



**Town of Hamilton  
Select Board  
Monday, June 17, 2024**

- Caroline Beaulieu, Chair
- Bill Wilson
- Tom Myers
- Rosemary Kennedy
- Bill Olson

7:00 PM  
Hamilton Wenham Public Library Meeting Room  
14 Union St., Hamilton, MA

**AMENDED AGENDA**

**This is an IN PERSON meeting. As courtesy for the public, zoom access will also be provided via the below link. However, the meeting will not be terminated in the event that technological issues disrupt the zoom broadcast.**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/89566577940?pwd=LeycsJlMrBCZQfaq2dYsgaagj4eozJ.1>

**Meeting ID: 895 6657 7940**

**Passcode: 122586**

**One tap mobile**

+13017158592,,89566577940#,,,,\*122586# US (Washington DC)

+13052241968,,89566577940#,,,,\*122586# US

**Dial by your location**

- +1 301 715 8592 US (Washington DC)
- +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
<b>ANNOUNCEMENTS &amp; BOARD OPENINGS</b>	
	<p><b>Board and Committee openings:</b></p> <ul style="list-style-type: none"> <li>• Conservation Commission – 2 openings</li> <li>• Council on Aging - 2 associate openings</li> <li>• Finance and Advisory Committee - 1 associate opening</li> <li>• Hamilton Development Corporation – 1 opening for a 3-year term</li> <li>• 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)</li> <li>• Human Rights Commission – 1 at-large opening</li> </ul>
	<b>Public Comment (3 minutes on topics not already on the agenda)</b>
	<b>Select Board Members/Town Manager Reports</b>

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.

<b>CONSENT AGENDA</b>	
<ul style="list-style-type: none"> <li>• Approve revised Minutes of June 3, 2024 Select Board meeting</li> </ul>	
<b>AGENDA</b>	
7:15 p.m.	<ul style="list-style-type: none"> <li>• Approve application for permanent outdoor seating for 15 Walnut – Discuss and Vote</li> <li>• Appoint board and committee members to fill expiring terms and vacancies – Discuss and Vote</li> <li>• Review draft agreements related to Gordon Conwell student housing and discuss with attorney Jonathan Witten</li> <li>• New Business <ul style="list-style-type: none"> <li>○ Discussion about flag and sponsorship policies</li> <li>○ Discussion about the possibility of filing an Amicus Brief with the Supreme Judicial Court on the MBTA/3A zoning issue</li> </ul> </li> </ul>

**Cemetery Deed: #1270**



Town of Hamilton  
Select Board  
Meeting Minutes of June 3, 2024

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 3, 2024 at 7:00pm. This meeting was held at the Hamilton Wenham Library at 14 Union Street.

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: Caroline Beaulieu(2025); Thomas Myers(2025); Bill Wilson(2026); William Olsen(2027); Rosemary Kennedy(2027).

**Call to order:** Chair Beaulieu noted that the Board had just completed Executive Session and that the meeting had already been called to order.  
*Present:* C. Beaulieu, Chair(L-7:40pm); B.Wilson, Vice-Chair; R.Kennedy, W.Olson. *Not present:* T.Myers, Clerk.  
*Also present:* Joseph J. Domelowicz Jr., Town Manager; and others as noted.

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

- Conservation Commission – 2 openings
- Council on Aging - 2 associate openings
- Finance & Advisory Committee – 1 opening, 1 associate opening
- Historic District Commission - 2 openings for 3 year terms, 2 openings for 2 year terms
- Human Rights Commission - 1 opening
- Planning Board - 1 associate opening
- Zoning Board of Appeals – 1 associate opening

**Public Comment:**

- Karin Cale, Town Clerk noted that 800+ households have not returned their census and she has moved a total of 1,322 voters to inactive. At a cost of \$2,000 she will send out a confirmation cards for residents to verify that they live in Town. She also explained that employees and elected/appointed officials have to comply with the conflict of interest law, and the Town is about 50% complete on the acknowledgement; she will be following up with people.
- Deb Safford, Maple St, pointed to the charter of the Hamilton Human Rights Committee. She questioned the Town sponsoring Drag Makeup tutorials through the Pride Picnic, and noted that the Town is on record as sponsoring grooming and sexualized events for small children and this is upsetting to her. She opined that to look and to be drag is sanctioning kids on the path of this adult sexual content. She questioned whether as a Select Board, they are supporting these grooming events and questioned if she wants to hold a baptism and invite people to Christ on Town land, would that be allowed. She asked the Select Board to remove sponsorship for political activism in the future.
- Michael Madden, Highland St, stated that this is the year to be raising the Palestinian flag if the Town is really about human rights. 36,000+ people have been killed, and it is horrific. He recommended raising the Palestinian flag.

**Select Board Member Reports:**

Chair Beaulieu mentioned the Pride Flag raising event “had a small and mighty crowd” and that it was a nice event.

R. Kennedy stated that she attended the Hamilton Wenham Regional School District High School graduation, and that it was a spectacular event. She observed how supportive the students were of each other, and how heartwarming, and congratulated the district.

B.Wilson said there was a School Committee meeting on Thursday where results of the recent survey would be reviewed, and potentially there would be votes on the school consolidation and possibly grade configuration. The Master Plan is now with the Planning Board, who is currently reviewing it, and there will be some re-writing to connect the elements of the plan more clearly.

**Chair's Report:**

- **Public Update on potential sale of the Gordon Conwell student housing**

Gordon Conwell Theological Seminary announced a Purchase & Sale Agreement to sell the 209 apartments on their property, including 11 acres around the apartments. The intent is to continue to have those as apartments for Gordon students and employees, as well as for the community at large. The Town is trying to leverage this opportunity get as much housing as possible to count towards fulfilling Hamilton's affordable housing requirement of 10 percent. An argument will be made that these units are new to the market although not new construction. The buyer has been great and very transparent and looking to work with the Town. The plan is to do interior renovation of the buildings, but not to change the exterior. There are ongoing conversations about the sale.

- **Announcement of agreement on new Town Manager Contract**

Congratulations to J. Domelowicz who agreed to a new contract for the next three years with Hamilton.

- **Progress report on the re-opening of the Regional School District Agreement**

The kick off meeting for discussing the School Agreement was held the previous week, next will be conversations with the lawyers to start incorporating the requests. The Regional Agreement dates back to 1959, and the text of the Agreement needs to be updated as well as codifying specific elements.

**Consent Agenda:**

- **Approve revised Minutes of May 6, 2024 Select Board meeting**
- **Approve Minutes of May 20, 2024 Select Board meeting**
- **Approve Coast to the Cure Bike Ride through Hamilton on September 7, 2024**

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

**Agenda:**

- **Approve appointment of Jeff Austin as Associate member of the Planning Board – Discussion and Vote**

Jeff Austin, Sharon Rd, noted he completed an interview with the Planning Board, his background is product ownership and engineering and he is looking to get involved.

*Vote: The Board voted unanimously to approve Jeff Austin as an Associate member of the Planning Board.*

- **Review Matching Funds proposal for Patton Pavilion at Patton Homestead with Patton Homestead Director Holly Erickson – Discussion and Vote**

Holly Erickson explained that in May 2023 the Mass Cultural Council approved an \$87,000 facilities grant to build a covered pavilion at the Homestead, to be named after Joanne Holbrook Patton. The Select Board agreed to release \$50,000 if the Friends of Patton Homestead could raise \$25,000. To date, the Friends have raised \$21,403, with more donations pending. She highlighted the positive impacts that will accrue to the Town with the new pavilion, and asked that the Board remove the restriction on the funds and release the \$50,000. The goal is to break ground before the winter and start the construction.

*Vote: The Board voted unanimously to release the \$50,000 of ARPA funding towards the Joanne Holbrook Patton pavilion.*

- **Review proposed Financial Policies with Finance Director Wendy Markiewicz – Discussion and Vote**

In preparing for the fiscal 2024 audit, it is important that they Town is in compliance with their financial policies. W. Markiewicz is highlighting the policies that will be coming from the Finance Committee including grant management policy, procurement conflict of interest and comprehensive public records and technology policies. The grant management policy will undergird the new grants manager position. W. Markiewicz read the summaries of each of the policies from the memo in the packet. J.Domelowicz noted that these policies were highlighted by the auditors as the priority policies to implement, as the Town continues to build out the financial policies.

➤ *Chair Beaulieu left the meeting. Vice-Chair Wilson took over chairing the meeting.*

- **Review proposed amendments to Personnel Policies with Town Manager and Finance Director Wendy Markiewicz – Discussion and Vote**

J.Domelowicz explained that the Town has been negotiating with all five unions, police, fire, dispatch, DPW workers, and administrative clerical, in the same year to make sure that all the unions are being treated fairly and are on the same schedule. There are items included in the contracts geared towards raising morale and they would like to do the same for all non-union employees, i.e. setting the COLA at 3.5%, an annual longevity bonus for full-time employees, birthday day off, vacation days buy back & carryforward, and step increases to be effective in January.

*Vote: The Board voted unanimously to approve the proposed amendment to the personnel policies as proposed by the Town Manager and Finance Director.*

- **Review and approve Meeting Room Use Policy and License Agreement – Discussion and Vote**

J.Domelowicz explained that the policy in the packet is based lightly on the Patton Homestead policy and would cover the meeting room in Town Hall and the two spaces at the Council on Aging. It would set ground rules on use of the rooms including application procedures and insurance coverage. R.Kennedy questioned whether it would be limited to Hamilton Wenham residents only. J.Domelowicz said that a Hamilton Wenham resident would have to sponsor/apply, but then the events would be open to the public without restriction. He briefly explained the application/approval process. Legally, the Town cannot restrict the content of the events that could be requested. The Board continued this discussion to a future meeting.

- Jeff Austin, 50 Sharon Rd, questioned whether citizens could petition to stop content that was not palatable to the Town. J.Domelowicz responded that content could not be restricted, but a Hamilton Wenham resident would have to put their name on it to sponsor it.

- **Review One-Pager about hot topics facing the town and June 12 Forum announcement – Discussion and Vote**

B.Olson stated that the draft was great, and also requested that it be edited down to fit on one page. The goal is to post it on the Town website by Friday. There was discussion about the content of the memo and of the upcoming public forums.

- Deb Soffard, Maple St, made suggestions on the editing and opined on the timing of some of the content, and also spoke about a pending amendment to the 3A MBTA zoning law, and requested that it be brought up at the information session.
- Steven McQuirter, Cunningham Drive, opined that the 3A proposed numbers will make the Town's affordable housing numbers look worse.

- **Schedule FY'25 Goal Setting for Town and Town Manager**

The Board discussed picking a Saturday in June to hold the workshop. June 22<sup>nd</sup> at 9:00 was suggested as a tentative date.

**Adjournment Vote:** *The Select Board voted unanimously to adjourn the meeting at approximately 8:25PM.*

*Meeting Packet Enclosures:*

- Executive Session Agenda
- Select Board minutes of May 6, 2024
- Select Board minutes of May 22, 2024
- Email from Kim Trainor re: Coast to the Cure Neurofibromatosis Bike Ride 2024
- Email from Marnie Crouch, Planning Board Chair endorsing Jeff Austin's appointment
- Jeff Austin application to Planning Board
- Emails from Holly Erickson, Director of Patton Homestead re: ARPA funding
- Memo from Wendy Markiewicz, Finance Director re: Policies for Review and Adoption
- Memo from Wendy Markiewicz, Finance Director re: FY25 Exempt Employee Personnel Changes
- Hamilton Memo Hot Topics
- Meeting Room Use Policy
- License Agreement template
- Email from Attorney Jonathan Witten re: legal status of Gordon Conwell Theological Seminary residential units

*Respectfully submitted by D. Pierotti, Recording Secretary, 6/6/24.  
The minutes were prepared from video.*

## Joe Domelowicz

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**From:** Laurie Wilson  
**Sent:** Tuesday, June 4, 2024 9:57 AM  
**To:** Mary Ellen Feener; Richard Maloney; Kerrin Nixon; Dennis Palazzo; Robert Wallace; Russell Stevens  
**Cc:** Joe Domelowicz  
**Subject:** Application for Alteration of Premises for 15 Walnut  
**Attachments:** 2024 15 Walnut Alteration of Premises.pdf

.Good morning,

I have received the application from 15 Walnut for permanent outside seating; please note that the ABCC does not require notification of abutters or an advertisement as the restaurant already had temporary outside dining during the last few years. This application only requires the approval of the local licensing authority, which of course is the Select Board.

The occupancy plan is in the packet. Please review and let me know of your approval or concerns. I know they would like to appear before the Select Board on June 17 if you all sign off on the plan.

Thank you for your assistance,  
Laurie

PS: Mary-Ellen, can you enlarge the occupancy plan for Bob Wallace? Thanks

*Laurie Wilson*

Assistant to the Town Manager / Community Preservation Coordinator  
Town Offices at Patton Homestead – 650 Asbury St. | Mailing Address - P.O. Box 429, Hamilton, MA 01936  
978-626-5202 | [lwilson@hamiltonma.gov](mailto:lwilson@hamiltonma.gov)



The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission

For Reconsideration

LICENSING AUTHORITY CERTIFICATION

City/Town

ABCC License Number

TRANSACTION TYPE (Please check all relevant transactions):

The license applicant petitions the Licensing Authorities to approve the following transactions:

- New License
- Change of Location
- Change of Class (i.e. Annual / Seasonal)
- Change Corporate Structure (i.e. Corp / LLC)
- Transfer of License
- Alteration of Licensed Premises
- Change of License Type (i.e. club / restaurant)
- Pledge of Collateral (i.e. License/Stock)
- Change of Manager
- Change Corporate Name
- Change of Category (i.e. All Alcohol/Wine, Malt)
- Management/Operating Agreement
- Change of Officers/  
Directors/LLC Managers
- Change of Ownership Interest  
(LLC Members/LLP Partners, Trustees)
- Issuance/Transfer of Stock/New Stockholder
- Change of Hours
- Outdoor Only
- Alteration of Premises
- Other:
- Change of DBA

APPLICANT INFORMATION

Name of Licensee \_\_\_\_\_ DBA \_\_\_\_\_

Street Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Manager \_\_\_\_\_ Granted under Special Legislation? Yes No

If Yes, Chapter \_\_\_\_\_

of the Acts of (year) \_\_\_\_\_

Type (i.e. restaurant, package store)      Class (Annual or Seasonal)      Category (i.e. Wines and Malts / All Alcohol)

DESCRIPTION OF PREMISES

Complete description of the licensed premises

LOCAL LICENSING AUTHORITY INFORMATION

Application filed with the LLA:      Date:      Time:

Advertised:      Yes      No      Date Published:      Publication:

Abutters Notified:      Yes      No      Date of Notice:

Date APPROVED by LLA

Decision of the LLA

Additional remarks or conditions  
(E.g. Days and hours)

For Transfers ONLY:

Seller License Number:      Seller Name:

The Local Licensing Authorities By:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Alcoholic Beverages Control Commission  
Ralph Sacramone  
Executive Director



The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
 www.mass.gov/abcc

RECEIVED  
 TOWN CLERK  
 HAMILTON, MA  
 2024 JUN -4 AM 9: 27

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
 MONETARY TRANSMITTAL FORM

**AMENDMENT-Change or Alteration of Premises Information**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN  STATE  ZIP CODE

For the following transactions (Check all that apply):

- New License
- Change Corporate Name
- Change of Class (i.e. Annual / Seasonal)
- Change Corporate Structure (i.e. Corp / LLC)
- Transfer of License
- Change of DBA
- Change of License Type (i.e. club / restaurant)
- Change of Hours
- Change of Manager
- Alteration of Licensed Premises
- Change of Category (i.e. All Alcohol/Wine, Malt)
- Pledge of Collateral (i.e. License/Stock)
- Change of Officers/Directors
- Change of Location
- Issuance/Transfer of Stock/New Stockholder
- Management/Operating Agreement
- Change of Ownership Interest
- Other

THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL

Alcoholic Beverages Control Commission  
 95 Fourth Street, Suite 3  
 Chelsea, MA 02150-2358





The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
 www.mass.gov/abcc

**AMENDMENT-Change or Alteration of Premises Information**

**Change of Location**

- Payment Receipt
- Monetary Transmittal Form
- Chg of Location/Alteration of Premises Application
- Financial Statement
- Vote of the Entity
- Supporting financial records
- Legal Right to Occupy
- Floor Plan
- Abutter's Notification
- Advertisement

**Alteration of Premises**

- Payment Receipt
- Monetary Transmittal Form
- Chg of Location/Alteration of Premises Application
- Financial Statement
- Vote of the Entity
- Supporting financial records
- Legal Right to Occupy
- Floor Plan
- Abutter's Notification
- Advertisement

**1. BUSINESS ENTITY INFORMATION**

Entity Name	Municipality	ABCC License Number
Indigo Restaurant Corp.	Hamilton	00015-RS-0486

Please provide a narrative overview of the transaction(s) being applied for. Attach additional pages, if necessary.

Request for Permanent outdoor seating

**APPLICATION CONTACT**

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Monica Hauenstein	Operations Manager	monica@serenitee.com	978-273-4712

**2. ALTERATION OF PREMISES**

**2A. DESCRIPTION OF ALTERATIONS**

Please summarize the details of the alterations and highlight any specific changes from the last-approved premises.

Outdoor Dining

**2B. PROPOSED DESCRIPTION OF PREMISES**

Please provide a complete description of the proposed premises, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

Addition of a outdoor patio to include 18 seats. Altering indoor seating to 81

Total Sq. Footage	3597	Seating Capacity	99	Occupancy Number	99
Number of Entrances	2	Number of Exits	5	Number of Floors	1

## AMENDMENT-Change or Alteration of Premises Information

### 3. CHANGE OF LOCATION

#### 3A. PREMISES LOCATION

Last-Approved Street Address

Proposed Street Address

#### 3B. DESCRIPTION OF PREMISES

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

Total Sq. Footage

Seating Capacity

Occupancy Number

Number of Entrances

Number of Exits

Number of Floors

#### 3C. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises. (E.g. Deed, lease, letter of intent)

Please indicate by what means the applicant has to occupy the premises

Lease

Landlord Name

Ssg Commercial LLC

Landlord Phone

813-485-9025

Landlord Email

Erin@ssgcommercial.com

Landlord Address

204 N. Howard Ave

Lease Beginning Date

2,006

Rent per Month

6,800

Lease Ending Date

2,026

Rent per Year

81,600

Will the Landlord receive revenue based on percentage of alcohol sales?

Yes  No

**4. FINANCIAL DISCLOSURE**

Associated Cost(s): (i.e. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):

Associated Cost(s):

Not applicable. No cost associated

**SOURCE OF CASH CONTRIBUTION**

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
Total:	

**SOURCE OF FINANCING**

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

## APPLICANT'S STATEMENT

I, Mark McDonough the:  sole proprietor;  partner;  corporate principal;  LLC/LLP manager  
Authorized Signatory

of Indigo Restaurant Corp.  
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature: *Mark McDonough*

Date: 5/31/24

Title: President and Treasurer

## **ADDITIONAL INFORMATION**

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

**ENTITY VOTE**

The Board of Directors or LLC Managers of   
Entity Name  
duly voted to apply to the Licensing Authority of   
City/Town and the  
Commonwealth of Massachusetts Alcoholic Beverages Control Commission on   
Date of Meeting

For the following transactions (Check all that apply):

- Alteration of Licensed Premises
- Change of Location
- Other

"VOTED: To authorize   
Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

A true copy attest,

*Mark McDonough*  
Corporate Officer /LLC Manager Signature

Mark McDonough  
(Print Name)

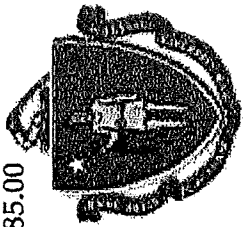
For Corporations ONLY

A true copy attest,

\_\_\_\_\_  
Corporation Clerk's Signature

\_\_\_\_\_  
(Print Name)

\$85.00



# The Commonwealth of Massachusetts Town of Hamilton

## Renewal Certificate of Inspection

In accordance with 780 CMR (The 9th Edition of the Massachusetts State Building Code) this certificate of inspection is issued to the premise or structure or part thereof as herein identified.

Issued To:

**15 WALNUT - SERENITEE RESTAURANT GROUP**  
**15 WALNUT ROAD, HAMILTON MA**

Certificate Expiration Date: 12-31-2024

Use Group Classification: A-2

PATRONS: 92 STAFF: 7

TOTAL MAXIMUM OCCUPANTS: 99

AS SHOWN ON THE PLAN BY THOMAS PETERMAN, ARCHITECT, DATED SEPTEMBER 13, 2018

*This certificate of inspection is hereby issued by the undersigned to certify that the premise, structure or portion thereof as herein specified has been inspected for general fire and life safety features. This certificate shall be framed behind clear glass and\ or laminated and posted in a conspicuous place within the space as directed by the undersigned. Failure to post or tampering with the contents of the certificate is strictly prohibited.*

Name of Municipal Fire Inspector Robert Wallace

Name of Municipal Inspector Richard P. Maloney

Date of Inspection 11-02-2023

Signature of Municipal Fire Inspector Robert Wallace/mf

Signature of Municipal Building Inspector Richard P. Maloney/mf

Date of Issuance 12-12-2023



O: (813) 485-9025  
F: (813) 485-9026

204 N. Howard Ave.  
Tampa, FL 33606

APRIL 26, 2023

Serenitee Restaurant Group  
Attn: Jeff Cala  
185 Main Street  
Gloucester, MA 01930

RE: Hamilton / Wenham, LLC  
Permanent Outdoor Seating

Dear Tenant,

We are writing on behalf of the ownership of Hamilton / Wenham, LLC. Ownership approves Tenant's submission of a request for permanent outdoor seating to the Town of Hamilton for their review and approval. However, Ownership's final approval of Tenant's plans will occur after receipt of copies of the Planning Board and Board of Health decisions permitting the request and a Lease Amendment is issued and executed by the Lessor and Lessee.

Please do not hesitate to reach out if you require anything else.





Sincerely,

Jennifer Scher  
Vice President  
SSG Commercial LLC



<b>Title</b>	Hamilton - Serenitee - Letter - Owner Approval - 04-26-23
<b>File name</b>	Hamilton - Sereni...al - 04-26-23.pdf
<b>Document ID</b>	e6f5f9e84a009fbf5a36b5c227fce24e36fd21cd
<b>Audit trail date format</b>	MM / DD / YYYY
<b>Status</b>	• Signed

### Document History

-  **SENT**      **04 / 26 / 2023**  
20:37:59 UTC      Sent for signature to Jennifer Scher  
(jennifer@ssgcommercial.com) from erin@ssgcommercial.com  
IP: 47.204.28.69
  
-  **VIEWED**      **04 / 26 / 2023**  
20:53:15 UTC      Viewed by Jennifer Scher (jennifer@ssgcommercial.com)  
IP: 47.204.30.68
  
-  **SIGNED**      **04 / 26 / 2023**  
20:53:32 UTC      Signed by Jennifer Scher (jennifer@ssgcommercial.com)  
IP: 47.204.30.68
  
-  **COMPLETED**      **04 / 26 / 2023**  
20:53:32 UTC      The document has been completed.

## Payment Confirmation

## YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT

Your account has been billed for the following transaction. You will receive a receipt via email.



Transaction Processed Successfully.

INVOICE #: 78424280-1979-43fd-b32e-b64bde1483ea

Description	Applicant, License or Registration Number	Amount
FILING FEES-RETAIL	00015-rs-0486	\$200.00
		<b>\$200.00</b>

Total Convenience Fee: \$4.70

Total Amount Paid: \$204.70

Date Paid: 5/31/2024 11:58:50 AM EDT

## Payment On Behalf Of

**License Number or Business Name:**  
00015-rs-0486

**Fee Type:**  
FILING FEES-RETAIL

## Billing Information

**First Name:**  
Mark

**Last Name:**  
McDonough

**Address:**  
185 Main St

**City:**  
Gloucester

**State:**  
MA

**Zip Code:**  
01930

**Email Address:**  
Monica@Serenitee.com



## Joe Domelowicz

---

**From:** Russell Stevens  
**Sent:** Monday, June 10, 2024 4:27 PM  
**To:** Joe Domelowicz; Robert Wallace  
**Cc:** Scott Janes; Ray Brunet; Dan Sullivan; Laurie Wilson  
**Subject:** Re: Application for Alteration of Premises for 15 Walnut

Joe - I Spoke to Laurie directly on this a couple of weeks ago.

[Get Outlook for iOS](#)

---

**From:** Joe Domelowicz <jdomelowicz@hamiltonma.gov>  
**Sent:** Monday, June 10, 2024 2:53:20 PM  
**To:** Robert Wallace <rwallace@hamiltonma.gov>; Russell Stevens <rstevens@hamiltonma.gov>  
**Cc:** Scott Janes <sjanes@hamiltonma.gov>; Ray Brunet <rbrunet@hamiltonma.gov>; Dan Sullivan <dsullivan@hamiltonma.gov>; Laurie Wilson <lwilson@hamiltonma.gov>  
**Subject:** FW: Application for Alteration of Premises for 15 Walnut

Can I please get some feedback from the Public Safety departments on the application from 15 Walnut on permanent outdoor seating?

Thank you,  
Joe

---

**From:** Richard Maloney <rmaloney@hamiltonma.gov>  
**Sent:** Friday, June 7, 2024 8:15 AM  
**To:** Dennis Palazzo <dpalazzo@hamiltonma.gov>; Joe Domelowicz <jdomelowicz@hamiltonma.gov>; Laurie Wilson <lwilson@hamiltonma.gov>; Mary Ellen Feener <permitting@hamiltonma.gov>; Kerrin Nixon <bohadmin@hamiltonma.gov>; Robert Wallace <rwallace@hamiltonma.gov>; Russell Stevens <rstevens@hamiltonma.gov>  
**Subject:** Re: Application for Alteration of Premises for 15 Walnut

The Building Department concurs with the BOH.

Richard Maloney  
Inspector of Buildings  
Town of Hamilton

---

**From:** Dennis Palazzo <dpalazzo@hamiltonma.gov>  
**Sent:** Thursday, June 6, 2024 12:41 PM  
**To:** Joe Domelowicz <jdomelowicz@hamiltonma.gov>; Laurie Wilson <lwilson@hamiltonma.gov>; Mary Ellen Feener <permitting@hamiltonma.gov>; Richard Maloney <rmaloney@hamiltonma.gov>; Kerrin Nixon <bohadmin@hamiltonma.gov>; Robert Wallace <rwallace@hamiltonma.gov>; Russell Stevens <rstevens@hamiltonma.gov>  
**Subject:** Re: Application for Alteration of Premises for 15 Walnut

There are no concerns from the health dept. - as long as they don't exceed their allotted capacity. I have spoken at length to the manager (Monica) and have voiced my opinion.

## Joe Domelowicz

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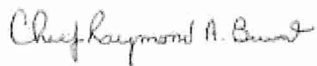
**From:** Ray Brunet  
**Sent:** Monday, June 10, 2024 2:59 PM  
**To:** Joe Domelowicz  
**Subject:** RE: Application for Alteration of Premises for 15 Walnut

Good afternoon,

I have no issue with this establishment making the outdoor seating permeate. However, we should not exceed their permitted occupancy load.

Respectfully submitted,

Ray



Raymond A. Brunet  
Fire Chief, EMD  
Hamilton Fire Department  
265 Bay Road  
Hamilton, Ma 01982

(978)-423-2565

---

**From:** Joe Domelowicz  
**Sent:** Monday, June 10, 2024 2:53 PM  
**To:** Robert Wallace <[rwallace@hamiltonma.gov](mailto:rwallace@hamiltonma.gov)>; Russell Stevens <[rstevens@hamiltonma.gov](mailto:rstevens@hamiltonma.gov)>  
**Cc:** Scott Janes <[sjanes@hamiltonma.gov](mailto:sjanes@hamiltonma.gov)>; Ray Brunet <[rbrunet@hamiltonma.gov](mailto:rbrunet@hamiltonma.gov)>; Dan Sullivan <[dsullivan@hamiltonma.gov](mailto:dsullivan@hamiltonma.gov)>; Laurie Wilson <[lwilson@hamiltonma.gov](mailto:lwilson@hamiltonma.gov)>  
**Subject:** FW: Application for Alteration of Premises for 15 Walnut

Can I please get some feedback from the Public Safety departments on the application from 15 Walnut on permanent outdoor seating?

Thank you,  
Joe

---

**From:** Richard Maloney <[rmaloney@hamiltonma.gov](mailto:rmaloney@hamiltonma.gov)>  
**Sent:** Friday, June 7, 2024 8:15 AM  
**To:** Dennis Palazzo <[dpalazzo@hamiltonma.gov](mailto:dpalazzo@hamiltonma.gov)>; Joe Domelowicz <[jdomeelowicz@hamiltonma.gov](mailto:jdomeelowicz@hamiltonma.gov)>; Laurie Wilson <[lwilson@hamiltonma.gov](mailto:lwilson@hamiltonma.gov)>; Mary Ellen Feener <[permitting@hamiltonma.gov](mailto:permitting@hamiltonma.gov)>; Kerrin Nixon <[bohadmin@hamiltonma.gov](mailto:bohadmin@hamiltonma.gov)>; Robert Wallace <[rwallace@hamiltonma.gov](mailto:rwallace@hamiltonma.gov)>; Russell Stevens <[rstevens@hamiltonma.gov](mailto:rstevens@hamiltonma.gov)>  
**Subject:** Re: Application for Alteration of Premises for 15 Walnut

# Town of Hamilton

## Town Manager's Office

### REAPPOINTMENTS: SELECT BOARD MEETING - JUNE 17, 2024

<u>Board/Committee</u>	<u>Name</u>	<u>Term</u>
Affordable Housing Trust	David Smith	6/30/2027
Board of Health	David Smith	6/30/2027
Capital Committee	Nick Tensen	6/30/2027
Chebacco Woods	Virginia Cookson	6/30/2027
Community Preservation Committee	Robert Preston	6/30/2027
Conservation Commission	Sandy Coddling Kathy Simons	6/30/2027 6/30/2027
Council on Aging	Dick Hewett Cathy Minneytan Penny Wingate	6/30/2027 6/30/2027 6/30/2027
Environmental Impact Committee	Jeanne Maurand Kim Strovink	6/30/2027 6/30/2027
Hamilton Development Corporation	Rick Mitchell	6/30/2027
Hamilton Foundation	Bill Burrige Heather Ford	6/30/2027 6/30/2027
Historic District Commission	Scott Clements Kristen Weiss	6/30/2027 6/30/2027
Human Rights Commission	Jared Hughes Alaina Walsh	6/30/2027 6/30/2027
HW Cultural Council	Susan Choquette Sara Holden Searle	6/30/2027 6/30/2027
HW Recreation Board	Brad Tilley	6/30/2027



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

PHONE (978) 626-5202  
FAX (978) 468-2682

# Town of Hamilton

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## Town Manager's Office

### APPOINTMENTS: SELECT BOARD MEETING - JUNE 17, 2024

<u>Board/Committee</u>	<u>Name</u>	<u>Term</u>
Finance & Advisory Committee	Christopher Woolston	6/30/2027
Zoning Board of Appeals – Alternate	Michael Madden	6/30/2027



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

PHONE (978) 626-5202  
FAX (978) 468-2682

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**Laurie Wilson**

---

**From:** John McGrath  
**Sent:** Friday, May 17, 2024 7:16 AM  
**To:** Bill Bowler; SelectBoard  
**Cc:** John McGrath; Joe Domelowicz  
**Subject:** Re: Fin com  
**Attachments:** Woolston Christopher.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello Folks,

The existing Fin Com membership would like to recommend Chris Woolston to become a member of the Finance and Advisory Committee.

Chris has displayed a high level of enthusiasm through two interviews with members of the FinCom.

He attended our May 8th meeting and it is obvious he is quite interested in contributing to the town.

We believe his 10+ year of business experience will be an asset to the Town of Hamilton.

Please review and his approve his application at your earliest convenience.

Thank you very much.

Regards,

*John*

John McGrath  
Fin Com - Chair

On May 16, 2024, at 11:49 AM, Bill Bowler <[bbowler@hamiltonma.gov](mailto:bbowler@hamiltonma.gov)> wrote:

Just to dot the i's can I get a recommendation from the SB to make the appointment.



Bill

---

**From:** Laurie Wilson <[lwilson@hamiltonma.gov](mailto:lwilson@hamiltonma.gov)>  
**Sent:** Thursday, May 16, 2024 8:57 AM  
**To:** Bill Bowler <[bbowler@hamiltonma.gov](mailto:bbowler@hamiltonma.gov)>  
**Subject:** RE: Fin com

Hi Bill,

Christina Schenk-Hargrove's term is up and she is not staying on. She is a Select Board pick. John McGrath will be recommending a new person, Chris Woolston, to the Select Board.

Thanks for reaching out, have a great day,  
Laurie

---

**From:** Bill Bowler <[bbowler@hamiltonma.gov](mailto:bbowler@hamiltonma.gov)>  
**Sent:** Wednesday, May 15, 2024 10:10 AM  
**To:** Laurie Wilson <[lwilson@hamiltonma.gov](mailto:lwilson@hamiltonma.gov)>  
**Subject:** Fin com

When you have a chance can you let me know whose terms are up and whether they are SB or moderator picks. Thanks.

Bill

TOWN OF HAMILTON

APPLICATION FOR BOARD/COMMITTEE MEMBERSHIP

Board/Committee of Interest:

- 1. Human Rights
- 2. Planning
- 3. Zoning
- 4.  Finance & Advisory

Would you consider another Committee:  yes    no

For how long should we keep your application on file? 3 years

Full Name: Christopher Woolston

Nickname: Chris Title (please circle)  Mr./Ms./Mrs./Other: \_\_\_\_\_

Home Address: 359 Lake Drive

Length of Residence in Hamilton: 2 years

Occupation: Recruiter

Phone: Home 1 Cell 203-687-6239 Work 1

E-mail: Home Chriswoolston11@gmail.com Work 1

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

n/a

Special Training, Interests, Qualifications: I was member of DEI committee at Facebook. I am member of Appalachian Mountain Club and active in the protection of outdoors.

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

n/a

How did you hear about the Committee?

personal interest, I discovered openings online

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

Signature: Ch woolston Date: 3/29/2024

Received by Signature: Jamie Wilson Date: 4/8/24

Dear Committee Members,

I must admit I am a bit unsure on how to approach this letter accompanying my application to become a board member. On the one hand I am not sure if this should be used to list my qualifications for the seat or, admittedly, why I am interested. I am going to hopefully attempt to do both, along with share why my family and I are proud to be in Hamilton.

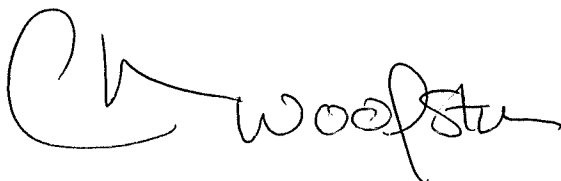
Unfortunately, I do not come from a professional background that on first glance lends itself to serving on the board. For the past eleven years I have worked as a professional recruiter and talent acquisition professional. During this decade I have been fortunate enough to work for companies ranging from small Boston based start ups all the way through to global technology corporations such as Facebook. On the surface, and admitted above, recruiting might have little in common when it comes to serving and advising my neighbors of programs and legislation put in place to better our community. However, on a deeper level I believe my experience as a recruiter lends itself particularly well. Every day my job is to deal with people and to deal with people on arguably one of the biggest decisions they are going to make in their life. In my field I am required to work with people through moments of stress, celebration, defeat, and confrontation. I am also constantly looking at what processes we have and do we improve those to become more efficient and inclusive. Outside changing jobs, I would argue that where someone lives and if they have children are the two other biggest decisions they are going to make in their life. Like recruiting, all these emotions are going to be present when making these decisions and like recruiting my job is to figure out how we make these processes and programs work for those who are involved. I may not have a background in real estate or public administration, but I do know how to work with diverse sets of people and support them through decisions that are going to greatly impact their life.

My wife and I moved to the Hamilton two years ago after we bought our first home on Lake Drive. This was a milestone moment for us not fully realizing how fortunate we had become. Immediately we were welcomed to the community, which was a new experience, and something previously not found coming from predominantly apartment and urban living situations. Quickly we began to integrate ourselves ranging from becoming regulars at some of the local shops and restaurants, becoming Trustee and Greenbelt members to take advantage of our lovely preserves and frequenting Myopia to experience why many call us "horse country".

Our community is special, it is a place desired by many and an idealistic portrayal of the North Shore. My hopes of becoming a member of the committee are threefold. I want to first help preserve what has allowed Hamilton to become a place sought after by many. Secondly, I feel I would be inattentive if I was not proposing ways to improve and allow our community to grow in the coming years and maintain (and if not exceed) the reputation we have already built. Lastly, and if not most importantly, I am seeking this seat as an opportunity to serve my community. This membership if not anything else is to represent my neighbors to the best of my ability and speaking on their behalf for the betterment of our town.

Thank you for your consideration.

Chris Woolston

A handwritten signature in black ink that reads "Chris Woolston". The signature is written in a cursive, flowing style with a large initial "C" and "W".

## Christopher Woolston

[chriswoolston11@gmail.com](mailto:chriswoolston11@gmail.com). [LinkedIn](#). 203-687-6239. South Hamilton, Massachusetts

**Summary:** 11 years of experience as a Full Desk Recruiter working across technology, finance, e-commerce, and sales domains. Involved in scaling start-ups and establishing new talent teams, including recruiting for high-touch executive searches through to “first ever” hires. Worked as both a high-level principal individual contributor and recruiting lead on teams ranging in size from 3 to 50+. More recently was the founding member to Facebook’s first specialized Executive Search team where responsibilities ranged from leading all internal stakeholder management and operations, approving the team’s open requisition load and leading recruiting as a hands-on contributor.

### Experience

#### **Meta (Facebook)** **Recruiting Lead**

March 2020 – May 2023  
(Remote)

##### Responsibilities:

- Founding member of a new Executive Search team created to specialize in Machine Learning and Artificial Intelligence.
- Led North America in Machine Learning Executives hired in 2021 and 2022.
- Top (3) in DEI candidates hired in 2021 across all of Leadership Recruiting for North America.
- Utilized an array of sourcing tools and a high-touch strategy to create a network of over 1,000 executives globally.
- Led 6 other recruiters through weekly one-on-ones, career coaching, project delegation, aiding in performance reviews, recommending growth opportunities, onboarding, recruiting skills development, and roadblock removals.
- Responsible for managing the team’s open requisition pipeline; including forecasting, approving new requisitions, prioritization, allocation of which roles were to be recruited, and supporting all offer processes.
- Managed the team’s day-to-day recruiting operations, hiring manager relationships, interviewer panels, tracking systems, funnel analytics, KPIs, weekly standups, sourcing strategies and candidate marketing materials.
- Co-Created Meta’s first “Machine Learning Recruiter Development” training program which was utilized by 500+ recruiters globally.
- Co-Created Meta’s first “Mastering Your Leadership Interview” program which was attended by over 2,000+ executives globally and accounted for an 8% improvement in interview-to-offer conversations.

#### **Forward Financing** **Principal Recruiter**

July 2019 – February 2020  
(Boston, MA)

##### Responsibilities:

- Led end-to-end software engineering recruiting for one of Boston’s fastest growing fintech start-ups, along with supporting other key growth areas including finance, accounting, legal, sales and HR.
- Hired the first (2) Lead Software Engineers and Accounting Manager in company history.
- Partnered with the C-Suite to create a software engineering interview process, marketing and advertising materials, compensation bands, org chart and forecasting of future hiring needs.
- 100% acceptance rate on all offers extended.
- Managed recruiting third-party relationships, including negotiating and onboarding contracts with 2 new vendors.
- Implemented Greenhouse as a new ATS platform.

#### **Wayfair** **Senior Recruiter**

August 2018 – July 2019  
(Boston, MA)

##### Responsibilities:

- Full life cycle recruiter focused on hiring Product Management professionals across North America ranging in experience from new college graduates through to the executive level.
- Team leader in Product Managers hired during Q4 2018 and H1 2019.
- 90% acceptance rate on all offers extended.
- Responsible for managing team reporting, KPIs and recruiting pipeline health.

#### **SThree** **Principal Recruiter**

October 2012 – August 2018  
(Boston, MA)

##### Responsibilities:

- Full desk agency recruiter focused on hiring financial technology professionals and leading the account management and business development of financial clients across New England.
- Boston office top biller in 2016 and runner-up in 2015 and 2017.
- 100% acceptance rate on all offers extended in 2017-2018.

- Key Account Manager to 3 major clients which accounted for over \$1 million in office billing annually from 2015-2017.
- Responsible for the business development and account management to 15 financial clients ranging from banks, hedge funds, fintech providers and start-ups.
- Transitioned into an internal recruiting role during Q3 2017 to focus on hiring sales professionals and new college graduates for recruiting roles across company offices in North America.

**Connecticut College**

June 2010- August 2012

*Men's & Women's Assistant Swimming Coach*

(New London, CT)

*Accomplishments:*

- Recruited 30+ high school athletes to join the program as incoming freshmen.
- Coached 13 All American swimmers.

**Education**

---

*St. Lawrence University, 2010*

*Bachelor of Liberal Arts*

*Men's Varsity Swimming (Captain)*

To:

06/10/2024

Town of Hamilton Selectboard

577 Bay Road

Hamilton, MA 01936

Dear members of the Selectboard,

On June 5 the Zoning Board of Appeals met two residents of our community who were interested in joining our board as the second alternate, which would fulfill our number of board members. Thomas Shamshak and Micheal Madden were the interested parties. Prior to the interviews taking place, Mr. Shamshak decided to withdraw due to recognizing that his work schedule will occasionally interfere with his ability to be present on a consistent basis, leaving Mr. Madden with the opportunity to fulfill the position. We listened to his presentation, and decided as a board to request your approval for Mr. Madden become an alternative board member.

Please find attached Mr. Madden's resume and Letter of Intent for your review.

Thank you for your consideration, and if you have any questions, please feel free to reach out.

Sincerely,

Bruce Gingrich

ZBA Chairman

## Joe Domelowicz

---

**From:** Patrick Reffett  
**Sent:** Monday, June 10, 2024 3:54 PM  
**To:** mpmadden9@gmail.com  
**Cc:** Laurie Wilson; Joe Domelowicz; Bruce Gingrich; Mary Ellen Feener  
**Subject:** FW: ZBA- Madden application for alt ZBA member position  
**Attachments:** Selectmen letter Madden.pdf; Application-for-Board-Committee-Membership Madden.pdf; Madden Resume.pdf; Letter of intent Madden.pdf

Michael – fyi. Patrick

**From:** Bruce Gingrich <bgingrich@hamiltonma.gov>  
**Sent:** Monday, June 10, 2024 3:41 PM  
**To:** Caroline Beaulieu <c.beaulieu@hamiltonma.gov>  
**Cc:** Patrick Reffett <preffett@hamiltonma.gov>; Joe Domelowicz <jdomelowicz@hamiltonma.gov>  
**Subject:** ZBA- Madden application for alt ZBA member position

Hello All,  
Please find attached information regarding the Hamilton ZBA's recommendation for Michael Madden to join our board as an alternate.

Thank you,  
Bruce Gingrich  
Chairman ZBA

**TOWN OF HAMILTON**

**APPLICATION FOR BOARD/COMMITTEE MEMBERSHIP**

Board/Committee of Interest:

1. Zoning Board of Appeals – 1 alternate opening

3. \_\_\_\_\_ 4. \_\_\_\_\_

Would you consider another Committee:    yes     no

For how long should we keep your application on file?    No limit

Full Name: Michael P. Madden

Nickname: \_\_\_\_\_ Title (please circle) Mr./Ms./Mrs./Other: Mr.

Home Address: 231 Highland St., South Hamilton, MA 01982

Length of Residence in Hamilton: 14 years

Occupation: Project Management

Phone: Home N/A    Cell 617-905-6636    Work \_\_\_\_\_

E-mail: Home mpmadden9@gmail.com    Work m.madden@northeastern.edu

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

N/A

Special Training, Interests, Qualifications: Project Management, Business operations

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

No

How did you hear about the Committee?

Online - the Hamilton town website

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

Signature: Michael P. Madden    Date: April 29, 2024

Received by  
Signature: Jamie Welton    Date: 4/29/24



Michael Madden  
231 Highland St.,  
Hamilton, MA, 01982  
Email: [mpmadden9@gmail.com](mailto:mpmadden9@gmail.com), Phone Number: 617-905-6636  
April 29, 2024

Zoning Board of Appeals  
Town of Hamilton  
577 Bay Road,  
Hamilton, MA 01936

Dear Members of the Zoning Board of Appeals,

I am writing to express my interest in the alternate position available on the Zoning Board of Appeals for the Town of Hamilton. With a deep commitment to community development and a keen interest in municipal planning and zoning, I am excited about the opportunity to contribute to our town's growth and sustainability through thoughtful zoning decisions.

My background includes many years in the financial, healthcare, and higher-education fields working in all aspects of project management and business operations.

I am particularly interested in this position as I believe that effective zoning is crucial for managing growth sustainably, protecting property values, and maintaining the character of our community. I am eager to bring my skills in project management to the board, ensuring that all development proposals meet the strategic objectives of our town and the expectations of its residents.

I am known for my attention to detail, fairness, ability to analyze complex information, dependability and follow-through and I approach all issues with an open mind and a commitment to finding solutions that benefit all parties involved. I am confident that my proactive attitude and my ability to work collaboratively with diverse groups will be an asset to the Zoning Board of Appeals.

Thank you for considering my application. I am looking forward to the opportunity to discuss how I can contribute to the board and help shape the future of Hamilton. Please feel free to contact me at 617-905-6636 or via email at [mpmadden9@gmail.com](mailto:mpmadden9@gmail.com) to schedule a conversation at your convenience.

Sincerely,  
Michael P. Madden

# **MICHAEL MADDEN, PMP®, MBA, CSM®**

Hamilton, Massachusetts 01982

Telephone: (617) 905-6636 Email: [mpmadden9@gmail.com](mailto:mpmadden9@gmail.com)

<http://www.linkedin.com/in/mpmadden>

## **SUMMARY**

- 20 + years IT project management experience in healthcare, financial services and higher education.
- Project Management Professional (PMP), member of the Project Management Institute (PMI).
- Certified Scrum Master (CSM®).
- Part-time lecturer in Project Management at Northeastern University, Boston, MA. and University Southern California (USC). Currently teaching several different courses in the Master of Science in Project Management, graduate degree programs.
- Helped develop and implement project management methodologies and templates for PMO offices.
- Demonstrated track record of successfully managing large projects utilizing software development lifecycles.
- Lead large teams for cross-organizational projects involving stakeholders from all corporate levels.
- Energetic professional knowledgeable in project management tools, processes and methodologies including PMBOK, Systems Development Life Cycle, Scrum and Lean Six Sigma.
- Experience mentoring and managing teams across various groups in the USA, Europe and Asia.
- Developed and managed project plans with various team sizes and budgets.
- Experienced with creating all project documentation including Project Charter, Business Requirements, Project Plan, Work Breakdown Structure, Project Schedule, Use Cases, Technical Design, Test Plans and Scripts, Implementation Plans, Risk Documents, Communications Plan, etc.

## **PROFESSIONAL EXPERIENCE**

**Northeastern University, Boston, MA 02115 (May 2020 – Present)**

**Senior Project Manager, Office of the Chancellor, Project Management Office**

- Charged with creating and implementing a Project Management Office (PMO) within the Office of the Chancellor (OTC) and managing a team of four project managers.
- Created a methodology to be used on all projects undertaken by the PMO. Developed a standard toolset of templates required to be used on all OTC PMO projects.
- Created and delivered several PMO training workshops which were delivered across the OTC. Managed the set-up and rollout of a Covid-19 testing center where 5,000 – 7,000 tests were administered daily. Managed a Covid-19 vaccination rollout project and an international project migrating an outdated learning management system (LMS) onto Canvas LMS.

**Partners Healthcare, Boston, MA 02129 (February 2016 – May 2020)**

**Project Specialist, Dana-Farber Cancer Institute, IS Project Management Office (PMO)**

- Managed an IT/Human Resources initiative company-wide project implementing system changes in PeopleSoft for jobs and people classifications.
- Managed the implementation of a data quality application for the cellular therapies group to collect, track and manage data and documentation throughout the entire organization.
- Managed the implementation of a third-party application for case management and outcomes reporting for the cellular therapies department. Overall project manager for the application, data conversion and integration (interfaces) efforts. This was a mission critical, multi-year, multi-disciplinary project that engaged hundreds of key stakeholders across the organization.

- Managed an Oracle Fusion cloud migration project transitioning from my Talent HR application. Currently managing an implementation of QPID Health application utilizing natural language processing.
- Assisted with developing PMO artifacts and methodologies including teaching several project management classes across the Institute.

**Brown Brothers Harriman, Boston, MA (April 2015 – February 2016)**

**Project Manager, AVP, HR Project Delivery Team**

- Managed a firm-wide, vendor cloud-based portal solution for Human Resources. This was a large initiative covering all ten regional offices in three continents. The project scope entailed implementing HR case management, exit interview and the replacement of the current HR employee portal. Worked with stakeholders in multiple regions, the vendor and project team members in various offices.
- Managed a HR benefits initiative that included redesigning the business processes and how best to interface with the Workday application. Project includes mapping out current business processes and determining where opportunities exist to better leverage benefit imports and exports into the Workday application.

**Boston Children's Hospital, Boston, MA 02115 (June 2014 – April 2015)**

**Project Manager II, ISD-Project Management Office (PMO)**

- Managed a strategic initiative for the hospital involving the consolidation of seventeen different foundations and their billing staff into one central billing office. This involved the consolidation and configuration of the Epic electronic health record system onto one combined Epic standard build. Project was a multi-year initiative working with many cross-organizational areas, Foundation Chiefs, CEO's, CIO's and their associated staff.
- Project manager for Patient and Families strategic project initiative. Project involved migrating from an existing telephone appointment reminder system (Televox) to a new vendor hosted application (Patient Prompt). Project utilized intelligent patient communication via telephone, text messaging and email to improve the efficiency of appointment confirmations. Involved managing a team of business analysts, developers, QA staff and working closely with the vendor Project Manager and support team.

**Partners Healthcare, Boston, MA 02129 (May 2010 – June 2014)**

**Senior Project Specialist, North Shore Medical Center, IS Project Management Office (PMO)**

- Managed two Meaningful Use measures: View, Download & Transmit (VDT) and Transition of Care. Both projects had 40+ team members from all across the clinical and administrative areas of Salem, Union Hospital and Partner's Healthcare.
- Managed a Sunquest lab upgrade. Project entailed migrating a local instance of Sunquest onto an enterprise platform with Massachusetts General Hospital, Faulkner Hospital and Dana-Farber.
- Managed an ICD-10 program which involved analysis, remediation and upgrades of legacy systems: Siemens Invision, 3M, Lynx/Optum, SSI Click-On, QES (Tempus), GE Centricity, Medhost, Siemens Rx, Point-Click-Care and Cognos Series 7

**Project Specialist, Dana-Farber Cancer Institute, IS Project Management Office (PMO)**

- Project manager for Dana-Farber's enterprise lab Sunquest upgrade (Partner's Enterprise Pathology PeP). This project merged the existing lab system onto an enterprise-wide application linking together several hospitals lab systems.
- Managed the Windows 7 upgrade. This project entailed the upgrade of 5,000+ desktops and laptops from Windows XP to Windows 7. Managed a core team of desktop and network engineering technicians,

software developers, application testers, team leads and a project coordinator. Oversaw the inventory of 200+ healthcare applications, ensured all applications were remediated to run on Win 7, ran a pilot program of 100+ participants, provided project overviews to multiple departments across Dana-Farber and scheduled department upgrades. Regularly communicated project status with site CIO, Steering Committee, Business Sponsor and Partner's enterprise Win 7 management team. Project went live four months ahead of schedule and \$700K under-budget.

- Managed the GE IDX/Centricity V. 4.3 upgrade (Registration, Patient Accounting and Revenue Application) to the most current version that is IE8 and Windows 7 compliant. Team included members from IS, various business domains, Partner's IS and the GE vendor project team.
- Member of DFCI's SMART (Server Management and Reduction Team) program that has realized a savings of approximately \$2M for Dana-Farber through the reduction and management of server growth.
- Executed multiple project compliance checks for PMO to ensure compliance with PMO methodology.

#### **Fidelity Investments, Boston, MA 02109 (2000 – 2010)**

##### **Director, Project Management (2007 – 2010)**

- Successfully managed a \$3.2M IT alternative investments management project on time and within budget. Implemented key business functionality on a new technology platform utilizing proven project methodologies and working closely with the PMO Office.
- Managed a cross-functional team of project managers overseeing a team of more than 100 employees in various locations including Boston, Ireland and India. Presented project status and updates to executive management. Created project budgets and status reports for various IT initiatives.

##### **Fidelity Investments, Senior Project Manager (2006 – 2007)**

- Project Manager for Fidelity Family Office Grants Management Division. Projects included enhancements to system functionality within Grants Management application; grant tracking, logging, compliance, performance and reporting.
- Managed a Charles River Investment Management System upgrade, Grant Vision Foundation Management site enhancements, BASE 2 performance measurement upgrade to PAS 2005, Epicor accounting system installation, Data Loads re-writes and installs.

##### **Fidelity Investments, Project Manager (2001 – 2006)**

- Worked with offshore development managers to secure resources for application development projects. Projects included the implementation of a new enterprise AAA email notification system (FEEDS), Shareholder Annual Meeting, Fidelity Cares and iCare intranet sites and program rollout. Worked with key customers to improve working knowledge of their business and provide technology recommendations as appropriate.

#### **EDUCATION/ PROFESSIONAL ASSOCIATIONS**

- Candidate for Doctor Medical Sciences (DMSc), Northeastern University
- Master's degree in business administration (MBA), Endicott College, Beverly, MA (2014)
- Bachelor of Science in Business Administration (Major: Accountancy) Northeastern University, Boston, Massachusetts, (1995)
- Project Management Professional (PMP®), 2006
- Certified Scrum Master ® (Scrum Alliance)
- Part-time Lecturer in the Masters of Science degree in Project Management, Northeastern University, Boston, MA
- Part-time Lecturer in the Master of Science in Project Management, University Southern California (USC), Los Angeles, CA
- Previous AVP for the Academic Outreach program, Mass Bay Project Management Institute
- Co-founder of the North Shore PMI Roundtable
- Co-founder of the Boston Noontime PMI Roundtable
- Project Management Master's Certificate -2003, Boston University
- Former Alumni Council Board member, Endicott College, Beverly, MA

**Apartment Developer (“Developer”) and Town of Hamilton (“Town”)**

**I. Introduction and Basis for this Agreement.**

**II. Terms of the Agreement.**

**A. Definitions.**

1. “Developer” shall mean [identified purchaser/developer...]
2. “Apartments” are each of the six apartment buildings as shown on the attached sketch plan.
3. “Apartment Lots” or “Property” are the lot(s) of real property on which the Apartments and related infrastructure is located.
4. “Project” shall mean the redevelopment, expansion, alteration, maintenance, operations and occupancy of the Apartments under private ownership for leasing to the public.
5. “Gordon Conwell Theological Seminary” or “GCTS” shall mean the current owner of approximately 102 acres, inclusive of the Apartments, with an address of 130 Essex Street in South Hamilton, Massachusetts.

**B. Monetary Contribution to Town of Hamilton.**

Developer offers to make the following monetary contribution to the Town to offset foreseeable impacts to the Town resulting from the Project.

---- Thousand (\$---,000.00) Dollars to be paid upon the issuance of occupancy permits for Apartment Buildings A-F. [payments could be tied to occupancy permits for one building at a time]

**C. Restrictions on Number of Dwelling Units.**

The Apartment Lots, however configured or owned, shall in total and collectively, contain no more than 209 dwelling units used as dwelling units available on a rental basis. No dwelling unit shall be made available for sale. This covenant shall be deemed to run with the land and is intended to be a restriction on the use of the Property to benefit the Town of Hamilton for the longest period permitted by law.

**D. Restrictions on Number of Bedrooms.**

In addition to the covenants contained elsewhere in this Agreement, the Developer covenants that Project shall contain no more than a total of ---- bedrooms. This covenant shall be deemed to run with the land and is intended to be a restriction on the use of the Property to benefit the Town of Hamilton for the

longest period permitted by law.

**E. Affordable Housing Set Aside and Local Preference.**

Developer agrees to impose an affordable housing restriction pursuant to G.L. c.184, ss.31-32 on no fewer than **Twenty-five percent (25 %)** of the 209 dwelling units authorized within the Apartment Lots, said dwelling units be rented at an amount no greater than 80% of median family income for the Hamilton region as that number is calculated from time to time by the Commonwealth, and provided further that said units qualify on the Town's subsidized housing inventory (SHI) as the same is maintained by the Commonwealth. **Local preference [add provision for a percentage of the units being available for local preference tenants]**.

**F. Successors and Assigns.**

This Agreement shall run with the Property and shall be binding upon and inure to the benefit of the Town, and the burden of the Developer, and its successors in interest and assigns and all persons claiming any rights under the Developer including its successors, assigns, mortgagees and all others taking title in fee or less than fee or otherwise acquiring an interest to a part or all the Property. The parties further agree that this Agreement, once executed, may be recorded by either party in the Essex County Registry of Deeds against the title of the Property.

**G. No Change for Current Permitted Uses.**

This Agreement shall not operate or be interpreted to restrict any lawful or currently permitted uses of the Property unless the same is limited, prohibited or otherwise in conflict with this Agreement.

**H. Cooperation and Prompt Review Efforts by the Town.**

Cooperation: The Town, acting within the respective jurisdiction of Select Board, Planning Board, Zoning Board of Appeals, Conservation Commission, Building Department, Water and Sewer Department, Fire Department and Police Department shall, to the extent permitted by law and with due regard to all relevant statutes, regulations and public policy, cooperate with the Developer in all aspects of the implementation of the Project and the terms of this Agreement.

Prompt Review: To the extent permitted by law and with due regard to all relevant statutes, regulations and public policy, the Select Board shall facilitate prompt review of the Project and the cooperation of all

Town Boards Commissions, Departments and staff in the review and implementation of the Project.

**I. Agreement not to Oppose the Town's Installation of a Communication's Tower on Town owned property within the campus.**

Developer agrees to not oppose the Town's application, should it choose to do so, for necessary approvals and installation of communication tower(s) on a portion of land within the GCTS property owned by the Town and identified as Assessor's Map, Lot...

**Additional Terms and Conditions.**

- J. No modification or termination of this Agreement will be effective unless it is in writing and is signed by the Developer and the Town.
- K. The Parties agree that this Agreement is a fully integrated document and constitute the entire Agreement between them. The Parties expressly disclaim reliance on any representations, written or oral, other than those expressly contained in this Agreement.
- L. The Parties and their counsel agree that each party and counsel for each party to this Agreement has reviewed and had the opportunity to revise this Agreement and accordingly, the normal rule of construction (to the effect that any ambiguities are to be resolved against the drafting party) will not be employed in any interpretation of this Agreement.
- M. This Agreement shall be governed by and interpreted under the laws of the Commonwealth of Massachusetts. All covenants, Agreements and protections herein contained shall be binding upon and inure to the benefit of the Parties hereto.
- N. The Parties acknowledge that this Agreement shall be considered a public document pursuant to the Massachusetts Public Records Law and may be offered in evidence by either Party in any judicial or other legal proceeding to enforce any of its provisions against the other Party.
- O. The Parties agree that if any term of this Agreement is to any extent invalid, illegal, or incapable of being enforced, such term shall be excluded to the extent of such invalidity, illegality or unenforceability; all other terms hereof shall remain in full force and effect.

## **Gordon Conwell Theological Seminary (“GCTS”) and Town of Hamilton (“Town”)**

### **I. Introduction and Basis for this Agreement.**

### **II. Terms of the Agreement.**

#### **A. Definitions.**

1. “Developer” shall mean [identified purchaser/developer...]
2. “Apartments” are each of the six apartment buildings as shown on the attached sketch plan.
3. “Apartment Lots” or “Property” are the lot(s) of real property on which the Apartments and related infrastructure is located.
4. “Project” shall mean the redevelopment, expansion, alteration, maintenance, operations and occupancy of the Apartments under private ownership for leasing to the public.
5. “Gordon Conwell Theological Seminary” or “GCTS” shall mean the current owner of approximately 102 acres, inclusive of the Apartments, with an address of 130 Essex Street in South Hamilton, Massachusetts.

#### **B. Right of First Refusal.**

[Grant the Town a right of first refusal to purchase all or some of GCTS property should the same be made available for sale]

#### **C. Monetary Contribution to Town of Hamilton.**

To offset a portion of the Town’s consulting and legal expenditures in reviewing GCTS plans for the 102 acre campus, including the Project, GCTS offers to make the following monetary contribution to the Town.

Two Hundred Thousand (\$200,000.00) Dollars to be paid upon the earlier of (1) the conveyance of the Apartment Lots or (2) the issuance of occupancy permits for Apartment Buildings A-F. [payments could be tied to occupancy permits for one building at a time]

#### **D. Certain Developments Approved Pursuant to G.L. 40B §§20-23.**

GCTS covenants that neither it nor its successors or assigns shall apply to develop the Property pursuant to G.L. c.40B, ss. 20-23 and, accordingly, waives any right to claim that the Town of Hamilton is not “consistent with local needs” as that phrase is defined in G.L. c.40B, s.20. This covenant shall be deemed to run with the land, is intended to be a restriction on the use of the Property and is intended as a restriction to be held by a governmental body and intended to benefit the Town



of Hamilton for the longest period permitted by law. [include exception for 40B applications pursuant to a Selectboard endorsed “local initiative project”?]

**E. Affordable Housing Set Aside and Local Preference. [NOTE: PARAGRAPHS E AND F, BELOW, INCLUDE THE SAME LANGUAGE AS THAT INCLUDED IN THE DEVELOPMENT AGREEMENT WITH THE DEVELOPER. IT IS INCLUDED HERE SHOULD THE TIMING OF THE LAND TRANSACTION BETWEEN GCTS AND THE DEVELOPER BE DELAYED]**

GCTS agrees to impose an affordable housing restriction pursuant to G.L. c.184, ss.31-32 on no fewer than **Twenty-Five percent (25 %)** of the 209 dwelling units authorized within the Apartment Lots, said dwelling units be rented at an amount no greater than 80% of median family income for the Hamilton region as that number is calculated from time to time by the Commonwealth, and provided further that said units qualify on the Town’s subsidized housing inventory (SHI) as the same is maintained by the Commonwealth. **Local preference [add provision for a percentage of the units being available for local preference tenants]**.

**F. Restrictions on Number of Bedrooms.**

In addition to the covenants contained elsewhere in this Agreement, GCTS covenants that Project shall contain no more than a total of **---- bedrooms**. This covenant shall be deemed to run with the land and is intended to be a restriction on the use of the Property to benefit the Town of Hamilton for the longest period permitted by law.

**G. Successors and Assigns.**

This Agreement shall run with the Property and shall be binding upon and inure to the benefit of the Town, and the burden of the GCTS, and its successors in interest and assigns and all persons claiming any rights under GCTS including its successors, assigns, mortgagees and all others taking title in fee or less than fee or otherwise acquiring an interest to a part or all the Property. The parties further agree that this Agreement, once executed, may be recorded by either party in the Essex County Registry of Deeds against the title of the Property.

**H. Preservation of Public Access.**

GCTS agrees to continue permitting public access to Hamilton residents for walking, horse-riding, and other recreational purposes upon the same conditions and in the same manner as it has done historically within the

GCTS property. The Town agrees that such uses by any member of the public shall be pursuant to and subject to General Laws, Chapter 21, Section 17C. The Town acknowledges that GCTS's permission provided hereunder may be modified, conditioned or terminated by GCTS in its sole discretion.

**I. No Change for Current Permitted Uses.**

This Agreement shall not operate or be interpreted to restrict any lawful or currently permitted uses of the Property unless the same is limited, prohibited or otherwise in conflict with this Agreement.

**J. Cooperation and Prompt Review Efforts by the Town.**

Cooperation: The Town, acting within the respective jurisdiction of Select Board, Planning Board, Zoning Board of Appeals, Conservation Commission, Building Department, Water and Sewer Department, Fire Department and Police Department shall, to the extent permitted by law and with due regard to all relevant statutes, regulations and public policy, cooperate with GCTS in all aspects of the implementation of the Project and the terms of this Agreement.

Prompt Review: To the extent permitted by law and with due regard to all relevant statutes, regulations and public policy, the Select Board shall facilitate prompt review of the Project and the cooperation of all Town Boards Commissions, Departments and staff in the review and implementation of the Project.

**K. Agreement not to Oppose the Town's Installation of a Communication's Tower on Town owned property within the campus.**

GCTS agrees to not oppose the Town's application, should it choose to do so, for necessary approvals and installation of communication tower(s) on a portion of land within the GCTS property owned by the Town and identified as **Assessor's Map, Lot...**

**Additional Terms and Conditions.**

**L.** No modification or termination of this Agreement will be effective unless it is in writing and is signed by GCTS and the Town.

**M.** The Parties agree that this Agreement is a fully integrated document and constitute the entire Agreement between them. The Parties expressly disclaim reliance on any representations, written or oral,

other than those expressly contained in this Agreement.

- N.** The Parties and their counsel agree that each party and counsel for each party to this Agreement has reviewed and had the opportunity to revise this Agreement and accordingly, the normal rule of construction (to the effect that any ambiguities are to be resolved against the drafting party) will not be employed in any interpretation of this Agreement.
- O.** This Agreement shall be governed by and interpreted under the laws of the Commonwealth of Massachusetts. All covenants, Agreements and protections herein contained shall be binding upon and inure to the benefit of the Parties hereto.
- P.** The Parties acknowledge that this Agreement shall be considered a public document pursuant to the Massachusetts Public Records Law and may be offered in evidence by either Party in any judicial or other legal proceeding to enforce any of its provisions against the other Party.
- Q.** The Parties agree that if any term of this Agreement is to any extent invalid, illegal, or incapable of being enforced, such term shall be excluded to the extent of such invalidity, illegality or unenforceability; all other terms hereof shall remain in full force and effect.

# TOWN OF HAMILTON

## SELECT BOARD

March 29, 2022

Mr. Michael Kennealy, Secretary  
Executive Office of Housing & Economic Development  
100 Cambridge Street, Suite 300  
Boston, Massachusetts 02114

RE: Multi-Family Zoning Requirements for MBTA Communities

Dear Secretary Kennealy:

At the request and on behalf of the Hamilton Select Board, I offer these comments on the proposed Multi-Family Zoning Requirements for MBTA Communities.

Hamilton agrees that Massachusetts has an undeniable shortage of housing which contributes to the high cost of housing in the State. We understand the need to increase the supply of market and affordable housing in Massachusetts. Doing so will be better for our citizens and make our State more competitive. However, we do not believe applying the same standard across all 351 communities makes sense. We have seen that a one size fits all approach is rarely the best or most effective tactic.

I offer the following comments on the proposed regulations:

- The draft regulations require a minimum of 50 contiguous acres at 15 housing units per acre. This equates to 750 units. Hamilton has a little over 3,000 housing units. The regulations would increase the number of units by 25%!
- The requirement that a district be located near a downtown area if more than 0.5 miles from transit is unachievable in Hamilton, as the Hamilton/Wenham commuter rail stop is located in the Hamilton's downtown district and the vast majority of the area is already zoned and built for higher density, multi-family housing or otherwise is utilized for commercial and governmental purposes. In short, we cannot achieve new zoning that would comply on 50 contiguous acres within the half-mile radius of the commuter rail station.
- As noted above, Hamilton and Wenham share a commuter rail station and a downtown district. The regulations as written would further impact Hamilton by requiring both communities to zone for their new 750 units in virtually the same location, dramatically increasing the impacts by double the requirement within a one mile area. This would not be achievable while allowing the two communities to retain their rural character and charm, which are such a point of pride among our residents.
- The fiscal impact on the community is incalculable. Increasing the number of dwelling units by 25% would result in the following impacts:
  - An overwhelming influx of school age children. This will likely require the construction of new schools:
    - The Massachusetts School Building Authority has recently welcomed the Hamilton-Wenham Regional School District into the eligibility period for a new elementary school to replace two existing, outdated and obsolete



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# TOWN OF HAMILTON

## SELECT BOARD

- elementary school buildings in the district. The communities would not be able to absorb the costs that an additional new school would create.
- Antiquated and burdensome procurement laws needlessly drive up the cost of public construction while providing no added value. This places the onus on local taxpayers.
  - Dramatic increase in traffic:
    - The Town of Hamilton is not served by any large state roads. The highest volume artery providing access to Hamilton is Route 1A, which provides a single-lane of traffic on a stop and go route some 3.5 miles through Wenham and Beverly to get to the nearest expressway.
    - This will further clog already congested roads, increasing commute times, contributing to more road rage, and burdening the environment with more vehicular emissions.
    - Increase demand for local public safety to police these roads and respond to a likely increase in motor vehicle accidents. As with other costs, the expense will be borne by local taxpayers.
  - Environmental degradation:
    - Satisfying the requirement will push development into environmentally sensitive areas, including wetlands, areas subject to flooding, and critical habitats.
    - Disturbance of such areas is completely contrary to the need to plan for climate change. Building in sensitive areas will increase the need for more funding to mitigate climate impacts.
  - Water and Wastewater Infrastructure:
    - Hamilton is within the Ipswich River watershed, a severely strained watershed. At this point we do not know if we can meet normal future housing and economic development within the constraints of the Water Management Act. We could not possibly accommodate normal growth plus 750 additional dwelling units without violating the Water Management Act and further compromising the health of the watershed.
    - Hamilton is served completely by onsite septic systems.
    - The required density likely forces developers to construct wastewater treatment plants. This is a significant additional cost for them. It raises serious questions about the affordability or quality of the units that will be built. We fear that the quality of housing units will suffer in order to make projects economically viable.
  - The law's requirements appear at conflict with Chapter 40B. A community that has achieved 10% on its subsidized housing inventory or is in safe harbor would appear to lose those protections
  - Community character will be severely compromised and likely degraded by poorly designed, cheaply built projects that are incongruous with the community. Are communities able to apply design criteria?
  - The withholding of certain grants and funds as a consequence of noncompliance with 40a Sec 3a not only helps to limit local development of investments, jobs generation and quality of life, which have been carefully planned and are sponsored by communities, but it also penalizes private investments which are



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## SELECT BOARD

intended to be the recipients of the intended improvements that would otherwise have been funded.

- The draft guidelines require DHCD to review local zoning amendments for compliance but the review is only available after the amendments are approved by the municipalities. Given the local logistics of preparing and obtaining approvals for a controversial zoning change and then potentially having DHCD not approve the rezoning after the local approval creates a protracted uncertainty for the towns and DHCD while prolonging any positive movement intended by the legislation.
- It is highly suggested that the State reconsider its approach to generating more housing stock in the Commonwealth.

We know that simply offering our complaints is not helpful. We offer the following solutions and recommendations in hopes of improving the regulations:

- Eliminate the 50 contiguous acre minimum and the 5 acre lot minimum from the requirement to allow more dense infill development that would be consistent with existing surrounding neighborhoods.
- Allow for a local requirement for an affordable housing component to the local zoning. Please provide clarity on the apparent conflict between these regulations and c. 40B
- Give consideration for communities that lack adequate water or wastewater infrastructure
- Give credit for units already existing in transit and downtown areas
- Give credit for units that could be constructed in transit and downtown areas under current zoning
- Give more time for communities to comply
- Provide funding to enable communities to plan for and construct the units. Another unfunded mandate only makes communities more resistant
- Eliminate the ½ mile radius for communities that already have built out downtowns that are transit adjacent
- Utilize an approach which benefits those communities that can and are willing to accommodate 40a Sec 3a with grants and major local investment by the State rather than imposing the types of unworkable program dynamics that are found in 40a Sec 3a at present

As you can see, we are concerned about the impact of the regulations as proposed, on each unique community. We believe with reasonable amendments and flexibility, modified regulations can accomplish the Administration's goals while respecting our communities' unique characteristics. We want to be part of the solution, not part of the problem. We hope you will embrace these suggestions in the spirit in which they are intended.

Sincerely,



Joseph J. Domelowicz Jr.  
Town Manager



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