



**Town of Hamilton
Select Board
Monday, September 18, 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

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/89083318642?pwd=cGc4ZSs0MERQNkpDUkg2cXZjY0pIQTO9>

**Meeting ID: 890 8331 8642
Passcode: 901389**

One tap mobile

+13092053325,,89083318642#,,,,*901389# US
+13126266799,,89083318642#,,,,*901389# US (Chicago)

Dial by your location

- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 646 931 3860 US
- +1 929 205 6099 US (New York)

7:00 p.m.	Call to order - Memorial Room
ANNOUNCEMENTS & BOARD OPENINGS	
	<p>Board and Committee openings:</p> <ul style="list-style-type: none"> • Conservation Commission - 1 opening for a 3 year terms • Council on Aging - 1 opening for a 3 year term and 2 associate openings • Finance and Advisory Committee - 1 associate opening • Historic District Commission - 2 openings for 3 year terms, 2 openings for 2 year terms (one must be a resident of the Historic District and one must be a resident Realtor) • Human Rights Commission - 1 opening Hamilton Housing Authority resident • Planning Board - 1 associate opening • Zoning Board of Appeals – 1 Associate opening
	Public Comment (3 minutes on topics not already on the 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.

CONSENT AGENDA

- Minutes of February 27, 2023 Select Board meeting
- Minutes of April 3, 2023, Select Board meeting
- Minutes of April 10, 2023, Select Board meeting
- Minutes of May 15, 2023, Select Board meeting
- Minutes of June 5, 2023, Select Board meeting
- Minutes of July 17, 2023, Select Board meeting

AGENDA

7:15 p.m.

- Goodhue Street traffic concerns – HPD Chief Russell Stevens and Public Works Director Tim Olson - Discussion
- Request of Charles and Mary Jo Favazzo to be buried at Hamilton Cemetery – Discuss and Vote
- Revised Asset Limits for Chapter 91 Senior Exemption – Discuss and Vote
- Appoint Michael Stoltzfus to the Conservation Commission – Discuss and Vote
- Appoint Peter Meo to the Council on Aging – Discuss and Vote
- Plan and schedule for moving Town Hall operations to Patton Homestead – Discuss and Possible Vote
- Town Manager Evaluation – Discuss and Possible Vote
- Review of Proposed Budget calendar with the Regional School District
- New Business

Cemetery Deed #1257



Town of Hamilton
 Select Board
 Meeting Minutes of February 27, 2023
 Town Hall, 577 Bay Road

Pursuant to the Open Meeting Law, MGL Chapter 30 A, §§ 18-25, written notice posted by the Town Clerk delivered to all Select Board members, a meeting of the Hamilton Select Board was posted for February 27, 2023 at 7pm in Memorial Hall. This meeting was held in hybrid format (in person/Zoom) and recorded by HWCAM.

The Select Board functions as the Chief Executive body of the Town. Its five members are elected to three year terms with one or two seats up for election each year. The Board acts as the chief policy making body of the Town and directly supervises the activities of the Town Manager. The Select Board typically meets the first and third Monday evening at 7:00 p.m.

Select Board members: Jamie Knudzen (2023); Shawn Farrell (2024); William Olsen (2024); Caroline Beaulieu (2025); Thomas Myers; (2025).

Call the meeting to order: *With a quorum present, Chair Farrell called the meeting to order at 7:00 PM, identified the meeting as being recorded and those present:* S. Farrell, Chair; C. Beaulieu, Vice Chair; J. Knudzen. Not present: W. Olson, T. Myers, Clerk
 Others present: Joseph J. Domelowicz Jr., Town Manager; and others as noted.

The Chair announced Board and Committee openings as displayed on the agenda:

- Historic District Commission – 2 openings (Board of Realtor and At-Large)
- Conservation Commission – 1 opening
- Human Rights Commission - 1 opening (Housing Authority)
- Hamilton Environmental Impact Committee – 1 opening
- Hamilton Council on Aging – 1 Associate member opening

Public Comment: *There was none.*

Select Board Members/Town Manager Reports:

J. Knudzen reported that he attended the Affordable Trust Housing meeting this past week, and also the Human Rights Committee (HRC). He noted the HRC has done a nice job of developing a calendar for the year's events and things that have happened, and suggested that at a future Select Board meeting the calendar could be displayed so that the public is informed.

Town Manager report: the Town Manager report is in progress but not ready for the Board as yet. He noted that the charging stations installed at Patton Park are not yet operational, but will be soon. There will be a small fee to use them; a payment mechanism will be installed. C. Beaulieu noted that the chargers were paid for with grants that the Town Energy Manager Vikky Masone was able to secure.

Approve ballot question language for the April 6, 2023 Town Election – *Discuss and Vote*

Text of Ballot Question:

Shall the Town of Hamilton be allowed to exempt from the provisions of Proposition 2 1/2, so-called, the amounts required to pay for 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, South Hamilton, MA, including the payment of all costs incidental or related thereto?

Vote: *The Board voted unanimously to approve the text of the ballot question.*

Approve banner for Friends of the Library – *Discuss and Vote*

The request is to approve the banner for the March book sale that raises money for the library.

Vote: *The Board voted unanimously to approve the banner.*

Approve Custodian of Tax Possession Property – *Discuss and Vote*

The Town Manager noted that the Board previously approved an auction for property that was acquired through tax title lien. There is a request from a resident who would like to purchase a piece of property next to him. In order to do this, someone must be appointed custodian, and as the Town Treasurer/Collector has not done this before, Dave Coppola (Town Tax Title Attorney) is being recommended as custodian, and the Treasurer Peggy McLaughlin will learn the process from him. The goal is

to hold the auction March 20th. Mr. Coppola has to be appointed custodian and it has to be advertised for two weeks. His fees will be paid out of the sale.

Motion: As provided under MGL Chapter 60, Section 77b, I, Sean Farrell, hereby move to appoint attorney David J. Coppola of Coppola and Coppola, P.C., Tax Title Attorney for the Town of Hamilton, as Tax Possession Custodian who shall have the care, custody, management and control of all property acquired by foreclosure, deed-in-lieu of foreclosure or by treasurer's deed for unpaid taxes, and who shall facilitate the sale of Tax Possession property under M.G.L Chapter 60, Section 77B.

Vote: The Board voted unanimously to approve the appointment.

Proposed Water Rate adjustment – Review options and Vote

Department of Public Works (DPW) Director Tim Olson spoke about the rate options. The current infrastructure service fee is \$80, the options presented included increases to \$130 and \$150. It was questioned whether the Finance Committee ever reviews these numbers and it was confirmed they have in the past. J. Knudzen noted he is uncomfortable with a big infrastructure fee increase, he would prefer a more moderate increase such as to \$100 or \$120. C. Beaulieu noted that it is still a significant increase, and will probably not be received well by the community. The rates had last been increased approximately three years prior, in February 2020. Typically, the rates would be looked at annually to consider smaller increases, but this hasn't happened for a few years, resulting in a larger increase being proposed at once.

The Town Manager explained the Town is accumulating debt against the Water Enterprise Fund, and there is a lot of work beyond just fixing the pipes in the streets. Even if the Town moves to MWRA (Massachusetts Water Resources Authority), the Town must still own, fix, and maintain the water main pipes. There is not enough in retained earnings to do a repair project unless they wait every five or six years, and they would have to wait another period of time to fund repairs. The infrastructure fee is tied to doing infrastructure improvements. If the rate is adjusted to \$150, (about) a \$1million would be available every two years to do projects and make repairs.

C. Beaulieu opined that she preferred to adjust the usage rates rather than approve such a large infrastructure increase. J. Knudzen agreed that a more modest increase was preferable.

Virginia Cookson, a member of the public, was recognized to speak. She noted although she understood the need for an increase about 20% of residents are senior citizens who don't use a lot of water and who are also on a fixed budget. She felt the infrastructure fee was too much and that the projects don't all have to be done now. The Chair noted that the Town has done about \$15million in infrastructure improvements over the past 10 years, but that 30 to 40% of the water pipes are still asbestos and it is a priority to protect the health of the citizens.

The Town Manager noted infrastructure fees are still fairly low relative to other towns. Some towns don't do infrastructure fees, they just do higher usage fees. The Chair noted that it is not easy to compare towns as the methods are all so different, but looking at overall water rates, Hamilton is somewhere in the middle.

C. Beaulieu observed the discussion was not really about the math or calculations of rates, but rather a question of what the market would bear, and how the increases would be received by the public. The Chair suggested the 20/40 on the proposed fee tiers. The DPW Director noted that consumption average is about 14,000 gallons/quarter, that would be the first two tiers, and where most households fall. However, the revenue is generated on the three higher tiers. Water and sewer infrastructure is very expensive to have and maintain; every town is dealing with these issues. The neighborhood water mains that are being replaced will be used regardless whether the Town is using local water sources or MWRA.

C. Beaulieu noted that sometimes on the water bill, the infrastructure rate is higher than the water usage. She would prefer to raise the water usage rates to give people some control on the cost.

A 30% increase on usage would be close to the \$100 infrastructure fee as an equivalent, but a 40% increase would be closer to \$110/\$115.

The Chair suggested each tier go up, starting at 30% for the first tier and 5% increments for each tier, and \$110 for the infrastructure fee. Next year the rates can be looked at again, but the increased infrastructure fees provide a secure base of funding.

The DPW Director cautioned not to incentivize people to conserve so much that the Town can't then pay for the cost of maintaining the infrastructure and the water department itself.

The changed rates will take effect starting May 1.

Vote: The Board voted unanimously to approve the increase of the infrastructure fee from \$80 to \$110 per quarter, and the usage rates to increase as follows: Tier one, 30% increase; Tier two, 35%; Tier three, 40%; Tier four, 45%; Tier five, 50%.

Discuss Select Board goals for reuse of Gordon Conwell Seminary

The Board discussed the possibility of reuse of the Seminary property off Essex Street. It was noted that there will not be many opportunities like this for such a large parcel. C. Beaulieu noted that although there are some people who are attached to particular buildings at the Seminary, most people would not have that familiarity and would not appreciate the Board blocking revenue-generating commercial development over preservation of buildings. The Chair expressed concern for the preserving the great house (retreat house). C. Beaulieu noted that it could become a mess with special permitting to have onerous requirements.

The Town Manager clarified that the current discussion is about potential zoning and development agreements. He and the Chair will soon begin discussions with Gordon on behalf of the Town and Board. The Chair further clarified that preserving buildings would be more of a zoning discussion, but preserving a pathway or viewscape or public access is more of a development agreement issue.

C. Beaulieu cautioned on adding specific asks in writing such as public access, as it could constrain the process and kill potential development agreements.

The Town Manager noted that it is important to provide both clarity and a level of approval options, such as here is what you can do by right, this is what needs site review, and above that requires special permit etc. The clarity and structure in the zoning will help to attract better partners.

C. Beaulieu expressed confidence in the Chair and Town Manager to negotiate on the Town's behalf, and the Chair noted the comments from the Board have been very helpful.

Update on Annual Town Meeting Warrant and preparation – Town Manager Joseph Domelowicz

The Town Manager met with Town Counsel and Finance Director to go over the warrant, it is in good shape. They are still waiting to hear on a few things, and some sections still need some editing. The Chair asked for more description about why there is a need to purchase a fire engine. The draft Patton Homestead article was removed from the warrant on advice of Town Counsel that it was not necessary.

Amended the language in article 2-16 for the school borrowing, following discussion at five Chairs meetings asking for more clarity. The language has been adjusted to clarify what funds will actually be bonded. Some discussion continued regarding the mix of funding sought by the schools and what the eventual mix of funding will look like.

The Conservation Commission has been having public meetings on the proposed conservation bylaw.

The Board will most likely need to reopen the warrant at the next meeting to remove some articles.

New Business:

• Resident request for Senior Tax Deferral program

Resident Jay Burnham is advocating for a senior tax deferral program. This is a senior tax exemption, where the abatement would be spread across other taxpayers. As the population ages, this could become a more significant impact. C. Beaulieu opined that the idea is wonderful, but that the data modeling on the impact to the town needs to be done before real conversations can take place. The Chair voiced his concern that with an increase in the aging population the tax burden would be shifted to the remaining population and that would not be sustainable. The Board members expressed concern that there should be income restrictions as well, so that those seniors who can afford taxes continue to pay them.

Adjournment: The Board voted unanimously to adjourn the meeting at 8:31PM.

Meeting Packet Enclosures:

- Ballot Question Text
- Email correspondence: Beth Myers, Friends of the Library for book sale banner request
- Email correspondence: Baker Ave. parcel auction, including text of Select Board vote to appoint David Coppola as Custodian
- Email correspondence from Tim Olson, DPW Director re: Water Rates Projection Spreadsheet and options for vote
- Draft Warrant for Annual Town Meeting

*Respectfully submitted by
D. Pierotti, Recording Secretary
9/6/23*

The minutes were prepared from video.



Town of Hamilton
 Select Board
 Meeting Minutes of April 3, 2023
 Town Hall, 577 Bay Road

Pursuant to the Open Meeting Law, MGL Chapter 30 A, §§ 18-25, written notice posted by the Town Clerk delivered to all Select Board members, a meeting of the Hamilton Select Board was posted for April 3, 2023 at 7pm in Memorial Hall. This meeting was hybrid (in person/Zoom) and recorded by HWCAM.

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 Select Board members: Jamie Knudzen (2023); Shawn Farrell (2024); William Olsen (2024); Caroline Beaulieu (2025); Thomas Myers; (2025).

Call the meeting to order: *With a quorum present, Chair Farrell called the meeting to order at 7 PM, identified the meeting as being recorded and those present:* S. Farrell, Chair; C. Beaulieu, Vice Chair; T. Myers, Clerk; J. Knudzen. Not present: W. Olson

Others present: Joseph J. Domelowicz Jr., Town Manager; and others as noted.

The Chair announced Board and Committee openings as displayed on the agenda:

- Historic District Commission – 2 openings (Board of Realtor and At-Large)
- Conservation Commission – 1 opening
- Human Rights Commission - 1 opening (Housing Authority)
- Hamilton Environmental Impact Committee – 1 opening
- Hamilton Council on Aging – 1 Associate member opening

Public Comment:

Duke Seaver, Essex St, Hamilton. Mr. Seaver remarked that he has been trying for years to get a sidewalk installed between Forest St. and School St. on Essex St. He expressed safety concerns and asked people in the Town to add pressure to the Town to get the sidewalk installed.

Select Board Members/Town Manager Reports:

Update on Patton Homestead Programming by Holly Erikson, Director of Patton Homestead. Patton Homestead is requesting special permission for two community events. They are requesting a delay in quiet hours to 10:00PM and one night until 10:30PM for the purposes of holding four movie nights at the Patton Homestead. Quiet hours start at 9:00PM in Hamilton. The second request is for permission to display a 45x61 inch banner to advertise the Patton Homestead music series that will be similar to the banner from previous years. The Chair noted both requests will be placed on the consent agenda for the next meeting. There was a request from the Chair to the Town Manager to help advertise the programming on Town social media.

J. Knudsen asked to mention that the debt exclusion vote and Town election will take place on Thursday, please cast your vote at the Recreation Center. It was noted that although the turf field question did pass Town Meeting in both Towns, in order to go forward it must also be approved at the ballot vote in both towns. The ballot vote is to authorize the debt exclusion which will allow the project's financing to go forward.

T. Myers thanked the police department for their excellent help and support on issues he has recently experienced personally.

J. Knudzen thanked everyone, both on the governing side and on the public side, with sincere appreciation for their support of his three years on the Board.

Consent Agenda:

- Approve Garden Club Annual Plant Sale Banner at Council on Aging
- Approve request for YuKan Run Road Race on September 17, 2023
- Approve Use of Patton Park the Community Block Party June 24, 2023
- Approve use of Patton Park for Sundays Concerts in the Park

Vote: The Board voted unanimously to approve the consent agenda.

Open Warrant for June 14, 2023 Special Town Meeting – Review Warrant schedule

The Town had slated the Special Town Meeting date for June 14, now considering moving the date forward for a couple of weeks, in part to accommodate the schedule of the Planning Board Chair, and to allow more time for public hearings in advance of the meeting. The Town Manager advised he would like to get it done prior to the end of the Fiscal Year, otherwise the contracting will be delayed until after the FY23 free cash is certified, and that will likely delay things until the fall. The Town Moderator, William Bowler, mentioned the need for a quorum of 75, or to consider reducing the necessary quorum according to state law in order to ensure that quorum is met.

Vote: The Board voted unanimously to move the Special Town Meeting from June 14 to Wednesday, June 28 at 7:00pm.

Possible warrant articles include unpaid bills from prior year, one Town Hall renovation article, and two possible zoning articles including a change to an overlay district and a possible new overlay district. The warrant looks to include four total articles.

Vote: The Board voted unanimously to open the warrant for the June 28 Town Meeting.

Water Abatement request for 175 Woodland Mead

It was pointed out that the Board had previously given authority to Tim Olson, Hamilton DPW Director, to approve abatement requests. The Board agreed this request should be handled by the DPW Director in accordance with their procedures.

Annual Town Meeting review

There were approximately 450 in attendance at town meeting. It was noted that it was more difficult to identify individual voting numbers on the board for residents to confirm their vote was being recorded. Suggestion was made to possibly split the vote on two screens to allow people to more easily see whether their vote was properly recorded.

Brief discussion about whether voting with clickers should be anonymous or not. The Town Moderator explained there are valid opinions on both side of the issue, including that the spirit of Town Meeting as the legislative body is much like Congress, where votes are public and roll call can be expected/requested. On the other hand, the Town Manager observed that Town Meeting is not a representative body, and therefore you do not need to know what each individual is voting. At a Representative Town Meeting, votes could not be private.

There were some requests from the public to see the presentations on line prior to TM, but materials were not received from all presenters in a timely manner in order to do this.

Stabilization fund transfers are 2/3 vote but not usually controversial, suggestion to add that to the consent agenda for efficiency purposes. Town Moderator remarked it would be awkward to combine them.

It was reported that some people felt the consultant presentation was too long and excessive, but that other people appreciated the thoroughness and detail, so there was not consensus. Suggestion was made to get a new digital clock to time presentations so that it is highly visible to the speakers.

The Chair reported that his spouse recommended that there be a public hearing for various Town Meeting reports to be held prior to Town Meeting, in order to create more efficiency at Town Meeting. Discussion ensued about public engagement and ways to help people understand multi-faceted issues and enable them to engage in Town Meeting more comfortably and in an informed manner. Suggestion made to use passive social media, such as QR codes to scan for more information, to give people a comfortable and quick way to be informed on an issue.

Suggestion made to start actual business (voting) earlier in Town Meeting, or start reports at 8:30am and start the business of Town Meeting promptly at 9:00am. This would help with the delays waiting for people to check in and achieve quorum. There was a back-up at check-in with people trying to pick up eight different handouts, as there were not enough people to hand them out more efficiently. Suggestion made for a packet or another means of distribution.

The Town Moderator referenced the Southborough case where a citizen challenged the Select Board policy requiring civility. MA Supreme Court ruled that was an infringement of free speech; this case has been much talked about since the ruling. Moderator commented Hamiltonians should be pleased with the level of respectful discourse at their Town Meeting.

New Business

- The Metropolitan Area Planning Council noted Hamilton's seat is vacant and someone should be appointed. The Town Manager noted he is happy to do it if the Board wishes. It is an advisory council and for information sharing purposes.

Vote: The Board voted unanimously to appoint Town Manager Joe Domelowicz to serve as Hamilton's representative to the Metropolitan Area Planning Council.

The Chair thanked Mr. Knudzen for his service to the Town and for his three years of thoughtful, level-headed participation. He was gifted a jar of honey with thanks. Mr. Myers thanked Mr. Kundzen for his advice and guidance over the past year.

Vote: The Board voted unanimously to adjourn the meeting at 7:55pm.

Meeting Packet Enclosures:

- Email correspondence re: Garden Club Banner
- Email correspondence re: Annual Road Race 9/17/23, including Race Map and Certificate of Insurance
- Town of Hamilton, Recreation Department Requests for Use of Patton Park Facilities, Certificate of Liability Insurance
- Proposed Warrant Articles for June 2023 Special Town Meeting
- Town of Hamilton Special Town Meeting Prep Schedule
- Town of Hamilton Water Department, Water Abatement Application, Email Correspondence
- Email Correspondence: Notification of Vacancy for Hamilton Seat to Metropolitan Area Planning Council

*Respectfully submitted by
D. Pierotti, Recording Secretary
8/28/23*

The minutes were prepared from video.



Town of Hamilton
 Select Board
 Meeting Minutes of April 10, 2023
 Town Hall, 577 Bay Road

Pursuant to the Open Meeting Law, MGL Chapter 30 A, §§ 18-25, written notice posted by the Town Clerk delivered to all Board members, a meeting of the Hamilton Select Board was posted for April 10, 2023 at 7PM in Town Hall. This meeting was hybrid (in person/Zoom) and recorded by HWCAM.

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Call the meeting to order: *With a quorum present, Chair Farrell called the meeting to order at 7 PM, identified the meeting as being recorded and those present:* S. Farrell, Chair; C. Beaulieu, Vice Chair (L-7:43pm); T. Myers, Clerk; W. Olson; B. Wilson. Others present: Joseph J. Domelowicz Jr., Town Manager

Announcements & Board openings – *Additional information is on the town website*

- Historic District Commission – 2 openings (Board of Realtor and At-Large)
- Conservation Commission – 1 opening
- Human Rights Commission - 1 opening (Housing Authority)
- Hamilton Environmental Impact Committee – 1 opening
- Hamilton Council on Aging – 1 Associate member opening

Public Comment

Rick Mitchell extended an invitation to a meeting on April 19th 2023 at 6:30pm at the HW Public Library on the concept plan for the new sidewalks, pedestrian safety, and traffic calming improvements in the downtown area. A consultant has been hired to do an expedited concept plan for the preliminary design necessary to submit a competitive design application for Mass Works funding - estimated to be in the neighborhood of 5 million dollars. Public comment and input on the design is welcome.

Select Board Members/Town Manager Reports

- Town Manager Joseph J. Domelowicz reported that they are short on recording secretaries and therefore the board is behind on minutes. They are working on getting more recording secretaries to get minutes up to date.
- Hamilton Police Report and Update - Police Chief Russ Stevens

Chief Stevens was present in person and stated that the police department has rolled out their body camera project, so all police officers now have body cameras attached to them. This project was funded through state grants. They have also started an internship program with a high school student who will be interning with the police, fire, and dispatch.

April 22, 2023 is National Drug Take Back Day. In addition to the “take back boxes”, that are always available in the police department, on April 22 the Police Department will be collecting medications from residents; residents were encouraged to dispose of old medications utilizing this program.

May 10, 2023 the school is holding a “ride your bike to school day”. On that day the School Resource Officers and bicycle officers will be out around the school. The police department has bike helmets to replace old damaged helmets for students, and provide helmets to students who do not have them. A family owned bicycle business in Wenham will also be doing small bike repairs for the students.

Chief Stevens noted an increase in serious injury accidents at Essex and Woodbury Streets. There is now a lit stop sign at the intersection to help mitigate the issue. They will be looking into this solution for other areas of town.

Chief Stevens introduced Sergeant Achadinha to discuss Autism Awareness Month. Hamilton police started addressing Autism Awareness Month in 2021 with magnets on the police cars and bracelets the officers wore. In 2022 they expanded and provided training to officers and an outreach program with the community to help officers better interact with those on the Autism spectrum. In April of 2022 a fundraiser for Hamilton CPAC where police officers delivered food to resident’s homes. This fundraiser will take place again April 25, 2023. *Additional information on the Hamilton Police Autism Disability Outreach Program is available on the Hamilton Police website.*

Chief Stevens noted that they are doing traffic studies on various roads counting the number of vehicles, time of day, and speed of vehicles in response to speeding complaints.

Chief Stevens fielded questions from the Board.

Approve Monthly Movie Night noise exemption at Patton Homestead – Discussion & Vote

- Email - H. Erickson, Director RE Request for Select Board to approve noise relaxation for designated "Movie Nights" at the Patton Homestead".

Vote: The Board voted unanimously to approve the monthly movie night noise exemption at Patton Homestead.

Organize the Select Board for the coming year –Discussion & Vote

- Sean Farrell was nominated for Select Board Chair. There were no additional nominations. Mr. Farrell accepted the nomination.

Vote: The Board voted unanimously to approve Sean Farrell as Select Board Chair.

- Caroline Beaulieu was nominated for Select Board Vice Chair. There were no additional nominations. Ms. Beaulieu accepted the nomination.

Vote: The Board voted unanimously to approve Caroline Beaulieu as Select Board Vice Chair.

- Tom Myers was nominated for Select Board Clerk/Secretary. There were no additional nominations. Mr. Myers accepted the nomination.

Vote: The Board voted unanimously to approve Tom Myers as Select Board Clerk/Secretary

Report on Green Burials - Board of Health Chair David Smith

- RECOMMENDATION to the HAMILTON SELECT BOARD on GREEN BURIALS in TOWN CEMETERY as approved by unanimous vote of the Board of Health at its March 22, 2023 meeting.

Board of Health Chair David Smith spoke via Zoom and outlined three recommendations from the MA Department of Environmental Protection. (DEP) regarding green burials.

1. Multiple green burials should not be permitted within 700 ft of a private well.
2. A single green burial should not be permitted within 300 ft of a private well.
3. A minimum of 3-4 ft of soil is required to cover a green burial.

Given the distance of private wells to the cemetery (150 ft, 200 ft, & 350 ft), and the seasonal high groundwater level of 3-4 ft the cemetery is not hydrogeologically appropriate for green burials under the DEP's guidance.

Ms. Beaulieu left the meeting 7:43pm.

Approve Common Victualler's License for the General Store, 63 Willow Street – Discussion & Vote

- Common Victualler's License Application from Angela Arvanites 3.27.23

Vote: The Board voted unanimously to approve the Common Victualler's License for the General Store, 63 Willow Street.

Appoint Jamie Knudsen to the Affordable Housing Trust Discussion & Vote

Vote: The Board voted unanimously to appoint Jamie Knudsen to the Affordable Housing Trust for a term through June 30, 2026.

Vote to Close the Warrant for Special Town Meeting – June 14, 2023

- **Previous bills**

- Approve Community Preservation Committee (CPC) request for town hall renovation funding
- Approve a pre-cash request for town hall renovation funding
- Approve Brown's Hill District tentatively
- Approve an amendment to the groundwater protection overlay designation on Brown's hill.

Vote: The Board voted unanimously to close the warrant for the June Special Town Meeting.

New Business

- **Boards & Committees**

Sean Farrell will try to send out a spreadsheet in the next week.

- **Gordon Seminary - Planning Board Progress**

There was a brief discussion regarding the Gordon Seminary planning board progress. Revisions are expected back April 21, 2023.

Adjournment – *The Board voted unanimously to adjourn at 7:50pm*

*Respectfully submitted by
Kristin Byrne,
Recording Secretary
7.21.23*

The minutes were prepared from video.



Town of Hamilton
 Select Board
 Meeting Minutes of May 15, 2023
 Town Hall, 577 Bay Road

Pursuant to the Open Meeting Law, MGL Chapter 30 A, §§ 18-25, written notice posted by the Town Clerk delivered to all Board members, a meeting of the Hamilton Select Board was posted for May 15, 2023 at 7PM in Town Hall. This meeting was hybrid (in person/Zoom) and recorded by HWCAM.

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 Others present: Joseph J. Domelowicz Jr., Town Manager

Announcements & Board openings – Additional information is on the town website

- Capital Commission – 1 Opening
- Finance and Advisory Committee – 1 Opening
- Historic District Commission – 4 openings (Resident Realtor; Resident of the District; 2 at-large)
- Conservation Commission – 3 openings
- Human Rights Commission - 2 opening (1 Housing Authority Resident; 1 at-large member)
- Hamilton Environmental Impact Committee – 1 opening
- Hamilton Council on Aging – 1 Full member: 1 Associate member opening
- Hamilton Planning Board – 1 Associate member opening

The following upcoming events were announced

- May 16 - Planning board will host meeting at the library to discuss Gordon Conwell and get public input
- May 17 - Master Steering Committee is holding a virtual meeting to update residents on the Master Plan and get input
- May 21 - In honor of Peace Officers Memorial Day, there will be a memorial sevice in the Hamilton Cemetery
- Donations were down this year for the Accord food drive - donations may be dropped off at Accord Food Pantry, 69 Willow St
- May 28 Annual Memorial Day breakfast at the Legion Post, School St
- May 29 Annual Memorial Day Parade and Ceremony

Public Comment- there was none.

Select Board / Town Manager Reports:

- Department Head Report - Recreation Director Sean Timmons
- Mr. Timmons was present via Zoom and updated the Board on the Recreation Department.
- May 19 is Ride Your Bike to School Day, organized by the Recreation Department along with the Hamilton & Wenham Police Department and Elementary Schools. Abby Velo Bike company offered to tune up the bikes while the children are in school.
 - The Veterans Memorial Pool is planned to open on June 17. Improvement were made to the pool area to reduce grass to keep pool clean, more chairs/umbrellas were purchased, & Wifi installed for the public. The pool will begin using cashless transactions this year. Pool memberships remain consistent.
 - Patton Homestead will be running an after school nature program, two summer camps, movies, and their summer concert series.
 - Ceiling Fans were replaced at Rec Center.

- Little League donated score boards at Pingree and Patton Park Fields.
- The Recreation Department summer programming anticipates hiring 70-75 seasonal employees.

Mr. Timmons fielded questions from the Board.

Accept gift from Patton Homestead Inc. for new flag pole at Patton Homestead – Discuss & Vote

- H. Erickson (Director) Email Regarding Flag Pole Gift 5/4/23

It has been determined the flagpole at the Patton Homestead needed to be replaced. A quote was obtained for \$3,353.00. The Patton Homestead offered a gift of half the cost (\$1,676.50) towards the flagpole and solar light.

Vote: The Board voted unanimously to accept the gift of \$1,676.50 from the Board of The Friends of the Patton Homestead towards half the cost replacement of the Flag Pole.

Opioid Funds Stabilization Account to manage funds from the National Opioid Settlements – Discuss

Mr. Domelowicz reported the Town received about \$5,000 to date and anticipates another \$12,000 by the end of the FY. New guidance from the state allows the funds to fall to free cash and be appropriated from the general fund later for treatment, prevention, and recovery; a stabilization fund may not be needed. Discussions was deferred to a future meeting.

Approve transfer from Cemetery Perpetual Care fund for grub treatment at the Hamilton Cemetery – Discuss & Vote

Grub treatment is done annually to keep the cemetery lawn in good condition. A brief discussion followed on the safety of the use of these chemicals. The Town Manager will look into this.

Vote: The Board voted unanimously to transfer from the Cemetery Perpetual Care Funds for grub treatment at Hamilton Cemetery in the amount of \$2,923.

Town Manager Evaluation - Discuss

The chair asked for the evaluations to be submitted to him by the next meeting.

New Business

• Discuss dates and timing for Fall Special Town Meeting (STM)

The Town Manager reported he was waiting for feedback from the High School on proposed dates for the STM.

Timeline for Overlay Zoning for Brown's Hill (Gordon Conwell)

The Planning Board is meeting virtually tomorrow to discuss the overlay zone and get public feedback. The Board continues to make progress and is considering the density and potential uses for the Gordon Conwell property, and a possible development agreement. A public hearing will be scheduled on the proposed zoning. The Town Manager will provide a timeline as related to the STM.

• Timeline for Overlay Zoning for Brown's Hill (Gordon Conwell) and Fall Special Town Meeting – Discuss & Vote

Additional information is needed before a timeline can be finalized. *No action was taken.*

Regarding Chebacco Road, the Town is moving forward and the engineers are preparing bid documents for the paving project to be done in fall.

Adjournment – The Board voted unanimously to adjourn at 7:50pm

*Respectfully submitted by
Erin Carroll, Recording Secretary
6.13.23*

The minutes were prepared from video.



Town of Hamilton
 Select Board
 Meeting Minutes of June 5, 2023
 Town Hall, 577 Bay Road

Pursuant to the Open Meeting Law, MGL Chapter 30 A, §§ 18-25, written notice posted by the Town Clerk delivered to all Select Board members, a meeting of the Hamilton Select Board was posted for June 5, 2023 at 7 PM in the Memorial Room. This meeting was hybrid (in person/Zoom) and recorded by HWCAM.

The Select Board functions as the Chief Executive body of the Town. Its five members are elected to three year terms with one or two seats up for election each year. The Board acts as the chief policy making body of the Town and directly supervises the activities of the Town Manager. The Select Board typically meets the first and third Monday evening at 7:00 p.m.
 Select Board members: Shawn M. Farrell (2024); William A. Olson (2024); Caroline Q. Beaulieu (2025); Thomas B. Myers (2025); Bill Wilson (2026)

Call the meeting to order: *With a quorum present, the Chair called the meeting to order at 7PM, identified the meeting was being recorded and those members present:* S. Farrell, Chair; W. Olson; C. Beaulieu; T. Myers; B. Wilson
 Others present: Joseph J. Domelowicz Jr., Town Manager; and others as noted.

Announcements & Board Openings- *Additional information is on the Town website.*
Public Comment- *There was none.*

Select Board/ Town Manager Reports

- Department Head Report - Fire Chief Ray Brunet
 Fire Chief Brunet updated the Board on the Fire Departments new hires, With 8-9 months training, all current firefighters are certified to the national standard; Chief noted this was a great achievement. He spoke on the succession plan and intentions to hire a consultant this fall for the search of a new chief. The fire department signed an agreement as approved at this year's town meeting for a new fire truck; the anticipated arrival will be in 2 years. He noted this past year, the fire department responded to 1480 calls for service this past year. 60% of these were medical. Chief mentioned his goal to eventually have a transporting ambulance service. In the process of purchasing a used rescue vehicle with gift funds. The chief fielded questions from the board. Chief Brunet was encouraged to understand what other communities have done to provide in house ambulance services. He plans to continue working towards this over the next few years. Mr. Domelowicz concurred with the Chief that this is a long process to work towards to enhance the department.
- Select Board Updates
 Mr. Olsen announced the Juneteenth Flag raising event on June 19th, and picnic at the Patton Homestead on June 19. He mentioned the Planning Board discussed Gordon Conwell rezoning at their last meeting and encouraged public comment. A representative from the seminary spoke on finding the best balance. The importance of rezoning and having a plan was noted. Mr. Olsen referenced the new houses on Bridge Street that were built "by right" and did not need Planning Board approval as an example to rezone and include in the Master Plan.
 Mr. Myers gave a brief update on the School Building Committee, which is in the designing phase and will be reviewing bids for the designer.
 Mr. Wilson reported the Master Steering Committee completed the inventory assessment and held a community wide meeting May 17 and started receiving public feedback on key issues and is transitioning in the Vision Phase.
- Mr. Farrell reported the Historic District Commission, in partnership with the town, completed an application for a MassWorks grant in the amount of \$5 million to improve the infrastructure downtown for businesses and citizens.
 The HDC is down four members and cannot make quorum for their meeting, they are searching for new members.
 The Community Preservation Committee will be holding their annual year end meeting to review the financials and review the years applications and grant awards.

Increase Recreation Fund Spending Limit – *Discuss & Vote*

- Email S. Timmons & J. Domelowicz RE; Increase in Spending Limit 5.23.23
- Email J. Domelowicz & W. Markiewicz 5.30.23
- MGL Section 53E1/2- Revolving Funds

➤ Request Form to Increase Revolving Fund Spending Limit

Recreation Director Sean Timmons was not present but has requested an increase in the Recreation Department spending limit; information was provided in the Boards packet. Recent calculations show that the recreation fund spending limit needs to be raised to cover improvements to the pool as well as the lifeguards and staffing for the parks program. Funding is generated from the fees of the programs and does not come from the taxpayers. The money is already in the account.

The current spending limit is \$600,000 of which \$578,000 has been spent to date. This is not a deficit issue as the funds are available. It was noted the Select Board voted to set the Revolving Fund limit annually, perpetually unless a change is requested. If a spending limit is approved by the Select Board, it would be brought to the Finance Committee for final approval.

Vote: The Board voted unanimously to approve the increase in Recreation Revolving Fund, in accordance with MGL Chapter 44 Section 53E1/2 from \$600,000 to \$750,000.

• **Approve new location for banner signs in front of COA & approve request for Sundays in Patton Park sign – Discuss & Vote**

- Email B. Myers Re Banner Request for Summer Concerts 5.23.23
- Email T. Olsen, R. Maloney, P. Reffett, R. Stevens 5.25.23
- Photos

DPW Director Tim Olsen was present and spoke the request to place signs & banners in front of the COA building on Bay Road. He agreed the existing placement of the signs on the tennis court fence was no longer good placement with tree growth impeding the visibility. Moving the signs in front of the COA would provide visibility from both directions on Bay Road and some visibility from Asbury Street. He recommended the banners be placed to the right of the sidewalk, far enough from the road to not cause any distraction.

Vote: The Board voted unanimously to approve of the relocation of banner frame to the front of the COA building on Bay Road.

Vote: The Board voted unanimously to approve of the request for Sundays in Patton Park banner in front of the COA, through August.

• **Review new Boards and Committee Handbook – Discuss**

- A Handbook for Members of Town Committees, Boards, Commissions May 2023

Last year the board had set a goal to create a new handbook for board and committee members and the draft version was provided for the Board's review and feedback; changes and adjustments are still able to be made.

• **Review Special Town Meeting dates for late October or early November – Discuss and Vote**

Mr. Domelowicz reviewed possible dates for the STM: Saturday October 21, 28th, and November 4 or (evenings) Monday October 23rd, Tuesday October 24th, or Monday October 30th. The school did not suggest any additional dates in November and stayed away from offering Thursday dates. STM are held in the High School auditorium.

A discussion on the timeline, potential warrant articles, length of the meeting, and the best date for attendance followed. The Board was agreeable to try a weeknight to see how that works.

Vote: The Board voted unanimously to tentative schedule the STM for November 6th at 7:00pm.

• **Town Manager Evaluation - Discuss**

Mr. Farrell will compile the Town Manager's reviews with assistance from the Vice Chair.

New Business

- Annual Select Board Workshop and Goal Setting -The Annual Workshop was scheduled for Monday June 12 at 6:30pm in Town Hall.
- Timeline for Overlay Zoning for Brown's Hill (Gordon Conwell) and Fall Special Town Meeting - Mr. Domelowicz will prepare the timeline calendar for the from the STM (November 6)
- July 5, 2023 Select Board meeting cancellation

Vote: The board voted unanimously to cancel the July 5th Select Board meeting.

Adjournment – The board voted unanimously to adjourn at 8:07pm

Respectfully submitted by
Meagan Carroll, Recording Secretary
6.27.23
The minutes were prepared from video.



Town of Hamilton
 Select Board
 Meeting Minutes of July 17, 2023
 Town Hall, 577 Bay Road

Pursuant to the Open Meeting Law, MGL Chapter 30 A, §§ 18-25, written notice posted by the Town Clerk delivered to all Board members, a meeting of the Hamilton Select Board was posted for July 17, 2023 at 7PM in Town Hall. This meeting was hybrid (in person/Zoom) and recorded by HWCAM.

The Select Board functions as the Chief Executive body of the Town. Its five members are elected to three year terms with one or two seats up for election each year. The Board acts as the chief policy making body of the Town and directly supervises the activities of the Town Manager. The Select Board typically meets the first and third Monday evening at 7:00 p.m.

Select Board members: Shawn M. Farrell (2024); Caroline Q. Beaulieu (2025); Thomas B. Myers; (2025); William Olson (2024); Bill Wilson (2026).

Call the meeting to order: *With a quorum present, Chair Farrell called the meeting to order at 7 PM, identified the meeting as being recorded and those present:* S. Farrell, Chair; C. Beaulieu, Vice Chair; W. Olson; B. Wilson. Not Present: T. Myers, Clerk
 Others present: Joseph J. Domelowicz Jr., Town Manager; Jay Butler, Chair Community Preservation Committee; Kim Dietel, Community Preservation Committee; Michelle Horgan, Community Preservation Committee

Announcements & Board openings – *Additional information is on the town website*

- Conservation Commission – 2 openings for 3 year terms
- Hamilton Council on Aging – 1 opening for 3 year term, 2 associate member openings
- Finance & Advisory Committee – 1 associate opening
- Historic District Commission – 2 openings for 3 year terms, 2 openings for 2 year terms (Board of Realtor and resident of historic district)
- Human Rights Commission – 1 opening (Housing Authority)
- Planning Board – 1 associate opening
- Zoning Board of appeals – 1 associate opening

Public Comment

Darcy Dale, Woodbury Street - Ms. Dale inquired about the Select Board's policy on appointments to boards, specifically her appointment to the Zoning Board of Appeals per the policy she references from October 13, 2020. Ms. Dale was voted 7-0 by the Planning Board for the open Associate Member position. The appointment must be sent to the Select Board for a joint vote of the two bodies. Ms. Dale inquired about the status of her application with the Select Board.

National Grid Utility Hearing – *Discuss & Vote*

- Petition of the Massachusetts Electric Company d/b/a National Grid

Michael Kazadi - National Grid Representative

Mr. Kazadi is proposing adding 5 feet of electrical conduit on Tally Ho Drive from pole #2174 to customer's property (#29 on the assessor's map). National Grid provided proof that all abutters were notified. Work would be completed in one day.

Vote: *The Board voted unanimously to approve the petition of Massachusetts Electric Company d/b/a National Grid.*

Consent Agenda – *Discuss & Vote*

- January 9, 2023 Select Board Minutes
- February 9, 2023 Select Board Minutes
- March 6, 2023 Select Board Minutes
- March 20, 2023 Select Board Minutes
- Email from Theresa Woodbury with photos of equipment requested to be declared as surplus
- Request for use of Patton Park Facilities - Essex County Trail Association
- Certificate of Liability Insurance - Essex County Trail Association
- Email from Laurie Wilson to Joe Domelowicz seeking permission for Coast to the Cure Bike Ride.
- Certificate of Liability Insurance - Neurofibromatosis Northeast
- Approve minutes of January 9, 2023 Select Board meeting.
- Approve minutes of February 6, 2023 Select Board meeting.

- Approve minutes of March 6, 2023 Select Board meeting.
- Approve minutes of March 20, 2023 Select Board meeting
- Declare as surplus exercise equipment and shelving at the Hamilton Senior Center
- Approve use of Patton Park for ECTA 5K Trail Run on Sat. Nov. 25, 2023.
- Approve Coast to the Cure Bike Ride for Saturday, Sep. 9, 2023.

Vote: The Board voted unanimously to approve all items listed on the Consent Agenda.

Annual Joint Meeting with the Community Preservation Committee (CPC) – Discuss

- Email from Laurie Wilson requesting to schedule CPC annual public hearing for July 17, 2023
- Hamilton Community Preservation Committee Slides(CPC)

CPC Chairman Jay Butler provided an annual report to the Select Board on the Community Preservation Act (CPA). The CPA adds a 1-3% surcharge on property taxes. The state matches these funds at a certain percentage each year. Hamilton currently applies a 2% surcharge for CPA.

- 2% Surcharge Revenue = \$517,755\
- 38.51% State Match = \$199,395
- Total FY23 CPA Revenue = \$717,150

Exemptions are available for those that need it including low income and senior citizen exemptions. Each year at the annual Town Meeting 10% of the total revenue from the year gets transferred into each of the following sub-accounts: historic preservation, open space and recreation, and community housing. 5% of the revenue from the year gets transferred into a sub-account for administration expenses. The remainder of the revenue (65%) remains in an unreserved account.

CPA Reserves Approximated as of June 30, 2023:

- Open Space and Recreation = \$336,000.00
- Community Housing= \$239,945.00
- Historical Preservation= \$172,675.00
- Unreserved = \$822,205.38
- Administrative= \$434,552.94
- Total Available= \$2,005,379.14

- Open Grants from FY23 = \$0
- CPA Reserves Investment - MA Municipal Depository Trust (MMDT) - \$58,762 earned interest in FY23

Mr. Butler believes the line item for administration is incorrect and the CPC will look into transferring the correct amount into other accounts. He also reviewed projects already completed using CPA funds, as well as upcoming and potential projects the CPC is working on. CPC meetings are at 7:00 PM on the second Thursday of each month. Public input is encouraged.

Adjournment – *The CPC voted unanimously to adjourn their portion of the joint meeting at 7:40pm*

Approve asset limits for FY'24 Chapter 91 Senior Exemption – Discuss & Vote

- Chapter 91 Special Act Senior Exemption – FY2024
- Increase from \$66,814 to \$71,156 for a single person
- Increase from \$91,620 to \$97,575 for a married couple

Vote: The Board voted unanimously to approve increasing the asset limits for FY24 Chapter 91 senior exemption.

Approve appointment of Lee McCoy to the Conservation Commission for a three year-term ending June 30, 2026 – Discuss & Vote

- Email from Lauren Lynch dated June 22, 2023 endorsing Mr. McCoy
- Application for Board/Committee Membership – Lee McCoy

Vote: The Board voted unanimously to appoint Lee McCoy to the Conservation Commission for a 3 year term ending June 30, 2026.

Approve appointment of Alternate Zoning Board of Appeals (ZBA) members Andy Phillip and Steven Derocher to be full members and Approve appointment of ZBA Member David Perinchief as an Alternate Member – Discuss & Vote

- Email from Joe Domelowicz dated July 6, 2023 recommending the appointment of listed members

Vote: The Board voted unanimously to appoint Andy Phillip and Steven Derocher as full Members of the ZBA and David Perinchief as an Alternate Member.

Approve plan for Local HW Fall Festival on Sunday, Sep. 17, 2023 - Shelby Thompson on behalf of Local HW –*Discuss & Vote*

- Local HW Fall Festival Slides
- The local Hamilton-Wenham Fall Festival will take place on September 17, 2023 12:00-5:00 PM. Estimated attendance of 1,500 people. There will be music, a puppeteer, beer & wine in a closed off beer garden, food trucks & food tents, and local businesses.
- Planning committee has approved a plan with Police and Fire to block off the road at the intersection of Railroad and Willow, as well as Railroad and 1A. A Police Detail will be stationed at the crosswalk at the intersection of Railroad and 1A.
- Requesting permission to close off Railroad Avenue between 1A and Willow Street
- Requesting permission for a “soft close” of Willow Street between Rust Street and Pleasant Street
- Requesting a 1 day liquor license on behalf of Essex County Brewing and Cellar Door to offer alcohol in a secure, gated beer garden at the Willow/Railroad Avenue parking lot.

Vote: The Board voted unanimously to grant permission to close Railroad Avenue between 1A and Willow Street as well as “soft close” Willow Street, in addition to approving the one day liquor license pending completed applications from Essex County Brewing and Cellar Door.

Review proposed plan for Town Hall Renovations with net-zero carbon goals – Discuss & Vote

- Energy Systems Group Comprehensive Energy Infrastructure Project (CEIP)
- Bill Garbati (Senior Business Development Manager) of Energy Systems Group (ESG) was present in person and presented to the board with Vicky Masone (Energy Manager), Christian Michel (Lead Engineer), Ed Daily (Leader of Northeast) via phone, Steve Richmond (Head of Construction) via phone. ESG partners with towns to redesign energy systems and target Net Zero Carbon emissions leveraging Federal and State grants. This partnership could allow the town to complete the historic renovation of Town Hall with decarbonization. ESG partners with the town on system design, as well as subcontracting and contract execution.
- Don Perkins of the Hamilton Environmental Impact Committee (HEIC) expressed the support of HEIC to work with ESG on decarbonizing the Town Hall.

Vote: The Board voted unanimously to continue support of the program and allow the Town Manager to continue working with ESG.

Approve funding for Master Plan Implementation Phase with proposed funding source ARPA (\$31,500) – Discuss &*Vote*

- Barrett Planning Group, LLC scope for implementation services
- Summary of requests/approvals of ARPA funding
- The board discussed what completion of the master plan would entail. This would include prioritizing critical Master Plan issues, prepare draft recommendations for each element of the plan, revise recommendations, compile the Vision and Goals, Inventory and Assessment, Key Issues, and Implementation Plan into a draft Master Plan report and conduct a public meeting to present the plan to the community. A final Master Plan would be provided in PDF format.
- The funds would come from the American Rescue Plan Act (ARPA).
- The board also discussed the spending of other ARPA funds to address some of the issues in the Patton Park master plan.

Vote: The Board voted unanimously to approve funding of \$31,500 from ARPA funds for the implementation phase of the Master Plan.

Approve plan to provide partial match funding to MCC Cultural Facilities Grant for Pavilion at Patton Homestead with proposed funding source ARPA (\$50,000) – Discuss & Vote

- Mass Development Grant Award Letter
- The Board discussed the benefits and deficits of approving the funding for the Pavilion at Patton Homestead.
- Public comment by Virginia (no last name given) via zoom was opposed to approving the request.

Vote: The Board voted 3-1 to approve funding of \$50,000 from ARPA funds for the pavilion at Patton Homestead to match the Mass Development Cultural Facilities Fund Grant pending that the Patton Homestead raise at least \$25,000 and the plan comes to the Select Board for review.

Approve Reorganization of Master Plan Steering Committee for Implementation – Discuss & Vote

- Emails between Patrick Refferr and Bill Wilson

- The current committee started with 13 members and has recently been experiencing problems with forming a quorum for meetings. Consultants suggest a committee of 5-7 people for restructuring.

Vote: The Board voted unanimously to approve the reorganization of the Master Plan Steering Committee to 7 members and carry that through the implementation process.

Open Warrant for Special Town Meeting on Monday, November 6, at 7 pm at Hamilton-Wenham Regional High School Auditorium – Discuss & Vote

- Proposed Town of Hamilton - Special Town Meeting Prep Calendar for November 6, 2023
- Updated Proposed Warrant Articles for Nov. 2023 Special Town Meeting
- Bills of prior year
- Approve CPC Request for Town Hall Renovation Funding (\$500,000)
- Approve Free Cash Request for Town Hall Renovation Funding (\$2,000,000)
- Approve Brown's Hill (Gordon Conwell) Overlay District
- Approve Amendment to Groundwater Protection Overlay designation on Brown's Hill
- Approve New Senior Tax Deferral Program (initiated by Jay Burnham and others)
- Approve New Septic Loan Program (initiated by Board of Health and others)

Vote: The Board voted unanimously to open a warrant for a Special Town Meeting on Monday, November 6, 2023 at 7 pm at the Hamilton-Wenham Regional High School Auditorium.

Adjournment – The Board voted unanimously to adjourn at 9:03 pm

Respectfully submitted by

Kristin Byrne,

Recording Secretary

8.14.23

The minutes were prepared from video.

Joe Domelowicz

From: Mike Maginn <mike.maginn@gmail.com>
Sent: Wednesday, August 9, 2023 10:48 AM
To: The Chamberlins
Cc: Joe Domelowicz; Tim Olson; gerardfallon@comcast.net; Nancy Baker
Subject: External Email Warning Re: Recommendations for Traffic Calming Measure on Goodhue Street

Let us know how we can support this. Definitely needed especially when the Ora project begins.

Mike Maginn
112 Goodhue

Sent from my iPhone

> On Aug 9, 2023, at 10:25 AM, The Chamberlins <candschamberlin@gmail.com> wrote:
>
>
> Mr Domelowicz,
>
> I have had some correspondence with the town DPW (Tim) about traffic concerns on Goodhue Street and some suggestions/recommendations for improvement.
> He advised that this matter be presented to the town manager for consideration.
>
> Attached is a summary of what I believe is an issue with the traffic volume and content on Goodhue along with some recommendations I would like the town to consider.
>
> I present these as an individual, however feedback from some of my neighbors (on cc.) indicate that I am not alone in wanting to address this.
>
> I would appreciate any comments on the feasibility and/or advisability of these suggestions and I would be happy to discuss the issue and any improvements.
>
> Thank you for your consideration,
>
> Steve Chamberlin
> 64 Goodhue Street
> 978 682 2298
> <Suggested Traffic Calming Measures for Goodhue Street.docx>

Joe Domelowicz

From: The Chamberlins <candschamberlin@gmail.com>
Sent: Wednesday, August 16, 2023 5:02 PM
To: Laurie Wilson
Cc: Gerard Fallon; Mike Maginn; Nancy Baker; Joe Domelowicz; Tim Olson
Subject: External Email Warning Re: FW: External Email Warning Recommendations for Traffic Calming Measure on Goodhue Street

I see that someone has installed what is apparently a traffic monitoring box on one of the telephone poles. I assume this is from the town?. It will be interesting to see what the actual data say (adjusting, of course, for this being the middle of August)

Thank you for considering this issue seriously!

Steve Chamberlin

On Wed, Aug 16, 2023 at 9:54 AM Laurie Wilson <lwilson@hamiltonma.gov> wrote:

Dear Mr. Chamberlin, and residents of Goodhue Street,

Thank you for your recent email about your traffic concerns on Goodhue Street and for your suggestions on improving the traffic there.

I am writing to let you know that this will be an agenda item for an upcoming Select Board meeting on either September 5th or September 18th.

We will be back in touch with you about the actual date so that you may attend the meeting in person or by zoom.

Thank you,

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

From: The Chamberlins <candschamberlin@gmail.com>

Sent: Wednesday, August 9, 2023 10:25 AM

To: Joe Domelowicz <jdomelowicz@hamiltonma.gov>

Cc: Tim Olson <tolson@hamiltonma.gov>; gerardfallon@comcast.net; mike.maginn@gmail.com; Nancy Baker <nbabak@aol.com>

Subject: External Email Warning Recommendations for Traffic Calming Measure on Goodhue Street

Mr Domelowicz,

I have had some correspondence with the town DPW (Tim) about traffic concerns on Goodhue Street and some suggestions/recommendations for improvement.

He advised that this matter be presented to the town manager for consideration.

Attached is a summary of what I believe is an issue with the traffic volume and content on Goodhue along with some recommendations I would like the town to consider.

I present these as an individual, however feedback from some of my neighbors (on cc.) indicate that I am not alone in wanting to address this.

I would appreciate any comments on the feasibility and/or advisability of these suggestions and I would be happy to discuss the issue and any improvements.

Thank you for your consideration,

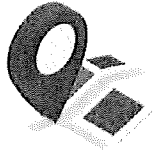
Steve Chamberlin

64 Goodhue Street

978 682 2298

SPEED DATA ANALYSIS

Location



Latitude: 0.000000
Longitude: 0.000000

Analysis Time Period



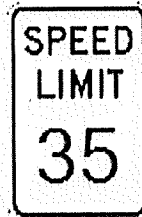
Start	End
8/14/2023 5:00 PM	8/23/2023 7:06 AM

Vehicles Analyzed



2,547

Speed Limit



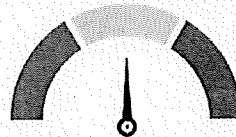
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Total Enforceable Violations



58

Average Speed



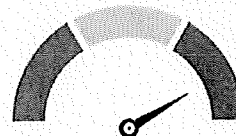
24

% Enforceable Violations



2%

Fastest Speed

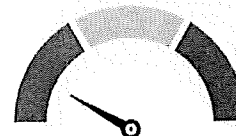


47

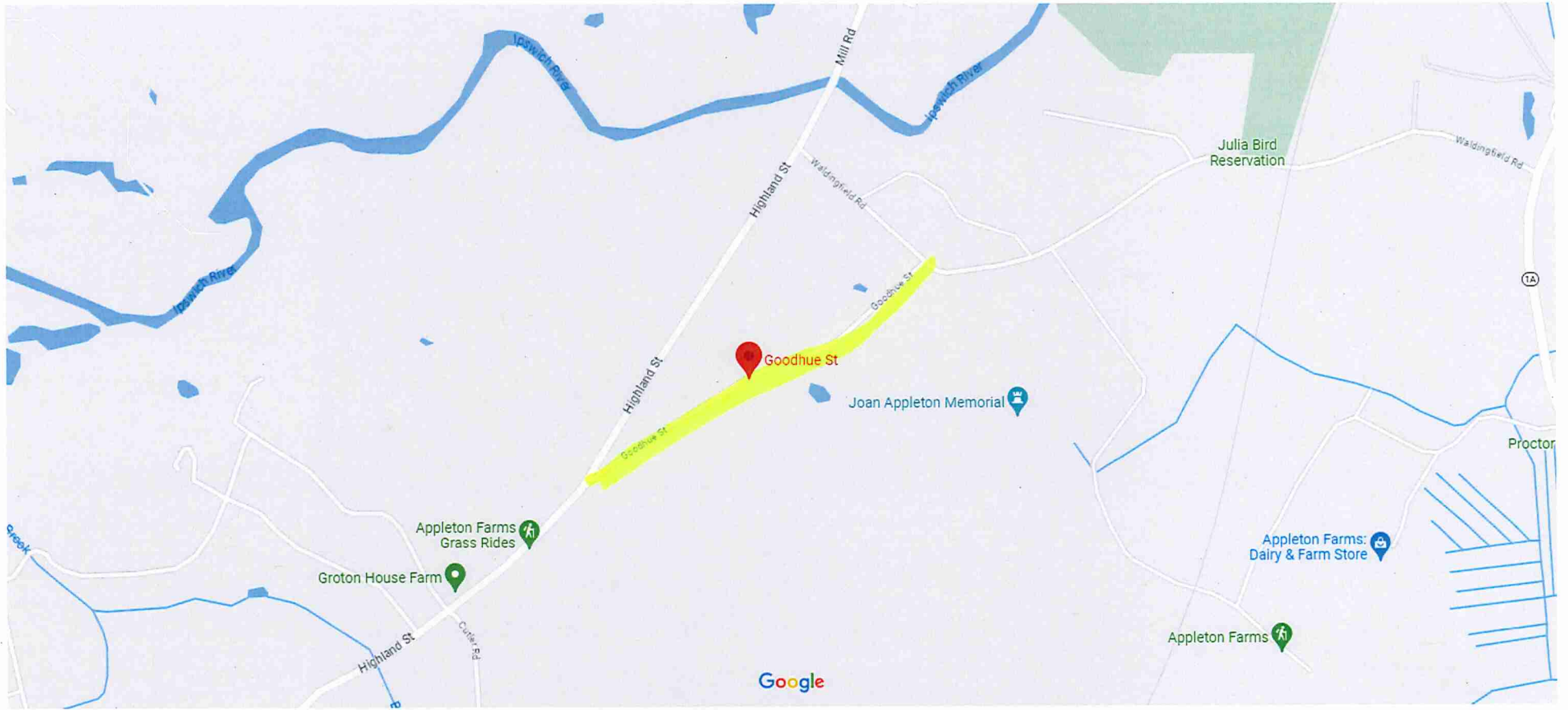
Enforcement Rating

LOW

Slowest Speed



7



Map data ©2023 500 ft

Joe Domelowicz

From: Shawn Farrell
Sent: Saturday, September 9, 2023 2:59 PM
To: Maryjo FAVAZZO
Cc: Joe Domelowicz; Laurie Wilson
Subject: Re: External Email Warning Cemetery Plot

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Hello Mary Jo,

Thank you for your request. I have cc'd this email to our town manager and his assistant who can help process the request. We will discuss the request in the near future and will let you know the outcome. As a side note, thank you for all you did to help the community when you lived in Hamilton. I can really appreciate all the time and effort you both put into making Hamilton a better place to live.

Best,
Shawn Farrell
Chairperson
Hamilton Selectboard

[Get Outlook for iOS](#)

From: Maryjo FAVAZZO <chuckandmj@comcast.net>
Sent: Thursday, September 7, 2023 12:33 PM
To: Shawn Farrell <sfarrell@hamiltonma.gov>
Cc: Dolores Sheehan <dsheehan@hamiltonma.gov>
Subject: External Email Warning Cemetery Plot

Dear Mr. Farrell,
My name is Mary Jo Favazzo. My husband Charles and I are requesting permission to be buried in Hamilton's Cemetery when the time comes.
We moved to Hamilton in September of 1973. Our four children attended the HWRS from Grades K-12.
We lived at 22 Boardman Lane from 1973 to 2015; moving to Wenham at that time.
While living in HW, we were active in the community. My husband was a member of the HW Finance Committee and School Building Committee (building the new junior high adjacent to the HS). I was active in the schools and on the Board of the Community House where I helped establish the "After School" program.
We now, due to health issues, live at Brooksby Village.
Our wish is to be buried near our dear friends the McWanes, Homers and Shumans and hope you will grant our request.
Thank you in advance,
Mary Jo Favazzo

Joe Domelowicz

From: Jane Dooley
Sent: Friday, September 8, 2023 10:11 AM
To: Joe Domelowicz; Todd Laramie
Subject: Board of Assessors needs Select board to vote on revised asset limits for FY2024 Chapter 91 senior exemption
Attachments: Chapter 91 Special Act slide for Selectboard mtg (2) 9-8-2023.pptx

Good morning Joe,

The Board of Assessors (BOA) recently discussed the need to increase the asset limits for the Chapter 91 Senior Exemption to expand the eligibility requirements for potential applicants. The asset limits that the Select board voted on in July 2023 (\$66,814 to \$71,156 for a single applicant and \$91,620 to \$97,575 for a married applicant) has prevented many of the former applicants from qualifying for the exemption. The BOA is asking that the asset limits be increased to \$150,000 for a single person and \$200,000 for a married couple.

The assets that many of these former applicants have (that are in their eighties or older) is set aside to pay for a nursing home or some are paying off home equity loans so they can keep living in Hamilton. The intent of the Chapter 91 senior exemption is to help these elderly residents remain in their homes. We decided to include an asset limit to ensure residents with the most need would get the benefit from the exemption.

We are hoping this vote can be added to the Select board's September 18th agenda. Please let me know if this is possible.

Just let me know if you have any questions.

Thank you,
Jane Dooley
Assistant Assessor
Town of Hamilton
978-468-5574

Chapter 91 Special Act Senior Exemption – FY2024

The Board of Assessors has asked the Select board to vote on a revised increase to the asset limits for the Chapter 91 Senior Exemption for FY2024 to expand eligibility requirement for potential applicants:

Total household assets:

\$150,000 for a single person

\$200,000 for a married couple

Joe Domelowicz

From: Kathy Simons
Sent: Wednesday, September 13, 2023 9:39 PM
To: Joe Domelowicz; Patrick Reffett; Lauren Lynch
Subject: Re: small reminder - if the ConCom approves of the new candidate this evening,

The Conservation Commission has voted unanimously to recommend Mike Stoltzfus to fill the last remaining open slot on the Hamilton Conservation Commission, to serve for a three year term. We hope that the Select Board can act on this asap.

With thanks,

Kathy

From: Joe Domelowicz <jdomelowicz@hamiltonma.gov>
Sent: Wednesday, September 13, 2023 9:59 AM
To: Patrick Reffett <preffett@hamiltonma.gov>; Lauren Lynch <llynch@hamiltonma.gov>; Kathy Simons <ksimons@hamiltonma.gov>
Subject: small reminder - if the ConCom approves of the new candidate this evening,

Please send to us asap, an email to the Select Board confirming that.

Thank you,
Joe

Joseph J. Domelowicz Jr.

Town Manager

jdomelowicz@hamiltonma.gov

(o)978-626-5202

(m)617-290-7060

TOWN OF HAMILTON
APPLICATION FOR BOARD/COMMITTEE MEMBERSHIP

Board/Committee of Interest:

1. Conservation Commission
3. _____ 4. _____

Would you consider another Committee: yes no

For how long should we keep your application on file? indefinite

Full Name: Michael Stoltzfus

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

Home Address: 27 Gregory Island Rd, S. Hamilton, MA 01882

Length of Residence in Hamilton: 10.5 yrs

Occupation: Wetland Consultant

Phone: Home 978-880-5925 Cell same Work _____

E-mail: Home mstoltzfus@mac.com Work _____

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

n/a

Special Training, Interests, Qualifications: B.S. in Wildlife Biology, MS in Wetland Science, 25+ years as a professional environmental consultant

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

no

How did you hear about the Committee?

town newsletter

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

Signature: [Signature] Date: 8/14/23

Received by
Signature: _____ Date: _____

Michael Stoltzfus

Principal Consultant

Contact

Address

South Hamilton, MA, 01982

Phone

(978) 880-5925

E-mail

mstoltzfus@mac.com

LinkedIn

www.linkedin.com/in/michaelstoltzfus

Skills

Project Coordination

Team Leadership & Development

Project Management

Client Relationships

Self-Motivated Professional

Analytical Skills

- Quality-focused Principal Consultant successful at managing customer expectations and delivering exceptional results built on extensive industry knowledge and environmental permitting compliance abilities.
- Versatile Principal Consultant proficient in NEPA compliance and highly effective at maintaining tight schedules. Adept at leading teams and devising strategic plans for diverse customer requirements.
- Experienced Principal Consultant with 25 years of industry experience. Plans and implements solutions for customers that meet and exceed expectations.

Work History

2007 - Current

Principal Consultant

TRC Environmental Corp., Lowell, MA

- Coordinating and managing all aspects of environmental permitting and field studies including project scoping and budgeting as the primary client point of contact.
- Interfacing with federal, state, and local regulatory agencies on behalf of the client.
- Development of resource reports, environmental impact statement, and environmental assessments and the studies necessary to support these documents.

2005 - 2007

Project Manager

Ch2M Hill Now JACOBS, Boston, MA

- Management of environmental permitting and compliance projects for various energy industry clients.
- Conduct environmental field studies including wetland delineation, stream habitat assessments, and rare species surveys.
- Federal and state permit application development and client support.

2000 - 2005

Assistant Project Manager

Langan Engineering and Environmental Services, Inc, Philadelphia, PA

- Management of environmental aspects of commercial and residential development projects in New Jersey and Pennsylvania.
- Conduct environmental studies and development of environmental permitting applications.

1998 - 2000

Sole Proprietor

Summit Environmental, Amherst, MA

- Sole proprietor of an environmental consulting services business operating in central and western Massachusetts.

Education

1999 - 2002

Master of Science: Wildlife and Fisheries Conservation

University of Massachusetts Amherst - Amherst, MA

1996 - 1999

Bachelor of Science: Wildlife and Fisheries Conservations

University of Massachusetts Amherst - Amherst, MA

Michael Stoltzfus

Principal Consultant

Contact

Address

South Hamilton, MA, 01982

Phone

(978) 880-5925

E-mail

mstoltzfus@mac.com

LinkedIn

www.linkedin.com/in/michaelstoltzfus

Skills

Project Coordination

Team Leadership & Development

Project Management

Client Relationships

Self-Motivated Professional

Analytical Skills

- Quality-focused Principal Consultant successful at managing customer expectations and delivering exceptional results built on extensive industry knowledge and environmental permitting compliance abilities.
- Versatile Principal Consultant proficient in NEPA compliance and highly effective at maintaining tight schedules. Adept at leading teams and devising strategic plans for diverse customer requirements.
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1996 - 1999

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University of Massachusetts Amherst - Amherst, MA

September 15, 2023

Town of Hamilton Select Board and Town Manager (via email)
Hamilton Town Hall
577 Bay Road
Hamilton, MA 01936

Dear Select Board and Joe Domelowicz,

Mr. Peter Meo has submitted an application to fill a vacant seat on the COA Board. Happily, the Board members present voted unanimously (5-0) in favor of his application on September 15, 2023.

Peter is a long time Hamilton resident. He has had a prior career as a real estate agent, and a few years ago he began a second career as a photographer, specializing in the photography of real estate listings. We are quite impressed at his effort and ability to reinvent himself after a full career as a real estate agent. His experience and continued drive to succeed will serve as an inspiration to other older residents within our community.

He is also a member of the COA Men's group, and has been looking for ways to give back to the community. We believe he will be an asset to the COA board.

We look forward to your endorsement of this most qualified individual.

Kind regards,

Rosie Kennedy
Chair, COA Board

RECEIVED
TOWN CLERK
HAMILTON, MA

2023 JUL 24 AM 9:33

APPLICATION FOR APPOINTMENT
FOR BOARD/COMMITTEE MEMBERSHIP

Board/Committee of Interest:

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

Would you consider another Committee:

For how long should we keep your application on file?

Full Name: Peter MEO

Nickname: _____

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

Home Address: 1 MADONNA DR

Length of Residence in Hamilton: 39

Occupation: SEMI RETIRED, REAL ESTATE PHOTOGRAPHER

Work Address: _____

Phone: Home 978-468-1330 Work _____ Fax _____

Cell 978-273-7774

E-mail: Work: peter@petermeo.com Home: _____

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

NA

Special Training, Interests, Qualifications:

PHOTOGRAPHY

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

no

How did you hear about the Committee?

DICK HEWETT

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

Signature: Peter MEO Date: _____

TOWN OF HAMILTON

TOWN MANAGER

Date: September 24, 2023
TO: Hamilton Select Board
FROM: Town Manager Joseph Domelowicz Jr.
RE: Temporary Relocation of Town offices to Patton Homestead and COA

Town staff are preparing for the relocation of town offices to locations outside of Town Hall with a target date of Monday, October 16, 2023.

Hamilton's IT Consultant Andrew Wood will be in town to ensure all phones, internet connections and appropriate access to electricity is available for each office relocating to the Patton Homestead. The offices relocating to the Patton Homestead include:

Town Manager's Office
Finance Director/Accounting
Treasurer/Collector
Assessor's Office
Planning
Conservation
Town Clerk

The Inspectional Services Department – Building, Electrical, Gas/Plumbing and weights and measures – will be relocating to the modular addition at the rear of the Council on Aging in that same week.

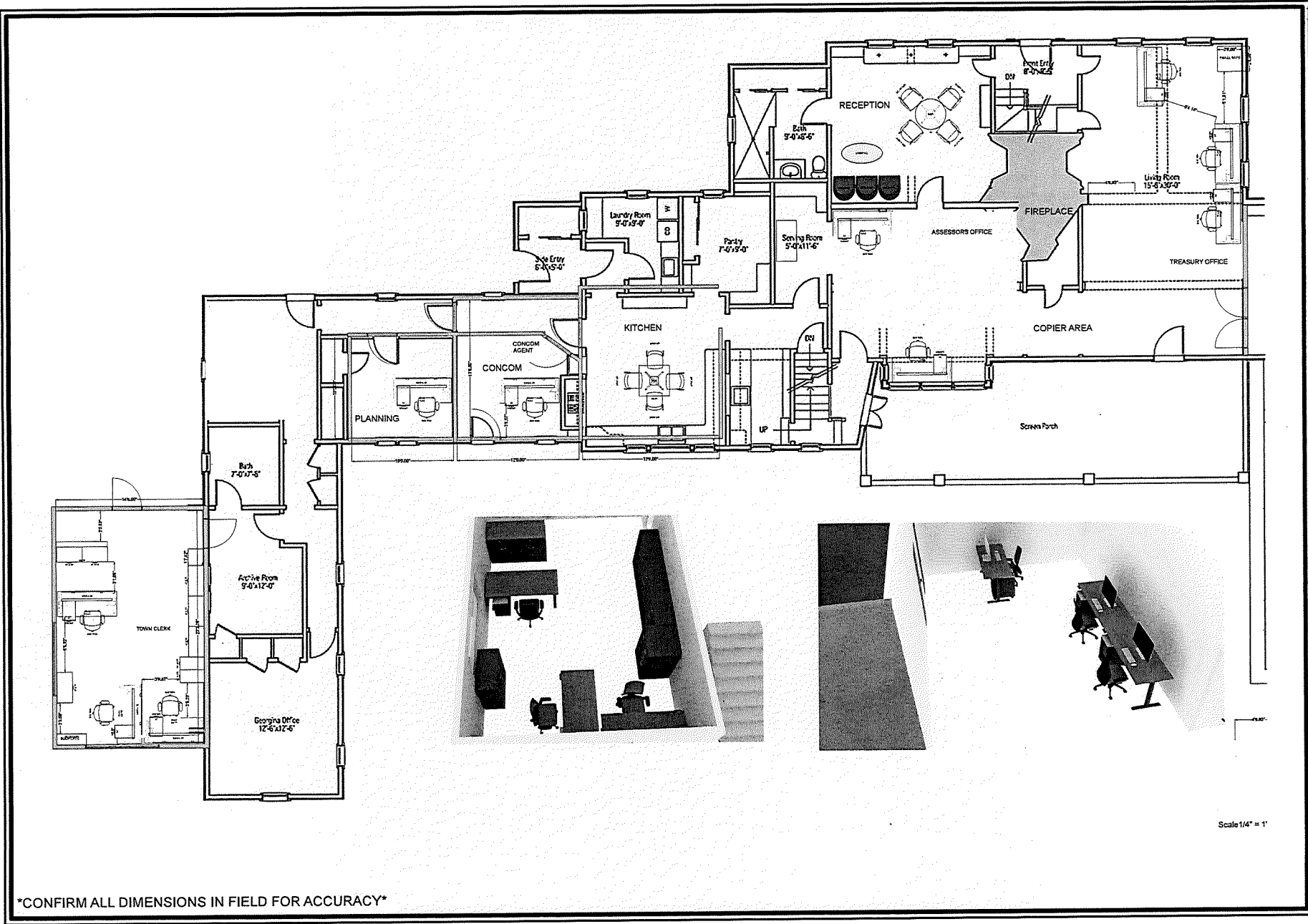
The town has ordered new office furniture to be used at the Patton Homestead. This furniture will eventually return to Town Hall, when the renovation (if funding is approved) and efficiency upgrades are complete. Temporary relocation of the offices from Town Hall is required, even if the Town Meeting does not approve the funding for the Town Hall renovation and accessibility projects, because the energy project that will provide energy efficient lighting and heating and HVAC would still be difficult to complete with staff in the building. We expect to provide the Select Board with an update on the efficiency project in October as well.



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

Phone
Fax
Web site

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

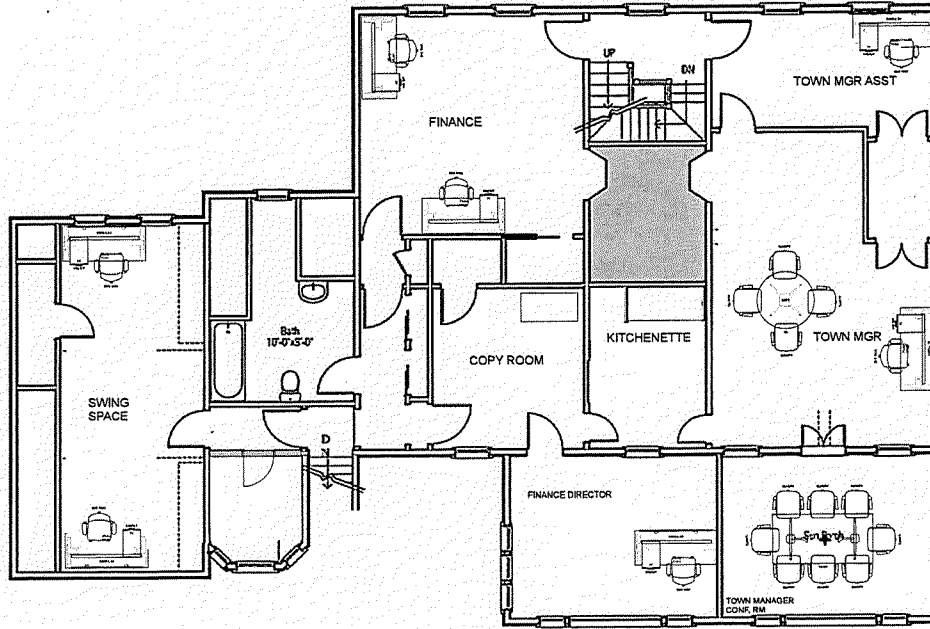


CONFIRM ALL DIMENSIONS IN FIELD FOR ACCURACY

Scale 1/4" = 1'

WHO BUY W.B. JASON INTERIORS	LEVEL I CONDOMINIUM	TOWN OF HAMILTON 650 ASPEN ST HAMILTON, MA PITCH: 10/20/2010; EWP: TOWN HALL LOCATION	REVISIONS: A11-023 CH A12-023 CH A13-023 CH A14-023 CH	CLIENT: SPA, DVI NAME: DATE:
		ISSUE DATE: 1/11/10 SCALE: 1/4" = 1' DRAWN BY: C. J. J. / C. J. J. CHECKED BY: C. J. J. / C. J. J.	REVISIONS:	CLIENT: SPA, DVI NAME: DATE:

DATE: 1/11/10



Scale 1/4" = 1'

TOWN MANAGER CONF. RM.



FINANCE



CONFIRM ALL DIMENSIONS IN FIELD FOR ACCURACY

CLIENT PROJECT:	
NAME:	DATE:
REVISIONS:	
TOWN OF HAMILTON 650 ASHLEY ST HAMILTON, MA PATON HAVENHEAD, TOWN HALL LOCATION	REVISION DATE: 1/11/17 DESIGNER: CONNOR JOHNSON
DATE:	LEVEL 2
SCALE:	
DESIGNER:	
DRAWN:	

Joe Domelowicz

From: Tim Olson
Sent: Wednesday, September 13, 2023 5:26 PM
To: alltownhall
Subject: Patton Homestead Layout and Transition Thoughts
Attachments: TOWN OF HAMILTON_650 ASBURY ST PATTON HOMESTEAD-TEMP TOWN HALL LOCATION_24X36 PLAN_9.8.23.pdf

Follow Up Flag: Flag for follow up
Flag Status: Flagged

To all Town Hall Employees,

I just wanted to share with everyone the latest floor plan for the Patton Homestead. If you have any questions regarding the layout please let me know. The most noticeable change is that the Town Clerk will be in the north room and Assessing will occupy the previous Town Clerk area and allow Treasury will have more room on the south side of the homestead. I did also remove the partitions, it felt a bit too crowded. If there are offices that would like partitions installed we can accommodate. Also, the idea is to funnel the public to the reception area where there will be a phone to call different departments and a public computer to use for permitting etc. The requested department can come to that area to assist or instruct the resident over the phone where to go to meet.

With October 16th in mind, I wanted to share a few thoughts to hopefully help in the transition.

First, the furniture is on order and once I received a delivery date I will notify all to plan for the relocation. I am trying to hit furniture by installed by Oct. 16th, but given lead times etc. in today's world that date may shift.

Over the next few weeks, I would suggest employees start a list of the immediate need items, current projects, desk materials etc. These items will be moved when we initially occupy the building. There are boxes available and more can be purchased if necessary. Please let me know if you need some boxes.

Once in the Homestead, I recommend getting comfortable in the space provided, moving desks around if necessary etc. Once the space is situated to your liking, if additional items from Town Hall are needed, I would like each employee to head back over to town hall and flag and label the items, with the specific office, that need to be moved to the Homestead. I would like to plan a second move and coordinate all these additional items for a certain date. That date is yet to be determined. I will get a few rolls of colored duct tape with the labeling plan to assist in this process.

DPW will then schedule the additional items to be moved up to the Homestead into the specific office spaces.

As mentioned earlier, items that do not go to the homestead can stay in the office spaces for now and then will be moved either into a storage trailer or down to the basement during the construction period. There will be file cabinets etc. and other information that will need to be stored in the basement/trailer. If offices receive a records request or have someone stop in, those departments will need to take the request and go over to town hall to find the requested documents or phone DPW to provide assistance in retrieving the information. I plan to try to keep the basement open during the construction, to the extent practicable, and move the files down there in an organized manner. Having all the files that you currently have in your office is not an option due to space and floor loading. Please do not worry, again if any items are needed during construction, we can assist in getting you access to the building or grabbing the materials for you.

A few other items:

I know some of you have already started to box up shred items, please schedule some time for this as well. I will schedule a date closer to the construction to get all the shredding performed.

The present drop box at Town Hall will be relocated to the COA. More to come on the location and timing of the transition to push out to the public.

We are still working out the mailing procedures, right now I have the mailing machine located in a common area at the homestead which will provide access by multiple department. Town mail will be picked up daily from the post office and delivered to the homestead, COA etc. Daily pickup and delivery will need to be coordinated, but I believe we will have several willing to assist and shouldn't be a headache.

There is a lot here, as we get closer I will continue to keep people informed, but as always please drop in or shoot me an email if you have any questions. Happy to help as much as I can to make this a successful transition and I ask you all for your patience as most of us here have never been through this before.

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

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.

Town Manager Evaluation for Fiscal Year 2023	Overall	Comments	Recommendations for Improvement
<p>Overall Comments: Overall, Joe is a strong town manager with deep knowledge and an asset to our town. Joe meets expectations in most areas, works well with others, and keeps the town running smoothly. As a people manager and communicator/ambassador to the town, there are areas for improvement. Clearer, more consistent communication to the town at large and more motivation to execute new opportunities are recurring themes. Joe has done well during the budget cycle and has helped the town stay fiscally sound even with turnover in the Finance Department.</p>	Meets Expectations		
<p>General Management and Communication Prepares and distributes materials, information and reporting to Town Boards Committees, Staff and Residents including posting this information on website Provides recommendations to assist the Select Board, Finance Committee, and Town Meeting in policy development and decision making Demonstrates ability to successfully execute provisions of Mass. General Laws, Town Charter & By-laws, Town Meeting votes, and votes of the Board of Selectmen per the Special Act. Effectively oversees Town's interests in all matters of litigation and delegates proper and efficient use of our town counsel. Keeps abreast of current developments in the field of public administration.</p>	Meets Expectations	<p>Joe communicates well with the Select Board and shares his opinions affectively, while remaining open to the inputs of others. He is well versed in town bylaws and MGL and his level of expertise and ability to navigate day to day work is greatly appreciated. He regularly attends conferences and networks to learn and implement best practices for town management. Joes works well with town council, keeping them informed and on point. He proactively anticipates trouble spots and communicates quickly to board members things that need to be escalated. Joe manages the operational budget well, by making cost-efficient use of resources.</p>	<p>There are sometimes issues with version control of documents and with the timeliness of information being posted to the town website that Joe should focus on fixing. Joe should also ensure that he follows all town bylaws regarding which meetings he needs to attend as a non voting member. This recommendation refers to the Affordable housing Trust membership. He should work to amend the bylaw if his attendance is not actually necessary.</p>
<p>Personnel Management Exercises leadership that promotes a positive, effective and productive work environment for all town staff. Instructs staff on town policies and properly supports their implementation Provides leadership in negotiating collective bargaining agreements with employees. Develops departmental objectives and relates them to the Town Manager's goals as established by the Select Board. Develops and maintains a system for senior staff performance evaluations and merit pay. Properly manages staff, sets goals, gives good direction, has continuous follow thru as well as promotes training and personal improvement goals for all employees with the result of attracting and maintaining effective employees</p>	Needs Improvement	<p>Joe has embraced the new town manager report and updates it at the expected cadence most times, however it can be further enhanced by including more details in each report. In addition to this Joe needs to spend more time working on improving his leadership and communication skills with town employees. Goals are not delegated or communicated effectively and thus town employees are often unprepared for what is needed of them. In office culture as well needs to be elevated so that all staff members fee valued and supported.</p>	<p>Joe needs to prioritize uplifting his leadership and communication skills through targeted professional development. A system to track staff goals, performance evaluations, and merit pay must be developed and maintained. All town policies need to be documented in one centralized location that is easily accessible when needed.</p>
<p>Financial Management Plans and organizes the preparation of annual budget that provides financial plan for all Town departments & activities. Continually modifies and improves the long and short term budgeting process utilizing our financial policies. Works with Capital Committee and Develops and updates capital improvement plans to appropriately address Town infrastructure needs. Creates yearly report. Aggressively pursues, researches, reviews and submits on available Federal, State, and private grants in support of prioritized Town operational and capital needs. As Chief Financial Officer properly oversees integrity of Town funds, properly solicits funds and makes informed decisions. Effectively supervises bids and proposals, negotiates and awards contracts in the best interest of the Town.</p>	Meets Expectations	<p>Joe's knowledge and ability to help the town think creatively about funding and money management is much appreciated. Joe has the town in great financial shape and is very thrifty and creative with his planning and forecasting. Joe constantly navigates and course corrects budget decisions as necessary to both be proactive to steady items as well as react to unplanned events that pop up. Joe puts a lot of emphasis in making sure we have a good plan, as sometimes things don't get funded we at least know where we are falling behind as well as what we should prioritize. We continue to get positive feedback at our annual audits and maintain our AAA bond rating. Joe has done very well with managing the budget cycle even with staffing issues in the Finance Department.</p>	<p>A Part time grant writer should be considered to help us seek out and secure beneficial grants. Work on recommended Financial Policies should begin again to wrap up the work that has already been done to date.</p>
<p>Planning Anticipates the needs of the Town and develops a proactive approach to developing plans and proposals to meet current and future town needs Follow master plan in determining and planning for future space and facility needs to operate Town government effectively Plans for the timely repair and maintenance of all Town-owned facilities.</p>	Meets Expectations	<p>Joe has keep the town running through some heavy challenges, like the pandemic. He deals with issues as they arise while not overreacting or over-correcting. He is responsive to the needs of the community and addresses concerns and repairs in a timely matter. Joe</p>	<p>Joe should build a reporting mechanism to provide progress towards goals throughout the year. An audit of town policies and procedures would be beneficial</p>

Demonstrates the ability to successfully deal with unforeseen and uncontrollable local, regional or global events affecting the Town's financial, physical and/or social well being. Periodically reviews and suggests improvements to Town policies and procedures.		needs to work on keeping all projects moving forward (Example the second cell phone tower and the MP), especially those with funding or censuses challenges.	of town policies and procedures would be beneficial.
Interorganizational Cooperation			
Works effectively with Federal, State, County, Government representatives, Regional communities, and the HWRSD Committee. Properly Monitors, manages, and works effectively with our Regional and Wenham Shared Services, Employees, and Departments.	Meets Expectations	Joe has a great reputation in the region and reaches out to representatives when necessary. We seem to have a cohesive town where all departments work together, not against each other. Joe continues to take an active role in advocating our needs to the HWRSD and the joint ventures during the budget cycle.	Joe should continue to monitor these relationships and look for efficiencies and areas for improvement. When possible a schedule of auditing shared services should be considered.
Maintains good working relationships with other areas of government to, including public safety departments to maximize coordination and economy of service delivery effectively.			
Professional Growth and Goals			
Actively pursues own professional development by attending and participating in professional meetings and training. Models effective management practice through delegation.	Meets Expectations	Joe is a solid Town Manager and has the the opportunity to expand on his potential even further. While Joe does engage in professional development more can be done to support him in increasing his management skills, participation in seminars for best practice, and building his confidence to to bring forward new initiatives and fresh ideas.	Joe needs to continue to build his advocacy and delegation skills.
Properly communicates to the Board of Selectmen, future needs and requirements required to continuously improve job performance as well as town deliverables			
Community Outreach			
Implements town policies and develops plans to gain public support and consensus for them. Does the current Weekly town manager report an effective system of reporting to the public the current plans and activities of the and present to Select Board & Town staff. Promotes effective and open communications with the public, making full use of all media and personal visibility in representing the Town Demonstrates sensitivity and responsiveness to individuals in accessing Town services. Supports and recognizes the efforts of volunteer in the community including both town and local organizations, and invites them to share and communicate their progress and objectives. Instills an open door, customer friendly attitude on behalf of Town government toward citizen concerns and manages a response to all requests in a timely and professional manner	Meets Expectations	Joe has an open door policy that is appreciated by many. Joe needs to work on giving equal attention to all issues wether in agreement or not. Clearer expectations and processes around all forms of communication need to be established. Joe needs to work on more affectively getting the word out about important things, including things that are positive, promote sense of community, and celebrating volunteers.	Dedicated efforts to improve outgoing communication and engagement in the town, clearer understanding of the effectiveness/reach of our existing communications and a plan for improvement Town Manager Report has been great, but it is just the beginning of what should be a long list of efforts. Service level agreements should be established to ensure that all community emails are addressed in a timely manner.
Priority Goals for Fiscal 2023			
Water			
Complete pre/post-Treatment Project	Met		
Complete or developed strategy plan for regionalization of water, , including implementation recommendations and next steps for June goal setting	Met		
Cell Tower			
Develop options for a third site	Not Met		
Reach out to Everest to engage them to develop the public safety site. If they would work with us on an additional site, we'd like to give them priority	Met		
Look at town owned properties for viable option	Not Met		
Expand carriers at the existing tower. Report out on coverage maps	Not Met		
Town Hall			
Plan we can take to town meeting that does not require debt exclusion. Sensitive to the schools vs Town Hall	Met		
Communication			
We completed an upgrade to the website	Met		
Website analytics	Not Met		
Code red sign ups	Met		
How many followers to the Hamilton town page	Not Met		
What are our current communication protocols, cadences, expectations.	Met?		
Task & Support			
HIGH PRIORITY: Ensure socialization of GCTS recommendations to town at large			
Presentation at town meeting	Met		
Participation in meetings/hearing	Met		
Other outreach as determined	Met		
Minutes	Met		
Onboard HEIC	Met		
Sidewalks/safety/visibility	Met		
Brickends Contract	Not Met		
Do or delegation of Board Binder	Met		

Monitor & Support			
MPSC	Met		
Patton Homestead	Met		
Patton Master Plan	Met		
HEIC	Met		
GCTS MP	Met		
Developable Land	Not Met		

Joe Domelowicz

From: Leone, Vincent <v.leone@hwschools.net>
Sent: Thursday, September 7, 2023 10:34 AM
To: Steve Poulos; Joe Domelowicz
Cc: Tracy, Eric
Subject: External Email Warning RE: FY25 Budget Calendar

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Hey Guys,

Sorry for the confusion and I hope you're not on top of your game and already sent this to your boards, but we need to change one more date too, already.

Below is the list with all updated dates.

1. First FY25 Budget Meeting (Super., Assist. Super., Town Man./Adm.) - Monday, September 25, 2023, 10:00 – 11:30 AM, @ School Admin Building 2nd floor Superintendent's Office
2. First Quintuple-Board Chairs Meeting – Wednesday October 4, 2023, 4:00 – 5:30 PM, @ School Admin Building 3rd floor conference room
3. Second Quintuple-Board Chairs Meeting – Monday November 20, 2023, 4:00 – 5:30 PM, @ School Admin Building 3rd floor conference room
4. Second FY25 Budget Meeting (Super., Assist. Super., Town Man./Adm.) - Monday, November 27, 2023, 9:00 – 10:30 AM, @ School Admin Building 2nd floor Superintendent's Office
5. First Quintuple-Board Meeting (All Members) – Wednesday, November 29, 2023, 6:30 – 8:30, @ Buker Multi-Purpose Room
6. Third Quintuple-Board Chairs Meeting – Wednesday January 10, 2024, 4:00 – 5:30 PM, @ School Admin Building 3rd floor conference room
7. Second Quintuple-Board Meeting (All Members) – Tuesday, January 30, 2024, 6:30 – 8:30, @ Buker Multi-Purpose Room
8. Annual Town Meeting – Saturday April 6, 2024

Vincent Leone
Assistant Superintendent of Finance & Administration
Hamilton-Wenham Regional School District
5 School Street
Wenham, MA 01984
Phone: 978-626-0825
Fax: 978-468-7889

From: Leone, Vincent
Sent: Wednesday, September 6, 2023 4:33 PM
To: Steve Poulos <SPoulos@wenhamma.gov>; Joe Domelowicz <jdomelowicz@hamiltonma.gov>
Cc: Tracy, Eric <E.Tracy@hwschools.net>
Subject: RE: FY25 Budget Calendar

Changing it to Wednesday October 5th at 4:00 -5:30 works on our end.

Vincent Leone
Assistant Superintendent of Finance & Administration
Hamilton-Wenham Regional School District
5 School Street
Wenham, MA 01984
Phone: 978-626-0825
Fax: 978-468-7889

From: Steve Poulos <SPoulos@wenhamma.gov>
Sent: Wednesday, September 6, 2023 3:04 PM
To: Leone, Vincent <v.leone@hwschools.net>; Joe Domelowicz <jdomelowicz@hamiltonma.gov>
Cc: Tracy, Eric <E.Tracy@hwschools.net>
Subject: RE: FY25 Budget Calendar

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 Vinny,

The SB discussed this last night using last years dates to identify any potential conflicts this year and identified the last week of September as not going to be able to work for us this year. There are technical working groups the entire last week of September for the Master Planning process. Can it be pushed to first week of October?

First Quintuple-Board Chairs Meeting – Wednesday September 27, 2023, 4:00 – 5:30 PM, @ School Admin Building 3rd floor conference room

From: Leone, Vincent <v.leone@hwschools.net>
Sent: Wednesday, September 6, 2023 2:52 PM
To: Joe Domelowicz <jdomelowicz@hamiltonma.gov>; Steve Poulos <SPoulos@wenhamma.gov>
Cc: Tracy, Eric <E.Tracy@hwschools.net>
Subject: FY25 Budget Calendar

Hey Joe and Steve,

Hope you're both doing well.

With the school year underway we are turning some attention to the FY25 Budget.

Our first step in the budget process is to develop the budget calendar.

Your crossover with our budget timeline happens eight times throughout the process.

1. First FY25 Budget Meeting (Super., Assist. Super., Town Man./Adm.)
2. First Quintuple-Board Chairs Meeting
3. Second Quintuple-Board Chairs Meeting
4. Second FY25 Budget Meeting (Super., Assist. Super., Town Man./Adm.)
5. First Quintuple-Board Meeting (All Members)

6. Third Quintuple-Board Chairs Meeting
7. Second Quintuple-Board Meeting (All Members)
8. Annual Town Meeting

We have attempted to lineup our school committee meetings as well as keeping it generally in line with prior years'. Unless you already have a meeting that can't be moved, these would be our dates for the year. So, please give them a review, let me know if something absolutely doesn't work and needs to be changed. Just know it may change other dates as well. I know you have a lot of boards to rankle, so I wanted to give you as much notice as I could. However, this is being presented as a draft at our 9/21 SC meeting, and then finally approved at the 10/5 meeting.

1. First FY25 Budget Meeting (Super., Assist. Super., Town Man./Adm.) - Monday, September 25, 2023, 10:00 – 11:30 AM, @ School Admin Building 2nd floor Superintendent's Office
2. First Quintuple-Board Chairs Meeting – Wednesday September 27, 2023, 4:00 – 5:30 PM, @ School Admin Building 3rd floor conference room
3. Second Quintuple-Board Chairs Meeting – Monday November 20, 2023, 4:00 – 5:30 PM, @ School Admin Building 3rd floor conference room
4. Second FY25 Budget Meeting (Super., Assist. Super., Town Man./Adm.) - Monday, November 27, 2023, 9:00 – 10:30 AM, @ School Admin Building 2nd floor Superintendent's Office
5. First Quintuple-Board Meeting (All Members) – Wednesday, November 29, 2023, 6:30 – 8:30, @ Buker Multi-Purpose Room
6. Third Quintuple-Board Chairs Meeting – Wednesday January 10, 2024, 4:00 – 5:30 PM, @ School Admin Building 3rd floor conference room
7. Second Quintuple-Board Meeting (All Members) – Wednesday, January 24, 2024, 6:30 – 8:30, @ Buker Multi-Purpose Room
8. Annual Town Meeting – Saturday April 6, 2024

Thanks, and let me know if you have any questions.

Appreciate your help and support.
Vinnie

Vincent Leone
Assistant Superintendent of Finance & Administration
Hamilton-Wenham Regional School District
 5 School Street
 Wenham, MA 01984
 Phone: 978-626-0825
 Fax: 978-468-7889

Joe Domelowicz

From: Laurie Wilson
Sent: Monday, September 11, 2023 9:36 AM
To: Joe Domelowicz
Subject: Cemetery Deed #1257 for next Select Board meeting

Thanks,

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



MILESTONE SCHEDULE

Updated 9/4/2023

HWRHS - Athletic Facilities Improvements – Entire Campus & Amenities Building

Hamilton, MA

Gale JN# 718601 & #718602

<u>Event</u>	<u>Completion Date</u>
Authorized to Proceed	July 11, 2023
Kick-Off Programming Meeting	9/6/2023
Permit Period* (assume +/-2 months for Site Plan Approval)	September 29, 2023 - November 30, 2023
(assume 1 month for OOC Extension).....	Submit September 16, 2023 - October 16, 2023
Amenities Building Programming	Week of September 11, 2023
Schematic Design for Amenities Building	October 18, 2023
Final Design Documents - Athletic Campus	December 15, 2023
Bid Documents Complete - Including Amenities Building.....	January 12, 2024
Bid Period - Civil Package (advertise 1/11/2024 bid to be issued)	January 17, 2024 – February 7, 2024
Bid Period - Building Package (advertise 1/25/2024 bid to be issued)	January 31, 2024 – February 28, 2024
.....	Sub -bids due February 15, 2024
Pre-Bid Meeting -Civil Package	January 24, 2024
Pre-Bid Meeting- Amenities Building	February 7, 2024
Bid Review and Award - Athletic Campus	February 23, 2024
Bid Review and Award - Amenities Building	March 15, 2024
Shop Drawing/Submittal Review	March 2024 - May 2024
Pre-Construction Conference.....	March 7, 2024
Construction Phase*(+/- 28 weeks)	March 7, 2024 - October 2024
Substantial Completion.....	November 1, 2024
Project Close-Out/Final Completion	Mid November 2024

**Construction schedule is contingent on weather and contractor performance.*



Proposed Town of Hamilton - Special Town Meeting Prep Calendar for November 6, 2023

Code	Updated Dates	Meeting Type	Activity
1	Tuesday, June 20, 2023 06/20/23		Select Board Meeting
2	Thursday, June 22, 2023 06/22/23		Finance and Advisory Committee Meeting
3	Tuesday, June 27, 2023 06/27/23		Planning Board Meeting
4	Tuesday, July 11, 2023 07/11/23		Planning Board Meeting
5	Wednesday, July 12, 2023 07/12/23		Finance and Advisory Committee Meeting
6	Monday, July 17, 2023 07/17/23		Select Board Meeting - Open Warrant for Nov. 6 STM
7	Tuesday, July 25, 2023 07/25/23		Planning Board Meeting
8	Wednesday, July 26, 2023 07/26/23		Finance and Advisory Committee Meeting
9	Tuesday, August 1, 2023 08/01/23		Planning Board Meeting
10	Monday, August 7, 2023 08/07/23		Select Board Meeting- Close Warrant for Nov. 6 STM
11	Wednesday, August 9, 2023 08/09/23		Finance and Advisory Committee Meeting
12	Tuesday, August 15, 2023 08/15/23		Planning Board Meeting
13	Monday, August 21, 2023 08/21/23		Select Board Meeting
14	Wednesday, August 23, 2023 08/23/23		Finance and Advisory Committee Meeting
15	Tuesday, September 5, 2023 09/05/23		Planning Board Meeting
16	Tuesday, September 5, 2023 09/05/23		Select Board Meeting
17	Wednesday, September 13, 2023 09/13/23		Finance and Advisory Committee Meeting
18	Monday, September 18, 2023 09/18/23		Select Board Meeting- Finalize Warrant Language and Initiate Script Prepration
19	Tuesday, September 19, 2023 09/19/23		Planning Board Meeting
20	Wednesday, September 27, 2023 09/27/23		Finance and Advisory Committee Meeting
21	Monday, October 2, 2023 10/02/23		Select Board Meeting - Possible Option for Joint Meeting
22	Tuesday, October 3, 2023 10/03/23		Planning Board Meeting
23	Wednesday, October 11, 2023 10/11/23		Finance and Advisory Committee Meeting - Possible Option for Joint Meeting
24	Monday, October 16, 2023 10/16/23		Select Board Meeting
25	Tuesday, October 17, 2023 10/17/23		Planning Board Meeting - Public Hearing on Zoning Articles
26	Wednesday, October 25, 2023 10/25/23		Finance and Advisory Committee Meeting - Finalize Book of Recommendations
27	Friday, October 20, 2023 10/20/23		Send Warrant and Book of Recommendations to the Printer*
28	Monday, October 23, 2023 10/23/23		Last Day to Post Warrant with Constable
29	Friday, October 27, 2023 10/27/23		Mail Warrant and Book of Recommendations to residents
30	Monday, November 6, 2023 11/06/23		Town Meeting

Finance Committee Involvement
Select Board Involvement
Multiple Boards Involvement
Planning Board Involvement
Capital Preservation Involvement
Capital Committee Involvement

Joe Domelowicz

From: leholt4@icloud.com
Sent: Friday, September 8, 2023 9:01 AM
To: Joe Domelowicz; Caroline Beaulieu
Subject: External Email Warning HEIC - Community Choice Aggregation marketing - Graphic approval requirements?

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Joe & Caroline –

Question for you – Do we need to get approval for artwork that use in a lawn-sign and bumper sticker campaign? The HEIC plan to create to promote our Hamilton’s electric Community Choice Aggregation program to get residents, businesses, and the town offices to subscribe to 100% renewable green electricity. As you can see we would like to leverage our local theme for the star. Eventually we’ll have campaign for all five points:

1. Electricity –
2. EV Transportation –
3. Home heating and cooling –
4. Waste – Reuse, Recycle & Compost
5. Water Conservation

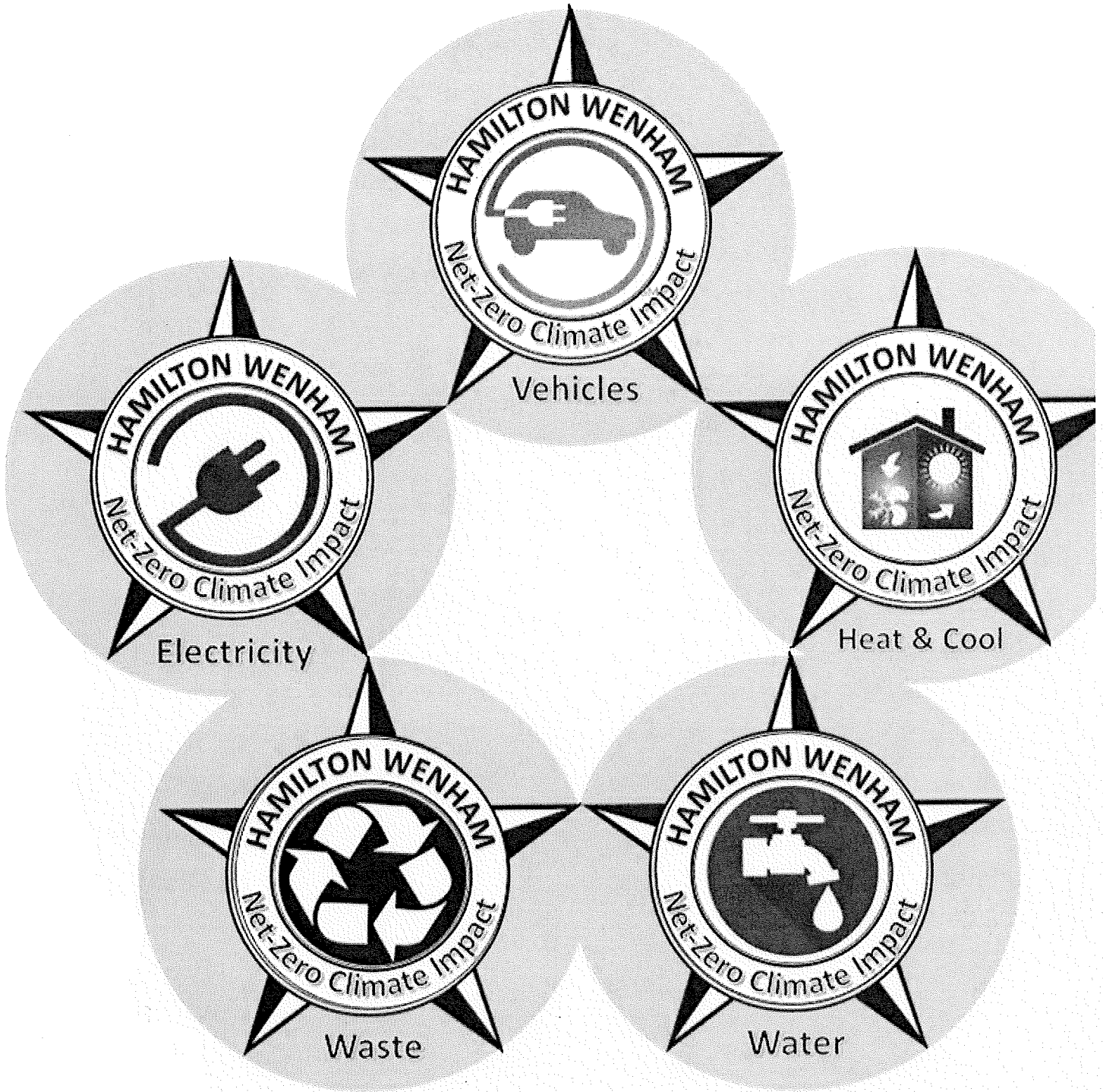
Below are draft conceptual renderings.

Thanks,
Emmett Holt
(C) 978-500-1466

POWERED BY



The fastest way to slow climate change is 3 clicks away!



Joe Domelowicz

From: Leslie Donlon <leslie_donlon@yahoo.com>
Sent: Tuesday, September 5, 2023 10:25 AM
To: Laurie Wilson; Joe Domelowicz
Subject: External Email Warning Re: Friends of Cutler Elementary - Approval to hang sign

Hi there! I just wanted to check in on this and to see if there was anything else you needed from me? Thanks!

On Thursday, August 17, 2023 at 09:46:08 AM EDT, Leslie Donlon <leslie_donlon@yahoo.com> wrote:

Hi there! I hope this email finds you well. We are hoping to once again receive approval to hang a banner outside the Council on Aging for our fundraiser at Cutler School in November. Here are the details of the sign.

Requested Dates:

November 3rd-20th

Here are the specs of the sign:

It will be 5' x 10' and will say the following:

Ski, Skate & Board Consignment Sale

Sponsored by the Friends of Cutler

Third Weekend in November

Cutler Elementary School

Thank you for your help!

-Leslie Potter

Co-Chair - Ski, Skate & Board Consignment Sale

617-240-7690