



**Town of Hamilton
Select Board
Monday, November 20, 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/85187565759?pwd=OWU1eHFnVHk0NWZ3N2ZYUVFEVmo0dz09>

Meeting ID: 851 8756 5759

Passcode: 361604

One tap mobile

+13126266799,,85187565759#,,,,*361604# US (Chicago)
+16469313860,,85187565759#,,,,*361604# US

Dial by your location

- +1 312 626 6799 US (Chicago)
- +1 646 931 3860 US
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)

7:00 p.m.	Call to order - Memorial Room
ANNOUNCEMENTS & BOARD OPENINGS	
	Board and Committee openings: <ul style="list-style-type: none">• Community Preservation Committee – 1 opening• Council on Aging - 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• Planning Board - 1 associate opening• Zoning Board of Appeals – 1 Associate opening
	Public Comment (3 minutes on topics not already on the agenda)

CONSENT AGENDA	
<ul style="list-style-type: none"> Minutes of Select Board meeting January 23, 2023 Minutes of Select Board meeting October 2, 2023 Minutes of Select Board meeting October 16, 2023 Approve request for Sunday Concerts in Patton Park Approve Request for HW EdFund Tree Sale and sign at Patton Park – Discuss and Vote 	
AGENDA	
7:05 p.m.	<ul style="list-style-type: none"> Master Plan Update with Judi Barrett of Barrett Planning Group Special Town Meeting – Review and discussion with Select Board and Town Manager
7:30 p.m.	<ul style="list-style-type: none"> Joint Meeting with the Hamilton Development Corporation <ul style="list-style-type: none"> HDC overview: role & accomplishments, HDC members Downtown pedestrian & traffic safety capital planning following MassWorks denial of \$5m grant application. Select Board decision to direct Town Manager to include in Capital Committee plans, including consultation with HDC & DPW for implementation phases. Scott Maddern Reuse of Winthrop School property after consolidation with Cutler. Discuss the project description, public input process, consultant funding for FY25, and communication with the public, boards & committees. Select Board decision to include \$150k in FY25 budget for a consultant. Scott Maddern Downtown Parking: discuss the implementation of the 2020 parking study, public education, enforcement, and timing of finalization after a short-term trial. Scott Maddern Flashing stop sign at Willow-Asbury intersection, establish date of installation, joint funding. Scott Maddern Pocket Park (greenspace @ Railroad Ave & Bay Rd) update. Rick Mitchell Adjourn Approve Select Board meeting calendar for Jan. 1, 2024 to Jun. 30, 2024 New Business Adjourn

Cemetery Deed: #1260

Joe Domelowicz

From: Shawn Farrell
Sent: Thursday, November 9, 2023 3:56 PM
To: Laurie Wilson; Joe Domelowicz
Subject: Re: committee opening for next SB agenda

Bummer, thanks, Laurie. We will add it.

Best,
Shawn

From: Laurie Wilson <lwilson@hamiltonma.gov>
Sent: Thursday, November 9, 2023 9:47 AM
To: Joe Domelowicz <jdomelowicz@hamiltonma.gov>; Shawn Farrell <sfarrell@hamiltonma.gov>
Subject: committee opening for next SB agenda

Hi,

Please add an opening for an at-large member on the Community Preservation Committee. Rick Johanson has resigned as he has a new job which will require him to travel more. His term expires in 6/25.

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



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 January 23, 2023 at 7pm in Memorial Hall, 577 Bay Road. 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 to order: *With a quorum present, Chair Farrell called the meeting to order at 7:00 PM, identified the meeting was being recorded and those present: S. Farrell, Chair; C. Beaulieu (Zoom), Vice Chair; J.Knudzen, W. Olson (Zoom) T. Myers (Zoom), 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 – 2 openings
- Human Rights Commission - 1 opening (Housing Authority)
- Hamilton Environmental Impact Committee – 1 opening
- Hamilton Council on Aging – 2 Associate member openings
- Hamilton Finance and Advisory Committee – 1 Associate member

Public Comment: *There was none.*

Consent Agenda:

- Approve Select Board minutes of November 7, 2022, November 21, 2022, and December 5, 2022
- Approve request for 27th Melody Miles Road Race on May 27, 2023

Vote: *The Board voted unanimously by roll call to approve the consent agenda.*

Agenda:

Approve appointment of Associate Council on Aging Board member - Vote

Vote: *The Board voted unanimously by roll call to approve the appointment of Kelly Roller as an Associate member of the Council on Aging.*

Request to approve new address (175R Willow St) – Discuss & Vote

The request was to approved a new, rear apartment above the garage at 175 Willow St. Since the Town has passed the Accessory Dwelling Unit bylaw, there may be more of these requests coming up. J.Domelowicz offered to put together a task force to review these requests and make recommendations to the Board.

Vote: *The Board voted unanimously by roll call to approve adding a new address of 175R Willow St to the street listing.*

Review request by Hamilton Historic District Committee (HHDC) to add Article to Annual Town Meeting warrant – Discussion with HHDC Chair Scott Clement

HHDC Chair Scott Clement noted that there is a specific exclusion in the bylaws for certain items within the historic district, in chapter 31, item 3, that the authority of the committee does not extend to architectural features other than the main buildings, it excludes items such as temporary structures, signs, terraces, fences, paint colors, stone walls, etc. The committee would like to be able to help homeowners with these issues and protect the historic feel of the district, which is consistent with what other towns do. The Hamilton bylaws omit Mass General Law Chapter 8, which covers this issue. The HHDC requests that an article be added to the warrant to include MGL Chapter 8 and be consistent with MGL. The Select Board suggested holding an open session for the public to comment, and emphasized the importance of notifying and engaging homeowners in the historic district to hear their opinion. Chair Clement noted that this is meant to be protective but not onerous. J.Domelowicz advised that the HHDC needs to do some of their due diligence with the public before the Select Board can vote to add the article to the warrant.

National Grid (NG) Pole Hearing for new pole on Essex St at Chebacco Road – Discuss & Vote

The National Grid representative did not appear for the meeting.

John Shields, Essex St, questioned if NG is adding any poles or guide wires as supports for the new pole. The Board deferred the hearing to a later agenda and will follow-up with J.Shields to answer his question.

Review of various proposed Town Meeting Articles with Town Counsel – Discussion with Attorney Tom McEnaney, KP Law

The Field Stabilization Fund was discussed including that \$500,000 was set aside for the purpose of field improvement from the sale of the Patton Ridge property. The School District would like to access this funding now. Chair Farrell proceeded to quickly describe each of the proposed articles. Some discussion ensued regarding structuring the article regarding the funds from the stabilization fund and the expected match from Wenham. There was also discussion of creating language around the schools borrowing for the athletic fields and setting limitations on the amount of borrowing. Chair Farrell asked if there were any other warrant articles to be added to the list, none were forthcoming.

Review Town Banner policy – Discussion

Chair Farrell noted that the Town has a banner policy, but it has not been followed and the Board needs to decide whether to update or edit it. There was some discussion about whether it was the most current version of the policy. The importance of specifying the dimensions of signs as well as the allowable placement was noted. B.Olsen volunteered to extract all relevant language on signage from the Town bylaws and also review banner and sign bylaws from other towns, with that the Board can have a more informed discussion of next steps. J.Knudzen remarked that there is a great deal of variance in policies from other towns, from very simple to a complex set of rules and regulations. Input will also be requested from the Town building commissioner. It was agreed that B.Olsen will proceed with his research.

New Business: Discussion about terms for Development Agreement with Gordon Conwell

Chair Farrell will be meeting with J.Domelowicz and Attorney Jon Witten, Counsel for the development agreement, and the Gordon Conwell Seminary group about the potential development agreement and overlay district. He asked for input at the meeting, or to give it some thought and send remarks by email. B.Olsen suggested an initial conversation about what the Select Board's goals are for the property before starting a list.

Reports:

J.Knudsen, with respect to the Human Rights Committee, raised the issue of preparing for the Juneteenth and Pride flag raising beforehand. C.Beaulieu reported that the Hamilton Environmental Impact Committee is just getting started in figuring out their charge, and will need time to look at baseline data and identify gaps in what the town is doing.

Adjournment:

Vote: *The Board voted unanimously by roll call to adjourn at 9:02pm.*

Meeting Packet Enclosures:

- Minutes of Select Board Meeting November 7, 2022; November 21, 2022; December 5, 2022
- Melody Miles Request from Friends of the Arts – letter and certificate of insurance
- National Grid Petition for Pole and Wire Positions
- Application for Appointment for Board/Committee Appointment – Kelly Roller
- Request for new address on accessory dwelling unit at 175 Willow St
- Hamilton Historic District Commission Memorandum regarding HHDC Request for Amendment to the Town Bylaws to Provide Jurisdiction over External Architectural Features within the Historic District
- Draft 2023 Annual Town Meeting Warrant Articles List
- Draft Policy: Temporary Banners and Poster Board/Sandwich Signs

Respectfully submitted by
D. Pierotti, Recording Secretary
10/21/23

The minutes were prepared from video.



Town of Hamilton
Select Board
Meeting Minutes of October 2, 2023

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 October 2, 2023 at 7pm in Memorial Hall, Town Hall, 577 Bay Road. 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: Shawn Farrell (2024); William Olsen (2024); Caroline Beaulieu (2025); Thomas Myers; (2025); Bill Wilson (2026);

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; T. Myers, B. Wilson. Not present: W. Olson, Clerk. Others present: Joseph J. Domelowicz Jr., Town Manager; and others as noted.*

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

- Finance & Advisory Committee - 1 associate opening
- Historic District Commission - 2 openings for 3 year terms, 2 openings for 2 year terms
- Human Rights Commission - 1 opening Hamilton Housing Authority resident
- Planning Board - 1 associate opening
- Zoning Board of Appeals – 1 Associate opening

Public Comment: There was none.

Consent Agenda:

- Minutes of August 21, 2023 Select Board meeting

Vote: *The Board voted unanimously to approve the minutes of August 21, 2023.*

Agenda Items:

- Review & Vote proposed parking regulations for Downtown Business District, specifically Railroad Avenue & Willow Street
Tim Olson, DPW Director, was tasked to develop parking improvements for downtown in collaboration with the Hamilton Development Corporation (HDC). BDC group are the consultants on the project. He referenced the handout and spoke on creating a more definitive parking plan for Willow St and Railroad Ave. The plan is to use temporary markings to start, and go with more permanent marking in the spring. C. Beaulieu raised the issue of neighborhood parking congestion, and specifically the question of making Willow St one way to relieve the congestion around that intersection, and to ask the condominium to clarify their visiting parking so that visitors are not parking in the street. J. Domelowicz agreed to talk to the condominium owners, but cautioned more study of Willow St before deciding to make a change. Police Chief Stevens stated the police department is supportive of the plan and commented informing the public is so residents know what the rules are is an important part of this plan being successful. B. Wilson raised the concern that this area is being used for parking by train commuters and Police Chief Stevens spoke to the importance of having signage to then be able to follow up with enforcement.

Vote: *The Board voted unanimously to approve the proposed parking regulations for Downtown.*

Joint with Finance & Advisory Committee to review Final Warrant

Call to order: The Finance Committee called their meeting to order at 7:30PM. Present: John McGrath, Chair, Harry Philip, Vice-Chair, Christina Schenk-Hargrove, John Pruellage. Not present: Alex Rindel, Secretary, Drew DiMartino, Associate Member.

Chair Farrell noted that the Brown's Hill (Gordon Seminary campus) Overlay District (BHOD) article will not be ready for the Special Town Meeting (STM), and that those items will need to be removed from the warrant.

- Vote to Open Warrant - *The Select Board voted unanimously to open the warrant.*
- Discuss & Vote on Brown's Hill Overlay District (BHOD) related and Community Preservation Committee (CPC) articles
Vote: *The Board voted unanimously to remove articles 3-1 and 3-2 on the Brown's Hill Overlay District from the warrant.*
Vote: *The Board voted unanimously to remove article 2-2 from the warrant.*

Town Moderator Bill Bowler was present and participated in this discussion, noting he previously suggested language be added to the warrant to accept the report that is planned to be made at the Special Town Meeting regarding the BHOD. Planning Board Chair Marianne Crouch opined such language could lead to the possibility of a motion on Town Meeting floor to take action on the overlay district. Town Counsel Tom McEnaney concurred accepting the report would be a risk and suggested adding a report in Section 1. Discussion continued on the ordering and structure of the STM consent agenda.

Vote: *The Board voted unanimously to approve a motion to edit Section 1-1 to be reports and Section 1-2 for articles for consent.*

- **Vote to Close Warrant:** *The Board voted unanimously to close the warrant.*
- **Vote on recommendations of Articles -** Chair Crouch reported the Stormwater Management Bylaw Amendment is close to being completed, but final edits are continuing to refine and make sure there are no errors. She prepared a draft handout to explain the proposed amendment. The impetus for the amendment was the new construction on Bridge St and issues with the runoff. There is a likelihood that there will be more development on steep slopes and the Planning Board intention is to provide specific practices to contractors to better project the water and soil. Chair McGrath commented that the Finance Committee will vote their formal recommendations at their next meeting the subsequent week.

Vote: *The Board voted 4-0 to recommend favorable action on Article 2-1, Prior Year Bills.*

Article 2-3: Money for the project has previously been appropriated. J. Domelowicz clarified that this \$500k will be cash from CPC (Community Preservation Committee) instead of more bonding. There was previously \$4million approved by the voters, and there is \$2million of free cash from the general fund that completes the \$6.5 million needed for the project. Chair McGrath commented that the Finance Committee flagged that this was coming at the last Town Meeting, and recommends that there be a handout for Special Town Meeting to explain the project and funding, including the pursuit of grant funding. J. Domelowicz clarified that this will be part of the presentation at the STM. There was further discussion clarifying what occurred at past Town Meetings in terms of funding, votes, and scope of project. J. Domelowicz clarified that the Town Hall project has been reduced in scope to take out building modifications that are not required by code or safety.

Vote: *The Board voted 4-0 to recommend favorable action on article 2-3, to appropriate \$172,675 from the Community Preservation Historic Reserves account and \$327,325 from the Community Preservation Unreserved Fund for a total of \$500,00 for the restoration, rehabilitation, and preservation of the Historic Town Hall.*

Article 2-4: There was some discussion on clarifying the language of article 2-4, including the summary explanation. J. Domelowicz stated he would go back and review the language to clarify and refine the language prior to the next meeting.

Vote: *The Board voted 4-0 to recommend favorable action on article 2-4 to appropriate \$2 million from the Town of Hamilton Free Cash Fund for the purpose of funding the Town Hall preservation project.*

Article 3-3: The Stormwater Bylaw amendment is intended to fill a gap in the bylaw in terms of management of stormwater for construction sites. The Finance Committee indicated that they felt positively about the proposed amendment, and suggested a one-page handout for Town Meeting to help voters understand what is being proposed. Town Counsel questioned whether a redline version would be presented to Town Meeting showing the changes, or whether a new version would be presented with changes incorporated. Chair Crouch recommended, and it was agreed, to circulate the new version with a handout highlighting the changes.

J. Domelowicz commented on the high cost to print and mail the warrant and this year postcards would be mailed instead, to include QR codes linked to information, and a limited supply of hard copies would be printed and made available.

Vote: *The Board voted 4-0 to recommend favorable action on article 3-3 to amend the Stormwater Management Bylaws.*

Article 3-4: Town Counsel clarified that the intent of this article was to amend the income threshold of eligibility for senior property tax deferrals to \$64,000, which is consistent with the single non-head of household limitation. The current threshold for married, filing jointly is \$96,000. This article moves the eligibility to \$64,000 and the subsequent article recommends filing special legislation to exceed the statutory limitation and amend the threshold to \$96,000, as has been done in other towns. Chair McGrath indicated the Finance Committee felt favorably towards these articles as well. After some discussion, the Select Board endorsed an interest rate of 2% for the unpaid taxes that may occur under these policies.

Vote: *The Board voted 4-0 to recommend favorable action on article 3-4 to amend income limitations for Senior Tax Deferral.*

Article 3-5: C. Beaulieu questioned whether these deferrals would affect the amount of revenue that the Town raises to fund the operating budget. J. Domelowicz clarified that it would potentially impact the amount of money that goes to free cash, but that the Town would recover the money eventually through a lien or through a bank sale with a tax title foreclosure process.

Vote: *The Board voted 4-0 to recommend favorable action on article 3-5, pending language updates by Town Counsel.*

Article 3-6: Board of Health (BoH) Chair David Smith questioned if the BoH could go ahead with explanations on social media to educate the public prior to Town Meeting regarding the septic system article; it was agreed to also include it in the warrant package. J. Domelowicz confirmed the program would not have any negative financial impact on the Town.

Vote: *The Board voted 4-0 to recommend favorable action on article 3-6 in support of the Septic Loan Program and the appropriation of funds to support it.*

- Discuss & Vote on FY'25 Budget goals & review new Budget format - J. Domelowicz explained that the Town is taking steps to move to a Government Finance Officers Association (GFOA) budget, that better explains more clearly to the public what is being done with taxpayer money using a detailed format with budget goals and accomplishments. He offered the town of Andover as an example of a GFOA town budget format and distributed it as an example.

J. Domelowicz commented that the goals received from Select Board and Finance Committee drive the budget process, and are distributed to Department Heads as part of the budget process. C. Beaulieu opined that the Town budget should not be adjusted to accommodate an increase in the School District's budget and that an increase in School budget should go to Town Meeting as an override. Chair McGrath opined that the costs of the new school will be separate and delineated and it would be voted as a debt exclusion at Town Meeting. He also suggested the Town consider the use of a zero-based budgeting strategy. Chair Farrell mentioned that it has become much more transparent working with the School district since Eric Tracy became Superintendent and more specific/clearer with their capital requests as well. Discussion continued on the budget process and programming, as well as whether a zero-based budgeting process should be introduced. The Finance Director clarified that transitioning to the GFOA budget model will take about three years, it is a phased implementation, so there is time further in the process to incorporate more ideas. There was agreement to postpone discussion of using a zero-based budget approach for further exploration. H. Philip suggested edits to the financial goals that will be incorporated into the next draft.

- End Joint meeting with Finance Committee - *The Finance Committee voted unanimously to adjourn at 9:35pm.*

- Review & discuss approach to energy efficiency upgrades at Town Hall

DPW Director T. Olsen explained he just released an RFQ (Request for quotes) for a Chapter 25A project for energy management services at Town Hall for all HVAC building upgrades, lighting, building controls, estimated at \$1.5 million. This will run in parallel to the \$6.5 million Town Hall building preservation project with both projects starting in the spring of 2024. There are many funding sources and avenues through which to pursue grant funding. The intention is to fund this portion of the project with grant funding. DPW also applied for an ADA grant for \$250,000.

New Business

- Chair Farrell noted the sad passing of Joanne Patton, longtime Hamilton resident and the wife of General George Patton.
- B. Wilson noted the Master Plan Committee will do a community update on the project on October 28, 1:00-3:00 at the middle school.

Adjournment - The Board voted unanimously to adjourn the meeting at 9:46PM.

Meeting Packet Enclosures:

- Meeting Minutes of August 21, 2023
- Draft Warrant for Special Town Meeting
- Town Hall Projects Memo from Town Manager and DPW Director
- Unpaid Bills - Invoices
- Suggested Form of Articles and Motions
- FY25 Budget Goals and Guidance from Town Manager and Finance Director
- FY25 Draft Budget Preparation Schedule
- Hamilton Wenham Regional School District Budget Preparation Calendar
- Memo-Proposed new parking regulations for Willow St and Railroad Ave between Bay Road and Willow
- Chapter XXIX Stormwater Management

Respectfully submitted by
D. Pierotti, Recording Secretary,
10/16/23.

The minutes were prepared from video.



Town of Hamilton
Select Board
Meeting Minutes of October 16, 2023

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 October 16, 2023 at 7pm in Memorial Hall, 577 Bay Road. This meeting was held in hybrid format (in person/Zoom) and recorded by HWCAM.

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

Call to order: *With a quorum present, Chair Farrell called the meeting to order at 7:00 PM, identified the meeting was being recorded and those present:* S. Farrell, Chair; C. Beaulieu, Vice Chair; T. Myers, B. Wilson, W. Olson, Clerk.
Others present: Joseph J. Domelowicz Jr., Town Manager; and others as noted.

Board & Committee openings:

- Council on Aging - 2 associate openings
- Finance and Advisory Committee - 1 Associate opening
- Historic District Commission - 2 openings for 3-year terms, 2 openings
- Human Rights Commission - 1 opening Hamilton Housing Authority resident
- Planning Board - 1 Associate opening
- Zoning Board of Appeals – 1 Associate opening

Public Comment:

Emmet Holt, Manor Hill Road, spoke on behalf of the Environmental Impact Committee. The committee unanimously voted to recommend to the Select Board to renegotiate a new municipal energy agreement that is due in December. The committee is recommending going to 100% new wind mix, all renewable energy. This will result in a major reduction in the carbon footprint. The new contract would cost about \$3,500 (2%) more than the current “brown energy contract”, which could be offset with the return from the Chebacco Rd landfill. In closing, E. Holt commented this is the hottest year on record, and the time to make the shift is now.

Select Board Reports:

B. Wilson reported that the Master Plan Committee will have a public meeting on October 28, 1:00-3:00 at the Middle School. A Hamilton Downtown Committee grant was not funded.

J. Domelowicz noted the move of Town Hall staff to Patton Homestead has been delayed until the week of Thanksgiving due to delays in furniture delivery.

Consent Agenda:

- Minutes of Select Board meeting April 27, 2023

Vote: *The Board voted unanimously to approve the minutes of April 27, 2023.*

- Approve use of Patton Park for HW Ed Fund Christmas Tree Sale - There was discussion about the timeliness of the clean-up and the size and length of time for display of the banners. Recreation Director Sean Timmons agreed to follow-up on the issues and report back. *This item was deferred to a later meeting.*

Agenda:

- **Department Head Report – Recreation Director Sean Timmons**

S. Timmons spoke to the growth of the programs and the robust participation; there were 1960 registrations, or a little over 200 campers per day. They had some great field trips to Water Country, Gillette Stadium, roller skating, and Canobie Lake Park as examples. The staff did a remarkable job managing the Veterans Memorial Pool season, it was a very successful season despite the wet weather, with 359 memberships and 818 drop-ins, and average attendance of about 100 per day. The swim team was also successful and had 84 participants with a 5-0 record, and placed first at the League All Star Meet. The expanded pool deck has

worked out extremely well. The Joint Recreation Committee continues to look at creating financial stability, adding concession options in the future to generate revenue, and ways to stay open until Labor Day. He noted staffing remains a challenge.

- **Goodhue Street traffic concerns – HPD Captain Scott Janes and Public Works Director Tim Olson – Discussion and Possible Vote**

J.Domelowicz showed a video of driving along Goodhue Street which is in both Hamilton and Ipswich and connects Highland Avenue and Waldingfield Road. He reported that Ipswich is interested in having the same traffic rules on both the Ipswich and Hamilton sides of Goodhue and Waldingfield Road. Captain Janes opined that given this is a rural road, 40 mph is too high a speed, and he is in favor of lowering the speed limit or at least doing a studying. J.Domelowicz agreed there needs to be a traffic study to submit to the state Department of Transportation (DoT) in order for DoT to endorse the lowering of the speed limit. It was noted the Town of Ipswich is already doing a traffic study.

T.Olsen supported the idea of creating a possible one way street raised by B.Olson.

Mike McGinn, Goodhue St. commented that Goodhue Street has several problems. One is that it is a touristy street, people like to walk, bike, take pictures, etc. There are no shoulders on sections of the street, and it gets more dangerous with snowbanks. The third characteristic is that it is a cut-through and people are rushing through and there is a lot of traffic. He advocates a 25mph speed limit and enforcement of it.

Lynette Fallon, Goodhue St. stated that people are speeding down the street and it is dangerous and frightening. She commented that the traffic study was conducted in August when there was no Pingree School traffic, it is worse when school is in session with people speeding to and from the school. She said making it one way could be great. She said the intersection is very dangerous, people are speeding through it, and traffic calming strategies are needed.

Nancy Baker, Goodhue St. reported this high traffic speeds on her section of Goodhue St. She supported lowering the speed limit and questioned whether it could be posted for no truck traffic, and whether mailboxes can be moved to the other side of the street so that residents are not trying to cross the traffic.

Jerry Fallon, Goodhue St. commented that the half mile from Goodhue to Waldingfield becoming one way would inconvenience drivers very minimally and could improve the traffic flow.

The Board stated their support of lowering the speed limit to 25mph. The Town will go forward hiring a consultant to do the traffic study to get the process started.

***Vote:** The Board voted unanimously to ask J.Domelowicz to initiate a traffic study for Waldingfield Road and Goodhue Street.*

- **Permission for Valerie Mata to purchase burial plot at Hamilton Cemetery – Discuss & Vote**

There was some discussion about what the Board decided previously in terms of allowing purchases of plots. V. Mata is looking to purchase a second cremation lot for her family members, contiguous to her current lot.

***Vote:** The Board voted unanimously to allow Valerie Mata to purchase a burial plot at Hamilton Cemetery.*

- **Hamilton Human Rights Commission proposed changes to their charter –Discussion & Possible Vote**

Chair Farrell outlined the proposed changes to the Human Rights Commission's charge: replacing Board of Selectmen with Select Board, and due to the difficulty of getting a Housing Authority representative, eliminating the Housing Authority representative as well as the non-voting student, and making both seats at-large. There was not sufficient clarity on the recommendation to eliminate the student position, as it does not affect quorum, and the Board agreed it is a seat the committee should strive to fill. The Board decided to keep the student non-voting member and to remove language trying to age-restrict one of the seats. Language around preferring certain types of diverse candidates was removed as redundant to the charge and potentially intrusive in terms of profiling candidates.

***Vote:** The Board voted unanimously to modify the Human Rights Commission charter based on the discussion as follows: changing reference of Selectmen to Select Board, changing the at large members from 5 to 6, and eliminating a requirement for one member to be from the Housing Authority.*

- **Finalize STM Warrant language – Discussion**

The Board reviewed the language on each article on the warrant. There was some discussion clarifying the stormwater bylaw article. A summary handout that was written by the Planning Board Chair was referenced as clarifying the changes to the bylaw. Because B. Olsen was not present at the October 2 meeting when the Select Board voted to recommend the articles. B. Olsen expressed his support to recommend all articles.

***Vote:** The Board voted unanimously to change the Select Board recommendations on all articles from 4-0 to 5-0.*

- **Discussion of FY'25 Budget Goals**

The Board discussed the updated budget goals and was satisfied with the revisions. There was discussion aimed at clarifying the Town's free cash policy to state that free cash not to be used for recurring expenses. The Board asked the Town Manager to incorporate that language into the Town's policies and bring it to the Board for review.

Vote: The Board voted unanimously to approve the FY2024 Goals and Guidance.

- **Finalize Town Manager Evaluation – Vote**

J.Domelowicz summarized his action plan in response to his evaluation identifying areas that need improvement and how he would address ongoing issues: be more consistent with attendance at Affordable Housing Trust meetings; training to improve management and communication skills – he will identify courses that will help with that; trying to improve project management among department heads – they will test Trello as a project management tool; if the Board wants to look at tying merit pay to evaluations, he will look at doing that; will look at the ability to add grant management and grant writing expertise to the team in FY25; will come up with recommendations for enhancing communications with the public; will look at opportunities to create shared services with neighboring towns. Ongoing issues include the difficulties in securing the third cell tower; how to make better use of website metrics and improve traffic to the website, trying to create a contract with Brick Ends Farm for composting; creating a list of developable sites in town, including Town-owned and privately owned, which can then be communicated to the State's Economic Development Council to be available to businesses approaching the state looking for places to grow.

Vote: The Board voted unanimously to approve the Town Manager's evaluation.

- **New Business**

The Town has been approached by Everest Cell Tower to buy the Town out of their lease. Discussion ensued on what that would mean for the Town and the possible impacts on revenue. It was agreed that the Town Manager and Finance Director will do an analysis on the options and bring it back to the Board for further discussion.

Adjournment: The Board voted unanimously to adjourn the meeting at 9:03PM.

Public Information:

- Meeting Minutes of August 21, 2023
- Email Request from Jeffery Walsh regarding HW Ed fund Christmas Tree Sales
- Slide presentation on Patton Park Summer Programs
- Email from Chief Stevens and Traffic Study Report on Goodhue St traffic
- Email request from Valerie Mata to purchase cemetery plot
- Email from Jamie Knudsen regarding requested changes to Human Rights Committee Charter
- Draft Warrant for Special Town Meeting
- Email from Finance Director and Draft FY25 Budget Goals and Guidance Memo
- Town Manager's Evaluation & Response

*Respectfully submitted by
D. Pierotti, Recording Secretary,
10/19/23.*

The minutes were prepared from video.

Joe Domelowicz

From: Laurie Wilson
Sent: Tuesday, October 17, 2023 3:09 PM
To: Joe Domelowicz
Subject: Request for Sunday Concerts 2024
Attachments: 2024 Sundays in Patton Park concerts request.pdf

For the November 20th Select Board meeting.

Thanks,
Laurie

Laurie Wilson

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

Town of Hamilton

Recreation Department

16 Union St
S. Hamilton, MA 01982
978-468-5590

RECEIVED
TOWN CLERK
HAMILTON, MA

2023 SEP 12 PM 2:54

Park Director: ST 9/25
Recreation Director: ST 10/17
Police Chief: RB 9/15
Fire Chief: RB 9/15

REQUEST FOR USE OF PATTON PARK FACILITIES

Today's Date

9/12/2023

Organization Name

The Community House

Organization Address

284 Bay Road, Hamilton

Date of Event

July 3 August 2024

Time

3pm - 7pm

Type of Event



Park



Recreation



School



Town

Description of Event

Sundays in Patton Park Concert Series

Area/Field you are requesting

Grzebo and surrounding grass area

Number of Attendants

200 - 400

TH

Name

accepts full responsibility to comply with and abide by all regulations of the Town of

Hamilton governing the use of Patton Park and to hold harmless and to defend the Town of Hamilton against claims of any type whatsoever arising in any way from use by our organization of the park and its facilities. The town requires a certificate of insurance naming the Town of Hamilton as an additionally insured party for a minimum of \$1,000,000 per incident general liability coverage and \$3,000,000 aggregate general liability coverage.

It is understood that the use of alcoholic beverages, marijuana, or illegal substances on park property is prohibited. It is further understood that parking is only permitted in designated parking areas and never permitted on the grass or other lawn areas. All litter and refuse of any kind shall be removed and the park returned to its condition before use. If the Town incurs any expense due to our failure to comply with the above terms, we agree to be responsible and to pay the Town's expenses forthwith.

We agree to notify the Hamilton Police Department to inform them of the event and to pay for a police detail if required.

Signature

Melisse Elmer

Print Name

Melisse Elmer

Date

9/12/23

Approval for the Town

Date

Joe Domelowicz

From: Sean Timmons
Sent: Tuesday, November 7, 2023 9:28 AM
To: Joe Domelowicz
Cc: Laurie Wilson
Subject: FW: External Email Warning HW Edfund christmas Tree Sales

See below..

The larger banner is 3 X 10, not 4 X 10. He double checked the other day.

Laurie should have the request form/insurance, I believe.

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

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

["Like" us on Facebook](#)

[Follow us on Instagram](#)

From: Walsh, Jeffrey <J.Walsh@hwschools.net>
Sent: Tuesday, October 10, 2023 10:15 AM
To: Joe Domelowicz <jdomelowicz@hamiltonma.gov>; Sean Timmons <stimmons@hamiltonma.gov>
Cc: Nicole Ireland <nicoleyireland@gmail.com>
Subject: External Email Warning HW Edfund christmas Tree Sales

Dear Mr. Domelowicz and Mr. Timmons,

My name is Jeffrey Walsh and I'm a member of the Hamilton Wenham Edfund Board. As in previous years, the Edfund is seeking the Town of Hamilton's permission to use space at Patton Park, near the tennis courts to hold our 2023 Christmas Tree sale fundraiser.

In the past, I have copied Dennis Palazzo, Chair of the Hamilton Board of Health, on my letter, but I don't believe I need to do so anymore with the majority of the pandemic rules behind us.

We plan to sell trees from November 24th through December 17th. We will clean up the site by Tuesday, December 26th. As always, we will make the space look festive and keep it well maintained. With the town's permission, we wish to hang two banners – roughly 10' x 4' – from the top of the tennis court fence, with one facing Route 1A and the other facing Asbury Street. We also have a smaller banner that is approximately 4' x 2' that is used to advertise wreaths.

For the Town's background, the Edfund is a nonprofit, volunteer organization of residents from the communities of Hamilton and Wenham. Our mission is to help advance educational excellence by providing financial support for teacher-inspired initiatives that benefit students in our School District. The tree sale is one the Edfund's major fundraisers, and our location at Patton Park is conveniently located for the citizens of both towns to reach.

Thank you very much for the Town's consideration and please let me know if you have any questions.

Sincerely,

Jeffrey Walsh
36 Highland Street
S. Hamilton, Ma 01982
J.walsh@hwschools.net
978-473-6881

Town of Hamilton

Recreation Department

16 Union St
S. Hamilton, MA 01982
978-468-5590

Park Director: _____
Recreation Director: _____
Police Chief: _____
Fire Chief: _____

REQUEST FOR USE OF PATTON PARK FACILITIES

Today's Date October 31, 2023

Organization Name HW Edford

Organization Address PO Box 2433, S. Hamilton, MA

Date of Event 11/21/23 - 12/17/23 Time 9 am - 8 pm

Type of Event ☒ Park ☐ Recreation ☒ School ☐ Town X-mas tree sale

Description of Event Edford Christmas Tree Sale

Area/Field you are requesting the area between parking lot and tennis court *Patton Park*

Number of Attendants Varied approx 12 at a time

HW Edford Name accepts full responsibility to comply with and abide by all regulations of the Town of

Hamilton governing the use of Patton Park and to hold harmless and to defend the Town of Hamilton against claims of any type whatsoever arising in any way from use by our organization of the park and its facilities. The town requires a certificate of insurance naming the Town of Hamilton as an additionally insured party for a minimum of \$1,000,000 per incident general liability coverage and \$3,000,000 aggregate general liability coverage.

It is understood that the use of alcoholic beverages, marijuana, or illegal substances on park property is prohibited. It is further understood that parking is only permitted in designated parking areas and never permitted on the grass or other lawn areas. All litter and refuse of any kind shall be removed and the park returned to its condition before use. If the Town incurs any expense due to our failure to comply with the above terms, we agree to be responsible and to pay the Town's expenses forthwith.

We agree to notify the Hamilton Police Department to inform them of the event and to pay for a police detail if required.

Signature LJ Fall

Print Name Lisa J. Fall Secretary, Edford

Date 10/31/23

Approval for the Town _____ Date _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/07/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Leslie S Ray Insurance Agency, Inc 129 Dodge Street Beverly MA 01915		CONTACT NAME: Nicole Hotz PHONE (A/C, No, Ext): (978) 927-2600 FAX (A/C, No): (978) 921-2349 E-MAIL ADDRESS: nicoleh@leslieray.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: United States Liability Ins Co	
		INSURER B: Mount Vernon Fire Ins Co	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** 2023-2024 Term**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			NBP2553552D	09/01/2023	09/01/2024	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						Business Personal Prop \$ 5,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
B	UMBRELLA LIAB			XL2553932J	09/01/2023	09/01/2024	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 1,000,000
	DED RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

For Insureds Purposes Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Joe Domelowicz

From: Scott Maddern
Sent: Monday, October 30, 2023 8:47 AM
To: Joe Domelowicz; Bill Wilson
Cc: Rick Mitchell; Shawn Farrell
Subject: Fwd: NEXT HDC MEETING -- NOV. 1, 2023
Attachments: Image.jpeg; HDC Meeting Minutes--10-11-2023.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Joe and Bill,

You're always invited to our meetings. Would you consider attending this one since we're trying to finalize the agenda for our joint meeting on the 20th?

Regards, Scott

From: Mary Alice Cookson <mcookson@hamiltonma.gov>
Sent: Wednesday, October 25, 2023 1:12:42 PM
To: Rick Mitchell <rmitchell@hamiltonma.gov>; Scott Maddern <smaddern@hamiltonma.gov>; brian@bdsdesigninc.com <brian@bdsdesigninc.com>; Angela Arvanites <aarvanites@hamiltonma.gov>; chad@marianosmithrealty.com <chad@marianosmithrealty.com>; 'Anthony Passaretti' <acp57@yahoo.com>
Cc: Mary Alice Cookson <mcookson@hamiltonma.gov>; Bill Wilson <bwilson@hamiltonma.gov>
Subject: NEXT HDC MEETING -- NOV. 1, 2023

Dear HDC Members & Associates:

The next meeting will be on Wednesday, Nov. 1, at 8 a.m. at Town Hall. We will be planning for the joint meeting with the Select Board scheduled for Nov. 20. Attached are the latest meeting minutes and screenshot of the agenda.

See you then!
--Mary Alice Cookson
HDC Coordinator
(978) 239-5202

Joe Domelowicz

From: Scott Maddern
Sent: Wednesday, November 1, 2023 3:38 PM
To: Rick Mitchell; Mary Alice Cookson
Cc: Bill Wilson; Shawn Farrell; Joe Domelowicz; Laurie Wilson
Subject: Agenda for joint Select Board HDC meeting on 11/20

Rick & Mary Alice,
Please post the agenda (below) for our joint meeting with the Select Board.

THANKS TO ALL - we've been industriously preparing for this meeting over many months. It's wonderful to get it on the books. Again, thank you all for your help and advice.

Subject: Joint Select Board & Hamilton Development Corporation Meeting Agenda

Date: 11/20, 7:30p - 8:30p

Agenda:

1. HDC overview: role & accomplishments, HDC members
2. Downtown pedestrian & traffic safety capital planning following MassWorks denial of \$5m grant application. Select Board decision to direct Town Manager to include in Capital Committee plans, including consultation with HDC & DPW for implementation phases. Scott Maddern
3. Reuse of Winthrop School property after consolidation with Cutler. Discuss the project description, public input process, consultant funding for FY25, and communication with the public, boards & committees. Select Board decision to include \$150k in FY25 budget for a consultant. Scott Maddern
4. Downtown Parking: discuss the implementation of the 2020 parking study, public education, enforcement, and timing of finalization after a short-term trial. Scott Maddern
5. Flashing stop sign at Willow-Asbury intersection, establish date of installation, joint funding. Scott Maddern
6. Pocket Park (greenspace @ Railroad Ave & Bay Rd) update. Rick Mitchell
7. Adjourn

Sincerely,

Scott Maddern
Hamilton Development Corporation

This email message and any files transmitted with it contains confidential information intended only for the person(s) to whom this message is addressed. If you have received this message in error, please notify the sender immediately by telephone or email and destroy the message without making a copy. Thank you.

Joe Domelowicz

From: Scott Maddern
Sent: Tuesday, November 14, 2023 4:43 PM
To: Rick Mitchell; Bill Wilson; Joe Domelowicz
Cc: Shawn Farrell; Tim Olson
Subject: Funding downtown traffic calming, pedestrian & bike safety (i.e, MassWorks)

On Monday the HDC will ask the Select Board to vote to add the MassWorks project to our capital plan and have the HDC & Tim evaluate possible phasing to spread the project over multiple years. The following week Rick & I will meet with FinCom to share project updates and the results of the HDC-Select Board meeting. From what I learned yesterday (see below), I don't see a scenario where Hamilton funds the whole project since the bulk of the work is to Massachusetts Highway Rt1A (Bay Road).

BSG, the engineering company that helped with our \$5m grant application, reached out to us yesterday with some project information that is worth sharing before our meeting:

1. Current cost escalators for projects they are familiar with are ~10% per year, sigh. The last three years have been tumultuous to say the least.
2. Approximated 1/4 of our \$5m project applies to Railroad Ave, Willow & Asbury streets, and ~ 3/4 to RT1a, Bay Road
3. Move forward with our request for funding Winthrop reuse planning. It would be very useful for other State grants (see more below)
4. The Town has used another path for funding, MassDOT TIP. a rolling 5-year capital plan.
 - a. Only applies to Rt1a, ~ 3/4 of our 2023 \$5m MassWorks grant application.
 - b. We have deficient intersections (i.e., Bay & Asbury)
 - c. Public input is critical for the award and strict MassDOT standards are followed. Having the results of the Winthrop reuse planning that itself is heavily public input based, could only help our application move forward while not doing it would confuse and add risk.
 - d. Typically, towns invest in engineering up front, some of which we've already done, and are ~ 8-10% of the total project cost. MassDot pays for the construction.
 - e. Other town projects have used this funding source (i.e., the bridge on Bridge St).
 - f. Rick will check the program out as an initial participation request might be a low-cost effort and we'd at least get onto the 5 year capital list.

Please call or write with any concerns or questions.

Sincerely,

Scott Maddern
Hamilton Development Corporation

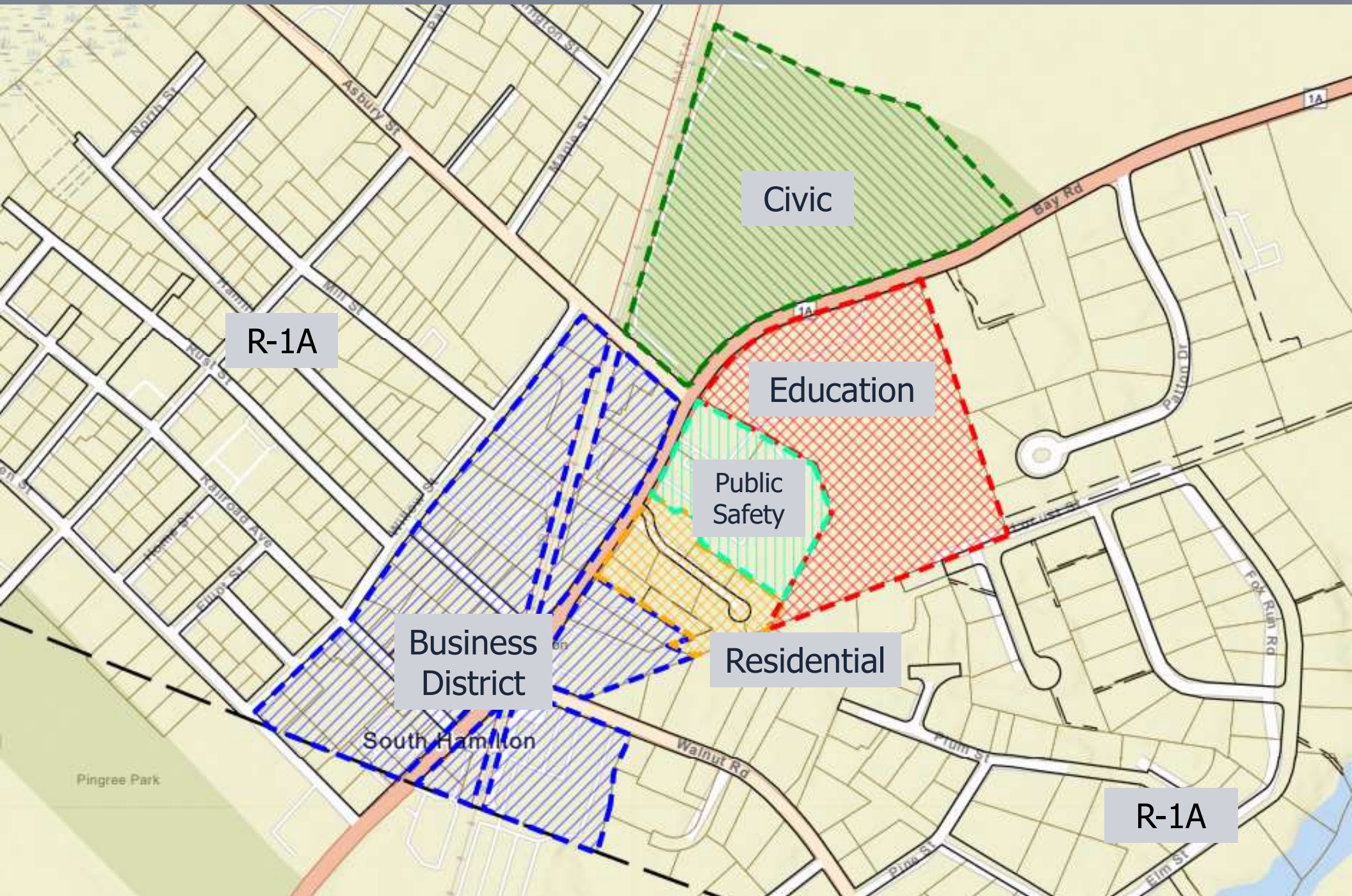
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Hamilton Town Center Revitalization

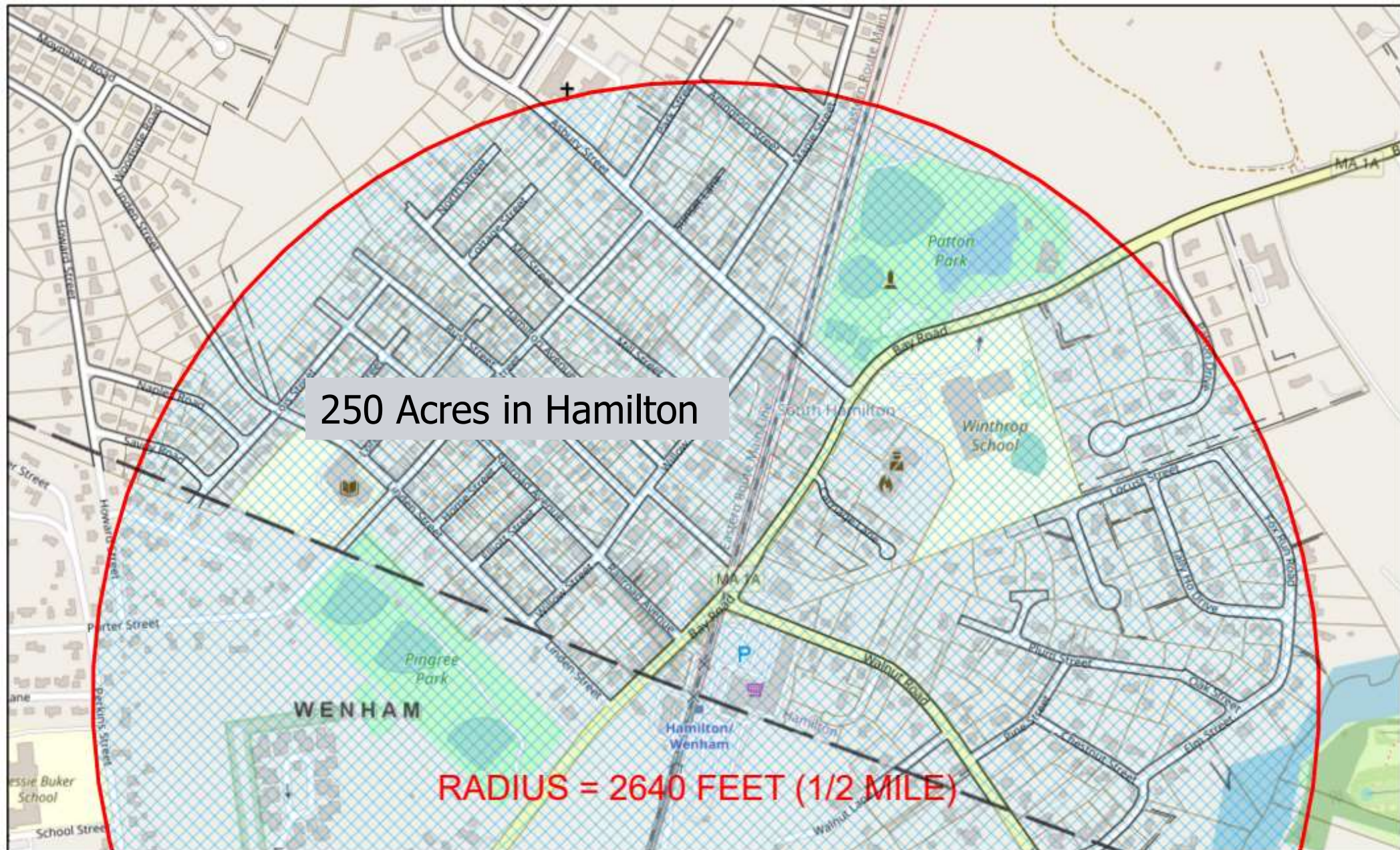


November 20, 2023

Existing Town Center Uses & Sectors



MBTA Housing District



Town Center District

Issues / Opportunities

- Retain Historic and Small Town Character.
- Create Economic Opportunities in “Soft” and Transitional Areas on Willow Street and Bay Rd.
- Create Residential Pockets.
- Manage Traffic Flow Better.
- Increase Parking Options.
- Improve Connectivity Both North/South & East/West.
- Enhance Safety at Critical Intersections.
- Link Patton Park with Downtown Community.



If we know what we want, why don't we build it?

Goal: Build a Commercial/ Residential/Civic Town Center.

- All the technical requirements regarding density, building setbacks, travel and turn lanes came first ... with disappointing results.
- “Placemaking” is given priority, with the technical specialists contributing to, rather than controlling, the result to produce a more complete human environment and public realm.



A Citizen's Guide to Form-Based Codes (FBCs)

Smart Growth / Smart Energy Toolkit



What are Form-Based Codes?

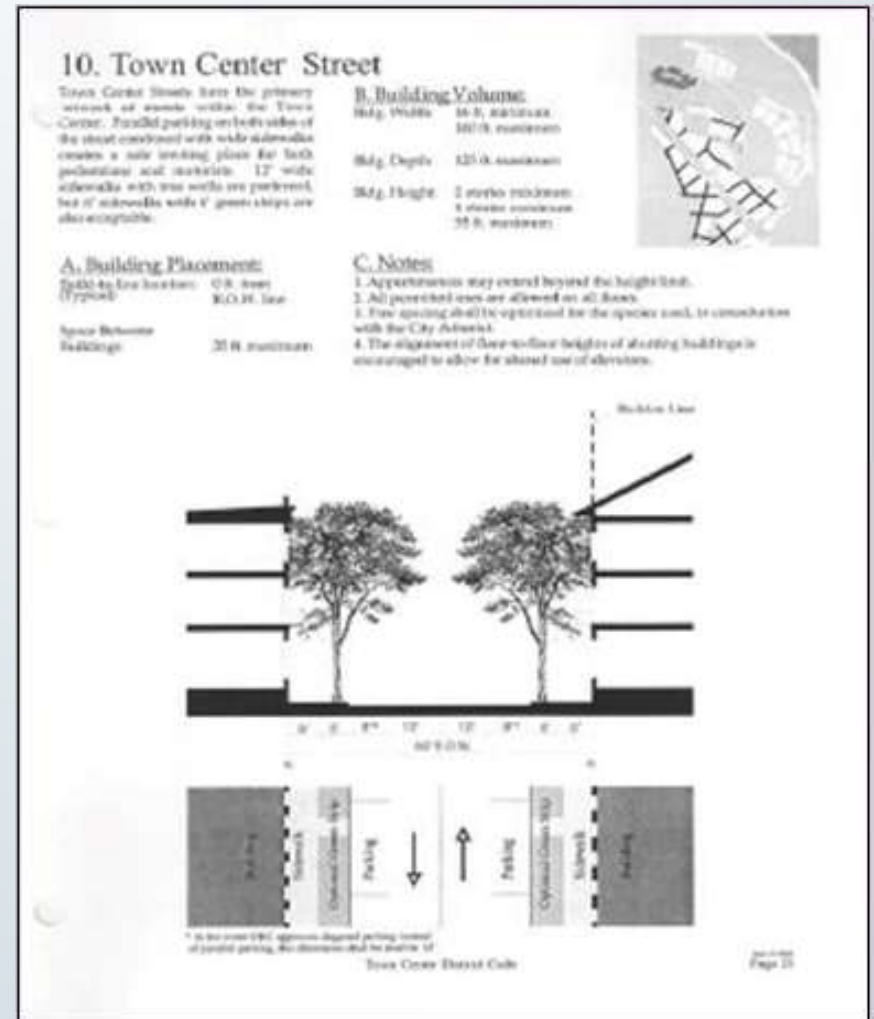
- An effective land use **tool** for shaping pedestrian-scaled, mixed-use and small-town environments.
- Often used with **village-style** development or neo-traditional planning.
- More concerned with the **placement** and **form** of buildings than their use.
- Represent an innovative response to undesirable urban **sprawl**.

What are the concepts behind FBCs?

- Based on a physical plan or **shared vision** for a specific place or community.
- Priority on designated **form**, more than use or density.
- Buildings shape **public** spaces using a planned district model.

What is different about FBCs?

- Use of **diagrams** and dimensions.
- Specify building **massing**, **height**, and **relationship** to the street.
- Specify street & sidewalk **widths**.
- Offer **predictability** in development outcomes.



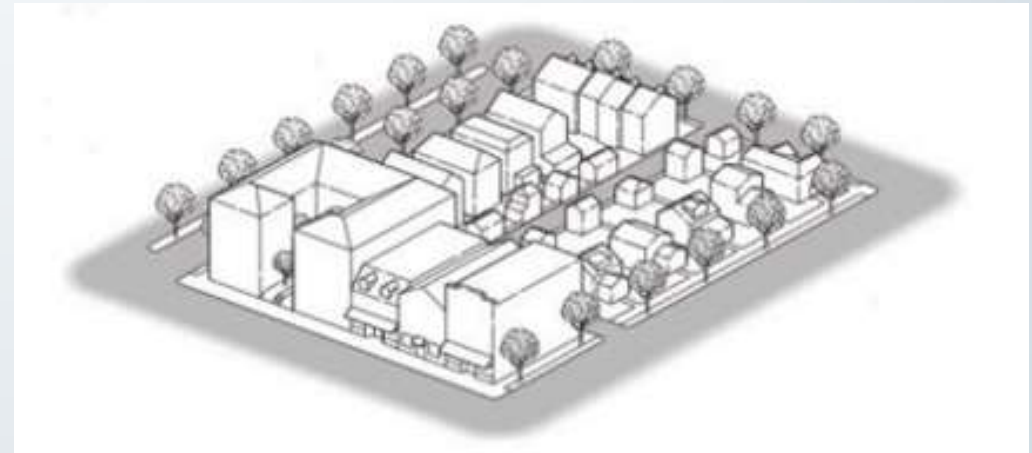
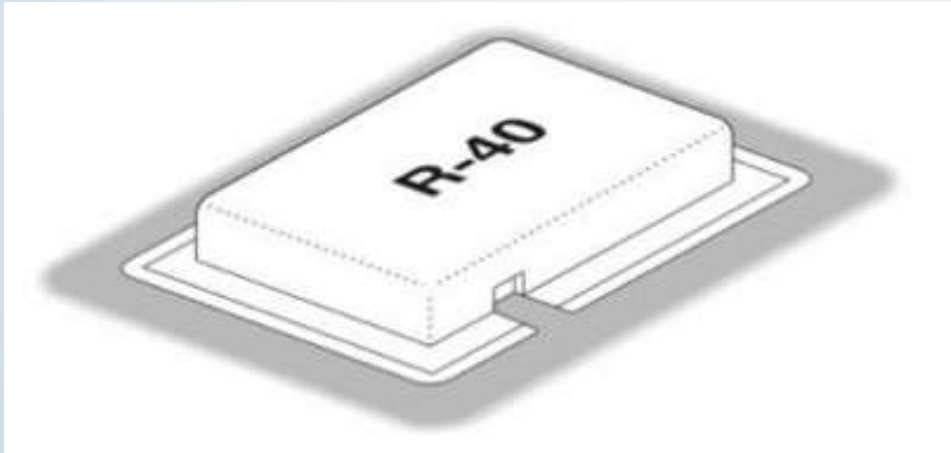
Source: Ventura, Ca

What is an example of the difference?

Conventional

vs

Form-Based Code



Existing zoning is “Use-Based” with only a few dimensional standards like min. setbacks and max. height.

Form-based code gives greater design control, like building types, build-to lines, and façade buildout percentage.

What are the components of an FBC?

- 1. Regulating Plan**
- 2. Public Space Standards**
- 3. Building Form Standards**
- 4. Other Standards** (Optional: Block, Building Type, Architecture, Landscaping)
- 5. Administrative Mechanisms**
- 6. Glossary/Terms/ Definitions**

Why do FBCs make sense?

1. FBCs are **prescriptive**
 - ✓ What you want rather than what you don't want.
2. FBCs encourage **public** participation
 - ✓ Leads to better understanding of density.
3. FBCs enable **incremental** growth
 - ✓ Less reliance on a master developer.
4. FBCs work well in **established** communities.
 - ✓ Codify the community's existing "DNA".

Why FBCs make sense (cont.)

5. FBCs are **easier** to understand
 - ✓ More concise and organized for visual access.
6. FBCs are **enforceable**
 - ✓ Based on **regulatory compliance** with stated design standards for public spaces.
7. FBCs **streamline permitting**
 - ✓ Defining building forms and public infrastructure leads to **as-of-right**.

How do we create FBCs?

- Existing conditions **analysis** and **inventory**.
- **Public** visioning / workshops.
- Create **regulating plan** and zones.
- Develop **town** standards (streets, blocks, building placement, height, land use, etc.).
- Develop **architectural** standards (building or frontage typologies, etc.).
- **Illustrate** standards.

Myth #1: Because form-based codes streamline the approval process, they prevent citizen participation

- **Reality:** Form-based codes should always be drafted after an extensive public process in which a **shared vision** of the future physical and social character of the community has been developed so the code reflects **what citizens want**.

Nothing frustrates citizens, public officials and developers alike more than **protracted conflicts** over individual projects because a clear vision or **set of rules** for development was never articulated. Form-based codes are the best way to formulate that vision and institute a set of rules to make it a reality.

Myth #2: Form-based codes mandate high densities that conflict with the desired community character

- **Reality:** Appropriate densities are determined in consultation with the community. It's up to the community and those who have a stake in its future development to determine how restrictive they want the code to be. Form-based codes are generally firm and predictable about basic urban form, but flexible about use, density, detail and design.

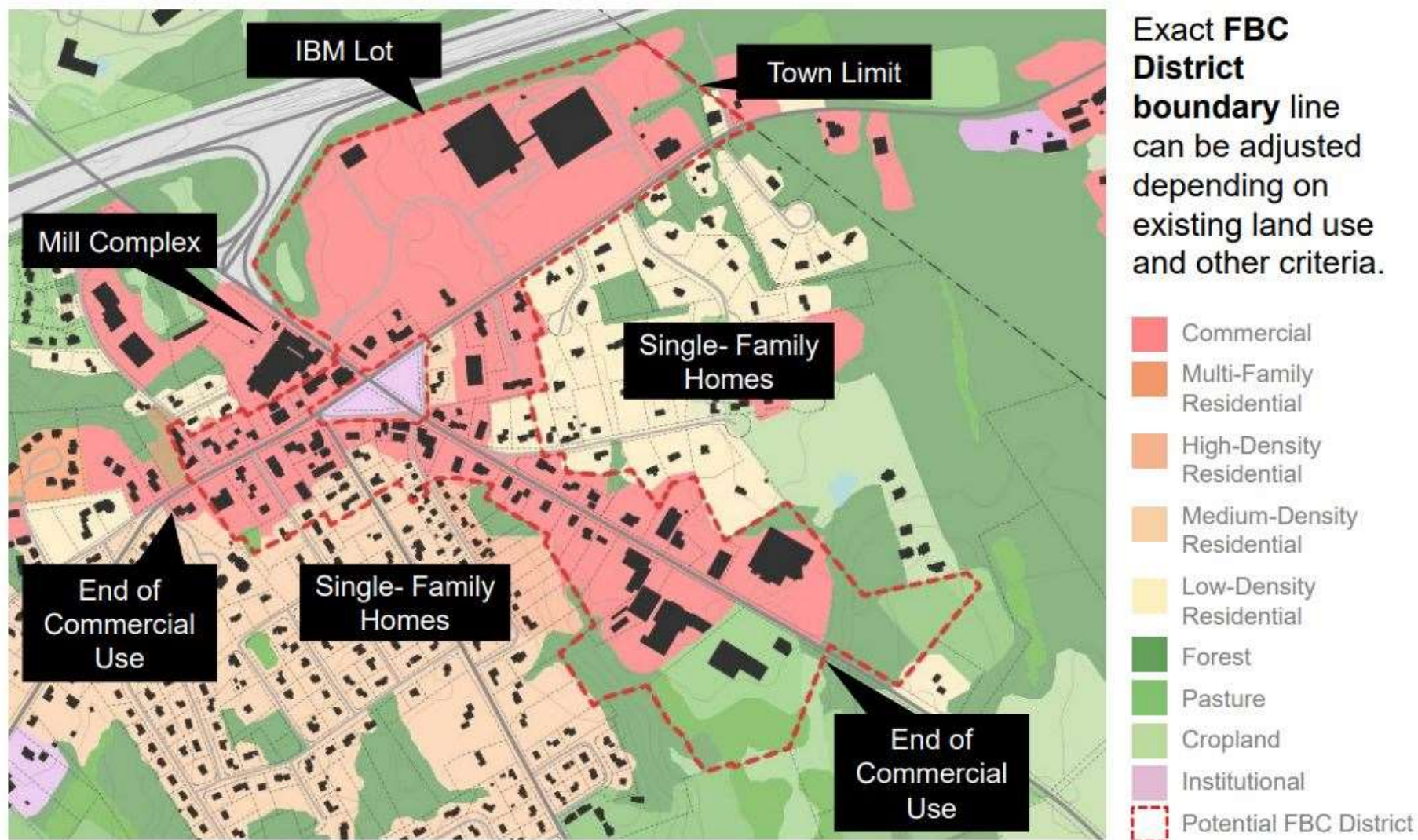
Myth #3: Form-based codes are too expensive

- **Reality:** Form-based codes require up-front expense to create a plan and code that is **responsive** to expressed needs. But the codes make the development process itself much more **efficient**, and the resulting mix of uses creates **more taxable value** than single-use development (the most common alternative). Many fiscal impact studies have shown that a mixed-use downtown creates far **more taxable value** on the same amount of land than a big-box store that is surrounded by parking. Also, the per unit infrastructure **costs** and the costs of servicing mixed-use developments are much **lower**. The long-term **return** to the community makes the form-based code a far more **lucrative** community investment.

Case Study: Littleton Common, Littleton, MA

Littleton Common Form-Based Code

Existing Land Use



Case Study: Littleton Common, Littleton, MA

Littleton Common Form-Based Code

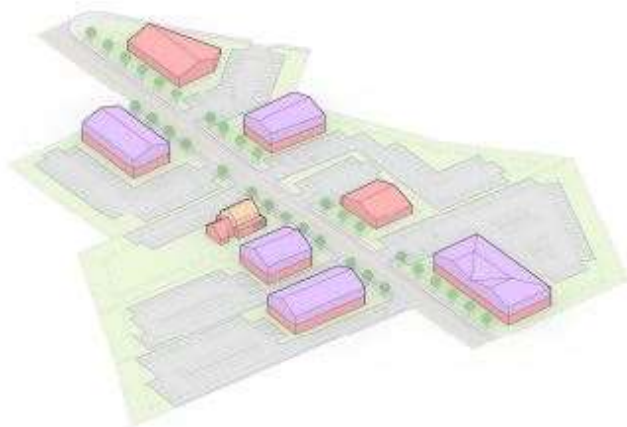
“Soft Sites” deemed more likely for Redevelopment



Case Study: Littleton Common, Littleton, MA

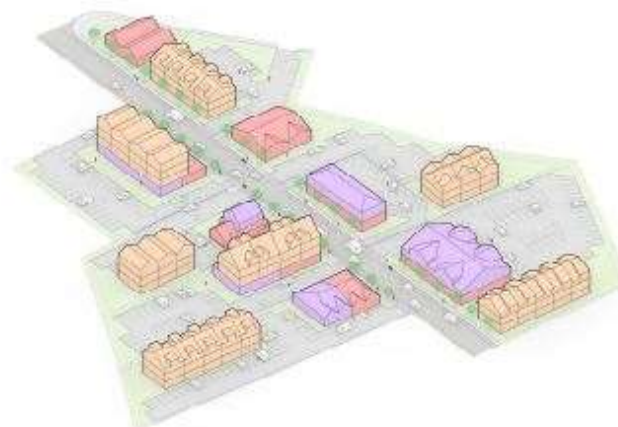
Littleton Common Form-Based Code

All lots can build more than currently allowed



Maximum Buildable under Existing Zoning

- **Setbacks:**
 - 25' from Front
 - 15' from Side/Rear
- **Parking Ratios:**
 - 6.67 spaces / 1000 sf of leasable retail
 - 4.0 spaces / 1000 sf of leasable office
 - 1.5 spaces / dwelling unit



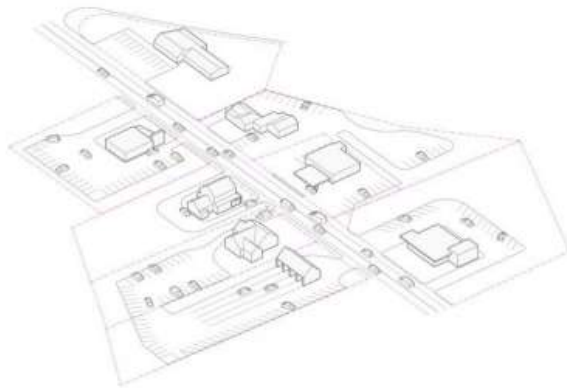
Increased Capacity with Zoning Changes

- **Setbacks:**
 - 10' from Front
 - 5-10' from Side/Rear
- **Parking Ratios:**
 - 4.0 spaces / 1000 sf of leasable retail
 - 3.0 spaces / 1000 sf of leasable office
 - 1.25 spaces / dwelling unit

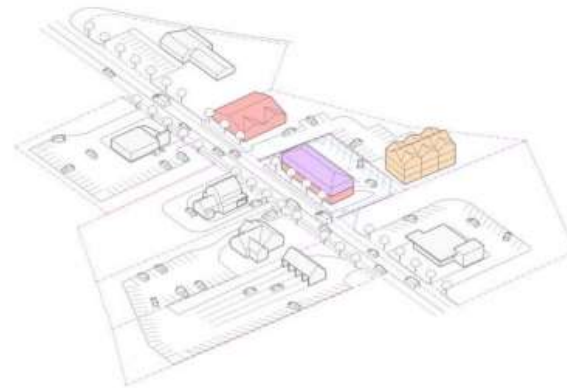
Case Study: Littleton Common, Littleton, MA

Littleton Common Form-Based Code

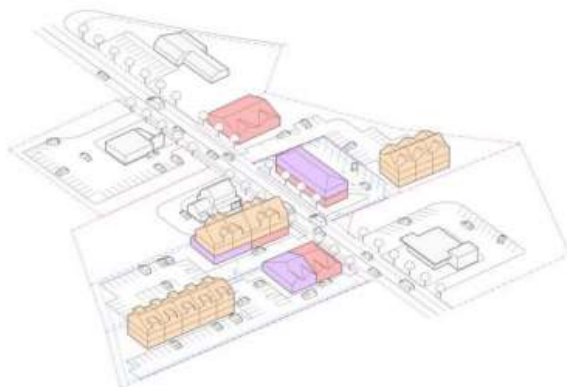
Example of Potential Development Time Horizon



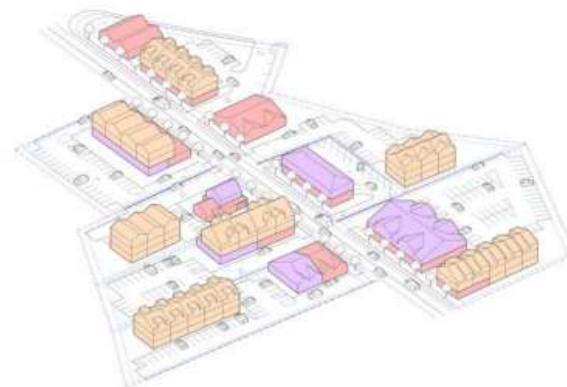
1 Existing



2 ~10-15 years



3 ~15-30 years



4 ~30+ years

Town Center District Boundary



60-Acres

Questions?

TOWN OF HAMILTON

SELECT BOARD

Select Board Meeting Schedule

01/01/24 – 06/30/24

***Tuesday, January 2 or Monday, January 8, 2024**

***Tuesday, January 16 or Monday, January 22, 2024**

Monday, February 5, 2024

***Tuesday, February 20, 2024 or Monday, February 26, 2024**

Monday, March 4, 2024

Monday, March 18, 2024

Monday, April 1, 2024

***Tuesday, April 16, 2024 or Monday, April 22, 2024**

Monday, May 6, 2024

Monday, May 20, 2024

Monday, June 3, 2024

Monday, June 17, 2024

***- Denotes Monday Holidays**



P.O. Box 429
577 Bay Road
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