuesday, May 23, 2023 11:22 AM
To: Joe Domelowicz <jdomelowicz@hamiltonma.gov>; Wendy Markiewicz <wmarkiewicz@hamiltonma.gov>
Cc: Laurie Wilson <lwilson@hamiltonma.gov>
Subject: Increase in Spending Limit

Joe and Wendy,

Please see attached.

I will need to increase my spending limit for the revolving for this FY.

The increase reflects what was approved at ATM for FY24 (\$750,00k)

The increase for this FY is mostly needed due to the improvements we made at the pool. (decking, site amenities, and updates to tech)

Both the Select Board and Fincom need to approve this request, it can be done in any order. Let me know if you have any questions.

Sean

Sean Timmons
Hamilton-Wenham Recreation Director
16 Union St.
Hamilton, MA 01982
stimmons@hamiltonma.gov
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Joe Domelowicz

To: Wendy Markiewicz
Subject: RE: Increase in Spending Limit

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter44/Section53E1~2>

If you click on this link, it appears that Sean is correct, within any fiscal year the limit on what may be expended from a Revolving Fund can be increased upon the votes of the Select Board and Finance Committee in a town...so I will get this to the SB next Monday and then send it on to the FinCom after...

From: Wendy Markiewicz <wmarkiewicz@hamiltonma.gov>
Sent: Tuesday, May 30, 2023 6:02 PM
To: Joe Domelowicz <jdomelowicz@hamiltonma.gov>
Cc: Laurie Wilson <lwilson@hamiltonma.gov>
Subject: RE: Increase in Spending Limit

Thank you - no question, just making sure I do not miss something expected of me.

Wendy M. Markiewicz

Finance Director/Town Accountant
Town of Hamilton
577 Bay Road
Hamilton, MA 01936
wmarkiewicz@hamiltonma.gov
Office: 978-626-5215

From: Joe Domelowicz <jdomelowicz@hamiltonma.gov>
Sent: Tuesday, May 30, 2023 5:55 PM
To: Wendy Markiewicz <wmarkiewicz@hamiltonma.gov>
Cc: Laurie Wilson <lwilson@hamiltonma.gov>
Subject: RE: Increase in Spending Limit

I have it on the agenda for the next SB meeting...I will talk to Sean prior to that.
Do you have a question?
Should I not put this forward?

From: Wendy Markiewicz <wmarkiewicz@hamiltonma.gov>
Sent: Tuesday, May 30, 2023 5:43 PM
To: Joe Domelowicz <jdomelowicz@hamiltonma.gov>
Cc: Laurie Wilson <lwilson@hamiltonma.gov>
Subject: RE: Increase in Spending Limit

Hi Joe,

Is there a process for this? Are you in agreement? Is Sean presenting this to the Select Board first? Any action item needed from me?

Thank you,

Wendy M. Markiewicz

Finance Director/Town Accountant
Town of Hamilton
577 Bay Road
Hamilton, MA 01936
wmarkiewicz@hamiltonma.gov
Office: 978-626-5215

From: Sean Timmons <stimmons@hamiltonma.gov>

Sent: Tuesday, May 23, 2023 11:22 AM

To: Joe Domelowicz <jdomelowicz@hamiltonma.gov>; Wendy Markiewicz <wmarkiewicz@hamiltonma.gov>

Cc: Laurie Wilson <lwilson@hamiltonma.gov>

Subject: Increase in Spending Limit

Joe and Wendy,

Please see attached.

I will need to increase my spending limit for the revolving for this FY.

The increase reflects what was approved at ATM for FY24 (\$750,00k)

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Sean

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Section 53E1/2: Revolving funds

[Section impacted by 2020, 53, Sec. 8 effective April 3, 2020 relating to revolving fund expenditures a city or town may take in order to address disruptions caused by the outbreak of COVID-19.]

Section 53E1/2. Notwithstanding section 53, a city or town may authorize by by-law or ordinance the use of 1 or more revolving funds by 1 or more municipal agencies, boards, departments or offices, which shall be accounted for separately from all other monies in the city or town and to which shall be credited any fees, charges or other receipts from the departmental programs or activities supported by the revolving fund. Expenditures may be made from such revolving fund without further appropriation, subject to the provisions of this section; provided, however, that expenditures shall not be made or liabilities incurred from any such revolving fund in excess of the balance of the fund or in excess of the total authorized expenditures from such fund, and no expenditures shall be made unless approved in accordance with sections 41, 42, 52 and 56 of chapter 41.

Interest earned on any revolving fund balance shall be treated as general fund revenue of the city or town. No revolving fund may be established under this section for receipts of a municipal water or sewer department, a municipal hospital, a cable television access service or facility or for receipts reserved by law or as authorized by law for expenditure for a particular purpose. Revolving fund expenditures shall not be made to pay wages or salaries for full-time employees unless the revolving fund is also charged for the costs of fringe benefits associated with the wages or salaries so paid; provided, however, that such prohibition shall not apply to wages or salaries paid to full-time or part-time employees who are employed as drivers providing transportation for public school students; provided further, that only that portion of a revolving fund which is attributable to transportation fees may be used to pay the wages or salaries of those employees who are employed as drivers providing transportation for public school students; and provided further, that any such wages or salaries so paid shall be reported in the budget submitted for the next fiscal year.

A revolving fund shall be established pursuant to this section by by-law or ordinance. The by-law or ordinance shall specify for each fund: (1) the programs or activities for which the revolving fund may be expended; (2) the departmental receipts in connection with those programs or activities that shall be credited to the revolving fund; (3) the board, department or officer authorized to expend from such fund; and (4) any reporting or other requirements the city or town may impose. The establishment of any fund shall be made not later than the beginning of the fiscal year in which the fund shall begin. Notwithstanding this section, whenever, during the course of any fiscal year, any new revenue source becomes available for the establishment of a revolving fund under this section, such a fund may be established in accordance with this section upon certification by the city auditor, town accountant, or other officer having similar duties that the revenue source was not used in computing the most recent tax levy.

The city or town shall, on or before July 1 of each year, vote on the limit on the total amount that may be expended from each revolving fund established under this section. In any fiscal year, the limit on the amount that may be spent from a revolving fund may be increased with the approval of the city council and mayor in a city or with the approval of the board of selectmen and finance committee in a town.

Upon termination of a revolving fund, the balance in the fund at the end of that fiscal year shall revert to surplus revenue at the close of the fiscal year.

The director of accounts may issue guidelines further regulating revolving funds established pursuant to this section.



REQUEST TO INCREASE REVOLVING FUND SPENDING LIMIT

(One Original Copy to be submitted to the Finance Department)

A request is hereby made to increase the spending limit of the Recreation Revolving Fund in accordance with Chapter 44, Section 53E 1/2, of the Massachusetts General laws.

Date: OPEN

- 1. Current Spending Limit: \$600,000
- 2. Requested Spending Limit: \$750,000
- 3. Current Expenditures: \$\$577,990.02
- 4. Reason for increase: See Enclosed Memo

Recreation Director

Town Manager

Request should be made and vote taken before any expenditure in excess of current spending limit.

ACTION OF SELECT BOARD ACCOUNTING PURPOSES ONLY

Date of Meeting: _____

Number present and voting _____

Approved

Disapproved

Required Authorization:

Chairman, Select Board

A copy of this transaction is to be provided to the Chairman of the Select Board.

ACTION OF FINANCE and ADVISORY COMMITTEE ACCOUNTING PURPOSES ONLY

Date of Meeting: _____

Number present and voting _____

Approved

Disapproved

Required Authorization:

Chairman, Finance and Advisory Committee

A copy of this transaction is to be provided to the Chairman of the Finance and Advisory Committee.

Joe Domelowicz

From: Laurie Wilson
Sent: Thursday, June 1, 2023 11:03 AM
To: Joe Domelowicz
Subject: FW: External Email Warning Banner request --summer concerts

From: Beth Myers <Beth.myers1@outlook.com>
Sent: Tuesday, May 23, 2023 4:51 PM
To: Laurie Wilson <lwilson@hamiltonma.gov>
Subject: External Email Warning Banner request --summer concerts

Hi Laurie,

Just met with Tim Olson. He will be presenting a proposal to replace and relocate the banner frame in front of the senior center-- complete with pictures! We are certain it will be approved-- for better visibility.

Since the next meeting of the BOS is June 5 and our summer concert season begins less than 2 weeks later, I would like to submit our Community House request to hang the SIPP banner --at that same meeting.

The Sundays in Patton Park Concert Committee respectfully requests permission to hang the usual banner advertising our free summer concert series -- starting Monday, June 12 through Sunday, August 6.

Thank you,

Beth Myers
10 Walnut Road, South Hamilton, MA 01982
978-468-2992

Joe Domelowicz

From: Tim Olson
Sent: Thursday, May 25, 2023 11:21 AM
To: Joe Domelowicz
Cc: Richard Maloney; Patrick Reffett; Russell Stevens; Beth Myers
Subject: RE: Banner Sign in front of the COA
Attachments: IMG_7374.jpg; IMG_7373.jpg; IMG_7372.jpg; IMG_7375.jpg; IMG_7371.jpg

Hi Joe,

After speaking with Rich, he feels the new banner sign location at the Senior Center falls within a “temporary signage” category and therefore only requires the approval from the Select Board.

I met with Beth Myers and found a good location for a new banner sign. Please see the pictures attached. I also have pictures of the existing sign if needed.

This new location will allow the banner to be highly visible from all locations, unlike the current sign that is blocked by a tree and only angles for traffic from the downtown area heading north.

Can we get this on the next SB agenda for approval? I mentioned to Beth that I would do my best to expedite the approval process to stay ahead of upcoming park events.

DPW would provide the materials and installation.

Thanks

Tim Olson

Timothy J. Olson

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

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

From: Patrick Reffett <preffett@hamiltonma.gov>
Sent: Monday, May 15, 2023 2:56 PM

To: Tim Olson <tolson@hamiltonma.gov>
Subject: RE: Banner Sign in front of the COA

Rich will get you an answer/I try not to step on toes

From: Tim Olson <tolson@hamiltonma.gov>
Sent: Monday, May 15, 2023 2:49 PM
To: Richard Maloney <rmaloney@hamiltonma.gov>; Patrick Reffett <preffett@hamiltonma.gov>
Subject: Banner Sign in front of the COA

Hi Rich and Patrick,

I have been asked to re-locate the existing banner sign in front of the COA. It consists of two 4x4 posts that a banner is tied between. I am thinking of making some small improvements, maybe a top and bottom brace when we relocate. The tree in front of it has grown and now the banner is not noticeable.

I was wondering if we need any board sign off?

I wasn't sure if the banner is within the PB or ZBA authority.

Thank you

Tim

Timothy J. Olson

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

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TOWN OF HAMILTON



A HANDBOOK FOR MEMBERS OF TOWN COMMITTEES, BOARDS, COMMISSIONS

MAY 2023

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INTRODUCTION

Congratulations on your appointment or election to one of Hamilton's Town Committees, Boards, or Commissions and thank you in advance for your service to the Town.

The Town Manager and Town Clerk's offices have compiled this Handbook to assist all members and potential members of the Town's many committees, boards, and commissions (hereafter referred to as "Committees"). The Handbook provides requirements and guidelines for membership, for the organization of committees, for posting meetings, and for record keeping. Should you have any questions or need clarification of any information written here, please reach out to the Town Manager, the Assistant to the Town Manager, or the Town Clerk. Please complete the Acknowledgement of Receipt of the Committee Handbook on the back page of this booklet and return it to the Town Clerk or the Assistant to the Town Manager.

APPOINTMENTS

Application for Membership:

Any resident of the Town of Hamilton may apply to join a Town Committee. Openings are posted on the town website and announced at Select Board meetings. The application for appointment can be found on the town website, click on "Government" then click on "Join a Committee/Board." Please fill in the information on the form, attach a letter of interest and/or a current résumé and return the completed application to the Town Manager's office at lwilson@hamiltonma.gov or mail to the Town Manager's Office, Town of Hamilton, P.O. Box 429, Hamilton, MA 01936. All applicants are strongly encouraged to attend a regularly scheduled meeting of the board or committee for which they are applying. If there is not a current opening, applications will be kept on file and considered as vacancies occur.

Appointment:

The Select Board appoints most members to Committees. After appointments are approved, appointees will receive a written letter of appointment with information about online training for the Conflict of Interest Law for Municipal Employees, M.G.L. c.268A, and about contacting the Town Clerk to take an oath of office prior to taking any official action as a member of the Committee. The Town Clerk will also share information about Open Meeting Law.

Terms of Office:

The full term of office for most positions on Committees is three years, ending on June 30th of the third year. If a vacancy occurs in the membership of a Committee, the appointing authority shall appoint a new member to serve for the balance of the unexpired year.

Reappointments:

Reappointments are not automatically issued. Prior to the expiration of all appointments, the Town Manager's office will notify Committee chairs of the members with expiring terms and request written confirmation of interest in reappointment.

Resignation:

A Committee member who is no longer able to serve, or who moves out of town, should resign promptly so that the vacancy may be filled as soon as possible. A written letter of resignation must be submitted to the Chair of the Committee with copies submitted to the Town Manager and the Town Clerk.

COMPOSITION OF ANY TOWN COMMITTEE

Elections:

All Town Committees shall annually elect a Chair and other necessary officers, usually at the first meeting around the beginning of a new term. The new organization of Committees needs to be communicated to the Town Manager's office and then will be updated on the Town website.

Chair:

The Chair's primary responsibility is the fair facilitation of meetings. The Chair presides at all meetings, assists with setting the agenda, decides questions of order, calls special meetings, and signs official documents that require the Chair's signature. The Chair has the same and no more rights as other members to offer resolutions, discuss questions, and vote thereon. The Chair should allow other members to make and second motions and should be mindful in offering amendments to motions and in discussion, since the Chair's primary role is to facilitate a full range of opinion from the Committee and, in a public hearing, from the Public.

The duties the Chair typically performs include:

- Reserving meeting space
- Preparing agendas, and if needed, reaching out to the Employee Liaison to set up Zoom
- Posting agendas with the Town Clerk
- Assuring the list of topics is posted in accordance with Open Meeting Law
- Assuring needed material will be available to the Committee
- Notifying the Town Manager of important changes to the Committee
- Submitting the Annual Report

Vice Chair:

The Vice Chair serves as the Chair whenever the Chair is absent or steps down.

Secretary/Clerk:

The Secretary/Clerk responsibilities include:

- Taking and transcribing the Committee's minutes, see also the section on Minutes
- Recording any amendments
- Adding the following notation at the end of the last page upon final approval of minutes by the Committee:
"Respectfully submitted as approved at _____ (date) meeting
_____ (name and title of person submitting)"
- Submitting the approved minutes to the Employee liaison to be posted online, and then filed with the Town Clerk

Note: Some Committees have paid minutes takers who will provide the initial minutes document to the Clerk of the Committee. From there it will be the responsibility of the Clerk along with the other members of the Committee to proof read, edit, adopt the minutes and file them with the Town Clerk.

Speaking for a Committee:

Usually the Chair speaks for the Committee. An individual board member has a right to speak publically as a private citizen, but should not purport to represent the Committee or exercise the authority of the Committee except when specifically authorized by a majority vote of the body to do so. One should clearly identify oneself and state publically that they are speaking as a private citizen authorized to speak on behalf of the Committee for the record.

**Town of Hamilton
Recommended Board/Committee Employee Liaison List**

Board/Committee/Agency	Employee Liaison
Board of Assessors	Assistant Assessor
Board of Health	BOH Administrative Assistant
Capital Committee	Assistant to the Town Manager/CPC Coordinator
Chebacco Woods Management Committee	Conservation Coordinator
Community Preservation Committee	Assistant to the Town Manager/CPC Coordinator
Conservation Commission	Conservation Coordinator
Council on Aging	COA Director
Environmental Impact Committee	Assistant to the Town Manager/CPC Coordinator
Finance and Advisory Committee	Assistant to the Town Manager/CPC Coordinator
Hamilton Affordable Housing Trust	Assistant to the Town Manager/CPC Coordinator
Hamilton Development Corporation	HDC Coordinator
Hamilton Foundation	Assistant to the Town Manager/CPC Coordinator
Hamilton Historic District Commission	Assistant to the Town Manager/CPC Coordinator
Hamilton Housing Authority	Executive Director
Hamilton Human Rights Commission	Assistant to the Town Manager/CPC Coordinator
Hamilton Wenham Cultural Council	Assistant to the Town Manager/CPC Coordinator
Hamilton Wenham Public Library Trustees	Library Director
Hamilton Wenham Recreation Board	Recreation Director
Master Plan Steering Committee	Director of Planning and Inspections
Planning Board	Director of Planning and Inspections
Select Board	Town Manager
Zoning Board of Appeals	Director of Planning and Inspections

**Adopted: September 24, 2018
By vote of the Board of Selectmen
Revised: May 2023**

MEETINGS

Definitions:

Public Body – a multiple-member board, commission, committee or subcommittee within the executive or legislative branch or within any county, district, city, region, or town, however created, elected, appointed, or otherwise constituted, established to serve a public purpose.

Public meeting – a deliberation by a public body with respect to any matter within the body's jurisdiction. A public meeting occurs at any time a quorum of the Committee members get together to discuss or consider any public business or policy over which the committee has some jurisdiction or advisory power.

Quorum is a simple majority, greater than 50%, of the full membership of a public body. A quorum is necessary for conducting official business.

Deliberation – an oral or written communication through any medium, including electronic mail, between or among a quorum of a public body on any public business within its jurisdiction. Deliberation shall not include the distribution of a meeting agenda, scheduling information or distribution of other procedural meeting, or the distribution of reports or documents that may be discussed at a meeting, provided that no opinion of a member is expressed.

Open Meeting Law (OML) M.G.L. c. 30A, §§ 18 - 25:

The Massachusetts Open Meeting Law requires that all meetings of elected or appointed boards, committees or commissions be open to the public except in the specific situations where an Executive Session is permitted. Open Meeting Law requirements and procedures identified here apply to all types of meetings including: special meetings, workshops, emergency meetings, subcommittee meetings, and public hearings.

- Open Meeting Law states that “meetings” shall not include:
 - a. An on-site inspection of a project or program, so long as the members do not deliberate.
 - b. Attendance by a quorum of a public body at a public or private gathering, including a conference, training program, or a media, social or other event, so long as the members do not deliberate.
 - c. Attendance by a quorum of a public body at a meeting of another public body that has complied with the notice requirements of the open meeting law, so long as the visiting members communicate only by open participation in the meeting on those matters under discussion by the host body and do not deliberate.
 - d. A meeting of a quasi-judicial board or commission held for the sole purpose of making a decision required in an adjudicatory proceeding brought before it.
 - e. A session of a town meeting convened under section 9 of chapter 39, which would include the attendance by a quorum of a public body at any such session.

The use of technology for communication may be considered a public meeting. However, the OML prohibits the use of email or telephone conferences by a quorum of a Committee to consider Committee business. Email may be used to provide information, or to determine the availability of members for a meeting. However, members must refrain from commenting on information provided in an email. Comments on information provided via email should be reserved for a posted public meeting of a Committee. Members may not “reply all” to express an opinion on information that is shared via email.

For more information, go to www.mass.gov/the-open-meeting-law on the Attorney General's website

Meeting Locations:

All meetings of a Town Committee shall be open to the public and any person shall be permitted to attend any meeting except under those circumstances listed in the section about Executive Session. Therefore, meetings must be held in a place which is open to the public and ADA accessible. Committees should meet in a public building; the following is a list of public spaces that may be reserved for meetings.

- Town Hall: check the calendar in the Memorial Room for availability before submitting the Meeting Notice form to the Town Clerk’s office
- Senior Center: call 978-468-5595 to speak with the COA Director
Meetings may be scheduled for 7:30 am - 9:00 am or after 4:30 pm and on weekends. Guidelines for use of the Hamilton Senior Center at hamiltonma.gov, Select Board, Adopted Policies, Senior Center Usage Policy
- H-W Public Library: online at hwlibrary.org, Events, Meeting Rooms, Book a room
Meetings will be scheduled during Library hours: Monday 10 am – 4:45 pm, Tuesday - Thursday 10 am to 7:45 pm, Friday 10 am to 4:45 pm, Saturday 10 am – 3:45 pm.

Posting Meetings:

An agenda format can be the template or any other format the Chair prefers.

For the template see the website: Where do I go for, Meeting & Agenda form for Town Clerk
As per Open Meeting Law, a Meeting Notice form must be completed with the following:

- Committee’s name
- Approved location of the meeting with street address
- Day, date, and time of the meeting
- Agenda of all topics that the Chair reasonably anticipates will be discussed
- Signature of Chair or authorized person
- Date of submittal to the Town Clerk, at least 48 work weekday hours prior to the meeting. Note: 48 work weekday hours do not include Saturdays, Sundays, or legal holidays and remember that Town Hall closes at 12:30 pm on Fridays
- Submit the agenda to townclerk@hamiltonma.gov to be time stamped and posted

Meeting Time:	Must be RECEIVED by the Clerk by:
Monday AM	Thursday am
Monday PM	Thursday 3:30
Tuesday AM	Thursday 3:30
Tuesday PM	Friday 12:00
Wednesday AM	Friday 12:00
Wednesday PM	Monday 3:30
Thursday AM	Monday 3:30
Thursday PM	Tuesday 3:30
Friday AM	Tuesday 3:30
Friday PM	Wednesday 3:30

Amending an Agenda:

A Committee can amend an agenda within 48 hours of a meeting but only to include a topic that was not reasonably anticipated by the Chair. That topic does not necessarily have to be an emergency but could be an issue that arises, for example, the day of the meeting that the Committee wishes to address. However, the Attorney General encourages public bodies to postpone discussion and action on topics that are controversial or may be of particular interest to the public if those topics were not listed in the original meeting notice. An agenda cannot be amended to change the location or to start the meeting at an earlier time.

The Chair or authorized person shall post the amended agenda with the notation 'AMENDED' agenda on the posting. Best practice also suggests that the change is highlighted on the agenda.

Conducting Public Meetings:

A Committee may adopt formal rules of order as it is advisable for the Committee to observe a minimum of generally accepted parliamentary procedures. Guidance by the chair and adherence to customary parliamentary procedures can increase efficiency as well as maintain objectivity.

Procedures to observe:

- In most instances, a decision is made by a simple majority vote of those Committee members present and voting at the meeting.
- No votes taken in open session of a meeting shall be by secret ballot.
- Meetings of Town Committees are public meetings; they are open to the public and the public is welcome to attend and observe. However, members of the public do not have the right to participate unless they are invited to do so by the Chair. Some Committees do list an agenda item: Public Comment (3 minutes), to allow for brief comments.
- Any person may record a meeting with a tape recorder or any other means of audio reproduction and/or videotape equipment provide he/she/they announce the intention to do so and there is no active interference with the conduct of the meeting.

Public Hearings:

A public hearing is held for the purpose of obtaining information from which a Committee can reach a determination, usually regarding the issuance of a license or permit or some other approval. The hearing may include formal presentations, background information from the Chair, Town Officials and other Committees, followed by time for questions from the Committee and then from the public. All questions should be directed to the Chair who, in turn, may ask for a response from Committee members, staff or a member of the public. It is also the responsibility of the Chair to maintain order and decorum at the hearing. The Chair must be consistent and fair, but may put restrictions on the nature, time, number and frequency of individual's comments and questions.

Select Board, Planning Board, Zoning Board of Appeals, Conservation Commission, Board of Health and Historic District Commission are some Committees that are required by state law or local regulation to hold public hearings. Such hearings will typically have requirements and timeframes for advertising and posting public notice of the hearing, notifying abutters by Certified Mail, rendering and filing a decision and the purpose for filing an appeal. It is the responsibility of the Chair to assure that the requirements of the public hearing process are properly followed.

Executive Sessions:

An Executive Session is closed to the public, but the Committee must first convene in an Open Session for which notice has been posted. A majority of the members must vote, by roll-call vote entered into the minutes, in favor of a motion to go into Executive Session. The motion must specify the reason including a statement that there would be a detrimental effect on the position of the governing body if the discussion were in open session. All votes taken in Executive Session are recorded by roll call and become a part of the record of that session. Topics discussed in Executive Session are confidential. Accurate minutes shall be maintained and released to the public only when the purpose of the Executive Session no longer exists.

While all meetings of public bodies must be open to the public, certain topics may be discussed in executive, or closed, session. The open meeting law, M.G.L. c. 30A, § 21, sets out ten permissible reasons for entering executive session:

1. To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual;
2. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;
3. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;
4. To discuss the deployment of security personnel or devices, or strategies with respect thereto;
5. To investigate charges of criminal misconduct or to consider the filing of criminal complaints;
6. To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body;
7. To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements;
8. To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening;
9. To meet or confer with a mediator, as defined in section 23C of chapter 233, with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or entity, provided that: (i) any decision to participate in mediation shall be made in an open session and the parties, issues involved and purpose of the mediation shall be disclosed; and (ii) no action shall be taken by any public body with respect to those issues which are the subject of the mediation without deliberation and approval for such action at an open session.
10. To discuss trade secrets or confidential, competitively-sensitive or other proprietary information provided: in the course of activities conducted by a governmental body as an energy supplier under a license granted by the department of public utilities pursuant to G.L. c. 164, § 1F.

Minutes:

The following section is from the Town of Hamilton Law and Policy regarding Meeting Minutes:

All board and committee members are required to be informed of the requirements of the Open Meeting Law, G.L. c. 30A, §§ 18-25 and the Attorney General's regulations, 940 CMR 29.00. The Select Board is concerned that the law is not being uniformly applied. In addition, adoption of across-the-board conventions will assist the Town in filing, locating, and producing minutes as needed. This policy summarizes legal requirements applicable to meeting minutes and supplements those requirements.

Every multiple-member board, commission, committee, or subcommittee within town, however created, elected, appointed, or otherwise constituted, established to serve a public purpose is a "public body" and must conform to the Open Meeting Law. Among other obligations, that means that each public body must create, approve, and maintain meeting minutes.

Each public body shall nominate someone to be responsible for ensuring that accurate meeting minutes are created, typically a Secretary. Some public bodies will have a professional minutes secretary hired by the Town to keep minutes (see Secretary/Clerk section). For those public bodies that do not have access to such a person, a member of the public body must create the minutes.

Meeting minutes must include the following information:

- The date, time, and place of the meeting
- Identification of all members present and absent
- A record of all decisions made and actions taken
- A record of all votes
- A summary of the discussion on each subject. Note: a transcript is not required
- If any vote is taken in executive session or while a member participates remotely, the vote must be by roll call and the minutes must reflect the roll call vote
- A list of the documents and other exhibits used at the meeting. These records must be maintained, but need not be physically attached to the minutes
- The results of any review of executive session minutes as to whether they will continue to be withheld from public disclosure or released to the public.

Minutes must be created and approved in a timely manner. The law does not define what is timely, but public bodies should use their best efforts to ensure that minutes are approved within two subsequent meetings.

Open session and executive session minutes should be separate documents. Once approved, the Secretary/Clerk signs those minutes, which become part of the official records of the Town. The open session minutes are available to the public and should be posted on the Town website. Executive session minutes should be maintained in a confidential file and only posted on the Town website when the reason for the executive session no longer requires that the minutes be withheld from disclosure. The public body or its chair or designee shall periodically review the minutes of executive sessions to determine if the minutes should still be exempt from public disclosure. The determination must be announced at the next meeting of the public body.

OPEN MEETING COMPLAINTS

Anyone can file an opening meeting complaint in writing using the form approved by the Attorney General and available on the Attorney General's website. A public body need not, and the Attorney General will not, investigate or address anonymous complaints. A public body need not address a complaint that is not signed by the complainant. A public body need not address a complaint that is not filed using the Attorney General's complaint form.

The complaint shall be filed with the public body and the Town Clerk within 30 days of the alleged violation, or if the alleged violation could not reasonably have been know at the time it occurred, then with 30 days of the date it should reasonably have been discovered.

Within 14 business days after receiving the complaint, the public body shall meet to review the complainant's allegations; take remedial action, if appropriate; and send to the complainant a response and a description of any remedial action taken. The public body shall simultaneously notify the Attorney General that it has sent such materials to the complainant and shall provide the Attorney General with a copy of the complaint, response, and a description of any remedial action taken.

If at least 30 days have passed after the complaint was filed with the public body, and if the complainant is unsatisfied with the public body's resolution of the complaint, the complainant may file a complaint with the Attorney General.



**Acknowledgement of Receipt
of the Town of Hamilton's Committee Handbook**

Please sign and return this page to the Town Manager's Office.

**I hereby acknowledge that I have received a copy of the Town of Hamilton's
"Handbook for Members of Committees, Boards, Commissions"
and agree to familiarize myself with the contents thereof.**

Signature

Name of Board, Committee, Commission

Printed Name

Date

Home Address

Email Address

Mailing Address

Phone Number cell home

for office use:

Sworn in _____

Conflict of Interest completed _____

Joe Domelowicz

From: Geary, Thomas <t.geary@hwschools.net>
Sent: Wednesday, May 17, 2023 11:32 AM
To: Joe Domelowicz
Subject: External Email Warning Re: asking for a little insight, if you have it.

Hi Joe,

Currently, the project is in the design stage. As of right now, I don't really have an idea of when the project will kick off and end.

However, the majority of the work will be done behind the curtain. I feel comfortable stating that we could still operate the STM in the auditorium even if construction is in progress. When you had your STM back this past fall, we were able to utilize portable lights as a work around.

Worst case scenario is that we could hold the STM in the Miles River Multi-Purpose Room (cafeteria). Plenty of space and easy access for folks.

TG

From: Joe Domelowicz <jdomelowicz@hamiltonma.gov>
Date: Tuesday, May 16, 2023 at 4:44 PM
To: Geary, Thomas <t.geary@hwschools.net>
Subject: asking for a little insight, if you have it.

Caution: This email originated from an external source and not from the hwschools.net email ecosystem. Be thoughtful when interacting with any links, attachments, or responding, unless you know the sender and expect such an email.

Tom, Hope you are doing well.

I have a little issue I am hoping you can give us some insight into.

The Hamilton Select Board is starting to plan for a Fall STM, we 'd like to use the High School Auditorium as per usual, but we understand that a lighting project is planned for the auditorium and there is some questions as to when the auditorium will be available.

Do you have a timeline or a sense of the installation window on the new lighting? The SB is looking at last week of October or first week of November, but picking a date is important, so we can set the rest of the preparation calendar backwards from the STM meeting date.

If by chance you don't have a schedule yet or if you do not think the auditorium will be available by then, could we utilize either the high school gymnasium or the cafeteria? We need to find a location large enough to accommodate several hundred people with the possibility of video screens and a sound system. I am open to thoughts and ideas.

Thank you in advance,
Joe D.

Joseph J. Domelowicz Jr.

Town Manager

jdomelowicz@hamiltonma.gov

(o)978-626-5202

(m)617-290-7060

Joe Domelowicz

From: Laurie Wilson
Sent: Tuesday, May 23, 2023 10:47 AM
To: Joe Domelowicz
Subject: FW: External Email Warning RE: External Email Warning RE: Special Town Meetings changing again!

Follow Up Flag: Follow up
Flag Status: Flagged

FYI for Special Town Meeting:
Saturdays at 9 am - October 21, October 28, November 4 at 9 am
Evenings at 7 pm – Monday October 23, Tuesday October 24, Monday October 30,

From: Maidment, Patricia <p.maidment@hwschools.net>
Sent: Tuesday, May 23, 2023 10:38 AM
To: Laurie Wilson <lwilson@hamiltonma.gov>
Subject: External Email Warning RE: External Email Warning RE: Special Town Meetings changing again!

We don't have any set dates yet from contractors but we will work around your meeting date. Our only request is we would like to avoid Wednesdays.

Any of the other dates should work fine with us.

Tricia Maidment
Administrative Assistant to the Athletic Director
District Building Use Coordinator
Hamilton Wenham Regional Schools
p.maidment@hwschools.net
(978) 468-0439

From: Laurie Wilson <lwilson@hamiltonma.gov>
Sent: Tuesday, May 23, 2023 9:59 AM
To: Maidment, Patricia <p.maidment@hwschools.net>
Subject: RE: External Email Warning RE: Special Town Meetings changing again!

Caution: This email originated from an external source and not from the hwschools.net email ecosystem. Be thoughtful when interacting with any links, attachments, or responding, unless you know the sender and expect such an email.

Hi Trish,

Just checking in about the fall meeting, any info on the light installation schedule?

Thanks,
Laurie

From: Laurie Wilson
Sent: Thursday, May 11, 2023 11:51 AM
To: Maidment, Patricia <p.maidment@hwschools.net>
Subject: RE: External Email Warning RE: Special Town Meetings changing again!

Hi Trish,

Thank you for letting me know about June 14, I will confirm that after Monday's Select Board meeting. Might you know about timing of the work on the light system soon? We would like to have options for the Select Board on Monday night.

Thank you,
Laurie

From: Maidment, Patricia <p.maidment@hwschools.net>
Sent: Thursday, May 11, 2023 10:07 AM
To: Laurie Wilson <lwilson@hamiltonma.gov>
Subject: External Email Warning RE: Special Town Meetings changing again!

Hi Laurie,
I have canceled the June 28th STM.
Seems like the 14th works for us if that's OK with you.

As far as the fall dates – we are getting some much needed work done to our light system in the auditorium. I'm just waiting to hear back on the vendor is expected to be here. I will get back to you as soon as I have that schedule.

Tricia Maidment
Administrative Assistant to the Athletic Director
District Building Use Coordinator
Hamilton Wenham Regional Schools
p.maidment@hwschools.net
(978) 468-0439

From: Laurie Wilson <lwilson@hamiltonma.gov>
Sent: Friday, May 5, 2023 8:35 AM
To: Maidment, Patricia <p.maidment@hwschools.net>
Subject: Special Town Meetings changing again!

Caution: This email originated from an external source and not from the hwschools.net email ecosystem. Be thoughtful when interacting with any links, attachments, or responding, unless you know the sender and expect such an email.

Hi Trish,

Thank you for all your time helping us schedule a meeting, but we're changing again. We will not have a special town meeting in June so we can cancel June 28th.

There is discussion about a public forum regarding Gordon Conwell. Could you let me know if the auditorium is available on Wednesday June 7, or Wednesday June 14 at 7 pm? Also, The Winthrop School Café could be an option, do you schedule that or someone at Winthrop?

Next, regarding a special town meeting in the fall I would like to check on the following dates:

Saturdays at 9 am - October 21, October 28, November 4 at 9 am

Evenings at 7 pm – Monday October 23, Tuesday October 24, Wednesday October 25, Monday October 30, Wednesday November 1

Many thanks,
Laurie

Laurie Wilson

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

Planning Board Meeting Dates – Proposed Schedule for GCTS Reuse Initiative

6/6 – Public Input

6/27 – Discuss revisions to Overlay District, Illustrative Plan(s) and Development Standards

7/11 – Continue Discussions

7/25 – Continue Discussions

8/1 – Presentation to Public

6/15 – Public Input

9/5 -Continue Discussions

9/19 – Finalize Overlay District and Illustrative Plan(s); Obtain Final Draft of Development Agreement

10/3 - Finalize Overlay District and Illustrative Plan(s); Obtain Final Draft of Development Agreement

PROVIDE NOTICE OF OVERLAY DISTRICT BYLAW PURSUANT TO STATE LAW; PROVIDE NOTICE OF AMENDMENTS TO STORMWATER REGULATIONS PURSUANT TO STATE LAW

10/17 – Public Hearing on all amendments to Zoning Bylaw consistent with state law

This version reorganizes certain sections and corrects numbering problems. The provisions relating to the Application Requirements in which the options for using Illustrative Plans and Concept Plans untethered to Illustrative Plans are now set forth in Section 9.6.7 and the Development Standards are now set forth in Section 9.6.8. Tables and other provisions are renumbered accordingly.

WORKING DRAFT (BHOD Rev.8)

9.6 BROWN'S HILL OVERLAY DISTRICT (BHOD)

PURPOSE AND APPLICABILITY

9.6.1 Purpose. The general purpose of the BHOD is to encourage planned and orderly development of land within the boundaries of the BHOD. The area is designated for special land use, planning, environmental, and access considerations that warrant careful control of development under Special Permit or Site Plan Review procedures. The specific purposes of the BHOD are to:

1. Support land uses and activities that will promote economic development on the site and allow for the phased development of new uses and activities that reflect traditional campus spatial layouts and/or New England building, street, and open space patterns.
2. Retain the Heritage Landscapes, and encourage the retention of historic buildings (e.g., the Retreat House and Pilgram Hall);
3. Embrace open space and respect for the natural environment, and maintain clear development edges with buffers or separation between areas of dissimilar character, either at the perimeter of the site or on the site itself.
4. Utilize Smart Growth principles, such as clustered housing, and provide a mix of housing types (cottages, townhouses, multi-family, live/work) and ownership choices (apartments, condominiums) for different incomes;
5. Provide a contiguous network of trails and walks separate from streets as a central greenway open to the public as civic space, balancing needs of drivers and pedestrian, using landscaping to create a walkable and inviting site for visitors and residents;
6. **Encourage the use of Illustrative Plans by providing incentives in the form of deemed satisfaction of Section 9.6.7.5 and presumed satisfaction of 9.6.12.1.1; 9.6.12.1.5, 9.6.12.1.6, 9.6.12.1.8 and 9.6.12.1.9.**
7. Balance fiscal, social, and environmental benefits to the Town.

9.6.2 Applicability. The BHOD is an overlay district that applies **to the Gordon Conwell Theological Seminary property** to be included in §2.3 of Hamilton's Zoning Bylaw as the Brown's Hill Overlay District. The BHOD replaces the applicable underlying zoning district and permits residential uses, as well as other uses, by right within designated portions of the Overlay District

9.6.3 Responsible Authority. The Planning Board shall be the Special Permit Granting Authority and shall conduct Site Plan Review pursuant to applicable provisions of §10.6 and shall grant Special Permits as set forth herein and pursuant to §10.5 in the BHOD. If a provision

of BHOD allows the Planning Board to exercise discretion in the application of a specific standard or requirement, but does not identify specific criteria for a decision, the following criteria shall be used in exercising discretion:

1. The proposed project complies with all applicable provisions of the Hamilton Zoning Bylaw;
2. The exercise of discretion will act to ensure the compatibility of the proposed project with the site, surrounding properties, and the community; and
3. The decision is consistent with the Town's Master Plan.

ZONES AND ALLOWABLE USES

9.6.4.1 Zoning Map and Zones. The BHOD is divided into multiple zones which may include residential or commercial development or a combination of both as set forth in the Brown's Hill Zoning Map. The Brown's Hill Zoning Map is adopted as part of this Bylaw and identifies the boundaries of the following zoning districts. The Brown's Hill Map is attached to this Bylaw as **Map 1**.

9.6.4.2 Official Zoning Map Amendment. The Brown's Hill Zoning Map may be amended in accordance with the procedures Massachusetts Law Ch. 40A, §5.

9.6.4.3 District Boundaries Interpreted. Where uncertainty exists with respect to the boundaries of districts shown on the Brown's Hill Zoning Map, the Map shall be interpreted and construed in accordance with the provisions established in §9.6.1.

9.6.4.4 Natural Area (NA)9.6.

- A. **Purpose and Intent.** The NA district is intended to preserve and protect sensitive environmental areas, restrict development that could compromise these areas, and maintain open spaces that provide an ecological and aesthetic value to the community.
- B. **Applicability.** The boundaries of the NA district are illustrated on the Brown's Hill Zoning Map.
- C. **Allowed Uses.** Uses permitted in the NA district and conditions and standards for those permitted uses are provided in §9.6.6.3, Table 2.

9.6.4.5 Heritage Landscape (HL)

- A. **Purpose and Intent.** The HL district is intended to preserve an historically celebrated part of Hamilton's built legacy. The BHOD is designed to conserve the pastoral landscapes surrounding the architecture and to discourage residential or other development. This district also is intended to provide for supporting uses associated with recreation. The district contemplates the reuse of the former Mandel House, now known as the Retreat House. Residential and Commercial uses shall not be permitted in the HL district, except for the reuse of the Retreat House.
- B. **Applicability.** The boundaries of the HL district are illustrated on the Brown's Hill Zoning Map.

- C. **Allowed Uses.** Uses permitted in the HL district and conditions and standards for those permitted uses are provided in §§9.6.6.3, Table 2.

9.6.4.6 Brown's Hill - Commercial (BH-C)

- A. **Purpose and Intent.** The BH-C district is located at the top of Brown's Hill and is intended to provide the option for commercial development on 20+/- acres that may include repurposing pre-existing Business/Institutional buildings of approximately 165,000 SF with potential additions to, or demolition of parts or all those buildings, to make room for new construction and parking spaces. The regulations are designed to accommodate a mix of businesses including life science facilities that support this intent.
- B. **Applicability.** The boundaries of the BH-C district are illustrated on the Brown's Hill Zoning Map.
- C. **Allowed Uses.** Uses permitted in the BH-C district and conditions and standards for those permitted uses are provided in §9.6.6.3, Table 2.

9.6.4.7 Brown's Hill - Residential (BH-R)

- A. **Purpose and Intent.** The BH-R district is located at the top of Brown's Hill and is intended to provide the option for residential development on 20+/- acres that may include repurposing pre-existing Business/Institutional buildings of approximately 168,000 SF with potential additions to, or demolition of parts or all those buildings to make room for new construction and parking spaces. The regulations are designed to accommodate 55+ active adult housing units with a small mix of complementary and supporting services in the vicinity that support this intent.
- B. **Applicability.** The boundaries of the BH-R district are illustrated on the Brown's Hill Zoning Map.
- C. **Allowed Uses.** Uses permitted in the BH-C district and conditions and standards for those permitted uses are provided in §9.6.6.3, Table 2.

9.6.4.8 North - Residential (N-R)

- A. **Purpose and Intent.** The N-R district is intended to provide a compact residential development on approximately 7.8 acres with a mix of complementary and supporting services through the potential reuse of dormitories E and F and new construction.
- B. **Applicability.** The boundaries of the N-R district are illustrated on the Brown's Hill Zoning Map.
- C. **Allowed Uses.** Uses permitted in the N-R district and conditions and standards for those permitted uses are provided in §9.6.6.3, Table 2.

9.6.4.9 Central - Residential (C-R)

- A. **Purpose and Intent.** The C-R district is intended to provide the option of residential development on approximately 6.1 acres in the central part of the Brown's Hill site.
- B. **Applicability.** The boundaries of the C-R district are illustrated on the Brown's Hill Zoning Map.
- C. **Allowed Uses.** Uses permitted in the C-R district and conditions and standards for those permitted uses are provided in §9.6.6.3, Table 2.

9.6.4.10 Central – Commercial (C-C)

- A. **Purpose and Intent.** The C-C district is intended to provide the option for commercial development on approximately 6.1 acres in the central part of the Brown's Hill site.
- B. **Applicability.** The boundaries of the C-R district are illustrated on the Brown's Hill Zoning Map.
- C. **Allowed Uses.** Uses permitted in the C-C district and conditions and standards for those permitted uses are provided in §9.6.6.3, Table 2.

9.6.4.11 Stables – Residential (S-R)

- A. **Purpose and Intent.** The S-R district is intended to provide for residential development through the reuse of dormitories C and D and Pilgram Hall, the former stables associated with the Mandel House.
- B. **Applicability.** The boundaries of the S-R district are illustrated on the Brown's Hill Zoning Map.
- C. **Allowed Uses.** Uses permitted in the S-R district and conditions and standards for those permitted uses are provided in §9.6.6.3, Table 2.

9.6.4.12 Stables – Commercial (S-C)

- A. **Purpose and Intent.** The S-C district is intended to provide for the potential development of Pilgram Hall for commercial use or commercial use with a residential component.
- B. **Applicability.** The boundaries of the S-C district are illustrated on the Brown's Hill Zoning Map.
- C. **Allowed Uses.** Uses permitted in the C-R district and conditions and standards for those permitted uses are provided in §9.6.6.3, Table 2.

9.6.4.13 South – Development (S-D)

- A. **Purpose and Intent.** The S-D district is intended to provide for the reuse of building A and B for residential purposes.
- B. **Applicability.** The boundaries of the S-D district are illustrated on the Brown's Hill Zoning Map.
- C. **Allowed Uses.** Uses permitted in the S-D district and conditions and standards for those permitted uses are provided in §9.6.6.3, Table 2.

9.6.4.14 Utility Expansion (UE)

- A. **Purpose and Intent.** The UE district is intended to set aside land for the likelihood that infrastructure will need to be expanded to account for development of the Brown's Hill site.
- B. **Applicability.** The boundaries of the UE district are illustrated on the Brown's Hill Zoning Map.
- C. **Allowed Uses.** Uses permitted in the UE district and conditions and standards for those permitted uses are provided in §9.6.6.3, Table 2.

9.6.4.16. Table of Zones and Maximum Intensity. The following Table summarizes the districts, their intended uses and maximum density with reference to the number of dwelling units and/r square footage of building space.

TABLE 1 – DESCRIPTION OF ZONING DISTRICTS

9.6.5 Protection of Natural Areas and Heritage Landscape. *This section contained references to Conservation Restrictions and the Development Agreement. JW indicated that the Bylaw cannot require a Conservation Restriction and the protections sought should be in the Development Agreement.*

9.6.6.1 Allowable Land Uses. The uses of land allowed in each zone are listed in Table 2. Each land use listed in Table 2 is defined in §9.6.14.

1. Establishment of an allowable use. Any one or more land uses identified in Table 2 may be established on any lot within that zone, subject to the planning permit requirements set forth in Tables 3A-C.
2. Use not listed. A land use that is not listed in the Table 4A_C is not allowed, except as otherwise provided. A proposed use that is like, and compatible with, a listed use may be allowed by special permit, only after the Planning Board finds:
 - a. The characteristics of, and activities associated with the use are like one or more of the listed uses, and will not involve a greater intensity of usage in terms of traffic, parking, lighting and other criteria than the uses listed in the zone;
 - b. The use will be consistent with the purposes of §9.6.1 and the applicable zone;
 - c. The use will be consistent with the Master Plan;
 - d. The use will be compatible with the other uses allowed in the zone; and

A determination that a use qualifies as a similar and compatible use, and the findings supporting the determination shall be part of the special permit.

9.6.6.2 Multiple Uses. Where a single lot is proposed for development with two or more of the land uses listed in the Table 2 at the same time, the overall project shall be subject to the highest permit level required.

9.6.6.3 Table of Allowable Uses. Table 2 contains the list of allowable uses and accessory uses.

TABLE 2 – USE CHART

9.6.6.4 Uses Applicable to the Retreat House. TBD

9.6.6.5 Uses Applicable to Pigram Hall. TBD

9.6.6.6 Uses Applicable to the Gate House TBD

APPLICATION REQUIREMENTS

9.6.7.1 Application Requirements. The uses of land allowed in each zone listed in Table 2 are subject to the following permitting requirements set forth in Table **3A, 3B and 3C**. Any planning permit or other approval required shall be obtained before the issuance of any required grading, building, or other construction permit, and before the proposed use is constructed.

TABLES 3, 3B, and 3C -PERMITTING REQUIREMENTS

9.6.7.2 Structures Lawfully in Existence as of the Effective Date of this Bylaw. Structures within the BHOD lawfully in existence or lawfully begun as of the effective date of this Bylaw shall, for the purposes of G.L. c.40A, §6 and § 5.0 of the Zoning Bylaw, be deemed lawfully conforming to the Zoning Bylaw.

9.6.7.3 Site Plan Approval. The provisions of §10.6, Site Plan Approval, where applicable, shall apply to uses, buildings and structures permitted by right in the BHOD.

1. In addition to the applicable requirements of §10.6, the Planning Board may not issue Site Plan Review approval for a use or structure by right, unless the proposed plans substantially conform to the plans approved by the Planning Board.
2. Parking. Notwithstanding the requirements of §6.1 and §9.6.7.4, the Planning Board is authorized to issue Site Plan Approval with fewer parking and loading spaces and areas if, in its sole judgment, the number of otherwise required parking spaces and loading areas set forth in §6.1.1 is determined to be inconsistent with the planning and land use goals of the BHOD. Where the Planning Board approves a Site Plan or special permit that deviates from the requirements of §6.1, the Planning Board shall include in its decision the basis for such deviation.

ILLUSTRATIVE PLANS AND CONCEPT PLANS OPTIONS

9.6.7.4.1 Option 1: Use of an Illustrative Plans. Uses and structures set forth in Table 4B and development using Illustrative Plans shall be allowed, subject to an Abbreviated Special Permit process. Table 4 lists the Illustrative Plans. **An applicant electing to use**

an Illustrative Plan shall be deemed to have satisfied Section 9.6.12.1.1; 9.6.12.1.5, 9.6.12.1.6, 9.6.12.1.8 and 9.6.12.1.9.

INSERT TABLE 4 – ILLUSTRATIVE PLANS

9.6.7.4.2 Option 2: Use of a Concept Plan. No development for uses, other than those uses allowed by right as set forth in § 9.6.7, Table 3A shall be permitted on any land within the BHOD without first obtaining Planning Board approval, by majority vote, of a Concept Plan that identifies the proposed development within all or a portion of one or more of the Zones defined in Table 1. At the applicant’s discretion, one or more Concept Plans may be submitted at different times, and a Concept Plan may include development of all, or any smaller portion, of the relevant Zone.

9.6.7.5 BHOD Special Design Process: Concept Plans. For those projects for which the applicant elects to submit an application with a Concept Plan that does not reflect the Planning Board’s Illustrative Plans as set forth in Table 5, the following design process must be used.

1. Identification of Protected Areas. The first step in the design process requires 1) identification of conservation areas on the site, including wetlands, riverfront areas, and floodplains regulated by state, federal, or local law; 2) identification of unprotected natural landscape features, such as steep slopes, mature woodlands, wildlife habitats and wildlife corridors; 3) cultural features, such as historic and archeological sites, and scenic views; and 4) recreational features, such as established trails used for horseback riding, walking and cross-country skiing. To the maximum extent feasible, conservation areas shall include areas identified by the Planning Board during the pre-application conference.
2. Identification and Delineation of the Proposed Development Area. The second step in the design process is to define and delineate the area that will contain buildings, roadways, other site improvements and amenities for residents of the development. To the maximum extent feasible, the proposed development area shall consist of land outside the areas set forth in §9.6.8.1.
3. Location of buildings or dwelling units. The third step in the design process is to identify the location, size, and shape of existing structures on the applicable parcel, lot or identified Sector, and, if applicable, all existing structures or portions thereof, to be removed, and all buildings or dwelling units to be newly constructed. Examples of amenities and design features to be included as part of the proposed development. The location of buildings or dwelling units should account for proximity to common open space and other amenities, including community buildings for use by residents of the development. Toward this end, the number of dwelling units with direct access to the amenities of the development should be maximized.
4. Roads and Trails. The fourth step in the design process is to identify and delineate the location of existing and proposed roads and ways serving the land to be developed and existing and proposed trails. Roads shall be aligned to access the buildings or

dwelling units. The layout of new trails should anticipate internal and external connections to existing and/or potential future roads, trails and sidewalks.

5. Lotting. If applicable, the final step in the design process is to identify the approximate location of Lot lines and the developable acres -the area of the tract of land, exclusive of wetlands subject to G.C. c. 131, §40 as mapped by the applicant's consultant and approved by the Hamilton Conservation Commission, land subject to a Conservation Restriction and, to the maximum extent any other land identified in §9.6.9.1.

DEVELOPMENT STANDARDS

9.6.8 Development Standards. This section sets forth standards and requirements for development and redevelopment regardless of whether an applicant elects Option 1: Illustrative Plan, or Option 2: Concept Plan as set forth in §9.6.7, Application Requirements, to ensure that such development is consistent with the goals for building form, physical character, land use, and quality consistent with the purpose set forth in §9.6.1.

9.6.8.1 Buffering. The function of buffer areas is to provide attractive visual and spatial separation between adjacent land uses and public streets, as well as to soften potentially incompatible land uses and development from adjacent properties and public streets.

9.6.8.1.1 Perimeter Buffers. A perimeter buffer of 100 feet shall be maintained around the entire property and must remain untouched except to allow access to the site. The buffer shall consist of multi-layered vertical and horizontal plantings to achieve a consistent and dense visual buffer and structural buffering also may be required.

9.6.8.1.2 Landscape Buffers. Where the perimeter buffer consists of trees and native shrubs, their preservation is required. If the buffer needs to be enhanced to soften the visual impact of structures or parking spaces from adjacent properties, the existing vegetation must be maintained and supplemented with trees and shrubs of a variety and species appropriate to the area.

9.6.8.1.3 Structural Elements. Structural elements such as fences or privacy walls no taller than six feet in height, berms or other elements approved by the Planning Board may be required depending upon adjacent land uses. When fences or privacy walls are used as structural elements, adequate distance shall be maintained between the structure and the property line for plan material in order to create a softening effect on the structure.

9.6.8.1.4 Planning Board Oversight. The Planning Board shall review the perimeter buffer in the development areas and may require planting supplemental trees or shrubs or the addition of structural elements. One year after approval of the buffer, the buffer shall be reviewed for its adequacy. Where insufficient plant materials were originally installed, plant materials have died, or the buffer is otherwise deemed to be inadequate, the landowner shall remedy the problem within a time specified by the Planning Board following written notice. *JW suggested that this provision be a required condition rather than a bylaw provision.*

9.6.8.2. Open Space. The intent of this Section is to define and require open space types that are appropriate within a range of contexts on the Brown's Hill site.

9.6.8.2.1 Open Space Requirement. A development must include an open space component and must provide that land area as permanently protected, usable, common open space that is functional for purposes intended by the Zone. The common open space shall have no Structures, parking, private yards, patios, or gardens that are restricted for the exclusive or principal use by occupants. Any common open space within a development shall be:

1. conveyed to the Town and accepted for park or open space use; and/or
2. shall be conveyed to a non-profit organization, the principal purpose of which is the conservation of open space; and/or
3. shall be conveyed to a corporation or trust owned or to be owned by the owners of Lots or residential units within the plan, as provided by G.L. c. 40A, s. 8. In any case where the common open space is not conveyed to the Town, a perpetual restriction enforceable by the Town or the Conservation Commission shall be recorded providing that such land shall be kept in an open or natural state and not be built for residential use or developed for accessory uses such as parking or roadway.

9.6.8.2.2 Open Space Amount. For any development or redevelopment activities, regardless of the use, a minimum of fifteen percent (15%) of the gross acreage shall be specifically identified as common open space and accessible to the residents or general public through deed restrictions, covenants, public dedication, or other method acceptable to the Planning Board, unless the required open space is reduced or waived by the Planning Board.

9.6.8.2.3 Use Shape, Location of Common Open Space. the common open space shall be undisturbed, unaltered and left in its natural condition or existing condition. It shall be appropriate in size, shape, dimension, location, and character to assure its use as a conservation area, or where appropriate, a recreational area, and serve as a visual and natural amenity for the development and the Town.

1. The common open space shall be Contiguous Open Space to the maximum extent possible.
2. Common open space shall be passive recreation, resource preservation, or equestrian uses.
3. The location(s) and configuration of the common open space shall be subject to approval by the Planning Board.
4. Each parcel of common open space shall be accessible to occupants of the site.
5. Land used for common or shared septic systems and required reserve area may be counted toward the minimum common open space requirement unless authorized by the Planning Board.

6. Not more than fifty (50) percent of the common open space shall consist of areas subject to the Wetlands Protection Act, Massachusetts General Laws Ch. 131, §40, for reasons other than being subject to flooding.

7. Existing utility easements may not be counted as common open space.

8. Up to five (5) percent of the minimum required open space may be used for gravel roadways, pavement or structures accessory to the dedicated use or uses of the common open space.

9.6.8.2.4. Types of Land Included. Lands included as open space may include the following:

1. Active recreation areas such as playfields or tennis courts;
2. Central greens, neighborhood squares, plazas, or commons;
3. Community parks;
4. Stormwater detention areas designed and available for use as an integral part of the greenway trails and footpaths.

9.6.8.3 Lighting. From Willow Street Overlay District -Place Holder. All lighting fixtures shall be integrated into the architectural style of the development. All exterior structural and site lighting (not including access road lighting) shall be localized and of full cut-off design. All exterior light sources shall be appropriately shielded from off-premise viewing. Access road lighting shall be designed to prevent nuisance to abutting properties by reason of light and glare.

9.6.8.4 Thoroughfares and Parking. TBD

9.6.8.5 Signage. From Willows Street Overlay District – Place Holder. Unless superseded by provisions of a Condominium Association formed to oversee signage on the site, the provisions of Section 6.3 shall apply for all building specific signage (tenants' identification, directory, parking, etc.) within the BHOD, subject to the following:

1. Site signage for developments with multiple structures within the BHOD. Site signage at the main entrance to the entire project for identification of the project is permitted, to be located on a free-standing structure. Such sign shall not exceed thirty-six (36) square feet in size and shall be mounted a maximum of two (2) feet to the underside of the sign and a maximum of ten (10) feet to the top of the sign measured from the average of the locus of the sign;
2. A single project tenant directory sign is permitted, to be located on a free-standing structure. Such directory sign shall for each of the BHOD's commercial buildings' main tenants not exceed thirty-six (36) square feet in size and shall be mounted a maximum of two (2) feet to the underside of the sign and maximum of ten (10) feet to the top of the sign measured from the average grade of the locus of the sign;
3. Site directional signage is allowed provided each such sign may be no larger than three (3) square feet in size. Such signs may be posted not closer than twenty (25) feet on center; and
4. No other additional signs or increases in sign dimensions are allowed except by Special Permit from the Planning Board.

9.6.8.6 Tree Preservation and Landscaping. A landscape plan shall be required and approved.
– **Must be Supplemented.**

9.6.8.7 Stormwater Management. A stormwater management and erosion control system shall utilize environmentally sensitive site design in accordance with Vol. 2 of the Massachusetts Stormwater Handbook. General soil erosion of the proposed development site shall be minimized by integrating the development into the existing terrain and by reasonably retaining natural grades and soil cover. During grading and construction of all improvements, including all structures and infrastructure improvements, erosion of soil shall be minimized using best management practices. The peak rate of storm water runoff shall comply with Department of Environmental Protection Stormwater Management Policy, and the provisions of General Bylaw XXIX, Stormwater Management Bylaw.

Additional standards may be added, including those involving height, setbacks, energy conservation, etc.

9.6.8.8 Dimensional Standards The following dimensional and other standards set forth in Table 5 shall supersede all dimensional standards in the underlying zoning district and shall be applied to the Illustrative Plans identified in BHOD.

INSERT TABLE 5 – DIMENSIONAL AND OTHER STANDARDS APPLICABLE TO EACH ZONE FOR ILLUSTRATIVE PLANS -to be added

PROCEDURES

9.6.9.1 Pre-Application Conference. The applicant shall request and attend a pre-application conference at a regular business meeting of the Planning Board. Meetings may be held by mutual agreement of the Planning Board and the applicant. The Planning Board shall invite the Board of Health, Board of Selectmen, Building Commissioner, Department of Public Works, Fire Chief, Police Chief, and Zoning Board of Appeals to attend and to submit written statements about the proposed Concept Plan. The primary purpose of the pre-application conference is to:

1. Inform the applicant of existing Illustrative Plans prepared by the Planning Board as set forth in **Table 4;**
2. Provide the applicant with an information and feedback regarding the applicant's proposed Concept Plan; and
3. Set a timetable for submittal of a finalized Concept Plan or Illustrative Plan.

9.6.9.2 Application Process. Every plan submitted for approval must be prepared by a Registered Professional Landscape Architect, Civil Engineer, or Architect, or by a multi-disciplinary team of which one (1) member must be a Registered Professional Landscape Architect, Architect, or Engineer, and shall include the information listed below. For Concept Plans, the BHOD plan shall be produced through the five-step BHOD design process set forth in

§ 9.6.7.5 and shall incorporate the standards set forth in Section 9.6.8 Table-5. For a Concept Plan utilizing an Illustrative Plan the requirements of Section 9.6.8.2.1 shall be deemed satisfied.

1. Title Block including the name of the Owner of record, name of applicant, address of the property, and the Assessors' Map and Lot Number; name of the company preparing the plan, address and phone number, signature and stamp of professional(s) preparing the plan, date of plan, scale;
2. The location of the proposed development;
3. The size of the site in acres;
4. An existing conditions inventory and description of conservation areas identified during the OSFPD Special Permit design process pursuant to this Section;
5. The total number and approximate locations of the proposed Buildings, Dwelling units and/or Lots, and the approximate size of each in square feet;
6. The acreage and proposed use(s) of permanently protected common open space;
7. A statement on the disposition or manner of ownership of the proposed open space;
8. The areas or approximate delineation of Lots that will be used as building areas, and the areas or approximate delineation of Lots that are to remain as permanently protected common open space;
9. A general description of how drainage will be handled, including a soils statement (soil conservation survey is acceptable) and the general area of the site to be used for stormwater management facilities;
10. An assessment of water usage and evidence that drainage system will be adequate for any necessary treatment.
11. Sufficient detail of proposed built and natural features as described in this Section to enable the Planning Board to make the required determination;
12. Traffic Study. A preliminary traffic impact analysis that includes an estimated analysis of the full buildout of the BHOD based upon uses permitted by right and based upon an estimated range of special permits;
13. Demolition. If applicable, the applicant proposes to demolish all or part of an existing building, the applicant shall be required to propose a plan for demolition and removal of all waste by a licensed and insured professional entity.
14. A written proposal from the applicant that addresses, but is not limited to, the following:
 - A. Payment for consultant review of plans and documents accompanying the Concept Plan;
 - B. Payment for project impacts to municipal infrastructure, including but not limited to roadway, stormwater, and public safety;
 - C. Agreement to permit the public's historic and permitted access on private property within those portions of the district as shown on the Zoning Map.

GENERAL PROVISIONS

9.6.10 Applicability of §8.3 (Inclusionary Housing) to BHOD. The provisions of §8.3 of the Zoning Bylaw shall not apply to residential uses permitted in the BHOD by right, as set forth in §9.6.7, but shall apply to residential uses permitted in the BHOD by special permit.

9.6.11 Applicability of §8.2 (Senior Housing) to BHOD. Except for §8.2.5 of the Zoning Bylaw, the provisions of §8.2 shall not apply.

9.6.12 Planning Board Findings for Special Permits. The Planning Board must make written findings on the following standards for the proposed use, buildings, and structures.

9.6.12.1 Applications utilizing Illustrative Plans or proposing uses identified in Table 2 with a use ranking of SP₁. The Planning Board shall approve the proposed development if it finds the following:

1. Be compatible with adjacent land uses;
2. Mitigate impact to abutting land and natural resources by reason of air or water pollution, noise, dust, vibrations, or stormwater runoff;
3. Provide safe and convenient access to the site from existing or proposed roads, and to proposed structures thereon, with reference to pedestrian and vehicular safety, traffic flow and control, and access in case of fire or emergency;
4. Provide for adequate capacity for public services, facilities, and utilities to service the proposed development such as water pressure and sewer capacity;
5. Provide for visual and noise buffering of the development to minimize impact to abutting properties;
6. Provide for the perpetual preservation and maintenance of open space, trails, and recreation areas;
7. **Demonstrate incorporation of energy saving and environmentally friendly building techniques.**
8. Demonstrate compliance with the §9.6.7.5; and
9. Evaluate the criteria in §10.5 of the Zoning Bylaw and determine that any adverse effects of the proposed uses will be outweighed by beneficial impacts.

9.6.12.2 Applications proposing uses identified in Table 2 with a use ranking of SP₂. The Planning Board may approve the proposed development if it finds the following:

1. Be compatible with adjacent land uses;
2. Mitigate impact to abutting land and natural resources by reason of air or water pollution, noise, dust, vibrations, or stormwater runoff;
3. Provide safe and convenient access to the site from existing or proposed roads, and to proposed structures thereon, with reference to pedestrian and vehicular safety, traffic flow and control, and access in case of fire or emergency;

4. Provide for adequate capacity for public services, facilities, and utilities to service the proposed development such as water pressure and sewer capacity;
5. Provide for visual and noise buffering of the development to minimize impact to abutting properties;
6. Provide for the perpetual preservation and maintenance of open space, trails, and recreation areas;
7. **Demonstrate incorporation of energy saving and environmentally friendly building techniques.;**
8. Demonstrate compliance with the §9.6.7.5.
9. Evaluate the criteria in §10.5 of the Zoning Bylaw and determine that any adverse effects of the proposed uses will be outweighed by beneficial impacts.

9.6.13 Annual Reporting for Senior Housing (55+). In the event an organization of homeowners is established for the management of the development, or if none, the owners individually, shall annually file a written report with the Building Commissioner listing the residents of each occupied Dwelling Unit. The format for the Annual Report shall be obtained from the Building Commissioner. In the event the Annual Report is for a 55+ housing development, said Annual Report shall include the names and ages of the owners and each person residing in each Dwelling Unit as of January 1st of each year, and any other information necessary to ensure compliance with and enforce any required conditions of Special Permit. The Annual Report shall be filed with the Building Commissioner on January 15th of each year.

9.6.14 Definitions - TBD

TABLE 3A

AS OF RIGHT
Reuse of Existing Dormitories plus TBD additional square footage; Uses identified in Use Ranking 1 of Table 2.

TABLE 3B

SPECIAL PERMIT - SP₁
Use of Illustrative Plan and Use of Concept Plan for New Construction involving Uses identified in Use Ranking 1 of Table 2
Reuse of Non-Residential Buildings or Expansion of Square Footage of Existing Non-Residential Buildings by a TBD amount

TABLE 3C

SPECIAL PERMIT - SP₂
Use of Concept Plan for New Construction involving Uses identified in Use Ranking 3 of Table 2 (non-use of Illustrative Plan)

Table 1 - Descriptions of Zoning Districts

Zoning District	District Character	Maximum Dwelling Units & Gross Floor Area
Brown's Hill - Commercial/Residential (BH-C/R)	The existing institutional/office heart of the property has multi-story existing structures, four buried water tanks, and substantial surface parking. Re-purposing existing structures or additions for commercial/life sciences or other new uses such as 55+ senior housing development may be options.	Reuse of existing structures at 164,000 Gross SF is permitted by-right. Additions to existing square footage in excess of ??? SF is by Special Permit.
North - Residential (N-R)	High-intensity residential development with two, existing three story dormitories with 109 dwelling units total and supplemental multi-plex housing on surrounding land. Reuse of existing dormitories is permitted by right including the addition of an elevator common to both buildings.	Reuse of existing structures are permitted by-right including an addition of a common elevator. Additions to existing square footage in excess of ??? SF is by Special Permit.
		<i>Excluding Dormitories E&F:</i> 12-Dwelling Units; 23,600-Gross SF
Central - Residential/Commercial (C-R/C)	Moderate-density multi-plex homes organized around a civic green in one concept or a limited alternative of senior-serviced use in proximity to residences.	<i>Residential Only:</i> 36-Dwelling Units; 71,200-Gross SF
		<i>Residential & Senior Hous'g:</i> 92-Dwelling Units; 74,000-Gross SF
Stables - Residential/Commercial (S-R/C)	Moderate-density garden townhouses supplement two existing dormitories. The Stables (15,351 Gross SF) an existing historic building (potentially a mixed use development) with commercial/retail on the ground floor and residential on the	Reuse of existing dormitory square footage and elevator addition are permitted by right.
		<i>Excluding Dormitories C&D:</i> 20-Dwelling Units; 56,400-Gross SF
South - Development (S-D)	High-density development with two-three story dormitories being the sole structures occupying the site.	Reuse of existing structures are permitted by-right. Additions to existing square footage in excess of ??? SF is by Special Permit. Existing: 60-Dwelling Units at 50,688 Gross SF.
UE - Utility Expansion (UE)	Land set aside for utility use such as wastewater treatment expansion or existing underground water reservoirs.	N/A. No buildings permitted except for ancillary structures for the use of the zone.
Natural Area (NA)	Permanently protected and/or preserved natural lands including wetlands, steep slopes, and mature trees.	N/A
Heritage Landscape (HL)	Preserved open space with sloping lawn as a defining landscape inhabited by a single historic residence and a summit trail. No additional residential or other use is permitted.	Development of the district is limited to minor renovations to repurpose the historic building and to trails, educational signs, and similar improvements.

Table 2 - Allowable Uses in Districts

Land Use Type	Planned Districts Brown's Hill Commercial/Residential (BH-R/C)	North - Residential (N-R)	Central - Residential/Commercial (C-R/C)	Stables - Residential/Commercial (S-R/C)	South-Development (S-D)	Heritage Landscape (HL)	Utility Expansion (UE)	Natural Area (NA)
RECREATION, EDUCATION & PUBLIC ASSEMBLY								
Conference/Convention Facility	SP ₂							
Library, Museum, Art Gallery	SP ₂							
Studio: Art, Dance, Martial Arts, Music	SP ₂							
Trail	P	P	P	P	P	P	P	P
RESIDENTIAL								
Dwelling - One & Two Family		SP ₁	SP ₁	SP ₁				
Dwelling - Townhouse	SP ₂	SP ₁	SP ₁	SP ₁				
Dwelling - Apartments	SP ₂	SP ₁	SP ₁	SP ₁				
Dwelling - Multi-Family (more than four dwellings)	SP ₂	SP ₁	SP ₁	SP ₁				
Dwelling - Dormitory Conversion		SP ₁		P	P			
Live/Work Unit			SP ₂	SP ₂				
Mixed-Use Project with Residential Component	SP ₂			SP ₂				
Senior Serviced Care, 7 or More Clients	SP ₂		SP ₂					
Second Unit or Carriage House				SP ₂				
SERVICES - BUSINESS, FINANCIAL, PROFESSIONAL								
Business Support Services	SP ₂		SP ₂	SP ₂				
Medical Services: Clinic	SP ₂		SP ₂					
Medical Services: Doctor office	SP ₂		SP ₂					
Medical Services: Extended care	SP ₂		SP ₂					
Office: Business, Service	SP ₂		SP ₂	SP ₂				
Office: Professional, Administrative	SP ₂		SP ₂	SP ₂				
INDUSTRY & PROCESSING								
Laboratory - Medical, Analytical	SP ₁		SP ₂					
Limited Light Industry	SP ₂							
ACCESSORY USES								
Day Care Center : Child or Adult	SP ₂	SP ₂	SP ₂	SP ₂	SP ₂			
Fitness/Health Facility	SP ₂	SP ₂	SP ₂	SP ₂	SP ₂			
Meeting Facility	SP ₁	SP ₁	SP ₁	SP ₁	SP ₁			
Home Occupation	SP ₂	SP ₁	SP ₁	SP ₁	SP ₁			
Park, Playground	SP ₁	SP ₂	SP ₂	SP ₂	SP ₂	SP ₂	SP ₂	SP ₂
Restaurant, Café & Coffee Shop	SP ₁	SP ₁	SP ₁	SP ₁	SP ₁			

Key to Table of Allowable Uses

P = By-Right

SP₁ = Special Permit 1

SP₂ = Special Permit 2

TOWN OF HAMILTON

SELECT BOARD

**Select Board
Meeting Schedule**

07/01/23 – 12/31/23

Wednesday, July 5, 2023

Monday, July 17, 2023

Monday, August 7, 2023

Monday, August 21, 2023

Tuesday, September 5, 2023

Monday, September 18, 2023

Monday, October 2, 2023

Monday, October 16, 2023

Monday, November 6, 2023

Monday, November 20, 2023

Monday, December 4, 2023

Monday, December 18, 2023



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