



**Town of Hamilton  
Select Board  
Monday, August 5, 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

**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/88939932995?pwd=jlqVjTiHwVjhxoala3YNRfRAhQlrLK.1>

**Meeting ID: 889 3993 2995**

**Passcode: 552637**

**One tap mobile**

+13052241968,,88939932995#,,,,\*552637# US  
+13092053325,,88939932995#,,,,\*552637# 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
<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>• Cultural Council – 1 opening</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</b> – Three (3) minutes per person on items not already on the agenda
<b>CONSENT AGENDA</b>	
<ul style="list-style-type: none"> <li>• Approve Minutes of Select Board for July 15, 2024 meeting</li> </ul>	
<b>AGENDA</b>	
7:15 p.m.	<ul style="list-style-type: none"> <li>• Appoint Denise Kelly to the Conservation Commission – Discuss and Vote</li> <li>• Review final report from CTPS regarding Goodhue and Waldingfield roads traffic mitigation – Discuss and Vote</li> <li>• Review proposed changes to EV Charging fee structure from Energy Manager Vicky Masone – Discuss and Schedule Vote</li> <li>• Review Draft Amicus Brief in case Attorney General versus Town of Milton – Discuss and Vote</li> <li>• Special Town Meeting fall 2024 <ul style="list-style-type: none"> <li>○ Vote to schedule Fall 2024 Special Town Meeting</li> <li>○ Vote to Open Warrant</li> <li>○ Discuss and Vote on proposed Warrant articles</li> <li>○ Vote to Close Warrant</li> </ul> </li> <li>• Review new Financial Policies with Finance Director Wendy Markiewicz – Discuss and Vote</li> <li>• Discuss Facility Use policy – Review Draft and Discuss Changes</li> <li>• New Business</li> </ul>

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.



Town of Hamilton  
Select Board  
Meeting Minutes of July 15, 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 July 15, 2024 at 7:00pm. This meeting was held at the Hamilton Wenham Library at 14 Union Street, 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: Caroline Beaulieu (2025); Thomas Myers (2025); Bill Wilson (2026); William Olsen (2027); Rosemary Kennedy (2027).

**Call to order:** Chair Beaulieu called the meeting to order at 7:04pm. Present: C. Beaulieu, Chair, 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
- Cultural Council – 1 opening
- Finance and Advisory Committee – 1 associate opening
- Hamilton Development Corporation – 1 opening for a 3-year term
- Historic District Commission - 2 openings for 3 year terms, 2 openings for 2 year terms
- Human Rights Commission - 1 opening

**Select Board Member Reports:**

- **R. Kennedy** gave an update on the ZBA meeting that Chebacco Hill Capital Partners withdrew their application for the proposed housing development on Chebacco Road and noted updates on the related court cases as well. She noted an abutter to the school athletic fields raised concerns about tree removal, and gave a brief update on the order of conditions from the Conservation Commission for testing and sampling of the wetland sites; the testing was done but results had not been received to date. She asked for an update on the Amicus Brief (3A zoning).
- **B. Wilson** stated the Elementary School Building Committee is moving into the schematic design phase later in the month. The Hamilton Development Corporation is busy promoting the downtown plan and Shop Local notified the town they will no longer organize the Fall Festival; the proposed pocket park at the corner of Railroad and Main has run into insurance issues with the bank, the outcome is not clear.
- **Chair Beaulieu** noted the Board of Health is considering a revision to the *Keeping of Animals* regulation.

**Joint Meeting with the Community Preservation Committee (CPC)** - Chair Butler noted that four members were present which does not meet quorum, and so the meeting would be purely informational with no votes taken.

Jay Butler, Chair of the CPC identified CPC members present by roll call: Jay Butler, Bill Wilson, Darcy Dale, Sean Farrell (zoom). Not present: Michelle Horgan, Robert Preston, Sandy Coddling, Kim Deadle.

• **Annual Review of the CPC program** - Chair Butler proceeded with a slide presentation, where he noted shifts in membership of the committee and then proceeded through a brief history and explanation of the MA Community Preservation Act. He showed the Historical CPA Trust Fund Distributions, and also the history of the Hamilton surcharge and the state matching funds. Next was an explanation of the MA Millionaire's Tax and the possibility of some of that funding being transferred to the CPA funds. He showed the Hamilton CPA fund distribution and also Wenham's by way of comparison, and noted the other towns in Essex County and whether they participate in the program and their surcharges. He explained exemptions from the tax for seniors and low-income households. He spoke on the committee application process, determination of eligibility, review of proposed projects, and procedures for approval. Additional slides included information on artificial turf and CPA, history of Hamilton CPA funds to organizations, statistics on type of projects, projects approved in 2023, current open projects, CPC outstanding bonds, future anticipated potential CPA grants, and state of CPA reserves. It was noted that there was not enough funding this past year to fund all the proposals that have been received, and that housing projects have been funded the least and should be a future focus. Chair Butler ended the CPC meeting with agreement from the committee members present.

**Public Comment – Three (3) minutes per person on items not already on the agenda**

- **Ellis Mimmo** – introduced himself with some background on his personal life and asserted that he is trying to build a bus stop for children in town. He needs the Town to recognize that there are trees that need to be removed so that he can proceed to build the bus stop. He stated that he does not need a police detail, just the road to be shut down during construction. Chair Beaulieu noted that the project he is proposing has to first go through the Planning Board and through the appropriate approval process.
- **Don Perkins**, Canterbrook Lane, is a member of the Hamilton Environmental Impact Committee, but is speaking as an individual this evening. He requested the Town to adopt the opt-in specialized building code that the state has created. The only change with the specialized code is that it requires new construction and major renovation to wire for future electric systems, rather than just for fossil fuel-based systems. 45 towns in Massachusetts have adopted the specialized building code to date. He requested the Select Board to consider placing this on the warrant for Town Meeting.

#### **Town Clerk Carin Kale to discuss annual appointment of Election Workers for the 2024-2025 Elections**

C.Kale noted that we are close to the state primary on September 3<sup>rd</sup>, and that preparations are underway. There is a process for appointing election workers, the period is September 1<sup>st</sup> through August 31<sup>st</sup>. In the packet is the list of 46 names of people who have served in the past or who have stepped forward to work this year.

*Vote: The Board voted unanimously to approve the appointment of election workers for the 2024/2025 elections.*

#### **Consent Agenda: The Board voted unanimously to approve the consent agenda.**

- Approve Minutes of Select Board for June 17, 2024 meeting
- Approve use of Patton Park for annual ECTA 5k Trail Run
- Approve extension of noise ordinance at Patton Homestead for movie nights in August

#### **Agenda:**

- **Approve Common Victualler's License for new owners at Hamilton House of Pizza:** *The Board voted unanimously to approve the Common Victualler's License for the Hamilton House of Pizza.*
- **Approve Change of Manager for Harrigan's Liquor store:** *The Board voted unanimously to approve the new manager for Harrigan's Liquor store.*
- **Patton Homestead Director Holly Erickson to request acceptance of gift donation from the Friends of Patton Homestead – Discussion & Vote**

H.Erickson introduced Deborah Lannon, a member of the Board of Directors of the Friends of Patton Homestead. She reiterated the mission of Patton Homestead and presented a check for \$25,000 to the Town of Hamilton for the construction of the new Joanne Holbrook Patton pavilion, and thanked corporate and individual donors. The \$25,000 will be added to the funds from the Town, and the grant from the Cultural Council to fund the construction of the pavilion.

*Vote: The Board voted unanimously to accept the donation from the Friends of Patton Homestead.*

- **Approval of fees and interest rate for Septic Loan Program – Discussion & Vote**

Chair Beaulieu explained that the Board of Health has looked into this program more closely and recommended an application fee of \$250 with an interest rate of 4 percent. There are administrative fees associated with the program, and the fee and the 4 percent interest will cover that. Other towns use rates between 2 percent and 6 percent, and some have application fees of \$500. There is no income threshold to apply for the program, it is open to anyone with a failed system.

*Vote: The Board voted unanimously to approve an application fee of \$250 and 4 percent interest rate for the septic loan program.*

- **Approve enhanced summer water restrictions due to low flow in Ipswich River – Discussion & Vote**

Tim Olson, Department of Public Works (DPW) Director explained that the Ipswich River levels are low due to lack of rain and usage, therefore, he proposed to increase the water ban to the next level, which prohibits sprinkler system use at any time of day/night. If someone has installed a new lawn that has to be watered, he asks that they call him and explain the situation. The water bans are based on the Town bylaws, and the water permits that the Town has for water withdrawals. The ban applies to private wells also as per the bylaws. The Town's water system is older and one of the objectives is to maintain the health and functionality of the water infrastructure, including the treatment plant. The Board continued to discuss the issues of water conservation and what steps are meaningful regarding lawn sprinklers, pools, and other uses. It was noted that Myopia Hunt Club has their own water withdrawal permits from the state and are not subject to the Town bans.

*Vote: The Board voted unanimously to approve a water ban on lawn watering for 30 days, and to re-evaluate the ban at that point.*

- **Review report and recommendations of Central Transportation Planning Services (CTPS) regarding traffic concerns at Goodhue and Highland streets – Discussion & Possible Vote**

J.Domelowicz noted that although the draft presentation and draft report have been received, the report has not been finalized and the CTPS requested that it not be released publicly yet. It would be better to wait for the final draft to hold the discussion. The Board agreed to defer the discussion until the August 5<sup>th</sup> meeting.

➤ **Nancy Baker**, Goodhue St, explained that there are three problems related to the traffic concerns and the report only looks at two of them being speeding and traffic counts. She noted that 66% and 58% of the traffic was found to be speeding in both directions respectively. She explained that there are also traffic conflicts as the street is used as a cut through for large 18-wheeler trucks, and the road is too narrow to support that, as well as horses, pedestrians, and so forth. She advocated for reconsidering making the street one way as a low-cost solution for the Town to address these issues.

- **Report from Public Works Director Tim Olson regarding the Town Hall project and the recent opening of construction bids – Discussion & Possible Vote**

T.Olson reported the Town received four bids and all four bids are higher than anticipated. He explained when it was bid in 2020, the low bid was approximately \$5.8million, and this time the low bid is \$7.4 million, roughly a 30% increase in construction costs. The intention was to reduce some of the cost by taking out some of the work from the scope of the bid, but that approach did not reduce the bids sufficiently. J.Domelowicz observed with the money available, the Town is about \$2 million short in terms of paying for the project. In order for the project to continue, there would have to be a special town meeting in the fall to approve additional funds. T.Olson explained that as the project gets deferred over time, the problems with the building increase with continuing deterioration, and the cost continues to increase as a result.

Finance Director Wendy Markiewicz explained that there is currently \$500,000 of certified free cash is available, but recertification will not happen until the end of September to know if there will be additional funds. She explained different options for freeing up funds for the project, but ultimately recommended going for a \$1.5 million 20-year bond and using the unallocated ARPA (American Rescue Plan Act) funds of \$346,000, and potentially reducing the allocation to sidewalk repairs by \$100,000 to put towards the Town Hall project as well. The Board discussed the possibility of reducing the free cash reserve policy from 5% to 3%, and other scenarios of reappropriating ARPA funds to generate funds. T.Olson explained that the bid was placed in the online platform for bidding, and he closely looked at the low bid and talked to the contractor to make sure the numbers were solid. R.Kennedy advocated for using all possible available funding and requesting to bond as little as possible. Chair Beaulieu recommended that the options be laid out clearly with input from the Finance Committee, and that the Board can then evaluate the options. CPC Chair Butler noted that available CPA funds should also be taken into account in laying out the options. There was further discussion regarding possible options for scheduling a fall Special Town Meeting and ideas for structuring the votes. W.Markeiwicz will revise her memo based on the discussions, and send it to the Finance Committee for their consideration.

- **New Business – Re-scheduling of Goal Setting Workshop** - The Board scheduled the goal setting workshop for Monday, July 29 at 6:30, in the Town Hall Memorial room.

**Adjournment Vote:** *The Select Board voted unanimously to adjourn the meeting at approximately 9:22PM.*

*Meeting Packet Enclosures:*

- Community Preservation Committee (CPC) 2024 slide presentation
- Select Board meeting minutes of June 17, 2024
- Email, letter, and list of candidates from Carin Kale re: 2024/2025 Election Workers
- Request for Use of Patton Park facilities from Essex County Trails Association & Liability Insurance Certificate
- Email from Holly Erickson, Director of Patton Homestead re: Cape Ann Cinema date requests
- Email from Holly Erickson, Director of Patton Homestead re: Approval of Friends of Patton Homestead Funds
- Emails from Caroline Beaulieu and Dennis Palazzo re: Septic Loan Program
- Email from Tim Olson, DPW Director & Town of Hamilton Water Ban Notice
- Vehicle speed data for Goodhue & Highland Streets
- Technical Memorandum from Metropolitan Planning Organization regarding Traffic calming in Hamilton & Ipswich
- Community Transportation Technical Assistance Presentation – Traffic Calming on Goodhue St
- Common Victualler's License: Hamilton House of Pizza
- Licensing Authority Certification: Harrigan's JK Inc, and Amendment for Change of Manager

*Respectfully submitted by D. Pierotti, Recording Secretary, 7/22/24.  
The minutes were prepared from video.*



**TOWN OF HAMILTON**  
**Conservation Commission**

Town Offices at Patton Homestead  
650 Asbury Street, Hamilton, MA 01982  
(978) 656-5247 <https://www.hamiltonma.gov>

Select Board  
Town of Hamilton  
650 Asbury Street  
Hamilton, MA 01936

Select Board,

The members of the Conservation Commission enthusiastically and unanimously support Denise Kelly's appointment to the Conservation Commission. Please consider her appointment at your next meeting.

Sincerely,

  
Lee McCoy  
Chair

Conservation Commission  
Town of Hamilton

**TOWN OF HAMILTON**  
**APPLICATION FOR BOARD/COMMITTEE MEMBERSHIP**

Board/Committee of Interest:

1. Conservation Commission 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

Would you consider another Committee:    yes        no

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

Full Name: Denise Kelly

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

Home Address: 75 Lake Shore Ave, S Hamilton, MA 01982

Length of Residence in Hamilton: 12 years

Occupation: Insurance - retiring April 2024

Phone: Home \_\_\_\_\_ Cell 617-584-4997 Work \_\_\_\_\_

E-mail: Home Dekelly23@gmail.com Work \_\_\_\_\_

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

\_\_\_\_\_

Special Training, Interests, Qualifications: Chebacco Lake Watershed Association Board - 5 yrs

\_\_\_\_\_

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

No

How did you hear about the Committee?

Heard from neighbors. Submitted proposals for work on prior house

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

Signature: Denise E. Kelly Date: March 27, 2024

Received by Signature: Jamie Wilson Date: 3/28/24

**DENISE E. KELLY**

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**EXPERIENCE: ELECTRIC INSURANCE COMPANY** **Beverly, MA**

2012 – 2024 *Vice President, Commercial Lines Underwriting, Commercial Lines Insurance Programs*

- Leads Underwriting for Commercial Lines
- Ensures customer satisfaction with program management
- Works closely with claims on complex coverage opinions

2009 – 2012 *Senior Program Director, Commercial Lines Underwriting*

- Support Underwriting function for Commercial Lines

**LIBERTY MUTUAL GROUP** **Boston, MA**

2008 – 2009 *Director of State Operations*

- Developed, monitored, updated and executed overall state strategy for personal lines
- Profitably managed \$500+ million in personal lines premium

2004 – 2008 *President, Helmsman Insurance Agency*

- Managed group of 42 employees with excellent employee engagement
- Grew book of business 23% over 3 years
- Restructured group both physically and organizationally, resulting in handling 26% more submission volume with 2% more resources

2002 - 2004 *Division Financial Manager*

- Lead the annual business planning process, monitored emergence of actual results versus plan assumptions and recommended appropriate course of action.

1999 - 2002 *Director – Mergers and Acquisitions*

- Sourced and valued potential acquisition targets, lead due diligence and integration planning
- Coordinated divestiture activities on non-strategic business units
- Managed strategic project research and analysis

1995 -1999 *Director of Risk Financing and Analysis*

- Negotiated insurance contracts including manuscripting policy language
- Worked with new acquisitions to determine coverage needs for tail and future exposures

**NEW ENGLAND MUTUAL LIFE INSURANCE COMPANY** **Boston, MA**

*Director of Risk Management, promoted from Risk Management Consultant*

- Administered a special purpose insurance subsidiary including investment management oversight, bank and vendor relations, cash management, and claims administration

**CONNECTICUT BANK AND TRUST COMPANY** **Hartford, CT**

*Assistant Treasurer, Risk Management*

- Administered insurance and loss prevention programs

**DESIGNATIONS: CFA, CPCU** **Boston, MA**

Successfully completed all CFA exams in 1998, completed CPCU in 1991

**EDUCATION: BOSTON COLLEGE** **Boston, MA**

Carroll School of Management -Master of Business Administration

**UNIVERSITY OF CONNECTICUT** **Storrs, CT**

School of Management -Bachelor of Science, Business Administration. Honors Scholar

Dual degree: Finance & Risk and Insurance





## BOSTON REGION METROPOLITAN PLANNING ORGANIZATION

Monica Tibbits-Nutt, MPO Chair | Secretary and CEO, Massachusetts Department of Transportation  
Tegin Leigh Teich, Executive Director, MPO Staff

### **TECHNICAL MEMORANDUM**

**DATE:** July 19, 2024  
**TO:** Towns of Hamilton and Ipswich  
**FROM:** Shrvanathi Gopalan Narayanan and Srilekha Murthy,  
Boston Region MPO Staff  
**RE:** FFY 2024 Community Transportation Technical Assistance Program:  
Traffic-calming in Hamilton and Ipswich

The Boston Region Metropolitan Planning Organization (MPO) provides municipalities with technical assistance on local transportation issues through its Community Transportation Technical Assistance (CTTA) Program. This memorandum details the results of a transportation study on Goodhue Street in the Towns of Hamilton and Ipswich, Massachusetts, funded through this program.

Town staff from Hamilton and Ipswich reached out to MPO staff in November 2023 with a request to study Goodhue Street and adjacent intersections (at Highland Street and Waldingfield Road) owing to concerns raised by residents about the area being used as a cut-through by vehicles traveling at high speeds. Town staff requested that pedestrian access and speeding also be reviewed as part of this study.

In response to this request, MPO staff conducted a site visit and collected data on traffic volumes and vehicle travel speeds to understand whether and to what extent Goodhue Street is being used as a cut-through. Based on our analysis, we provide short-term and longer-term recommendations to enhance safety for all road users, lower speeds, and improve sight distance. We also analyze and discuss whether the possibility of making Goodhue Street a one-way roadway reduces the cut-through traffic.

As Goodhue Street and Waldingfield Road are scenic routes, any improvements on these roadways must be reviewed by the Planning Board before implementation.<sup>1</sup> Our recommendations include (1) redesigning the intersection of Goodhue Street at Highland Street; (2) traffic-calming to improve safety at the intersections of Waldingfield Road at Goodhue Street and Highland Street at Waldingfield Road; and (3) installation of signage within the study area.

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<sup>1</sup> For a history of Hamilton's streets, see [https://hwlibrary.org/wp-content/uploads/2018/11/Streets-history\\_web.pdf](https://hwlibrary.org/wp-content/uploads/2018/11/Streets-history_web.pdf).

Figure 1 shows the three intersections of interest in the study area. In this study, MPO staff analyzed existing conditions and proposed recommendations for safer pedestrian crossings and traffic-calming measures at each intersection.



BOSTON  
REGION  
MPO



Figure 1  
Hamilton/Ipswich  
Study Area

Community Transportation  
Technical Assistance Program

## 1 STUDY AREA

The study area lies along the boundary of the towns of Hamilton and Ipswich, both of which are members of the North Shore Task Force subregion in the Boston metropolitan area. The Hamilton-Ipswich town line bisects Goodhue Street. Both Hamilton and Ipswich are home to many natural resources, including Appleton Farms in Hamilton and Crane Estate in Ipswich.

### 1.1 Roadways

Highland Street is a town-accepted, rural major collector road that carries local traffic through Hamilton, from the border of Hamilton and Wenham to the border of Hamilton and Ipswich.<sup>2</sup> The section of Highland Street in the study area is a two-way road with one lane in each direction. It runs north-south and there is a posted speed limit sign of 40 miles per hour (mph) southbound. The paved roadway is about 24 feet wide, with two 11-foot travel lanes and a two-foot shoulder on either side of the road. There are no sidewalks or bike lanes on Highland Street. The land uses surrounding Highland Street are primarily residential and equestrian farms and stables.

Goodhue Street is a town-accepted, local road that carries primarily residential traffic from Highland Street to Waldingfield Road and crosses the border with Ipswich. It runs north-south and operates as a two-way road with one lane in each direction. The paved roadway is about 18 feet wide and has no lane markings. Goodhue Street lacks sidewalks, bike lanes, and speed limit signs. It has stone walls on either side of the street. The surrounding land uses are residential and conservation with equestrian farms and stables; Appleton Farms borders Goodhue Street to the east.

Waldingfield Road is a town-accepted, local road that runs east-west. It operates as a two-way road with one lane in each direction that carries traffic from Highland Street into Ipswich, and shares an intersection with Goodhue Street. The paved roadway is about 18 feet wide and has no lane markings. There are no sidewalks or bike lanes on Waldingfield Road, and the street has posted speed limit signs of 25 mph. The surrounding land uses are primarily residential with equestrian farms and stables, and one lot (outside the study area) recently slated for development as a corporate business retreat.

### 1.2 Intersections

Goodhue Street connects with Highland Street to the south and Waldingfield Road to the north. Goodhue Street could potentially be used as a cut-through by northbound drivers on Highland Street who are traveling to Waldingfield Road, which leads to Route

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<sup>2</sup> The process to have a roadway accepted is a statutory process that follows Massachusetts General Law and requires a town meeting vote.

1A. This route would allow them to avoid the intersection at Highland Street and Waldingfield Road.

The study area contains three intersections:

***Goodhue Street at Highland Street***

The intersection of Goodhue Street and Highland Street (Figure 2) is an unsignalized, Y intersection with a stop sign and a stop bar for vehicles approaching the intersection southbound from Goodhue Street. A median with vegetation demarcates Goodhue Street from Highland Street. There is a National Grid-owned electric pole at this median.

**Figure 2**  
**Goodhue Street at Highland Street Intersection**

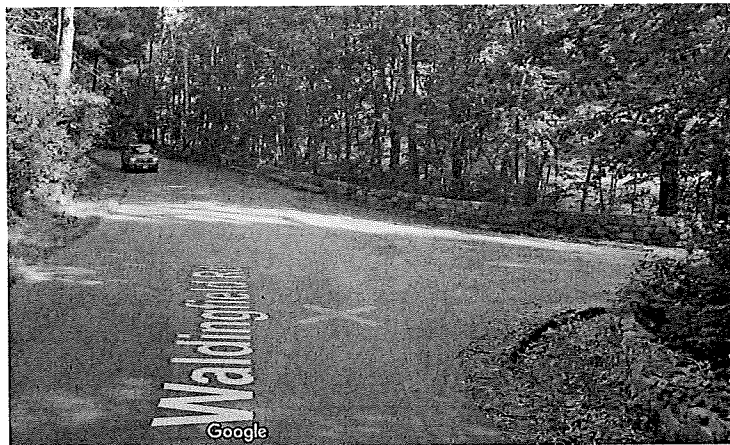


Source: Google Street View (October 2019).

***Goodhue Street at Waldingfield Road***

The intersection of Goodhue Street at Waldingfield Road (Figure 3) is an unsignalized, T intersection with a stop sign and a stop bar for vehicles approaching the intersection northbound from Goodhue Street.

**Figure 3**  
**Goodhue Street at Waldingfield Road Intersection**



Source: Google Street View (September 2023).

***Highland Street at Waldingfield Road***

The intersection of Highland Street at Waldingfield Road (Figure 4) is an unsignalized, T intersection with a stop sign and a stop bar for vehicles approaching the intersection westbound from Waldingfield Road.

**Figure 4**  
**Highland Street at Waldingfield Road Intersection**



Source: Google Street View (October 2019).

## 2 COMMUNITY ENGAGEMENT

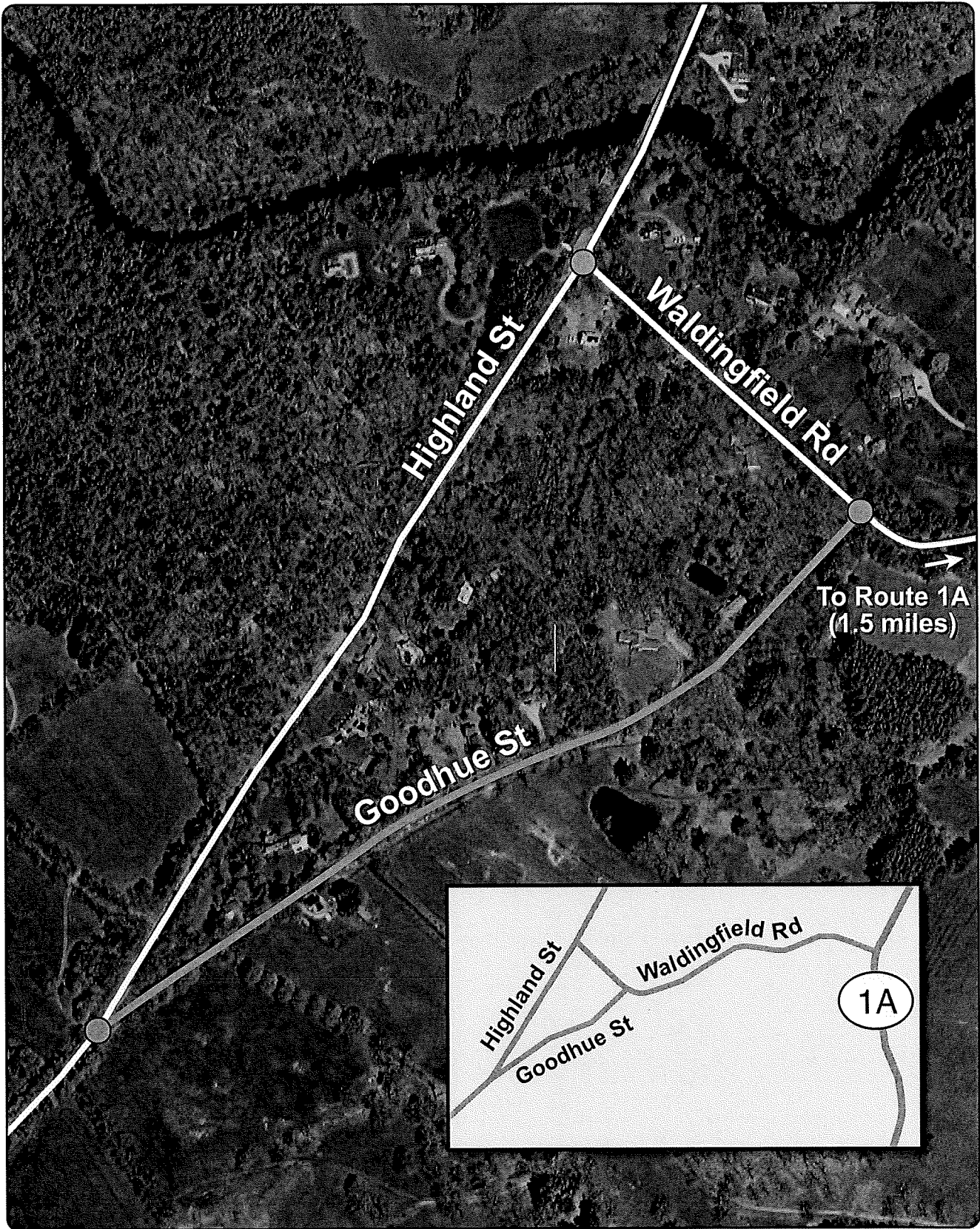
MPO staff met with the following staff from the Towns of Hamilton and Ipswich for an in-person site visit on Tuesday, January 23, 2024:

- John Domelowicz, Town Manager for the Town of Hamilton
- Tim Olson, Director of the Department of Public Works for the Town of Hamilton
- Stephen Crane, Town Manager for the Town of Ipswich
- Rick Clarke, Director of the Department of Public Works for the Town of Ipswich

We conducted a walk-through of Goodhue Street and adjacent intersections and took photographs and videos of existing conditions at each intersection. We also discussed issues and concerns in the study area with representatives from the Towns of Hamilton and Ipswich.

## 3 ISSUES AND CONCERNS

Town staff discussed several safety and speeding issues with MPO staff. The primary concerns were that Goodhue Street is used as a cut-through for vehicles looking to bypass Route 1A, and that people driving these vehicles frequently speed through residential roads and intersections. Figure 5 shows the proximity of the study area to Route 1A.



BOSTON  
REGION  
MPO



Figure 5  
Hamilton/Ipswich  
Study Area

Community Transportation  
Technical Assistance Program



MPO staff observed that a portion of a stone retaining wall near Goodhue Street at Waldingfield Road intersection had been damaged due to a truck striking it during a storm. However, there was no other crash history from the MassDOT IMPACT Portal in the study area.<sup>3</sup> Additional concerns identified by Town staff were poor sight distances at the intersection of Goodhue Street at Waldingfield Road, and at the intersection of Highland Street at Waldingfield Road.

A new corporate retreat facility has been proposed for development on Waldingfield Road, and residents have expressed concern about the potential additional traffic that might be added to these roadways. The traffic impact of this new facility must be taken into consideration when considering potential improvements to the site.

## 4 ANALYSIS OF EXISTING CONDITIONS

MPO staff collected several types of data to understand and analyze the existing conditions during the week of January 29, 2024. These data comprise turning movement counts (TMCs) at all three intersections, average weekday traffic volumes, and speed data for the roadways within the study area.

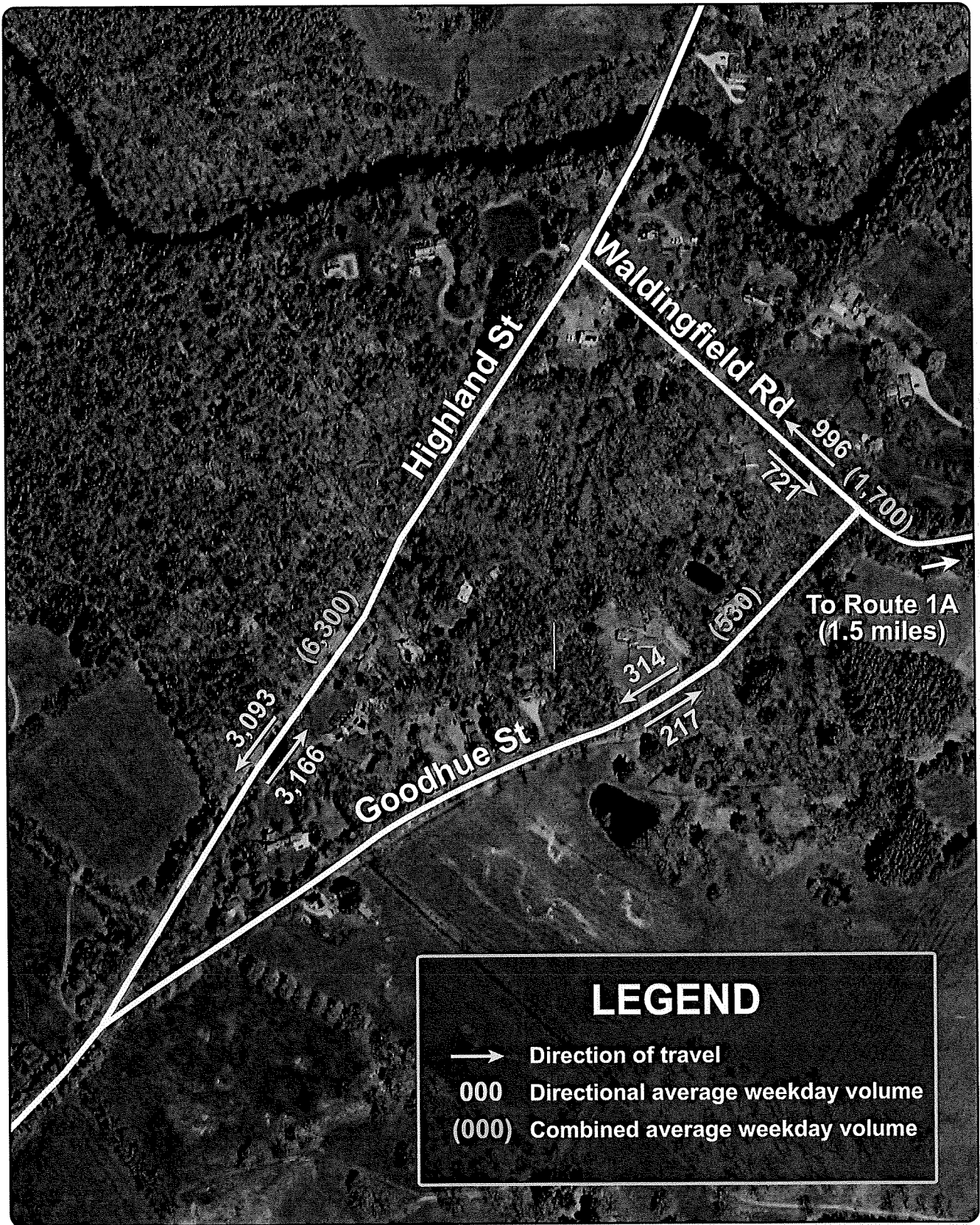
### 4.1 Daily Traffic Volumes

The combined average weekday traffic volumes (Figure 6) in roadway sections near the intersections are described as follows:

- Goodhue Street: 530 vehicles with a split of 314 vehicles (59 percent) southbound towards Highland Street and 217 (41 percent) northbound towards Waldingfield Road
- Highland Street: 6,300 vehicles with a split of 3,093 vehicles (49 percent) southbound and 3,166 (51 percent) northbound
- Waldingfield Road: 1,700 vehicles with a split of 996 vehicles (58 percent) westbound and 721 (42 percent) eastbound

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<sup>3</sup> MassDOT IMPACT Portal is a dashboard used for researching crash-related data in Massachusetts. See <https://apps.impact.dot.state.ma.us/cdp/home>.



BOSTON  
REGION  
MPO

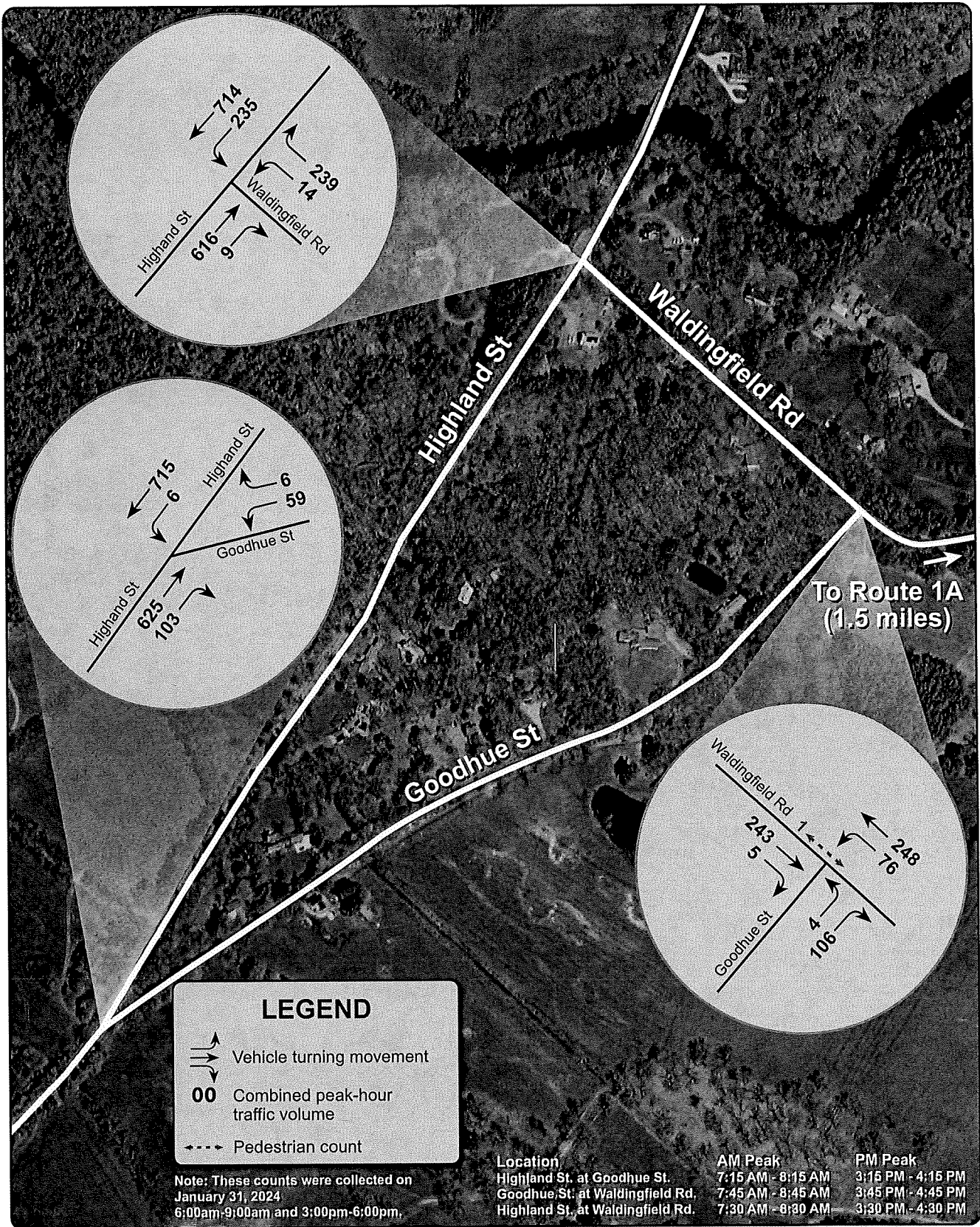


**Figure 6**  
**Hamilton/Ipswich**  
**Average Annual Daily Traffic (AADT)**

*Community Transportation  
Technical Assistance Program*

## 4.2 Turning Movement Counts

MPO staff collected TMCs at all three intersections in the study area for the morning peak period (between 6:00 AM and 9:00 AM) and the evening peak period (between 3:00 PM and 6:00 PM). In addition to vehicles, TMCs also include pedestrians and bicyclists traveling through the intersection. We show the TMC data for the three intersections in Figure 7.



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**Figure 7**  
**Hamilton/Ipswich**  
**Turning Movement Counts**

Community Transportation  
Technical Assistance Program

The combined peak-hour traffic volume data collected indicates that Goodhue Street is used as a cut-through by drivers traveling to Waldingfield Road from Highland Street, who are avoiding the intersection of Highland Street and Waldingfield Road. Of 200 vehicles that traveled on Goodhue Street, only four vehicles continued westbound, while 106 vehicles traveled eastbound on Waldingfield Road towards Route 1A. This suggests that Goodhue Street is indeed being used as a cut-through by a significant number of people.

Only one pedestrian was observed using the intersection of Goodhue Street and Waldingfield Road when the counts were conducted. However, during the site visit, we noticed a few bicyclists traveling westbound on Waldingfield Road and pedestrians walking from Waldingfield Road onto Goodhue Street.

### 4.3 Vehicle Speeds, Signage, and Pavement Markings

Regulatory signage indicates the traffic regulations of a specific place to road users. Warning signage indicates unexpected roadway conditions on or adjacent to a road in advance to caution road users. An additional emphasis can be provided by placing object markers (Manual on Uniform Traffic Control Devices (MUTCD) Chapter 2C, Section 2C.70-73), delineators (MUTCD Chapter 3G), and/or pavement markings (MUTCD Chapter 3B) to improve safety.<sup>4</sup>

Goodhue Street does not have a posted speed limit. According to the Federal Highway Administration (FHWA), roads without a posted speed limit are automatically assigned a statutory speed limit of 55 miles per hour.<sup>5</sup> Our data indicated that the average speed on Goodhue Street northbound and southbound traffic is 26 mph, much lower than the statutory speed limit. We typically expect that the speed limit should not exceed 25 mph for a local, residential street like Goodhue Street.

Highland Street has a posted speed limit of 40 mph for southbound traffic, while there are no posted speed signs northbound within the extent of the study area. The average speed on Highland Street northbound and southbound was found to be 36 mph, which is within the posted speed limit.

There are posted speed limit signs of 25 mph at Waldingfield Road for eastbound and westbound traffic, however, the posted speed sign for westbound traffic is right at the intersection of Goodhue Street at Waldingfield Road. We found the average speed on Waldingfield Road westbound to be 31 mph and eastbound to be 29 mph, which are both higher than the posted speed limit.

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<sup>4</sup> The Manual on Uniform Traffic Control Devices (MUTCD) is a document issued by the FHWA that specifies the standards for traffic signs, road surface markings, and signals to be designed, installed, and used. See <https://mutcd.fhwa.dot.gov/>.

<sup>5</sup> See the FHWA's Speed Limit Basics, <https://highways.dot.gov/media/13911>.

Other relevant signage in the study area includes the following:

- Stop sign and stop bar at all the three intersections
- "Stop ahead" sign on Goodhue Street southbound, warning vehicles approaching Goodhue Street at Highland Street intersection
- Signage to slow down on Goodhue Street southbound
- "Blind drive" sign Goodhue Street southbound
- "Equestrian Xing" and "Share the Road" signs on Goodhue Street northbound and Highland Street southbound (Figure 8)
- "Caution Blind person" sign on both directions of Waldingfield Road
- "Chicken at play sign" on Goodhue Street southbound and animal crossing signs on Highland Street southbound

**Figure 8**  
**Signage on Highland Street Southbound**



Source: Google Street View (September 2023).

Table 1 summarizes the average speed on each roadway, the percentage of vehicles traveling within the posted speed limit, and the percentage of vehicles going over the speed limit.

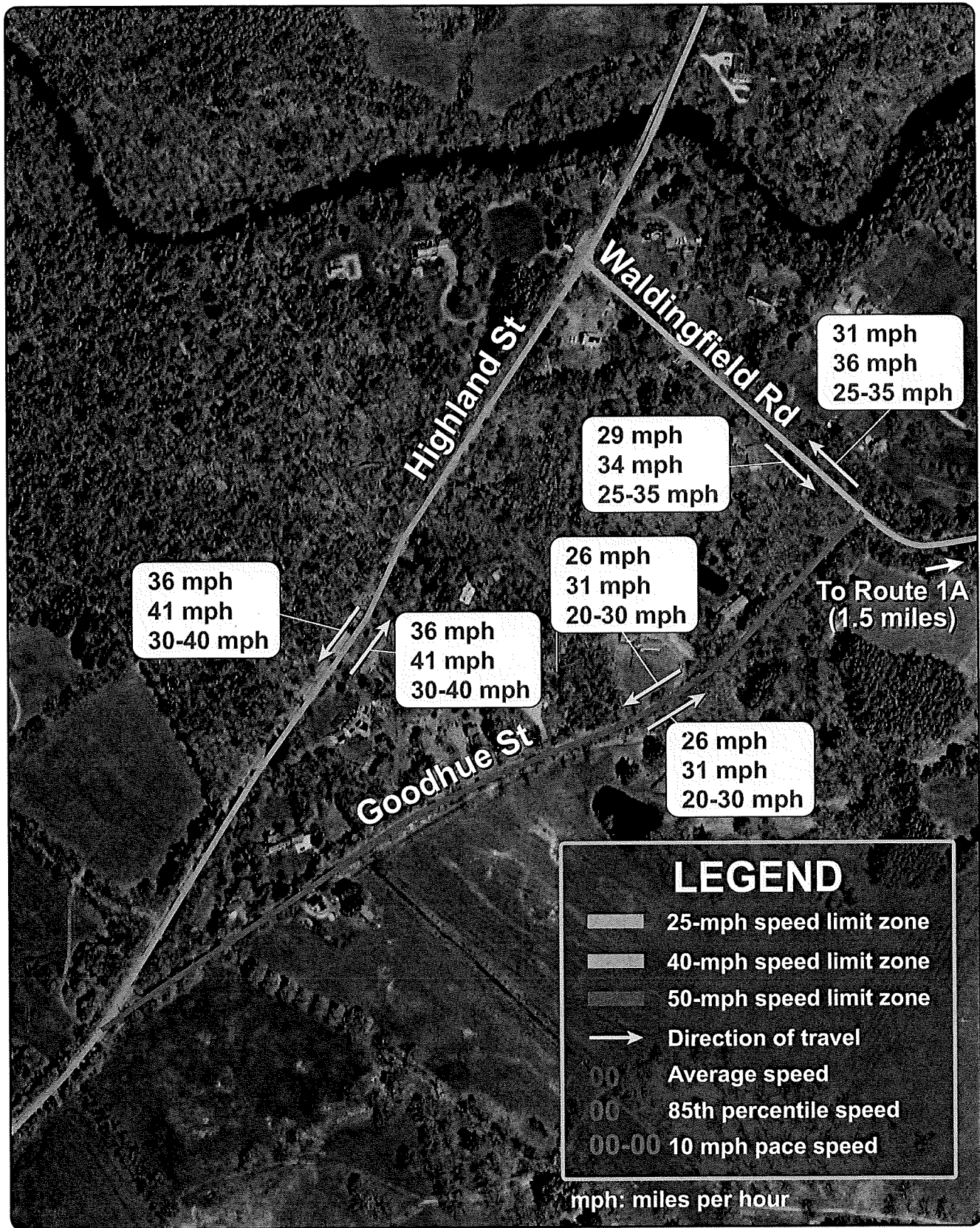
**Table 1**  
**Summary of Speed Data**

Roadway	Posted Speed Limit	Average Speed	Percent of Vehicles Traveling within the Posted Speed Limit	Percent of Vehicles Speeding
Goodhue Street	No posted speed limit	NB: 26 mph SB: 26 mph	NB: 34% SB: 42%	NB: 66% SB: 58%
Highland Street	40 mph	NB: 36 mph SB: 36 mph	NB: 79% SB: 82%	NB: 21% SB: 18%
Waldingfield Road	25 mph	EB: 29 mph WB: 31 mph	NB: 21% SB: 11%	NB: 79% SB: 89%

EB = eastbound. Mph = miles per hour. NB = northbound. SB = southbound. WB = westbound.  
 Source: Boston Region MPO staff.

Figure 9 shows the average speed, 85th percentile speed, 10 mph pace speed, and speed limit zones for the roadways in the study area.<sup>6</sup>

<sup>6</sup> According to FHWA, "The 10 mph pace is the 10 mph range encompassing the greatest percentage of all the measured speeds in a spot speed study." See the FHWA's Methods and Practices for Setting Speed Limits: An Informational Report, [https://safety.fhwa.dot.gov/speedmgt/ref\\_mats/fhwasa12004/fhwasa12004.pdf](https://safety.fhwa.dot.gov/speedmgt/ref_mats/fhwasa12004/fhwasa12004.pdf).



BOSTON  
REGION  
MPO



Figure 9  
Hamilton/Ipswich  
Speed Measurements

Community Transportation  
Technical Assistance Program



When analyzing existing pavement markings, we observed the presence of both stop bars and stop signs at all three intersections. Town staff mentioned that the pavement markings on Highland Street are refreshed every year. There are no other markings on Goodhue Street and Waldingfield Road; both lane markings and crosswalks are entirely absent.

## 5 PROPOSED IMPROVEMENTS

MPO staff evaluated the existing conditions to propose both short-term and long-term interventions to improve safety in the study area with input from Town staff. These recommendations are described for each intersection.

### 5.1 Goodhue Street at Highland Street

We recommend the following short-term interventions at the intersection of Goodhue Street and Highland Street:

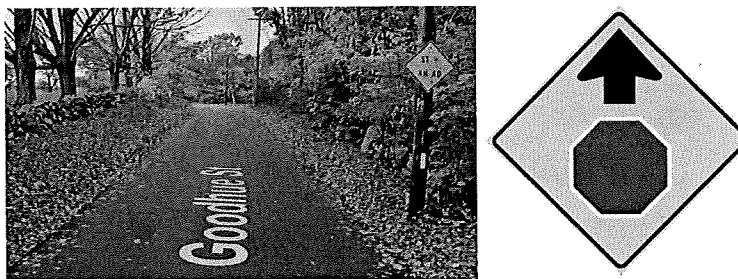
- Since Goodhue Street is currently a non-posted, rural roadway, we recommend that speed limit signs (R2-1) be installed for both directions of Goodhue Street (Figure 10a).
- Replace the "Stop Ahead" sign (W3-1) on Goodhue Street southbound ahead of Highland Street with a new one (Figure 10b) and relocate the sign to appropriate distance from the new intersection (recommended distance is 750 feet, however, this distance is a guideline and may be adjusted based on engineering judgment.
- Add "Reduced Speed Limit Ahead" sign (W3-5) on Highland Street before the intersection of Goodhue Street at Highland Street as a short-term improvement. Redesign the geometry of the intersection in the long-term (Figure 10c).

**Figure 10a**  
**Recommended Speed Limit Sign (R2-1)**



Source: MUTCD (edited by MPO staff).

**Figure 10b**  
**Recommended “Stop Ahead” Sign (W3-1)**



Source: Google Street View (October 2019) (left); MUTCD (right).

**Figure 10c**  
**Recommended “Reduced Speed Limit Ahead” Sign (W3-5)**



Source: MUTCD (edited by MPO staff).

In the long-term, we recommend redesigning the intersection of Goodhue Street at Highland Street. The proposed geometry is shown in Figure 11. This redesign would close the existing right turn onto Goodhue Street from Highland Street, and instead create a T intersection further north. This geometry would require vehicles to slow down before turning onto Goodhue Street. It is recommended that a sidewalk (depending on the available right-of-way) is installed at least on the eastern side of Highland Street, and a crosswalk and pedestrian refuge island at the intersection of Goodhue Street at Highland Street. In case a sidewalk, crosswalk or pedestrian refuge island cannot be installed, a center median at the intersection is recommended to slow down the turning vehicles.



BOSTON  
REGION  
MPO



Figure 11  
Hamilton/Ipswich  
Proposed recommendations:  
Goodhue St at Highland St

Community Transportation  
Technical Assistance Program

Town staff requested that we assess the installation of a sidewalk along Goodhue Street for pedestrians. Even though the TMCs indicate low pedestrian traffic, we observed a few pedestrians walking along Goodhue Street during our site visit. We recommend conducting exclusive pedestrian and bicyclist counts before proposing a sidewalk on Goodhue Street.

The eastern edge of Goodhue Street seems to be the most suitable location for a sidewalk, if Town staff decide to install one, because there are minimal disruptions (such as electric poles, multiple property lines, and multiple driveways). However, there is a fire hydrant located on that side of the street that would need to be relocated. The minimum width of a sidewalk is three feet, according to the Americans with Disabilities Act (ADA).<sup>7</sup> However, the preferred minimum sidewalk width is five feet<sup>8</sup>.

## 5.2 Goodhue Street at Waldingfield Road

We propose the following short-term interventions at the intersection of Goodhue Street and Waldingfield Road:

- Repave Goodhue Street from the Hamilton-Ipswich town line towards Waldingfield Road and maintain it in good condition (Figure 12a).
- Indicate that Waldingfield Road is a shared roadway by installing a "Share the Road" shared-lane sign (W16-1P) (Figure 12b).
- Relocate the posted speed limit sign on Waldingfield Road westbound farther from the Goodhue Street intersection, placing it closer to the Highland Street intersection on Waldingfield Road eastbound to inform drivers from Goodhue Street and Highland Street about the change in the speed limit (Figure 12c).
- Align the stop sign (R1-1) to the stop bar where Goodhue Street meets Waldingfield Road (Figure 12d).

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<sup>7</sup> See the Americans with Disabilities Act, Section 403.5.1, <https://www.access-board.gov/ada/chapter/ch04/>.

<sup>8</sup> See the Massachusetts Department of Transportation's directive, Controlling Criteria and Design Justification Process for MassDOT Highway Division Projects, at <https://www.mass.gov/doc/controlling-criteria-and-design-justification-process-for-massdot-highway-division-projects-e/download>.

**Figure 12a**  
**Existing Pavement Condition on Goodhue Street**



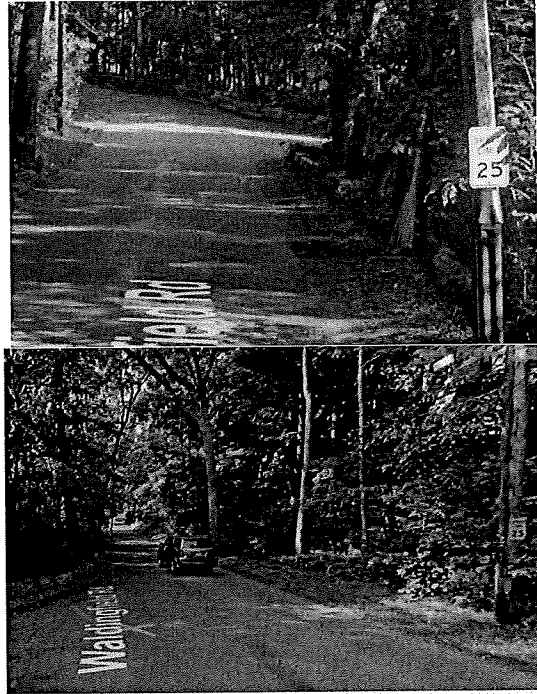
Source: Photograph by MPO staff.

**Figure 12b**  
**Recommended "Share the Road" Sign (W16-1P)**



Source: Bicycle "Three Feet Clearance" Sign Guide.

**Figure 12c**  
**Posted Speed Limit Sign on Waldingfield Road**



Note: Eastbound view (top). Westbound view (bottom).  
Source: Google Street View (September 2023).

**Table 12d**  
**Sight Distance at the Intersection of Goodhue Street and Waldingfield Road**

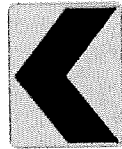


Source: Photograph by MPO staff.

We recommend the following long-term interventions for this intersection:

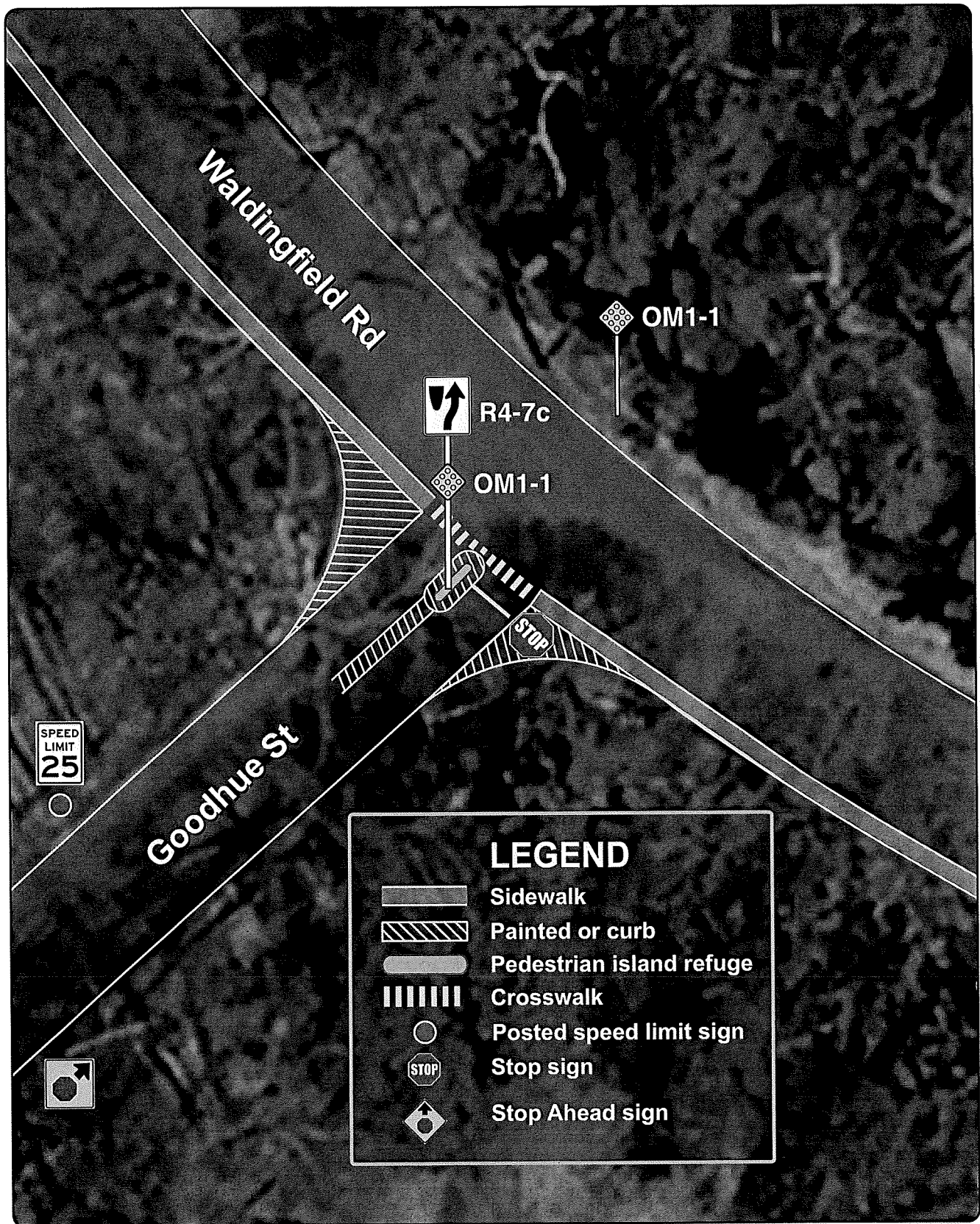
- Evaluate surface friction on Waldingfield Road east of the Goodhue Street intersection and perform any high friction surface treatments needed to improve the overall pavement skid resistance under wet or dry conditions.
- Install Chevron Alignment signs (W1-8) (Figure 13) and shoulder and/or centerline rumble strips (MUTCD Section 6M.06) along Waldingfield Road east of the Goodhue Street intersection to alert inattentive drivers through vibration and sound that their vehicle is leaving the travel lane, thereby preventing run-off-the-road crashes.

**Figure 13**  
**Chevron Alignment Sign (W1-8)**



Source: MUTCD.

Figure 14 summarizes the proposed traffic-calming strategies at the intersection of Goodhue Street at Waldingfield Road. Traffic-calming strategies are included to tighten the intersection, thereby reducing excess pavement and improving sight distance for all road users. This redesign recommends that a sidewalk (depending on the available right-of-way) is installed at least on the southern side of Waldingfield Road. This redesign includes a crosswalk with a pedestrian refuge island, which would provide a safe crossing environment for pedestrians and a visual cue to remind drivers to slow down when approaching the intersection and/or making turns. If a sidewalk, crosswalk or pedestrian refuge island cannot be installed, a center median at the intersection is recommended to slow down the turning vehicles.



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REGION  
MPO



Figure 14  
Hamilton/Ipswich  
Proposed recommendations:  
Goodhue St at Waldingfield Rd

Community Transportation  
Technical Assistance Program



### 5.3 Highland Street at Waldingfield Road

We recommend the following short-term interventions at the intersection of Waldingfield Road and Highland Street:

- Realign the stop sign (R1-1) and stop bar closer to the intersection based on the sight distance.
- Stripe a three- to four-foot-wide shoulder on Waldingfield Road and Goodhue Street, due to the presence of excess pavement (Figure 15).
- Install a speed limit sign (R2-1) on Highland Street northbound.

**Figure 15**  
**Recommended Shoulder**



Source: Rumble Strip Implementation Guide.

We believe that the issues at Waldingfield Road and Highland Street can be addressed with short-term improvements; therefore, we are not proposing any long-term recommendations.

## 6 REIMAGINING GOODHUE STREET AS A ONE-WAY STREET

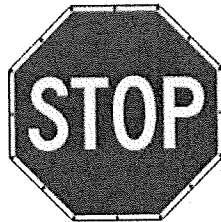
In addition to proposing short-term and long-term interventions, Town staff had suggested we also evaluate the possibility of converting Goodhue Street to a one-way street southbound.

Instead of a one-way conversion of Goodhue Street, we propose redesigning the geometry of the intersection of Goodhue Street at Highland Street (see Figure 11). The design would close one of the entrances to Goodhue Street and create a T intersection at the other, forcing vehicles to slow down before turning onto Goodhue Street regardless of the direction from which they approach the intersection.

The primary reason for this proposed redesign would be to reduce the use of Goodhue Street as a cut through. Our traffic count data suggests that Goodhue Street is being used as a cut-through by a significant number of people driving to Route 1A and avoiding the intersection of Highland Street and Waldingfield Road.

A secondary reason for the proposed redesign is to narrow the intersection approaches and to reduce speeding along Goodhue Street. Currently, drivers traveling north on Highland Street towards Goodhue Street may not slow down adequately before continuing on Goodhue Street. To further improve safety, stop signs with flashing LEDs (Figure 16) can be installed at all three intersections for better visibility at nighttime.

**Figure 16**  
**Stop Sign with LED Border**



Source: MUTCD Section 2A.11, page 48.

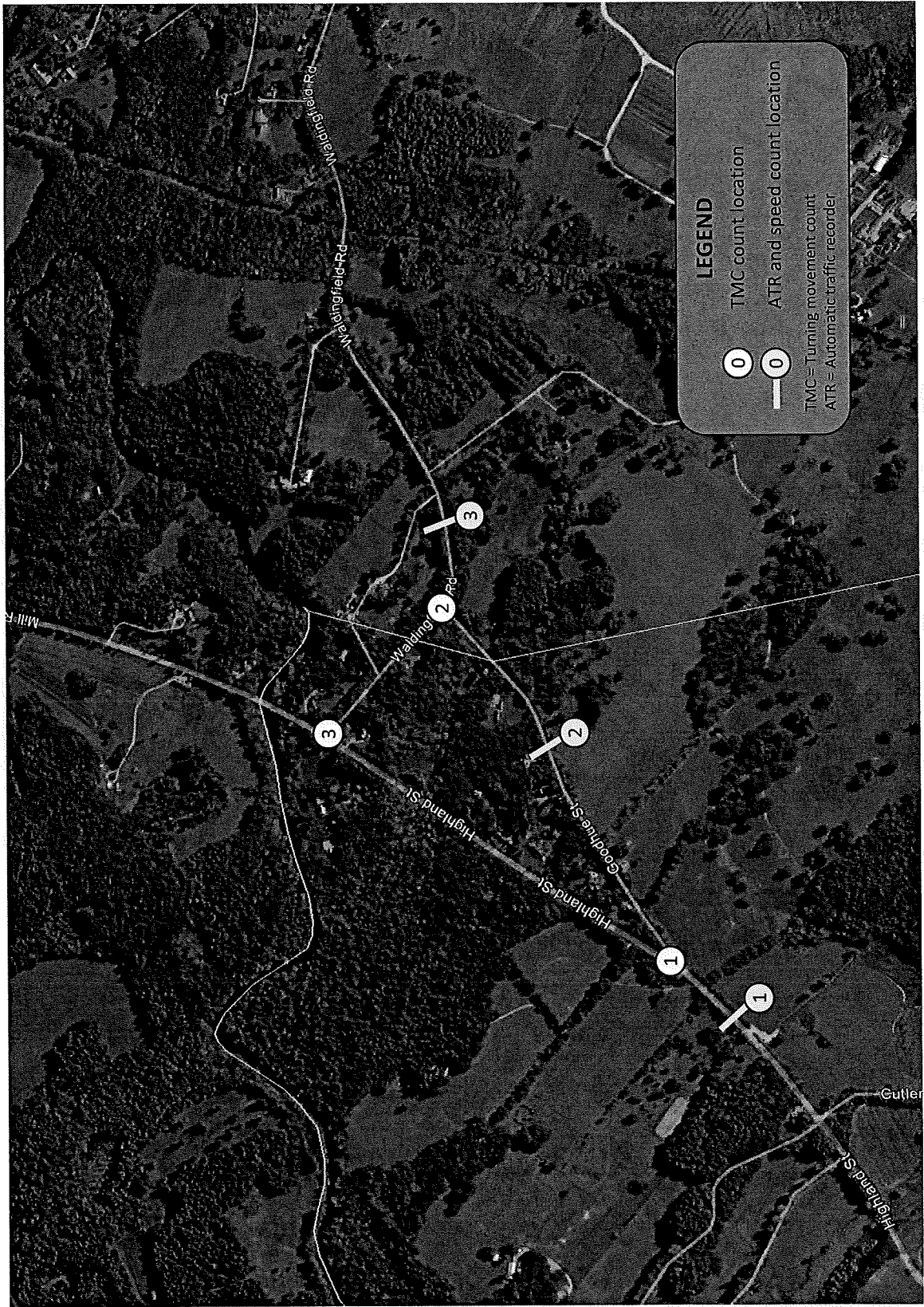
## **7 CONCLUSION**

The Towns of Hamilton and Ipswich requested that the MPO staff examine Goodhue Street and adjacent intersections (at Highland Street and Waldingfield Road) and evaluate vehicle speeding and sight distances issues. They also asked us to study whether Goodhue Street is being used as a cut-through by drivers traveling to Route 1A and other safety concerns. We analyzed the traffic data and came up with inferences based on the results.

The recommendations discussed in this memo are both short-term and long-term solutions. Short-term recommendations include safety improvements that are easy to install and do not require significant time to implement, such as pavement markings and signage that inform and warn drivers of roadway conditions. The long-term recommendations include options for redesigning the intersections of Goodhue Street to address identified challenges. And finally, we discussed whether making Goodhue Street a one-way roadway helps to reduce challenges of the study area. The recommendations discussed in this memo are focused on enhancing safety for people walking, biking, and driving by improving roadway conditions.

**Appendix A**  
**Automatic Traffic Recorder (ATR) and Turning Movement Count (TMC) Locations**

Figure 1  
Hamilton and Ipswich ATR and TMC Count Locations



**Appendix B**  
**ATR Data**



Imagery ©2024 Airbus, Maxar, GeoEye, IGN, CNES-Airbus DS, USDA, CNES, Maxar Technologies, USDA/FPAC/GEO, Map data ©2024 200 ft

ATR 1

TDC PROJECT # S24-003  
HAMILTON/IPS WICH

Mass Highway Department

WEEKLY SUMMARY FOR LANE 1  
Starting: 1/30/2024

Page: 1

STA. 1 NB

Station #: 240030000040  
Site ID: 000000000101  
Location: Highland Street NB, south of Goodhue St.  
Direction: NORTH

File: D0130002.prn  
City: Hamilton  
County: speed

TIME	MON	TUE 30	WED 31	THU 1	FRI 2	WKDAY AVG	SAT	SUN	WEEK AVG	TOTAL
01:00			6	5	6	6			6	17
02:00			2	4	7	4			4	13
03:00			1	1	3	2			2	5
04:00			7	5	7	6			6	19
05:00			12	18	20	17			17	50
06:00			58	50	41	50			50	149
07:00			166	160	148	158			158	474
08:00			271	238	275	261			261	784
09:00			207	234	207	216			216	648
10:00			175	183	185	181			181	543
11:00			172	198	211	194			194	581
12:00			194	178	213	195			195	585
13:00		199	208	197		201			201	604
14:00		190	202	187		193			193	579
15:00		230	251	231		237			237	712
16:00		295	297	302		298			298	894
17:00		274	256	282		271			271	812
18:00		230	212	241		228			228	683
19:00		161	157	142		153			153	460
20:00		101	128	123		117			117	352
21:00		85	91	87		88			88	263
22:00		46	47	65		53			53	158
23:00		30	25	21		25			25	76
24:00		10	14	11		12			12	35
TOTALS		1851	3159	3163	1323	3166			3166	9496
% AVG WKDY		58.5	99.8	99.9	41.8					
% AVG WEEK		58.5	99.8	99.9	41.8					
AM Times			08:00	08:00	08:00	08:00			08:00	
AM Peaks			271	238	275	261			261	
PM Times		16:00	16:00	16:00		16:00			16:00	
PM Peaks		295	297	302		298			298	

U4

NB 3166  
SB 3093  
-----  
COMB AWD 6259  
FAL 1.00  
COMB AWT 6,300

Mass Highway Department

WEEKLY SUMMARY FOR LANE 1  
Starting: 1/30/2024

Page: 1

STA. 1 SB

Station #: 240030000090

Site ID: 000000000102

Location: Highland Street SB, south of Goodhue St.

Direction: SOUTH

File: D0130004.prn

City: Hamilton

County: speed

TIME	MON	TUE 30	WED 31	THU 1	FRI 2	WKDAY AVG	SAT	SUN	WEEK AVG	TOTAL
01:00			8	8	8	8			8	24
02:00			2	5	8	5			5	15
03:00			0	0	3	1			1	3
04:00			6	5	6	6			6	17
05:00			11	14	14	13			13	39
06:00			43	42	35	40			40	120
07:00			144	125	121	130			130	390
08:00			274	232	272	259			259	778
09:00			227	272	229	243			243	728
10:00			193	176	194	188			188	563
11:00			173	184	194	184			184	551
12:00			186	174	194	185			185	554
13:00		188	193	179		187			187	560
14:00		185	190	202		192			192	577
15:00		212	239	203		218			218	654
16:00		278	264	292		278			278	834
17:00		262	250	268		260			260	780
18:00		224	200	233		219			219	657
19:00		171	170	157		166			166	498
20:00		106	137	101		115			115	344
21:00		98	86	100		95			95	284
22:00		48	61	64		58			58	173
23:00		31	29	34		31			31	94
24:00		13	14	8		12			12	35
TOTALS		1816	3100	3078	1278	3093			3093	9272
% AVG WKDY		58.7	100.2	99.5	41.3					
% AVG WEEK		58.7	100.2	99.5	41.3					
AM Times			08:00	09:00	08:00	08:00			08:00	
AM Peaks			274	272	272	259			259	
PM Times		16:00	16:00	16:00		16:00			16:00	
PM Peaks		278	264	292		278			278	



Mass Highway Department

WEEKLY SUMMARY FOR LANE 1  
Starting: 1/30/2024

Page: 1

STA. 2 NB

Station #: 240030000073  
Site ID: 000000000201  
Location: Goodhue St. NB, south of Waldingfield Rd.  
Direction: NORTH

File: D0130006.prn  
City: Hamilton  
County: speed

TIME	MON	TUE 30	WED 31	THU 1	FRI 2	WKDAY AVG	SAT	SUN	WEEK AVG	TOTAL
01:00			0	1	0	0			0	1
02:00			0	2	0	1			1	2
03:00			0	0	0	0			0	0
04:00			0	0	0	0			0	0
05:00			0	0	0	0			0	0
06:00			1	2	1	1			1	4
07:00			4	4	2	3			3	10
08:00			19	19	10	16			16	48
09:00			25	22	22	23			23	69
10:00			11	18	10	13			13	39
11:00			5	7	12	8			8	24
12:00			11	16	18	15			15	45
13:00		12	11	15		13			13	38
14:00		12	21	11		15			15	44
15:00		24	20	22		22			22	66
16:00		20	20	23		21			21	63
17:00		23	25	31		26			26	79
18:00		20	14	17		17			17	51
19:00		8	8	4		7			7	20
20:00		4	9	3		5			5	16
21:00		4	7	9		7			7	20
22:00		2	2	1		2			2	5
23:00		2	1	1		1			1	4
24:00		1	2	0		1			1	3
TOTALS		132	216	228	75	217			217	651
% AVG WKDY		60.8	99.5	105.1	34.6					
% AVG WEEK		60.8	99.5	105.1	34.6					
AM Times			09:00	09:00	09:00	09:00		09:00		
AM Peaks			25	22	22	23		23		
PM Times		15:00	17:00	17:00		17:00		17:00		
PM Peaks		24	25	31		26		26		

U7

NB 217  
SB 314  
-----  
Comb ADT 531  
FAC 1.00  
Comb ADT 530

Mass Highway Department

WEEKLY SUMMARY FOR LANE 1  
Starting: 1/30/2024

Page: 1

STA. 2 SB

Station #: 240003000086  
Site ID: 000000000202  
Location: Goodhue St.SB, south of Waldingfield Rd.  
Direction: SOUTH

File: D0130008.prn  
City: Hamilton  
County: speed

TIME	MON	TUE 30	WED 31	THU 1	FRI 2	WKDAY AVG	SAT	SUN	WEEK AVG	TOTAL
01:00			0	1	0	0			0	1
02:00			0	1	1	1			1	2
03:00			0	0	0	0			0	0
04:00			0	0	0	0			0	0
05:00			0	0	0	0			0	0
06:00			2	5	2	3			3	9
07:00			4	4	3	4			4	11
08:00			43	34	37	38			38	114
09:00			28	33	25	29			29	86
10:00			16	21	17	18			18	54
11:00			13	14	16	14			14	43
12:00			12	20	16	16			16	48
13:00		13	21	24		19			19	58
14:00		16	30	16		21			21	62
15:00		24	30	27		27			27	81
16:00		29	31	33		31			31	93
17:00		27	26	37		30			30	90
18:00		25	17	19		20			20	61
19:00		16	18	17		17			17	51
20:00		8	18	11		12			12	37
21:00		7	9	8		8			8	24
22:00		4	4	2		3			3	10
23:00		3	2	1		2			2	6
24:00		2	2	0		1			1	4
TOTALS		174	326	328	117	314			314	945
% AVG WKDY		55.4	103.8	104.5	37.3					
% AVG WEEK		55.4	103.8	104.5	37.3					
AM Times			08:00	08:00	08:00	08:00			08:00	
AM Peaks			43	34	37	38			38	
PM Times		16:00	16:00	17:00		16:00			16:00	
PM Peaks		29	31	37		31			31	

Mass Highway Department

WEEKLY SUMMARY FOR LANE 1  
Starting: 1/30/2024

Page: 1

Station #: 240030000108  
Site ID: 000000000203  
Location: Waldingfield Rd. EB, East of Goodhue St.  
Direction: EAST

STA 3EB

File: D0130010.prn  
City: Ipswich  
County: speed

TIME	MON	TUE	WED	THU	FRI	WKDAY	SAT	SUN	WEEK	TOTAL
		30	31	1	2	AVG			AVG	
01:00			0	0	0	0			0	0
02:00			0	3	1	1			1	4
03:00			0	0	1	0			0	1
04:00			0	0	0	0			0	0
05:00			3	3	2	3			3	8
06:00			4	7	5	5			5	16
07:00			28	29	21	26			26	78
08:00			94	82	74	83			83	250
09:00			113	102	106	107			107	321
10:00			80	92	73	82			82	245
11:00			57	43	51	50			50	151
12:00			47	67	49	54			54	163
13:00		58	56	51		55			55	165
14:00		63	81	47		64			64	191
15:00		70	73	63		69			69	206
16:00		84	101	96		94			94	281
17:00		99	115	105		106			106	319
18:00		90	92	74		85			85	256
19:00		48	47	49		48			48	144
20:00		27	32	21		27			27	80
21:00		18	17	19		18			18	54
22:00		10	12	9		10			10	31
23:00		6	9	5		7			7	20
24:00		4	2	0		2			2	6
<hr/>										
TOTALS		577	1063	967	383	996			996	2990
<hr/>										
% AVG WKDY		57.9	106.7	97.1	38.5					
% AVG WEEK		57.9	106.7	97.1	38.5					
<hr/>										
AM Times			09:00	09:00	09:00	09:00			09:00	
AM Peaks			113	102	106	107			107	
<hr/>										
PM Times		17:00	17:00	17:00		17:00			17:00	
PM Peaks		99	115	105		106			106	

U7

EB 996

WB 721

COMB AWD 1717

FAC 1.00

COMB ADT 1,700

Mass Highway Department

WEEKLY SUMMARY FOR LANE 1  
Starting: 1/30/2024

Page: 1

STA. 3 WB

Station #: 230040000145  
Site ID: 000000000204  
Location: Waldingfield Rd. WB, East of Goodhue St.  
Direction: WEST

File: D0130012.prn  
City: Ipswich  
County: speed

TIME	MON	TUE 30	WED 31	THU 1	FRI 2	WKDAY AVG	SAT	SUN	WEEK AVG	TOTAL
01:00			0	0	0	0			0	0
02:00			0	1	1	1			1	2
03:00			0	0	1	0			0	1
04:00			0	0	0	0			0	0
05:00			3	3	2	3			3	8
06:00			3	7	4	5			5	14
07:00			15	9	11	12			12	35
08:00			64	44	51	53			53	159
09:00			46	49	46	47			47	141
10:00			40	36	33	36			36	109
11:00			43	26	36	35			35	105
12:00			29	38	37	35			35	104
13:00		36	46	50		44			44	132
14:00		48	68	42		53			53	158
15:00		58	64	51		58			58	173
16:00		79	77	82		79			79	238
17:00		88	93	100		94			94	281
18:00		79	79	79		79			79	237
19:00		36	39	41		39			39	116
20:00		24	26	18		23			23	68
21:00		13	10	12		12			12	35
22:00		6	9	6		7			7	21
23:00		6	5	4		5			5	15
24:00		2	1	0		1			1	3
TOTALS		475	760	698	222	721			721	2155
% AVG WKDY		65.9	105.4	96.8	30.8					
% AVG WEEK		65.9	105.4	96.8	30.8					
AM Times			08:00	09:00	08:00	08:00		08:00		
AM Peaks			64	49	51	53		53		
PM Times		17:00	17:00	17:00		17:00		17:00		
PM Peaks		88	93	100		94		94		

**Appendix C**  
**TMCs Goodhue Street at Highland Street**

249821-A (Highland Street at Goodhue Street)... - TMC

Wed Jan 31, 2024

Full Length (6 AM-9 AM, 3 PM-6 PM)

All Classes (Motorcycles, Lights, Single-Unit Trucks, Articulated Trucks, Buses, Pedestrians, Bicycles on Road, Bicycles on Crosswalk)

All Movements

ID: 1148459, Location: 42.651084, -70.868012

Provided by: Precision Data  
Industries, LLC (PDI)  
157 Washington Street, 2,  
Hudson, MA, 01749, US

[N] Highland Street

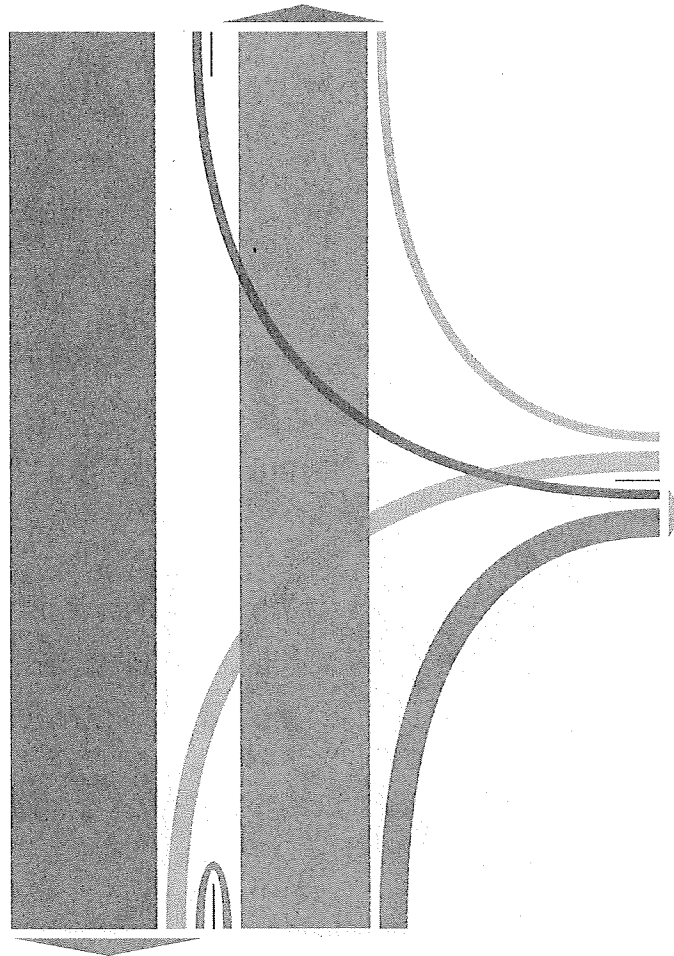
Total: 1352

In: 721

Out: 631

715

6



6  
59

Out: 109 In: 65

Total: 174

[E] Goodhue Street

Out: 776

In: 730

Total: 1506

[S] Highland Street

**Appendix D**  
**TMCs Goodhue Street at Waldingfield Road**

249821-B (Goodhue Street at Waldingfield Roa... - TMC

Wed Jan 31, 2024

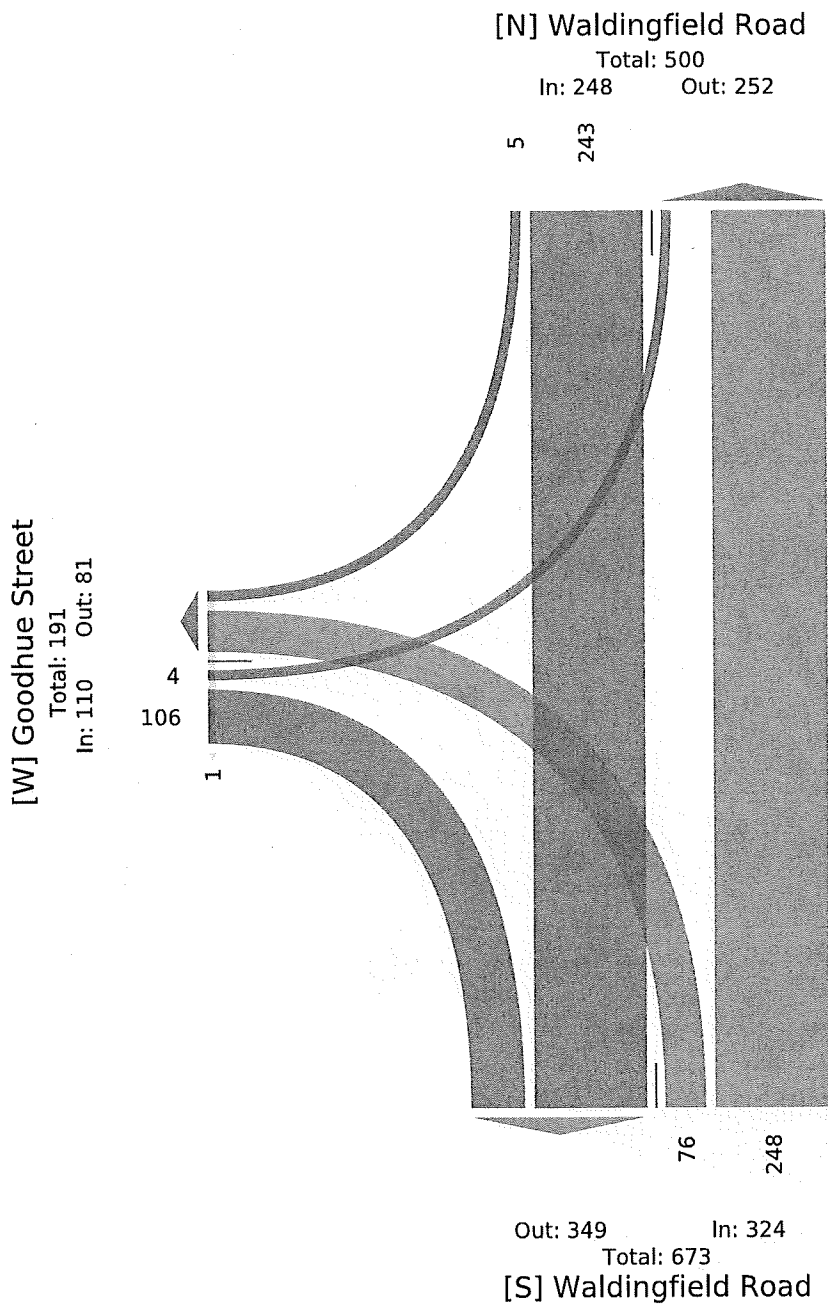
Full Length (6 AM-9 AM, 3 PM-6 PM)

All Classes (Motorcycles, Lights, Single-Unit Trucks, Articulated Trucks, Buses, Pedestrians, Bicycles on Road, Bicycles on Crosswalk)

All Movements

ID: 1148460, Location: 42.655067, -70.859665

Provided by: Precision Data Industries, LLC (PDI)  
157 Washington Street, 2,  
Hudson, MA, 01749, US





**Appendix E**  
**TMCs Highland Street at Waldingfield Road**

249821-C (Highland Street at Waldingfield Ro... - TMC

Wed Jan 31, 2024

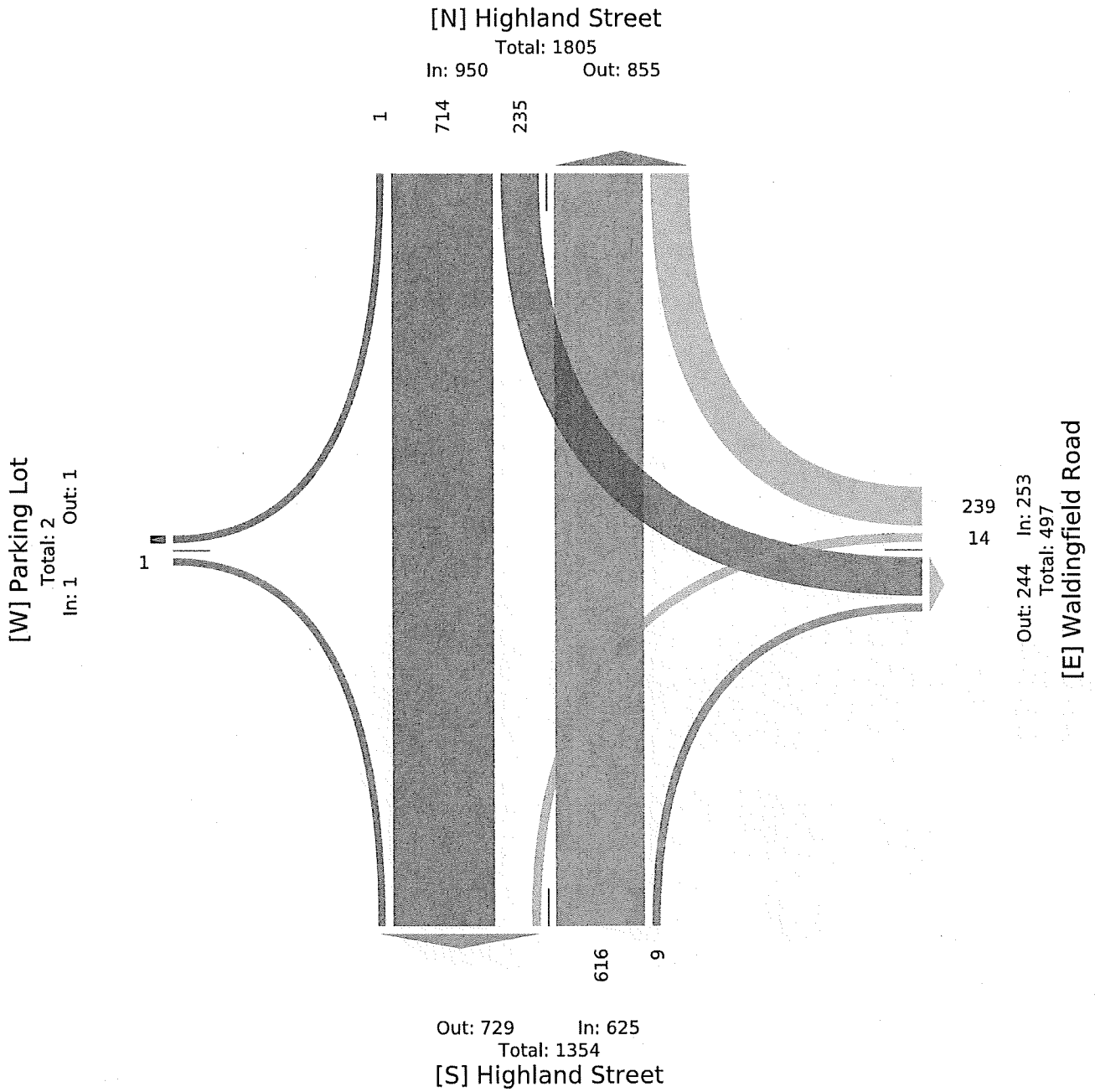
Full Length (6 AM-9 AM, 3 PM-6 PM)

All Classes (Motorcycles, Lights, Single-Unit Trucks, Articulated Trucks, Buses, Pedestrians, Bicycles on Road, Bicycles on Crosswalk)

All Movements

ID: 1148463, Location: 42.657162, -70.86275

Provided by: Precision Data Industries, LLC (PDI)  
157 Washington Street, 2,  
Hudson, MA, 01749, US



**Appendix F**  
**Speed Data**

Mass Highway Department

SPEED SUMMARY  
Tue 1/30/2024

Page: 1

STA. 1 NB

Station #: 240030000040  
Site ID: 000000000101  
Location: Highland Street NB, south of Goodhue St.  
Direction: NORTH  
Lane: 1

File: D0130002.prn  
City: Hamilton  
County: speed

TIME	10	15	20	25	30	35	40	45	50	55	60	65	70	250	Total
13:00	11	1	1	5	22	31	78	43	3	0	0	1	0	3	199
14:00	2	0	0	0	5	22	114	17	8	0	0	0	0	22	190
15:00	16	0	2	1	7	35	108	53	2	0	0	0	0	6	230
16:00	15	1	3	7	14	39	170	32	3	0	0	0	0	11	295
17:00	14	0	2	1	6	45	158	41	1	0	0	0	0	6	274
18:00	9	0	0	2	4	62	131	14	2	0	0	0	0	6	230
19:00	11	0	0	0	8	31	94	17	0	0	0	0	0	0	161
20:00	2	0	0	0	0	25	52	17	0	0	5	0	0	0	101
21:00	0	0	0	0	4	19	46	10	6	0	0	0	0	0	85
22:00	0	0	0	0	1	7	28	9	1	0	0	0	0	0	46
23:00	0	0	0	0	0	2	17	6	5	0	0	0	0	0	30
24:00	0	0	0	0	0	4	5	1	0	0	0	0	0	0	10
DAY TOTAL	80	2	8	16	71	322	1001	260	31	0	5	1	0	54	1851
PERCENTS	4.3%	0.1%	0.4%	0.9%	3.8%	17.4%	54.1%	14.0%	1.7%	0.0%	0.3%	0.1%	0.0%	2.9%	100.0%

Statistical Information...

15th Percentile Speed  
32.5 mph

85th Percentile Speed  
40.8 mph

Median Speed  
37.2 mph

Average Speed  
36.9 mph

10 MPH Pace Speed  
30 mph to 40 mph  
1323 vehicles in pace  
Representing 77.1% of the total vehicles

Vehicles > 65 MPH  
0  
0.0%

Mass Highway Department

SPEED SUMMARY  
Wed 1/31/2024

Station #: 240030000040  
Site ID: 000000000101  
Location: Highland Street NB, south of Goodhue St.  
Direction: NORTH  
Lane: 1

File: D0130002.prn  
City: Hamilton  
County: speed

TIME	10	15	20	25	30	35	40	45	50	55	60	65	70	250	Total
01:00	0	0	0	0	0	3	1	1	1	0	0	0	0	0	6
02:00	0	0	0	0	0	1	1	0	0	0	0	0	0	0	2
03:00	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
04:00	0	0	0	0	0	2	4	0	1	0	0	0	0	0	7
05:00	0	0	0	0	0	1	8	1	2	0	0	0	0	0	12
06:00	0	0	0	0	0	0	37	21	0	0	0	0	0	0	58
07:00	3	0	0	0	7	30	88	37	1	0	0	0	0	0	166
08:00	42	0	5	1	17	52	134	18	2	0	0	0	0	0	271
09:00	12	0	0	0	9	32	124	27	1	0	0	0	2	0	207
10:00	6	5	0	6	8	51	76	19	3	0	0	0	0	1	175
11:00	26	0	0	0	3	26	99	13	0	0	0	0	0	5	172
12:00	11	0	0	6	16	25	101	23	0	0	0	0	0	12	194
13:00	24	2	1	16	2	32	93	19	0	0	0	0	0	19	208
14:00	24	0	0	11	6	24	90	23	3	0	0	0	8	13	202
15:00	27	0	0	5	5	32	122	40	0	1	0	0	0	19	251
16:00	30	0	1	9	11	42	156	26	8	0	0	0	0	14	297
17:00	22	0	0	3	10	50	115	33	0	0	0	0	0	23	256
18:00	11	0	1	0	2	46	121	16	0	0	1	0	0	14	212
19:00	12	3	0	0	0	19	96	24	0	0	0	0	0	3	157
20:00	6	0	0	0	2	9	82	24	0	0	0	0	0	5	128
21:00	2	0	0	0	0	4	62	21	0	0	0	0	0	2	91
22:00	0	0	0	0	0	6	22	17	0	0	0	0	0	2	47
23:00	0	0	0	0	0	7	11	3	2	0	0	0	0	2	25
24:00	2	0	0	0	0	1	6	5	0	0	0	0	0	0	14
DAY TOTAL	260	10	8	57	98	495	1650	411	24	1	1	0	10	134	3159
PERCENTS	8.2%	0.3%	0.3%	1.8%	3.1%	15.7%	52.2%	13.0%	0.8%	0.0%	0.0%	0.0%	0.3%	4.2%	100.0%

Statistical Information...

15th Percentile Speed  
32.5 mph

85th Percentile Speed  
40.4 mph

Median Speed  
37.2 mph

Average Speed  
36.8 mph

10 MPH Pace Speed  
30 mph to 40 mph  
2145 vehicles in pace  
Representing 77.6% of the total vehicles

Vehicles > 65 MPH  
10  
0.4%

Mass Highway Department

SPEED SUMMARY  
Thu 2/1/2024

Station #: 240030000040  
Site ID: 000000000101  
Location: Highland Street NB, south of Goodhue St.  
Direction: NORTH  
Lane: 1

File: D0130002.prn  
City: Hamilton  
County: speed

TIME	10	15	20	25	30	35	40	45	50	55	60	65	70	250	Total
01:00	0	0	0	0	0	1	3	1	0	0	0	0	0	0	5
02:00	0	0	0	0	0	0	4	0	0	0	0	0	0	0	4
03:00	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
04:00	0	0	0	0	0	2	1	0	2	0	0	0	0	0	5
05:00	0	0	0	0	1	0	15	1	1	0	0	0	0	0	18
06:00	0	0	0	0	0	20	16	14	0	0	0	0	0	0	50
07:00	16	0	0	0	2	25	86	26	3	0	0	0	0	2	160
08:00	17	0	6	1	2	39	137	25	9	0	0	0	0	2	238
09:00	12	1	0	0	0	54	116	37	0	0	0	0	0	14	234
10:00	9	0	2	9	4	20	96	29	2	0	0	0	0	12	183
11:00	14	3	0	11	8	21	92	39	2	0	0	0	0	8	198
12:00	4	6	0	2	2	35	89	19	0	0	0	0	1	20	178
13:00	11	0	0	3	17	27	72	36	0	0	0	0	0	31	197
14:00	19	2	0	4	6	29	81	25	0	0	0	1	0	20	187
15:00	21	0	0	4	6	17	128	29	0	0	0	0	0	26	231
16:00	32	1	1	5	8	46	128	36	0	2	1	0	2	40	302
17:00	24	2	2	6	2	56	140	21	0	0	0	0	0	29	282
18:00	18	0	0	0	8	40	133	13	0	0	0	0	0	29	241
19:00	8	0	0	0	5	19	78	23	0	0	0	0	0	9	142
20:00	5	0	1	0	1	19	82	11	2	0	0	0	0	2	123
21:00	3	1	0	0	0	15	40	15	7	0	0	0	0	6	87
22:00	4	1	0	0	2	11	31	12	0	0	0	0	0	4	65
23:00	0	0	0	0	0	0	10	7	0	1	0	0	0	3	21
24:00	0	0	0	0	0	1	4	3	3	0	0	0	0	0	11
DAY TOTAL	217	17	12	45	74	497	1583	422	31	3	1	1	3	257	3163
PERCENTS	6.9%	0.5%	0.4%	1.4%	2.3%	15.7%	50.0%	13.3%	1.0%	0.1%	0.0%	0.0%	0.1%	8.1%	100.0%

Statistical Information...

15th Percentile Speed  
32.6 mph

85th Percentile Speed  
40.7 mph

Median Speed  
37.2 mph

Average Speed  
36.8 mph

10 MPH Pace Speed  
30 mph to 40 mph  
2080 vehicles in pace  
Representing 77.4% of the total vehicles

Vehicles > 65 MPH  
3  
0.1%

Mass Highway Department

SPEED SUMMARY  
 Fri 2/2/2024

Page: 4

Station #: 240030000040  
 Site ID: 000000000101  
 Location: Highland Street NB, south of Goodhue St.  
 Direction: NORTH  
 Lane: 1

File: D0130002.prn  
 City: Hamilton  
 County: speed

TIME	10	15	20	25	30	35	40	45	50	55	60	65	70	250	Total
01:00	0	0	0	0	0	0	3	3	0	0	0	0	0	0	6
02:00	0	0	0	0	0	1	4	2	0	0	0	0	0	0	7
03:00	0	0	0	0	0	1	0	2	0	0	0	0	0	0	3
04:00	0	0	0	0	0	2	2	0	3	0	0	0	0	0	7
05:00	0	0	0	4	0	8	5	3	0	0	0	0	0	0	20
06:00	0	0	0	0	1	7	23	10	0	0	0	0	0	0	41
07:00	7	0	0	0	0	36	63	35	0	0	0	0	0	7	148
08:00	32	0	0	4	3	56	138	34	2	0	0	0	0	6	275
09:00	15	0	0	3	4	34	114	21	7	0	0	0	0	9	207
10:00	13	0	0	15	2	23	85	13	4	0	0	0	4	26	185
11:00	10	3	0	7	9	52	65	36	0	1	0	0	0	28	211
12:00	11	5	8	33	7	30	80	9	1	0	1	5	2	21	213
DAY TOTAL	88	8	8	66	26	250	582	168	17	1	1	5	6	97	1323
PERCENTS	6.7%	0.6%	0.6%	5.0%	2.0%	18.9%	44.0%	12.7%	1.3%	0.1%	0.1%	0.4%	0.5%	7.3%	100.0%

Statistical Information...

15th Percentile Speed  
 31.3 mph

85th Percentile Speed  
 40.8 mph

Median Speed  
 36.8 mph

Average Speed  
 36.2 mph

10 MPH Pace Speed  
 30 mph to 40 mph  
 832 vehicles in pace  
 Representing 73.1% of the total vehicles

Vehicles > 65 MPH  
 6  
 0.5%

Mass Highway Department

SPEED SUMMARY  
Tue 1/30/2024

Page: 1

Station #: 240030000090  
Site ID: 000000000102  
Location: Highland Street SB, south of Goodhue St.  
Direction: SOUTH  
Lane: 1

STA. 1 SB

File: D0130004.prn  
City: Hamilton  
County: speed

TIME	10	15	20	25	30	35	40	45	50	55	60	65	70	250	Total
13:00	13	0	0	3	12	57	82	17	0	0	0	0	0	4	188
14:00	12	1	3	1	17	37	86	19	1	0	0	0	6	2	185
15:00	12	0	3	12	16	70	78	20	0	0	0	0	0	1	212
16:00	11	1	3	10	31	55	109	50	0	0	0	0	8	0	278
17:00	21	0	4	10	22	76	108	15	6	0	0	0	0	0	262
18:00	19	0	0	2	3	57	111	28	1	2	0	0	0	1	224
19:00	7	0	0	0	0	42	79	40	0	0	0	0	0	3	171
20:00	1	0	0	0	9	27	39	25	5	0	0	0	0	0	106
21:00	2	0	0	0	12	21	31	28	4	0	0	0	0	0	98
22:00	0	0	0	0	0	19	15	14	0	0	0	0	0	0	48
23:00	0	0	0	0	0	0	27	4	0	0	0	0	0	0	31
24:00	0	0	0	0	0	0	6	7	0	0	0	0	0	0	13
DAY TOTAL	98	2	13	38	122	461	771	267	17	2	0	0	14	11	1816
PERCENTS	5.4%	0.1%	0.7%	2.1%	6.7%	25.4%	42.5%	14.7%	0.9%	0.1%	0.0%	0.0%	0.8%	0.6%	100.0%

Statistical Information...

15th Percentile Speed  
30.9 mph

85th Percentile Speed  
40.8 mph

Median Speed  
36.4 mph

Average Speed  
36.1 mph

10 MPH Pace Speed  
30 mph to 40 mph  
1232 vehicles in pace  
Representing 72.2% of the total vehicles

Vehicles > 65 MPH  
14  
0.8%



Mass Highway Department

SPEED SUMMARY  
Wed 1/31/2024

Page: 2

Station #: 240030000090  
Site ID: 000000000102  
Location: Highland Street SB, south of Goodhue St.  
Direction: SOUTH  
Lane: 1

File: D0130004.prn  
City: Hamilton  
County: speed

TIME	10	15	20	25	30	35	40	45	50	55	60	65	70	250	Total
01:00	0	0	0	0	0	0	8	0	0	0	0	0	0	0	8
02:00	0	0	0	0	0	0	2	0	0	0	0	0	0	0	2
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	0	0	1	0	0	4	0	1	0	0	0	0	0	6
05:00	0	0	0	0	0	2	5	1	2	0	1	0	0	0	11
06:00	0	0	0	0	1	2	22	12	6	0	0	0	0	0	43
07:00	0	0	3	0	4	43	59	32	3	0	0	0	0	0	144
08:00	12	0	0	0	24	58	142	36	2	0	0	0	0	0	274
09:00	15	0	0	5	15	45	128	16	0	1	0	0	0	2	227
10:00	2	0	4	3	22	51	85	22	0	0	0	0	0	4	193
11:00	4	0	0	4	16	47	89	7	2	0	0	0	0	4	173
12:00	8	0	0	0	20	50	88	14	1	0	1	2	0	2	186
13:00	5	0	0	13	10	40	84	36	0	1	0	4	0	0	193
14:00	14	0	0	4	17	64	76	14	0	0	0	0	1	0	190
15:00	26	3	0	6	12	49	110	26	0	0	1	0	4	2	239
16:00	20	1	0	3	17	63	117	31	5	0	0	2	0	5	264
17:00	34	0	0	4	10	68	97	36	1	0	0	0	0	0	250
18:00	16	1	0	0	0	64	94	25	0	0	0	0	0	0	200
19:00	6	0	0	0	3	23	96	40	0	0	0	0	0	2	170
20:00	4	3	0	0	0	19	66	42	3	0	0	0	0	0	137
21:00	0	8	0	3	2	6	35	30	2	0	0	0	0	0	86
22:00	4	0	0	0	0	11	23	21	2	0	0	0	0	0	61
23:00	0	0	0	0	0	0	22	7	0	0	0	0	0	0	29
24:00	0	0	0	0	0	0	9	5	0	0	0	0	0	0	14
DAY TOTAL	170	16	7	46	173	705	1461	453	30	2	3	8	5	21	3100
PERCENTS	5.5%	0.5%	0.2%	1.5%	5.6%	22.7%	47.1%	14.6%	1.0%	0.1%	0.1%	0.3%	0.2%	0.7%	100.0%

Statistical Information...

15th Percentile Speed  
31.4 mph

85th Percentile Speed  
40.7 mph

Median Speed  
36.7 mph

Average Speed  
36.3 mph

10 MPH Pace Speed  
30 mph to 40 mph  
2166 vehicles in pace  
Representing 74.5% of the total vehicles

Vehicles > 65 MPH  
5  
0.2%

Mass Highway Department

SPEED SUMMARY  
Thu 2/1/2024

Station #: 240030000090  
Site ID: 000000000102  
Location: Highland Street SB, south of Goodhue St.  
Direction: SOUTH  
Lane: 1

File: D0130004.prn  
City: Hamilton  
County: speed

TIME	10	15	20	25	30	35	40	45	50	55	60	65	70	250	Total
01:00	0	0	0	0	0	4	1	3	0	0	0	0	0	0	8
02:00	0	0	0	0	0	0	0	5	0	0	0	0	0	0	5
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	0	0	0	0	0	0	3	2	0	0	0	0	0	5
05:00	0	0	0	0	0	2	2	0	6	0	1	3	0	0	14
06:00	1	0	0	0	4	3	17	16	1	0	0	0	0	0	42
07:00	7	0	0	0	2	19	66	28	3	0	0	0	0	0	125
08:00	21	0	0	0	4	57	108	41	1	0	0	0	0	0	232
09:00	24	3	0	2	7	57	123	52	2	0	0	0	0	2	272
10:00	5	0	0	0	12	33	109	15	0	0	0	2	0	0	176
11:00	9	0	1	2	9	44	90	20	0	0	5	0	0	4	184
12:00	8	0	0	2	5	36	93	25	1	0	0	0	0	4	174
13:00	13	6	0	4	12	34	67	36	1	0	0	0	0	6	179
14:00	11	3	1	6	12	47	89	18	0	0	0	0	0	15	202
15:00	23	0	0	2	27	41	94	10	2	1	0	0	1	2	203
16:00	20	2	2	7	25	71	103	49	4	1	0	0	0	8	292
17:00	37	0	6	0	7	50	130	28	1	0	0	0	0	9	268
18:00	23	0	0	0	7	43	130	25	1	0	0	0	0	4	233
19:00	11	0	0	0	7	25	69	35	2	2	0	0	0	6	157
20:00	4	0	0	0	1	20	43	28	5	0	0	0	0	0	101
21:00	3	0	0	0	4	21	45	24	1	0	0	0	0	2	100
22:00	0	0	0	0	1	22	32	4	5	0	0	0	0	0	64
23:00	0	0	0	0	0	0	11	23	0	0	0	0	0	0	34
24:00	0	0	0	0	0	0	1	7	0	0	0	0	0	0	8
DAY TOTAL	220	14	10	25	146	629	1423	495	38	4	6	5	1	62	3078
PERCENTS	7.1%	0.5%	0.3%	0.8%	4.7%	20.4%	46.2%	16.1%	1.2%	0.1%	0.2%	0.2%	0.0%	2.0%	100.0%

Statistical Information...

15th Percentile Speed  
31.8 mph

85th Percentile Speed  
41.3 mph

Median Speed  
37.0 mph

Average Speed  
36.7 mph

10 MPH Pace Speed  
30 mph to 40 mph  
2052 vehicles in pace  
Representing 73.4% of the total vehicles

Vehicles > 65 MPH  
1  
0.0%

Mass Highway Department

SPEED SUMMARY  
 Fri 2/2/2024

Page: 4

Station #: 240030000090  
 Site ID: 000000000102  
 Location: Highland Street SB, south of Goodhue St.  
 Direction: SOUTH  
 Lane: 1

File: D0130004.prn  
 City: Hamilton  
 County: speed

TIME	10	15	20	25	30	35	40	45	50	55	60	65	70	250	Total
01:00	0	0	0	0	0	0	2	4	2	0	0	0	0	0	8
02:00	0	0	0	0	0	0	0	8	0	0	0	0	0	0	8
03:00	0	0	0	0	0	0	0	3	0	0	0	0	0	0	3
04:00	0	0	0	0	0	0	0	2	0	0	0	0	0	4	6
05:00	0	0	0	2	0	0	3	9	0	0	0	0	0	0	14
06:00	1	0	1	0	0	1	26	6	0	0	0	0	0	0	35
07:00	6	0	0	0	1	24	55	28	5	0	0	0	0	2	121
08:00	13	0	0	3	5	59	147	33	0	0	0	1	0	11	272
09:00	15	0	2	2	19	51	110	24	0	0	0	0	0	6	229
10:00	6	0	1	4	10	64	84	15	2	0	0	1	0	7	194
11:00	9	0	2	4	21	36	94	18	2	0	0	0	0	8	194
12:00	7	3	9	24	24	40	48	26	2	0	0	0	0	11	194
DAY TOTAL	57	3	15	39	80	275	569	176	13	0	0	2	0	49	1278
PERCENTS	4.5%	0.2%	1.2%	3.1%	6.3%	21.5%	44.5%	13.8%	1.0%	0.0%	0.0%	0.2%	0.0%	3.8%	100.0%

Statistical Information...

15th Percentile Speed  
 30.7 mph

85th Percentile Speed  
 40.4 mph

Median Speed  
 36.5 mph

Average Speed  
 35.7 mph

10 MPH Pace Speed  
 30 mph to 40 mph  
 844 vehicles in pace  
 Representing 72.0% of the total vehicles

Vehicles > 65 MPH  
 0  
 0.0%

Mass Highway Department

SPEED SUMMARY  
Tue 1/30/2024

Page: 1

STA. 2 NB

Station #: 240030000073  
Site ID: 000000000201  
Location: Goodhue St.NB, south of Waldingfield Rd.  
Direction: NORTH  
Lane: 1

File: D0130006.prn  
City: Hamilton  
County: speed

TIME	10	15	20	25	30	35	40	45	50	55	60	65	70	250	Total
13:00	0	1	1	2	5	3	0	0	0	0	0	0	0	0	12
14:00	0	2	3	6	1	0	0	0	0	0	0	0	0	0	12
15:00	2	2	3	4	10	3	0	0	0	0	0	0	0	0	24
16:00	0	0	2	6	10	2	0	0	0	0	0	0	0	0	20
17:00	0	1	3	2	12	5	0	0	0	0	0	0	0	0	23
18:00	0	0	2	7	8	3	0	0	0	0	0	0	0	0	20
19:00	0	0	0	1	3	4	0	0	0	0	0	0	0	0	8
20:00	0	0	0	1	1	2	0	0	0	0	0	0	0	0	4
21:00	0	0	0	1	3	0	0	0	0	0	0	0	0	0	4
22:00	0	0	0	1	1	0	0	0	0	0	0	0	0	0	2
23:00	0	0	0	1	0	0	1	0	0	0	0	0	0	0	2
24:00	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
DAY TOTAL	2	6	14	33	54	22	1	0	0	0	0	0	0	0	132
PERCENTS	1.5%	4.5%	10.6%	25.0%	40.9%	16.7%	0.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

Statistical Information...

15th Percentile Speed  
19.8 mph

85th Percentile Speed  
30.8 mph

Median Speed  
26.1 mph

Average Speed  
25.4 mph

10 MPH Pace Speed  
20 mph to 30 mph  
87 vehicles in pace  
Representing 66.9% of the total vehicles

Vehicles > 65 MPH  
0  
0.0%

Mass Highway Department

SPEED SUMMARY  
Wed 1/31/2024

Station #: 240030000073  
Site ID: 000000000201  
Location: Goodhue St.NB, south of Waldingfield Rd.  
Direction: NORTH  
Lane: 1

File: D0130006.prn  
City: Hamilton  
County: speed

TIME	10	15	20	25	30	35	40	45	50	55	60	65	70	250	Total
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:00	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
07:00	0	0	1	0	1	2	0	0	0	0	0	0	0	0	4
08:00	0	0	1	7	6	5	0	0	0	0	0	0	0	0	19
09:00	0	0	1	9	11	4	0	0	0	0	0	0	0	0	25
10:00	0	1	0	4	4	2	0	0	0	0	0	0	0	0	11
11:00	0	0	0	1	3	1	0	0	0	0	0	0	0	0	5
12:00	0	0	1	2	4	3	1	0	0	0	0	0	0	0	11
13:00	0	0	2	3	3	2	1	0	0	0	0	0	0	0	11
14:00	0	0	4	7	8	2	0	0	0	0	0	0	0	0	21
15:00	0	0	1	3	12	3	1	0	0	0	0	0	0	0	20
16:00	0	0	0	1	6	11	2	0	0	0	0	0	0	0	20
17:00	0	1	0	3	15	6	0	0	0	0	0	0	0	0	25
18:00	0	0	0	3	9	2	0	0	0	0	0	0	0	0	14
19:00	0	0	0	2	2	4	0	0	0	0	0	0	0	0	8
20:00	0	0	0	2	3	2	2	0	0	0	0	0	0	0	9
21:00	0	0	0	0	2	5	0	0	0	0	0	0	0	0	7
22:00	0	0	0	0	1	1	0	0	0	0	0	0	0	0	2
23:00	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
24:00	0	0	0	0	0	1	1	0	0	0	0	0	0	0	2
DAY TOTAL	0	2	11	48	90	57	8	0	0	0	0	0	0	0	216
PERCENTS	0.0%	0.9%	5.1%	22.2%	41.7%	26.4%	3.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

Statistical Information...

15th Percentile Speed  
22.0 mph

85th Percentile Speed  
32.9 mph

Median Speed  
27.6 mph

Average Speed  
27.4 mph

10 MPH Pace Speed  
25 mph to 35 mph  
147 vehicles in pace  
Representing 68.1% of the total vehicles

Vehicles > 65 MPH  
0  
0.0%

Mass Highway Department

SPEED SUMMARY  
Thu 2/1/2024

Station #: 240030000073  
Site ID: 000000000201  
Location: Goodhue St.NB, south of Waldingfield Rd.  
Direction: NORTH  
Lane: 1

File: D0130006.prn  
City: Hamilton  
County: speed

TIME	10	15	20	25	30	35	40	45	50	55	60	65	70	250	Total
01:00	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
02:00	0	0	0	0	0	2	0	0	0	0	0	0	0	0	2
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:00	0	0	0	0	2	0	0	0	0	0	0	0	0	0	2
07:00	0	1	0	0	3	0	0	0	0	0	0	0	0	0	4
08:00	0	1	0	3	10	4	0	1	0	0	0	0	0	0	19
09:00	0	0	0	3	11	8	0	0	0	0	0	0	0	0	22
10:00	0	0	3	2	10	3	0	0	0	0	0	0	0	0	18
11:00	0	0	0	3	4	0	0	0	0	0	0	0	0	0	7
12:00	0	0	0	1	9	5	1	0	0	0	0	0	0	0	16
13:00	0	0	0	4	7	3	1	0	0	0	0	0	0	0	15
14:00	0	1	0	2	6	2	0	0	0	0	0	0	0	0	11
15:00	0	0	1	8	9	4	0	0	0	0	0	0	0	0	22
16:00	0	3	1	3	12	3	1	0	0	0	0	0	0	0	23
17:00	0	0	1	2	21	6	1	0	0	0	0	0	0	0	31
18:00	0	0	0	6	6	3	2	0	0	0	0	0	0	0	17
19:00	0	0	0	0	3	1	0	0	0	0	0	0	0	0	4
20:00	0	0	0	1	0	2	0	0	0	0	0	0	0	0	3
21:00	0	0	0	0	5	1	3	0	0	0	0	0	0	0	9
22:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
23:00	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
24:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DAY TOTAL	0	6	6	38	119	48	10	1	0	0	0	0	0	0	228
PERCENTS	0.0%	2.6%	2.6%	16.7%	52.2%	21.1%	4.4%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

Statistical Information...

15th Percentile Speed  
22.9 mph

85th Percentile Speed  
32.6 mph

Median Speed  
27.7 mph

Average Speed  
27.6 mph

10 MPH Pace Speed  
25 mph to 35 mph  
167 vehicles in pace  
Representing 73.2% of the total vehicles

Vehicles > 65 MPH  
0  
0.0%

Mass Highway Department

SPEED SUMMARY  
 Fri 2/2/2024

Page: 4

Station #: 240030000073  
 Site ID: 000000000201  
 Location: Goodhue St.NB, south of Waldingfield Rd.  
 Direction: NORTH  
 Lane: 1

File: D0130006.prn  
 City: Hamilton  
 County: speed

TIME	10	15	20	25	30	35	40	45	50	55	60	65	70	250	Total
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
07:00	0	0	0	0	1	1	0	0	0	0	0	0	0	0	2
08:00	1	0	1	3	2	3	0	0	0	0	0	0	0	0	10
09:00	0	0	2	5	10	2	3	0	0	0	0	0	0	0	22
10:00	4	0	0	2	3	1	0	0	0	0	0	0	0	0	10
11:00	0	1	1	2	7	1	0	0	0	0	0	0	0	0	12
12:00	0	2	3	6	6	1	0	0	0	0	0	0	0	0	18
DAY TOTAL	5	3	7	18	30	9	3	0	0	0	0	0	0	0	75
PERCENTS	6.7%	4.0%	9.3%	24.0%	40.0%	12.0%	4.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

Statistical Information...

15th Percentile Speed  
 20.1 mph

85th Percentile Speed  
 30.8 mph

Median Speed  
 26.2 mph

Average Speed  
 25.7 mph

10 MPH Pace Speed  
 20 mph to 30 mph  
 48 vehicles in pace  
 Representing 68.6% of the total vehicles

Vehicles > 65 MPH  
 0  
 0.0%

Mass Highway Department

SPEED SUMMARY  
Tue 1/30/2024

Page: 1

STA. 2 SB

Station #: 240003000086  
Site ID: 000000000202  
Location: Goodhue St.SB, south of Waldingfield Rd.  
Direction: SOUTH  
Lane: 1

File: D0130008.prn  
City: Hamilton  
County: speed

TIME	10	15	20	25	30	35	40	45	50	55	60	65	70	250	Total
13:00	0	0	0	5	5	3	0	0	0	0	0	0	0	0	13
14:00	1	0	2	6	6	1	0	0	0	0	0	0	0	0	16
15:00	1	0	6	6	8	3	0	0	0	0	0	0	0	0	24
16:00	0	0	2	10	12	5	0	0	0	0	0	0	0	0	29
17:00	10	0	0	10	5	2	0	0	0	0	0	0	0	0	27
18:00	0	0	0	4	19	2	0	0	0	0	0	0	0	0	25
19:00	2	0	0	9	3	2	0	0	0	0	0	0	0	0	16
20:00	0	0	0	2	1	5	0	0	0	0	0	0	0	0	8
21:00	0	0	0	2	3	0	0	0	2	0	0	0	0	0	7
22:00	0	0	0	0	1	3	0	0	0	0	0	0	0	0	4
23:00	0	0	0	0	0	3	0	0	0	0	0	0	0	0	3
24:00	0	0	0	0	0	2	0	0	0	0	0	0	0	0	2
DAY TOTAL	14	0	10	54	63	31	0	0	2	0	0	0	0	0	174
PERCENTS	8.0%	0.0%	5.7%	31.0%	36.2%	17.8%	0.0%	0.0%	1.1%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

Statistical Information...

15th Percentile Speed  
21.3 mph

85th Percentile Speed  
31.5 mph

Median Speed  
26.3 mph

Average Speed  
26.4 mph

10 MPH Pace Speed  
20 mph to 30 mph  
117 vehicles in pace  
Representing 73.1% of the total vehicles

Vehicles > 65 MPH  
0  
0.0%



Mass Highway Department

SPEED SUMMARY  
Wed 1/31/2024

Station #: 240003000086  
Site ID: 00000000202  
Location: Goodhue St.SB, south of Waldingfield Rd.  
Direction: SOUTH  
Lane: 1

File: D0130008.prn  
City: Hamilton  
County: speed

TIME	10	15	20	25	30	35	40	45	50	55	60	65	70	250	Total
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:00	0	0	0	1	0	1	0	0	0	0	0	0	0	0	2
07:00	0	0	0	4	0	0	0	0	0	0	0	0	0	0	4
08:00	0	0	2	10	27	4	0	0	0	0	0	0	0	0	43
09:00	0	1	7	7	6	4	3	0	0	0	0	0	0	0	28
10:00	0	1	8	1	3	3	0	0	0	0	0	0	0	0	16
11:00	0	0	4	4	1	2	2	0	0	0	0	0	0	0	13
12:00	0	0	1	6	5	0	0	0	0	0	0	0	0	0	12
13:00	0	0	4	4	11	2	0	0	0	0	0	0	0	0	21
14:00	0	0	2	15	11	2	0	0	0	0	0	0	0	0	30
15:00	0	0	6	9	9	6	0	0	0	0	0	0	0	0	30
16:00	0	0	0	15	10	2	4	0	0	0	0	0	0	0	31
17:00	7	0	2	2	11	1	3	0	0	0	0	0	0	0	26
18:00	0	0	0	9	4	0	3	1	0	0	0	0	0	0	17
19:00	0	2	0	4	9	3	0	0	0	0	0	0	0	0	18
20:00	0	0	0	6	7	5	0	0	0	0	0	0	0	0	18
21:00	0	0	5	0	4	0	0	0	0	0	0	0	0	0	9
22:00	0	0	0	0	4	0	0	0	0	0	0	0	0	0	4
23:00	0	0	0	0	2	0	0	0	0	0	0	0	0	0	2
24:00	0	0	0	0	2	0	0	0	0	0	0	0	0	0	2
DAY TOTAL	7	4	41	97	126	35	15	1	0	0	0	0	0	0	326
PERCENTS	2.1%	1.2%	12.6%	29.8%	38.7%	10.7%	4.6%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

Statistical Information...

15th Percentile Speed  
20.2 mph

85th Percentile Speed  
30.5 mph

Median Speed  
25.7 mph

Average Speed  
25.6 mph

10 MPH Pace Speed  
20 mph to 30 mph  
223 vehicles in pace  
Representing 69.9% of the total vehicles

Vehicles > 65 MPH  
0  
0.0%

Mass Highway Department

SPEED SUMMARY  
Thu 2/1/2024

Station #: 240003000086  
Site ID: 000000000202  
Location: Goodhue St.SB, south of Waldingfield Rd.  
Direction: SOUTH  
Lane: 1

File: D0130008.prn  
City: Hamilton  
County: speed

TIME	10	15	20	25	30	35	40	45	50	55	60	65	70	250	Total
01:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
02:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:00	0	0	0	3	2	0	0	0	0	0	0	0	0	0	5
07:00	0	0	0	2	0	2	0	0	0	0	0	0	0	0	4
08:00	0	0	0	16	14	4	0	0	0	0	0	0	0	0	34
09:00	0	0	4	4	12	9	4	0	0	0	0	0	0	0	33
10:00	0	0	1	10	4	6	0	0	0	0	0	0	0	0	21
11:00	0	0	2	3	8	1	0	0	0	0	0	0	0	0	14
12:00	0	0	0	5	13	2	0	0	0	0	0	0	0	0	20
13:00	3	0	0	6	10	3	2	0	0	0	0	0	0	0	24
14:00	0	1	0	3	10	1	0	1	0	0	0	0	0	0	16
15:00	0	4	2	4	13	4	0	0	0	0	0	0	0	0	27
16:00	0	1	4	13	8	6	0	0	1	0	0	0	0	0	33
17:00	0	0	5	6	13	11	2	0	0	0	0	0	0	0	37
18:00	0	0	0	7	8	3	1	0	0	0	0	0	0	0	19
19:00	0	0	0	1	6	6	2	2	0	0	0	0	0	0	17
20:00	0	0	2	2	2	0	4	1	0	0	0	0	0	0	11
21:00	0	0	7	0	1	0	0	0	0	0	0	0	0	0	8
22:00	0	0	0	0	2	0	0	0	0	0	0	0	0	0	2
23:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
24:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DAY TOTAL	3	6	27	85	129	58	15	4	1	0	0	0	0	0	328
PERCENTS	0.9%	1.8%	8.2%	25.9%	39.3%	17.7%	4.6%	1.2%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

Statistical Information...

15th Percentile Speed  
20.9 mph

85th Percentile Speed  
32.5 mph

Median Speed  
26.7 mph

Average Speed  
26.7 mph

10 MPH Pace Speed  
20 mph to 30 mph  
214 vehicles in pace  
Representing 65.8% of the total vehicles

Vehicles > 65 MPH  
0  
0.0%

Mass Highway Department

SPEED SUMMARY  
 Fri 2/2/2024

Page: 4

Station #: 240003000086  
 Site ID: 00000000202  
 Location: Goodhue St.SB, south of Waldingfield Rd.  
 Direction: SOUTH  
 Lane: 1

File: D0130008.prn  
 City: Hamilton  
 County: speed

TIME	10	15	20	25	30	35	40	45	50	55	60	65	70	250	Total
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06:00	0	0	0	1	1	0	0	0	0	0	0	0	0	0	2
07:00	0	0	0	2	1	0	0	0	0	0	0	0	0	0	3
08:00	0	1	1	10	17	7	1	0	0	0	0	0	0	0	37
09:00	0	0	1	10	7	7	0	0	0	0	0	0	0	0	25
10:00	0	0	4	2	9	2	0	0	0	0	0	0	0	0	17
11:00	1	0	0	8	7	0	0	0	0	0	0	0	0	0	16
12:00	0	0	0	6	9	0	1	0	0	0	0	0	0	0	16
DAY TOTAL	1	1	6	39	52	16	2	0	0	0	0	0	0	0	117
PERCENTS	0.9%	0.9%	5.1%	33.3%	44.4%	13.7%	1.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

Statistical Information...

15th Percentile Speed  
 21.3 mph

85th Percentile Speed  
 30.2 mph

Median Speed  
 26.2 mph

Average Speed  
 26.0 mph

10 MPH Pace Speed  
 20 mph to 30 mph  
 91 vehicles in pace  
 Representing 78.4% of the total vehicles

Vehicles > 65 MPH  
 0  
 0.0%

Mass Highway Department

SPEED SUMMARY  
Tue 1/30/2024

STA. 3 EB

Station #: 240030000108  
Site ID: 000000000203  
Location: Waldingfield Rd. EB, East of Goodhue St.  
Direction: EAST  
Lane: 1

File: D0130010.prn  
City: Ipswich  
County: speed

TIME	10	15	20	25	30	35	40	45	50	55	60	65	70	250	Total
13:00	6	5	5	5	20	10	3	0	0	0	0	0	2	2	58
14:00	0	0	3	15	28	11	6	0	0	0	0	0	0	0	63
15:00	0	0	5	15	32	14	4	0	0	0	0	0	0	0	70
16:00	0	1	2	22	40	12	6	1	0	0	0	0	0	0	84
17:00	0	0	2	11	43	35	7	1	0	0	0	0	0	0	99
18:00	0	2	3	18	36	27	2	2	0	0	0	0	0	0	90
19:00	0	0	2	11	18	13	4	0	0	0	0	0	0	0	48
20:00	0	0	2	9	7	3	3	2	1	0	0	0	0	0	27
21:00	0	0	2	2	10	2	1	0	1	0	0	0	0	0	18
22:00	0	0	0	1	3	6	0	0	0	0	0	0	0	0	10
23:00	0	0	0	0	2	2	2	0	0	0	0	0	0	0	6
24:00	0	0	0	1	3	0	0	0	0	0	0	0	0	0	4
DAY TOTAL	6	8	26	110	242	135	38	6	2	0	0	0	2	2	577
PERCENTS	1.0%	1.4%	4.5%	19.1%	41.9%	23.4%	6.6%	1.0%	0.3%	0.0%	0.0%	0.0%	0.3%	0.3%	100.0%

Statistical Information...

15th Percentile Speed  
22.3 mph

85th Percentile Speed  
33.6 mph

Median Speed  
27.9 mph

Average Speed  
28.1 mph

10 MPH Pace Speed  
25 mph to 35 mph  
377 vehicles in pace  
Representing 66.3% of the total vehicles

Vehicles > 65 MPH  
2  
0.4%

Mass Highway Department

SPEED SUMMARY  
Wed 1/31/2024

Station #: 240030000108  
 Site ID: 000000000203  
 Location: Waldingfield Rd. EB, East of Goodhue St.  
 Direction: EAST  
 Lane: 1

File: D0130010.prn  
 City: Ipswich  
 County: speed

TIME	10	15	20	25	30	35	40	45	50	55	60	65	70	250	Total
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00	0	0	0	0	1	2	0	0	0	0	0	0	0	0	3
06:00	0	0	0	1	2	0	1	0	0	0	0	0	0	0	4
07:00	0	0	0	2	13	8	0	1	0	0	0	0	0	4	28
08:00	0	0	1	22	40	20	8	1	0	0	0	0	2	0	94
09:00	0	0	7	19	55	30	2	0	0	0	0	0	0	0	113
10:00	1	0	1	10	39	19	5	0	0	0	0	1	0	4	80
11:00	0	0	1	7	18	22	7	0	0	0	0	0	2	0	57
12:00	0	0	1	13	19	13	1	0	0	0	0	0	0	0	47
13:00	0	0	1	4	28	19	3	1	0	0	0	0	0	0	56
14:00	0	5	3	15	28	20	6	0	0	0	0	0	0	4	81
15:00	0	0	2	11	28	23	8	0	0	0	0	0	1	0	73
16:00	0	0	2	11	40	31	11	2	0	0	0	0	0	4	101
17:00	0	0	1	18	39	31	12	2	0	0	0	4	4	4	115
18:00	0	0	1	10	42	26	6	3	0	0	0	0	0	4	92
19:00	0	0	0	5	16	18	3	1	0	0	0	0	2	2	47
20:00	0	0	1	1	13	11	3	1	0	0	0	0	0	2	32
21:00	0	0	0	4	9	4	0	0	0	0	0	0	0	0	17
22:00	0	0	1	0	5	4	1	1	0	0	0	0	0	0	12
23:00	0	0	0	0	3	5	1	0	0	0	0	0	0	0	9
24:00	0	0	0	0	1	1	0	0	0	0	0	0	0	0	2
DAY TOTAL	1	5	23	153	439	307	78	13	0	0	0	5	11	28	1063
PERCENTS	0.1%	0.5%	2.2%	14.4%	41.3%	28.9%	7.3%	1.2%	0.0%	0.0%	0.0%	0.5%	1.0%	2.6%	100.0%

Statistical Information...

15th Percentile Speed  
24.2 mph

85th Percentile Speed  
34.2 mph

Median Speed  
28.8 mph

Average Speed  
29.5 mph

10 MPH Pace Speed  
25 mph to 35 mph  
746 vehicles in pace  
Representing 72.1% of the total vehicles

Vehicles > 65 MPH  
11  
1.1%

Mass Highway Department

SPEED SUMMARY  
Thu 2/1/2024

Station #: 240030000108  
Site ID: 000000000203  
Location: Waldingfield Rd. EB, East of Goodhue St.  
Direction: EAST  
Lane: 1

File: D0130010.prn  
City: Ipswich  
County: speed

TIME	10	15	20	25	30	35	40	45	50	55	60	65	70	250	Total
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	0	1	0	0	0	0	0	0	2	0	3
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00	0	0	0	0	1	2	0	0	0	0	0	0	0	0	3
06:00	0	0	0	1	5	0	0	1	0	0	0	0	0	0	7
07:00	0	0	1	4	14	6	0	0	0	0	0	4	0	0	29
08:00	1	0	2	9	38	22	5	0	0	0	0	2	0	3	82
09:00	1	0	2	13	50	26	6	1	0	0	0	0	0	3	102
10:00	0	0	2	17	39	19	5	0	0	0	0	0	0	8	92
11:00	0	0	1	12	18	9	0	1	0	0	0	2	0	0	43
12:00	0	0	0	15	29	14	3	0	0	0	0	0	2	4	67
13:00	0	0	1	14	22	12	1	1	0	0	0	0	0	0	51
14:00	1	0	1	16	14	5	5	3	0	0	0	0	0	2	47
15:00	0	0	1	11	29	19	3	0	0	0	0	0	0	0	63
16:00	1	0	2	22	29	19	8	3	0	0	0	0	0	12	96
17:00	0	0	6	16	44	25	2	3	1	0	0	2	2	4	105
18:00	1	1	1	14	28	18	8	3	0	0	0	0	0	0	74
19:00	0	0	2	11	17	13	4	2	0	0	0	0	0	0	49
20:00	0	0	2	3	9	4	3	0	0	0	0	0	0	0	21
21:00	0	0	0	2	11	5	1	0	0	0	0	0	0	0	19
22:00	0	0	0	0	7	1	0	0	1	0	0	0	0	0	9
23:00	0	0	1	1	2	1	0	0	0	0	0	0	0	0	5
24:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DAY TOTAL	5	1	25	181	406	221	54	18	2	0	0	10	8	36	967
PERCENTS	0.5%	0.1%	2.6%	18.7%	42.0%	22.9%	5.6%	1.9%	0.2%	0.0%	0.0%	1.0%	0.8%	3.7%	100.0%

Statistical Information...

15th Percentile Speed  
23.1 mph

85th Percentile Speed  
33.9 mph

Median Speed  
28.2 mph

Average Speed  
29.1 mph

10 MPH Pace Speed  
25 mph to 35 mph  
627 vehicles in pace  
Representing 67.7% of the total vehicles

Vehicles > 65 MPH  
8  
0.9%

Mass Highway Department

SPEED SUMMARY  
Fri 2/2/2024

Page: 4

Station #: 240030000108  
Site ID: 000000000203  
Location: Waldingfield Rd. EB, East of Goodhue St.  
Direction: EAST  
Lane: 1

File: D0130010.prn  
City: Ipswich  
County: speed

TIME	10	15	20	25	30	35	40	45	50	55	60	65	70	250	Total
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
03:00	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00	0	0	0	0	0	2	0	0	0	0	0	0	0	0	2
06:00	0	0	0	0	3	0	1	1	0	0	0	0	0	0	5
07:00	0	1	1	2	9	6	0	0	0	0	0	0	0	2	21
08:00	0	0	2	9	32	18	9	0	0	0	0	2	0	2	74
09:00	0	0	2	15	58	19	8	0	0	0	0	0	0	4	106
10:00	1	0	1	10	40	15	0	0	0	0	0	0	0	6	73
11:00	0	0	4	8	26	9	4	0	0	0	0	0	0	0	51
12:00	1	0	2	9	24	10	0	1	0	0	0	0	0	2	49
DAY TOTAL	2	1	12	53	193	79	23	2	0	0	0	2	0	16	383
PERCENTS	0.5%	0.3%	3.1%	13.8%	50.4%	20.6%	6.0%	0.5%	0.0%	0.0%	0.0%	0.5%	0.0%	4.2%	100.0%

Statistical Information...

15th Percentile Speed  
23.9 mph

85th Percentile Speed  
33.3 mph

Median Speed  
28.0 mph

Average Speed  
28.4 mph

10 MPH Pace Speed  
25 mph to 35 mph  
272 vehicles in pace  
Representing 74.5% of the total vehicles

Vehicles > 65 MPH  
0  
0.0%

Mass Highway Department

SPEED SUMMARY  
Tue 1/30/2024

Page: 1

STA. 3WB

Station #: 230040000145  
Site ID: 000000000204  
Location: Waldingfield Rd. WB, East of Goodhue St.  
Direction: WEST  
Lane: 1

File: D0130012.prn  
City: Ipswich  
County: speed

TIME	10	15	20	25	30	35	40	45	50	55	60	65	70	250	Total
13:00	4	6	3	5	7	8	3	0	0	0	0	0	0	0	36
14:00	0	0	1	6	21	14	6	0	0	0	0	0	0	0	48
15:00	0	0	3	8	20	20	6	1	0	0	0	0	0	0	58
16:00	0	1	1	6	28	38	4	1	0	0	0	0	0	0	79
17:00	0	0	0	5	34	37	11	1	0	0	0	0	0	0	88
18:00	0	0	1	7	28	33	8	2	0	0	0	0	0	0	79
19:00	0	0	1	0	19	11	5	0	0	0	0	0	0	0	36
20:00	0	0	0	7	5	7	2	2	0	1	0	0	0	0	24
21:00	0	0	1	2	7	2	0	0	1	0	0	0	0	0	13
22:00	0	0	0	0	3	2	1	0	0	0	0	0	0	0	6
23:00	0	0	0	0	2	3	1	0	0	0	0	0	0	0	6
24:00	0	0	0	0	2	0	0	0	0	0	0	0	0	0	2
DAY TOTAL	4	7	11	46	176	175	47	7	1	1	0	0	0	0	475
PERCENTS	0.8%	1.5%	2.3%	9.7%	37.1%	36.8%	9.9%	1.5%	0.2%	0.2%	0.0%	0.0%	0.0%	0.0%	100.0%

Statistical Information...

15th Percentile Speed  
25.2 mph

85th Percentile Speed  
34.6 mph

Median Speed  
29.9 mph

Average Speed  
29.7 mph

10 MPH Pace Speed  
25 mph to 35 mph  
351 vehicles in pace  
Representing 74.5% of the total vehicles

Vehicles > 65 MPH  
0  
0.0%



Mass Highway Department

SPEED SUMMARY  
Wed 1/31/2024

Station #: 230040000145  
Site ID: 00000000204  
Location: Waldingfield Rd. WB, East of Goodhue St.  
Direction: WEST  
Lane: 1

File: D0130012.prn  
City: Ipswich  
County: speed

TIME	10	15	20	25	30	35	40	45	50	55	60	65	70	250	Total
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00	0	0	0	0	1	1	1	0	0	0	0	0	0	0	3
06:00	0	0	0	0	2	0	1	0	0	0	0	0	0	0	3
07:00	0	0	0	0	6	8	0	1	0	0	0	0	0	0	15
08:00	0	0	0	5	18	27	11	3	0	0	0	0	0	0	64
09:00	0	0	1	5	16	15	8	1	0	0	0	0	0	0	46
10:00	0	0	0	6	13	14	7	0	0	0	0	0	0	0	40
11:00	0	0	1	3	13	15	10	1	0	0	0	0	0	0	43
12:00	0	0	0	6	9	12	2	0	0	0	0	0	0	0	29
13:00	0	1	2	5	8	25	4	1	0	0	0	0	0	0	46
14:00	0	3	5	11	17	24	6	0	0	0	0	0	0	2	68
15:00	0	0	1	7	19	27	8	2	0	0	0	0	0	0	64
16:00	0	0	1	8	22	27	11	4	0	0	0	2	2	0	77
17:00	0	0	0	3	25	45	19	1	0	0	0	0	0	0	93
18:00	0	0	0	3	30	28	14	4	0	0	0	0	0	0	79
19:00	0	0	0	3	12	18	6	0	0	0	0	0	0	0	39
20:00	0	0	0	1	10	7	7	0	1	0	0	0	0	0	26
21:00	0	0	1	2	3	3	1	0	0	0	0	0	0	0	10
22:00	0	0	1	0	3	4	0	1	0	0	0	0	0	0	9
23:00	0	0	0	0	1	3	1	0	0	0	0	0	0	0	5
24:00	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
DAY TOTAL	0	4	13	68	228	304	117	19	1	0	0	2	2	2	760
PERCENTS	0.0%	0.5%	1.7%	8.9%	30.0%	40.0%	15.4%	2.5%	0.1%	0.0%	0.0%	0.3%	0.3%	0.3%	100.0%

Statistical Information...

15th Percentile Speed  
25.6 mph

85th Percentile Speed  
36.2 mph

Median Speed  
31.1 mph

Average Speed  
31.0 mph

10 MPH Pace Speed  
25 mph to 35 mph  
532 vehicles in pace  
Representing 70.2% of the total vehicles

Vehicles > 65 MPH  
2  
0.3%

Mass Highway Department

SPEED SUMMARY  
Thu 2/1/2024

Station #: 230040000145  
Site ID: 000000000204  
Location: Waldingfield Rd. WB, East of Goodhue St.  
Direction: WEST  
Lane: 1

File: D0130012.prn  
City: Ipswich  
County: speed

TIME	10	15	20	25	30	35	40	45	50	55	60	65	70	250	Total
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00	0	0	0	0	0	2	1	0	0	0	0	0	0	0	3
06:00	0	0	0	1	3	2	0	1	0	0	0	0	0	0	7
07:00	0	0	1	2	3	1	2	0	0	0	0	0	0	0	9
08:00	0	0	1	3	10	25	4	1	0	0	0	0	0	0	44
09:00	0	0	1	1	14	19	10	4	0	0	0	0	0	0	49
10:00	1	0	0	4	13	11	6	1	0	0	0	0	0	0	36
11:00	0	0	1	1	12	10	2	0	0	0	0	0	0	0	26
12:00	0	0	1	3	10	14	6	0	0	0	0	0	2	2	38
13:00	1	1	1	2	18	19	7	1	0	0	0	0	0	0	50
14:00	0	0	1	7	13	12	6	1	2	0	0	0	0	0	42
15:00	0	0	1	5	12	24	3	3	0	0	0	0	1	2	51
16:00	1	0	0	6	25	32	12	2	0	0	0	2	2	0	82
17:00	0	1	2	11	31	34	15	4	0	0	0	0	0	2	100
18:00	0	1	1	6	27	30	12	2	0	0	0	0	0	0	79
19:00	0	0	2	4	10	13	10	2	0	0	0	0	0	0	41
20:00	0	0	1	3	8	3	3	0	0	0	0	0	0	0	18
21:00	0	0	0	0	4	7	1	0	0	0	0	0	0	0	12
22:00	0	0	0	0	4	1	0	0	0	1	0	0	0	0	6
23:00	0	0	0	1	1	2	0	0	0	0	0	0	0	0	4
24:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DAY TOTAL	3	3	14	60	218	262	100	22	2	1	0	2	5	6	698
PERCENTS	0.4%	0.4%	2.0%	8.6%	31.2%	37.5%	14.3%	3.2%	0.3%	0.1%	0.0%	0.3%	0.7%	0.9%	100.0%

Statistical Information...

15th Percentile Speed  
25.6 mph

85th Percentile Speed  
36.4 mph

Median Speed  
31.0 mph

Average Speed  
31.1 mph

10 MPH Pace Speed  
25 mph to 35 mph  
480 vehicles in pace  
Representing 69.7% of the total vehicles

Vehicles > 65 MPH  
5  
0.7%

Mass Highway Department

SPEED SUMMARY  
Fri 2/2/2024

Station #: 230040000145  
Site ID: 000000000204  
Location: Waldingfield Rd. WB, East of Goodhue St.  
Direction: WEST  
Lane: 1

File: D0130012.prn  
City: Ipswich  
County: speed

TIME	10	15	20	25	30	35	40	45	50	55	60	65	70	250	Total
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
03:00	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
04:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05:00	0	0	0	0	0	2	0	0	0	0	0	0	0	0	2
06:00	0	0	0	0	2	0	1	1	0	0	0	0	0	0	4
07:00	0	0	1	3	6	1	0	0	0	0	0	0	0	0	11
08:00	0	0	0	1	17	20	9	1	0	0	0	2	1	0	51
09:00	0	0	0	3	18	16	8	1	0	0	0	0	0	0	46
10:00	0	0	1	3	11	13	5	0	0	0	0	0	0	0	33
11:00	1	0	0	2	13	10	5	1	0	0	0	2	0	2	36
12:00	0	0	2	1	15	13	4	0	0	0	0	0	2	0	37
DAY TOTAL	1	0	4	13	83	75	32	5	0	0	0	4	3	2	222
PERCENTS	0.5%	0.0%	1.8%	5.9%	37.4%	33.8%	14.4%	2.3%	0.0%	0.0%	0.0%	1.8%	1.4%	0.9%	100.0%

Statistical Information...

15th Percentile Speed  
26.0 mph

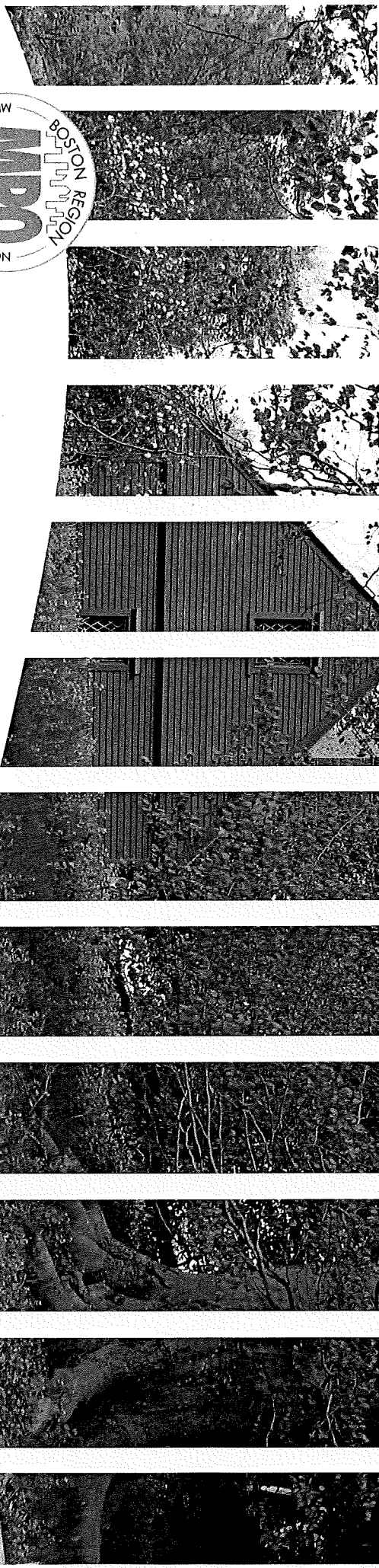
85th Percentile Speed  
36.8 mph

Median Speed  
30.6 mph

Average Speed  
31.7 mph

10 MPH Pace Speed  
25 mph to 35 mph  
158 vehicles in pace  
Representing 72.1% of the total vehicles

Vehicles > 65 MPH  
3  
1.4%



# **Community Transportation Technical Assistance: Traffic Calming on Goodhue Street, Hamilton and Ipswich**

***Shravanthi Gopalan Narayanan and Silekha Murthy***

**July 8, 2024**

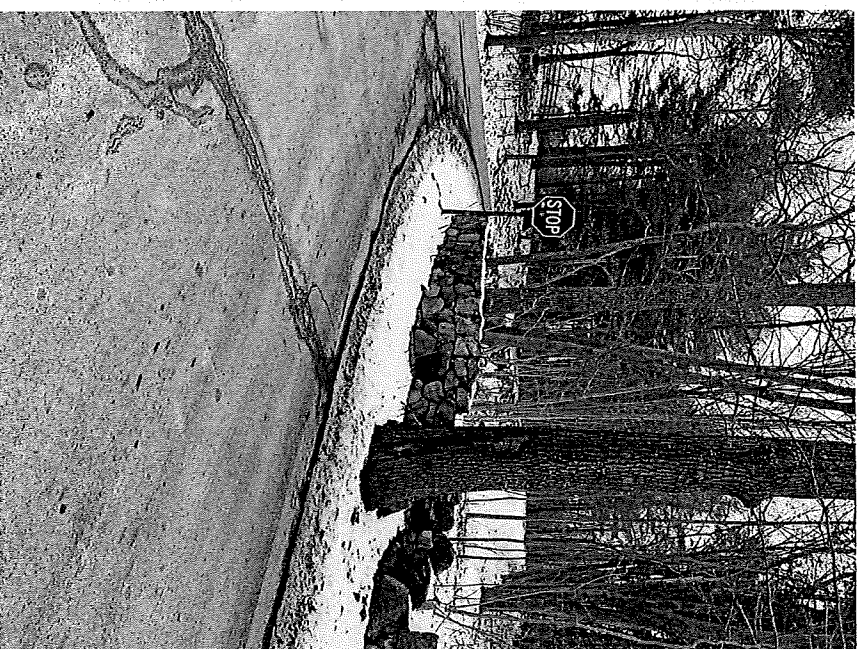


July 8, 2024

## Agenda

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1. Overview of study area
2. Issues and Concerns
3. Traffic Volumes
4. Turning Movement Counts
5. Speed Data
6. Proposed Improvements
7. Discussion





July 8, 2024

1. Overview of Study Area
2. Issues and Concerns
3. Traffic Volumes
4. Turning Movement Counts
5. Speed Data
6. Proposed Improvements

## Overview of Study Area

- Goodhue Street runs diagonally connecting Highland Street and Waldingfield Road
- Town line bisects Goodhue St, with part of it in Hamilton and part in Ipswich
- Waldingfield Road and Highland Street run from Hamilton to Ipswich as well

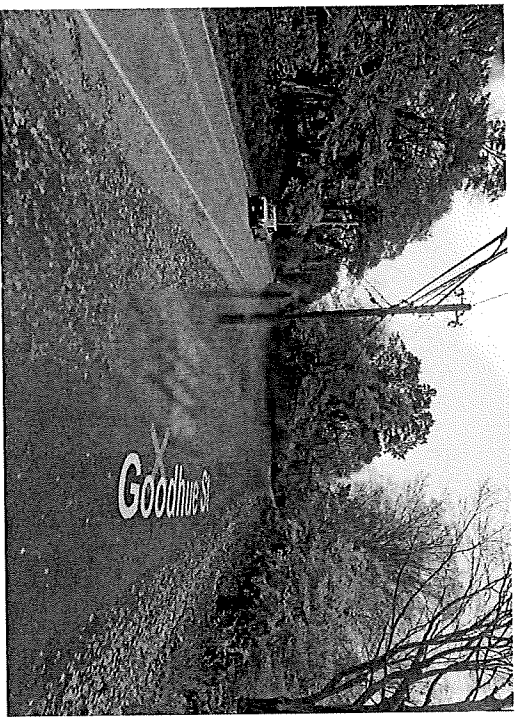




July 8, 2024

1. Overview of Study Area
2. Issues and Concerns
3. Traffic Volumes
4. Turning Movement Counts
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## Overview of Study Area



- Surrounding land uses are primarily residential and equestrian farms, with Appleton Farms bordering Goodhue St to the east
- Goodhue St is a scenic route and requires Planning Board approval for any improvements to the roadway
- Proposed commercial development on Waldingfield Road - corporate retreat

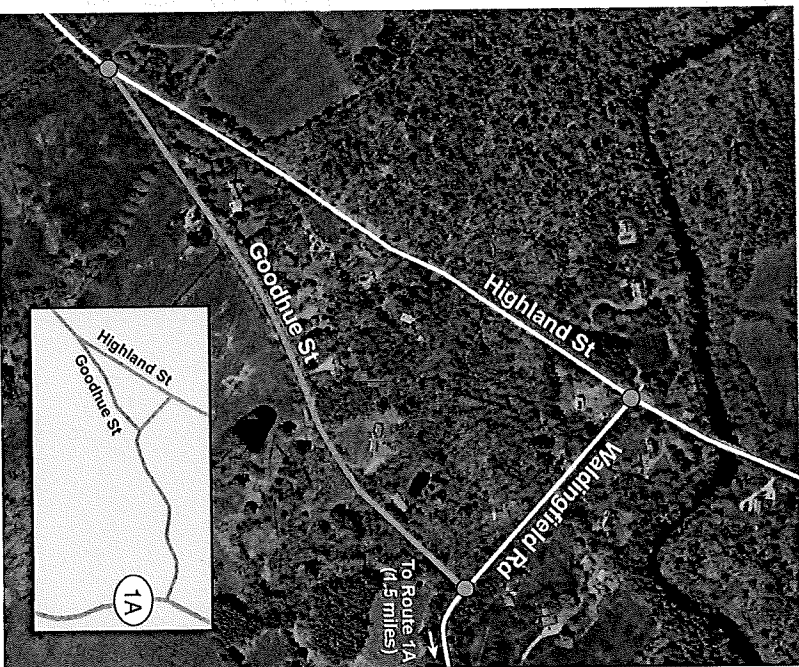


July 8, 2024

1. Overview of Study Area
2. Issues and Concerns
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4. Turning Movement Counts
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## Issues and Concerns

- Goodhue Street used as a cut-through for drivers looking to bypass Route 1A
- Speeding concerns on Goodhue St
- Intersection of Goodhue St and Waldingfield Rd has challenging sight distances
  - Drivers often do not come to a complete stop before making a turn





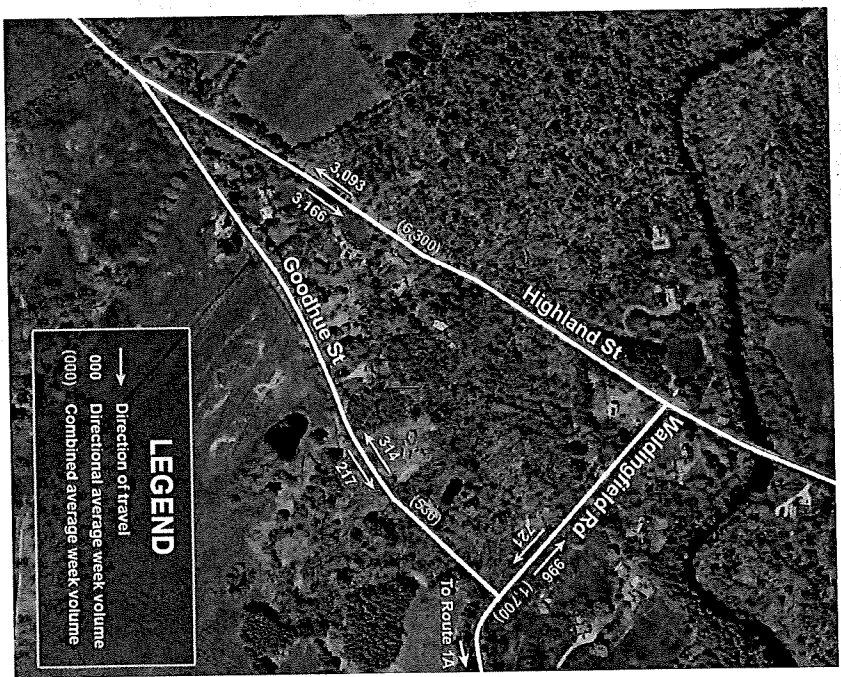


July 8, 2024

1. Overview of Study Area
2. Issues and Concerns
3. Traffic Volumes
4. Turning Movement Counts
5. Speed Data
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## Existing Conditions Analysis: Traffic Volumes

- MPO Staff collected data on traffic volumes, turning movements, and speeds during the week of January 29, 2024
- Average weekday volumes:
  - Goodhue St: 530 vehicles
  - Highland St: 6,300 vehicles
  - Waldingfield Rd: 1,700 vehicles





July 8, 2024

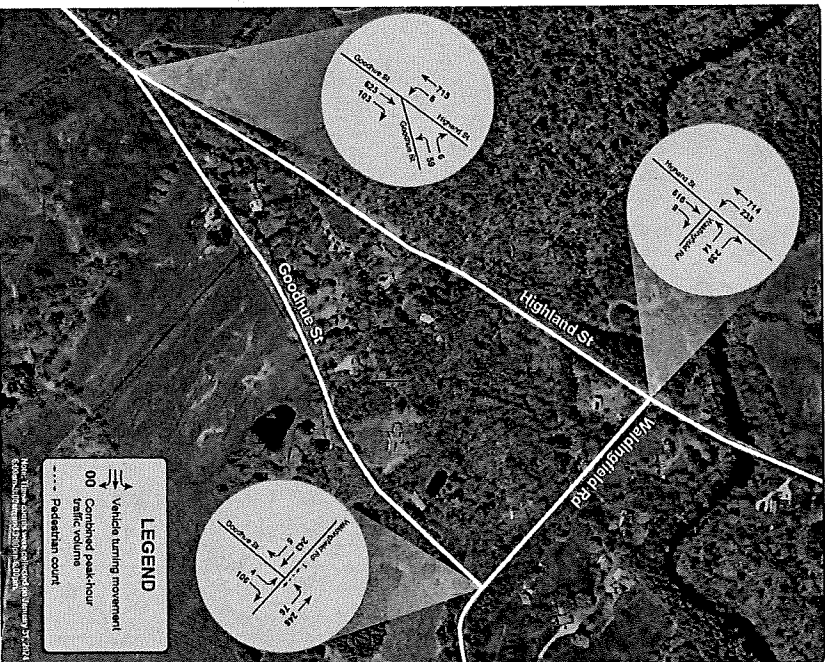
1. Overview of Study Area
2. Issues and Concerns
3. Traffic Volumes
4. Turning Movement Counts
5. Speed data
6. Proposed Improvements

# Existing Conditions Analysis: Turning Movement Counts

Intersection	AM Peak	PM Peak
Highland Street at Goodhue Street	7:15 AM – 8:15 AM	3:15 PM – 4:15 PM
Goodhue Street at Waldingfield Road	7:45 AM – 8:45 AM	3:45 PM – 4:45 PM
Highland Street at Waldingfield Road	7:30 AM – 8:30 AM	3:30 PM – 4:30 PM

Note: Graphic displays the combined peak-hour volume at the intersection.

Turning movement counts were conducted at all three intersections during AM (6:00–9:00 AM) and PM (3:00–6:00 PM) peaks.

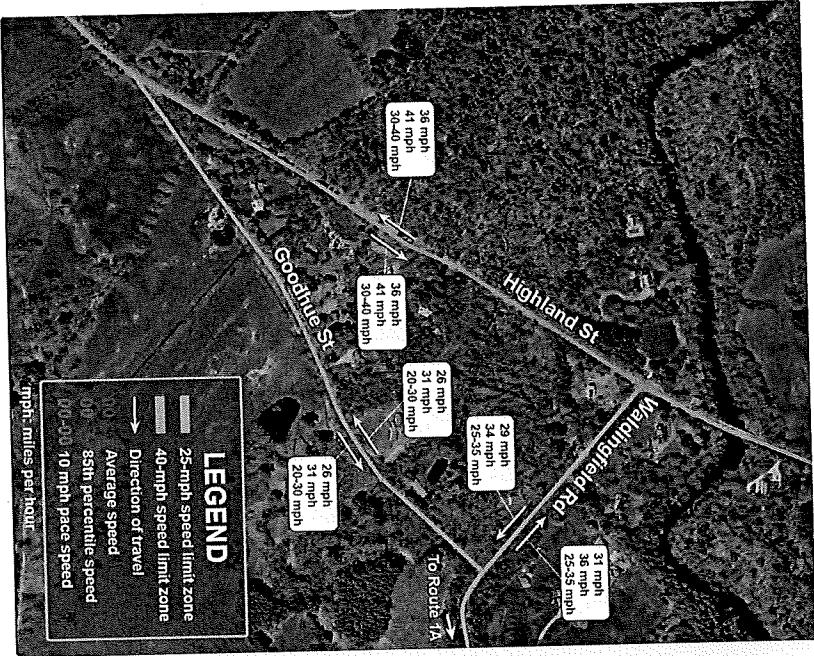




July 8, 2024

1. Overview of Study Area
2. Issues and Concerns
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# Existing Conditions Analysis: Speed Measurements



Roadway	Posted Speed Limit	Average Speed	Percent of vehicles travelling within the posted speed limit	Percent of vehicles speeding
Goodhue Street	No posted speed limit	NB: 26 mph SB: 26 mph	*NB: 34% *SB: 42%	*NB: 66% *SB: 58%
Highland Street	40 mph	NB: 36 mph SB: 36 mph	NB: 79% SB: 82%	NB: 21% SB: 18%
Waldingfield Road	25 mph	EB: 29 mph WB: 31 mph	NB: 21% SB: 11%	NB: 79% SB: 89%

EB = Eastbound. NB = Northbound. SB = Southbound. WB = Westbound.  
Source: Boston Region MPO staff.

\*Assuming a speed limit of 25 mph on Goodhue Street



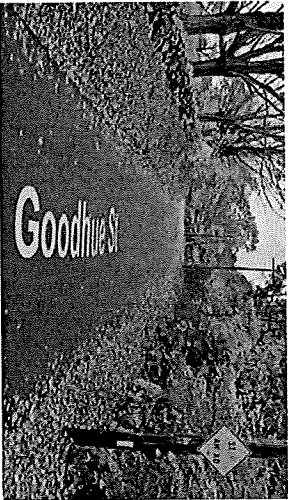
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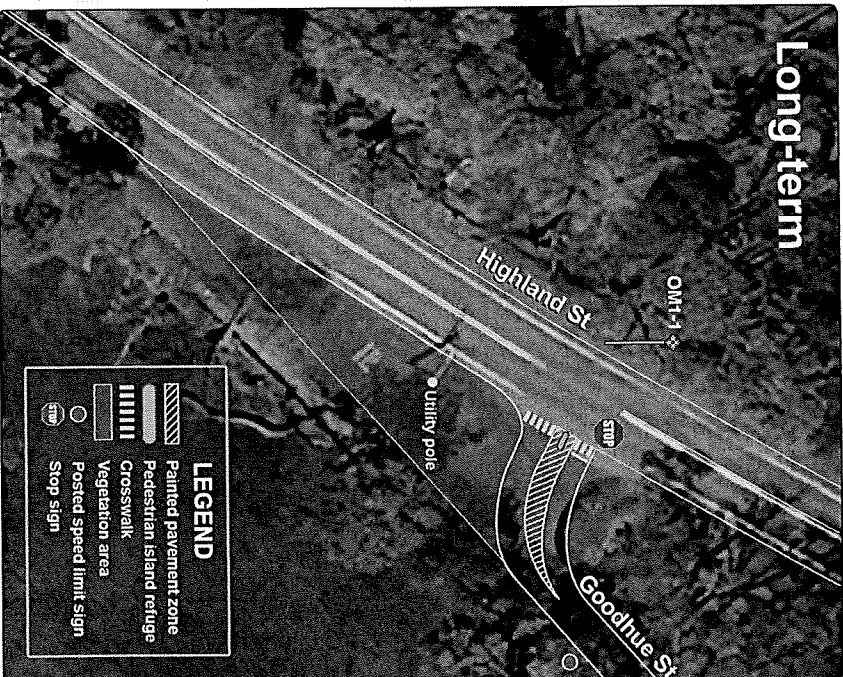
# Proposed Improvements: Goodhue Street at Highland Street

## Short-term

- Install speed limit signs of 25 mph on both directions of Goodhue Street.
- Add "Reduced Speed Limit Ahead" sign on Highland Street before Goodhue Street at Highland Street intersection
- Replace "Stop Ahead" sign on Goodhue Street ahead of Highland Street



## Long-term



Goodhue Street at Highland Street Intersection



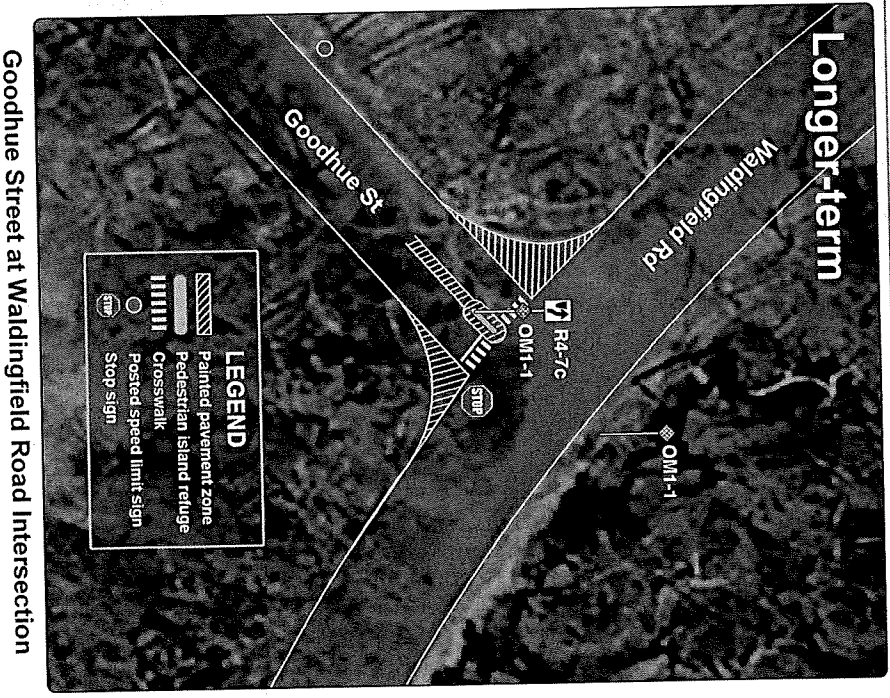
July 8, 2024

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6. Proposed Improvements

# Proposed Improvements: Goodhue Street at Waldingfield Road

## Short-term

- Install a “Share the road” shared-lane sign on Waldingfield Road
- Relocate the posted speed limit signs to inform drivers about the change in the speed limit while entering Waldingfield Road from Goodhue Street or Highland Street
- Align “Stop sign” to the stop bar at the intersection
- Repave Goodhue Street wherever necessary and maintain road condition





July 8, 2024

1. Overview of Study Area
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3. Traffic Volumes
4. Turning Movement Counts
5. Speed Data
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## Proposed Improvements: Highland Street at Waldingfield Road

---

### Short-term

- Realign stop sign and stop bar closer to the intersection based on the sight distance
- Stripe a 3- to 4-foot-wide shoulder on Waldingfield Road and Goodhue Street
- Install speed limit signs on Highland Street northbound



July 8, 2024

1. Overview of Study Area
2. Issues and Concerns
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5. Speed Data
6. Proposed Improvements

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## Proposed Improvements: Turning Goodhue Street into One-Way

- Based on traffic counts and speeds, converting Goodhue St into a one-way street may not adequately address cut-through traffic and speeding
  - Instead, MPO staff recommend redesigning the intersection of Highland Street at Goodhue Street to force drivers to slow down before making the right turn
- MPO Staff recommend installing a sidewalk along the eastern side of Goodhue Street

# Discussion

Thank you!

**Shravanthi Gopalan Narayanan**

**sgnarayanan@cips.org**

**Srilekha Murthy**

**smurthy@cips.org**



## Joe Domelowicz

---

**From:** Vicky Masone  
**Sent:** Thursday, July 18, 2024 2:46 PM  
**To:** Joe Domelowicz; Tracy, Eric  
**Cc:** Tim Olson  
**Subject:** EV Charging Stations Charge-to-Charge Fee Proposal  
**Attachments:** FY25 Proposed EV Fee Structure.docx

Good Afternoon, Joe and Eric:

Attached is my recommendation for an updated fee structure for the public's use of the EV charging stations in Town. Joe, Eric recently had a Level 2 station installed in the Middle School parking lot so my recommendation to him is to adopt the same fee structure as Hamilton for consistency. The fee structure did need updating due to escalating costs, however, which are outlined in the attached draft memo.

Could you take a look at the memo and if it looks OK to you I will finalize it for you to bring to the Hamilton Select Board and School Committee, respectively?

Let me know if you have any questions and thank you,

Vicky



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

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

# Memo

**To:** Joe Domelowicz, Town Manager  
Eric Tracy, Superintendent of Schools  
**From:** Victoria Masone, Energy Manager  
**cc:** Tim Olson, DPW Director  
Peggy McLaughlin, Treasurer / Collector  
**Date:** July 17, 2024  
**Re:** Updated Fee Structure for Town-owned EV Charging Stations

---

The Town owns and operates three public access electric vehicle charging stations; one Level 2 station at Town Hall, and two DC-Fast Charger (DCFC) stations at Patton Park. The Town Hall station has been online since 2020 and the DCFC stations have been online since 2023. An additional public access Level 2 station, owned by the Hamilton Wenham Regional School District (HWRSD) was recently placed online in the Miles River Middle School parking lot at 775 Bay Road.

The Hamilton Select Board voted to approve a fee structure for the Town-owned stations in March 2023, thereby authorizing the Town to “charge to charge” at the EV stations. The fee structure was designed to generate enough revenue to cover the cost to the Town of operating and maintaining the stations. This memo provides a proposed update to the existing fee structure based on present-day costs, and proposes to implement the exact same fee structure at the new Level 2 HWRSD charging station, for consistency throughout Town.

The current fee structure is as follows:

	<b>Town Hall Level 2 Charger</b>	<b>Patton Park DCFC Chargers</b>
Per-kWh charge	\$0.21/kWh	\$0.21/kWh
Parking Fee	\$1/hr	\$2/hr

The primary justification of the proposed increased fees is the increase in National Grid electric rate (supply + distribution) from \$0.21/kWh in 2023 to \$0.27/kWh in 2024. This increase is despite the stable electric rate achieved through Hamilton’s competitive energy supply contract which is locked in at \$0.1295/kWh and 100% renewable.

An updated summary of the annual operating and maintenance costs of the stations is provided below along with an FY24 revenue report. Hours utilized and kWh dispensed are based on actual FY24 data from the Town Hall and Patton Park stations.

Description of Annual Costs	Town Hall Level 2 Charger	Patton Park DCFC Chargers
Networking Fees	\$ 730.00	\$ 2,400.00
Chargepoint Assure Warranty	\$ 828.00	\$ 6,820.00
Maintenance Contract with Voltrek	\$1,200.00	\$ 2,000.00
Total Maintenance Costs	\$2,758.00	\$11,220.00
Total MWh (FY24) Dispensed	5.662	58.547
NGrid Electric Rate FY24	\$0.27/kWh	\$0.27/kWh
Total Operating Costs	\$1,528.74	\$15,807.69
Estimated Future Annual O&M Costs	\$4,286.74	\$27,027.69

Description of FY24 Revenue	Town Hall Level 2 Charger	Patton Park DCFC Chargers
Total Hours Utilized	948	1,657
Total MWh (FY24) Dispensed	5.662	58.547
Total fees raised in FY24	\$1,342.77	\$15,181.70

Given the above data and in an effort to insulate the Town against future National Grid distribution fee increases, I recommend the following update to the fee structure.

Proposed FY25 Fee Structure	Town Hall Level 2 Charger	Patton Park DCFC Chargers
Per-kWh charge	\$0.35/kWh	\$0.35/kWh
Parking Fee	\$3/hr	\$4/hr

Assuming the same station usage in FY25 as in FY24, the estimated FY25 revenue generated by the proposed FY25 Fee Structure is shown below. The proposed fee structure will cover the annual O&M costs of the stations.

Estimated FY25 Revenue	Town Hall Level 2 Charger	Patton Park DCFC Chargers
Total Hours Utilized	948	1,657
Total MWh (FY24) Dispensed	5.662	58.547
Total Estimated FY25 Revenue	\$4,825.70	\$27,119.45

I recommend this fee structure be reviewed annually against actual station usage data.

COMMONWEALTH OF MASSACHUSETTS  
SUPREME JUDICIAL COURT

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CASE NO. SJC-13580

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The Attorney General,  
*Plaintiff/Counterclaim Defendant - Appellant*

v.

Town of Milton,  
*Defendant/Counterclaim Plaintiff/Third Party Plaintiff -  
Appellee, AND*

Joe Atchue,  
*Defendant - Appellee,*

v.

The Executive Office of Housing and Livable Communities,  
*Third Party Defendant - Appellant,*

---

Brief of Amicus Curiae, The Town of Hamilton,  
in support of the Town of Milton.

---

Attorneys for Amicus Curiae,  
The Town of Hamilton,

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Jonathan G. Murray (BBO# 703748)  
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Town Counsel  
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Boston, MA 02110  
(617) 556-0007  
akwesell@k-plaw.com  
jmurray@k-plaw.com

Dated:

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**STATEMENT OF IDENTIFY (Mass. R. A. P. 17 (c) (4))**

The Town of Hamilton (the "Town") is a municipal corporation and body politic located in Essex County. The Town has a principal place of business located at Hamilton Town Hall, 577 Bay Road, Hamilton, MA 01936. The Town has an interest in this case because it is a designated "MBTA Community," and is subject to G.L. c. 40A, § 3A.

**STATEMENT OF AMICUS CURIAE (Mass. R. A. P. 17 (c) (5))**

Pursuant to Mass. R. A. P. 17 (c) (5), the Town states that KP Law, P.C., in its capacity as Town Counsel, authored this brief in whole. Pursuant to Mass. R. A. P. 17 (c) (5) (C), KP Law, P.C. states that it also represents the Town of Middleborough, which has submitted an Amicus Curiae Brief in this matter. Lastly, KP Law, P.C., states that it represents the Town of Holden in the matter of Central MA Housing Alliance, Inc., et al. v. Town of Holden, et al., Appeals Court Docket No. 2024-P-0314, which matter involves the interpretation of G.L. c. 40A, § 3A, and was stayed by order of the Appeals Court (Sacks, J.) pending a ruling in this case.



## ARGUMENT

### A. Introduction

In January 2021, the Legislature amended the Zoning Act, G.L. c. 40A, and enacted the "MBTA Communities Act," also known as the "MBTA Zoning Act," as a new Section 3A. See St. 2020, c. 358, § 18. In short, Section 3A contains three subsections which: (a) require MBTA Communities to have a zoning ordinance or by-law that allows multi-family housing as of right in a zoning district located not more than 0.5 miles from a transit station; (b) provide that an MBTA Community "that fails to comply with this section shall not be eligible for funds" from three specific state funding sources; and (c) authorize the Executive Office of Housing and Living Conditions ("EOHLC")—formerly the Department of Housing and Community Development ("DHCD")—to promulgate "guidelines to determine if an MBTA community is in compliance with this section." See G.L. c. 40A, §§ 3A(a)(1) - 3A(c).

Pursuant to G.L. c. 40A, § 1A, the Town of Hamilton is one of the "51 cities and towns" included in G.L. c. 161A, §1, and therefore, constitutes an "MBTA Community" for the purposes of Section 3A. Although Section 3A does not contain any deadline for compliance, EOHLC's *Compliance Guidelines for Multi-family Zoning Districts Under Section 3A of the Zoning Act*, revised

August 17, 2023 (hereinafter, "the Guidelines"), designates the Town of Hamilton as a "Commuter Rail Community," and sets a final compliance deadline of December 31, 2024. See Guidelines, § 9 (Table 3).

The Town of Hamilton Select Board, in its capacity as chief executive officer of the Town, is aware that if the Town ultimately does not comply with the statute, the Town may lose access to the state grants enumerated in G.L. c. 40A, § 3A(b) and Section 9 of the Guidelines. The Town of Hamilton submits this Amicus Curiae Brief in support of the Town of Milton to state that that the Attorney General is not authorized to enforce compliance with Section 3A, Section 3A(b) provides the sole remedy for noncompliance with the statute, and that the Guidelines promulgated by EOHLIC are ultra vires and beyond the scope of the Legislature's intent.

**B. The Attorney General Lacks Standing Or Authorization To Enforce Compliance With Section 3A.**

The assertion by the Attorney General that she possesses the authority to enforce a specific and narrowly tailored statute with general enforcement powers is simply incorrect. As primary support for her argument that she may compel compliance with Section 3A by forcing municipalities to adopt compliant zoning bylaws or ordinances, the Attorney General cites to G.L.

c. 12, § 10, which states that the Attorney General "shall take cognizance of all violations of law . . . affecting the general welfare of the people . . . and shall institute or cause to be instituted such criminal or civil proceedings . . . as he may deem to be for the public interest . . . ." (Emphasis added).

While the Town of Hamilton does not dispute that the Attorney General may enforce violations of law affecting the general welfare of the people, the Town disputes the conclusory nature of the Attorney General's argument that Section 3A is a statute affecting the "general welfare." This Court has recognized that the terms "general welfare" and "public welfare" have never been, and cannot be, precisely defined. See Opinion of the Justices to the Senate, 333 Mass. 773, 778 (1955). However, the term, as used in G.L. c. 12, § 10, should be given some meaning, and should not stand for the general proposition put forward by the Attorney General that the Legislature has empowered her to enforce any violation of any statute essentially at any time.

Here, Section 3A cannot be said to affect the general welfare of residents of the Commonwealth. Unlike statutes of broad application, this statute is applicable in only 50% (177 out of 351) of municipalities in the Commonwealth. See G.L. c. 40A, § 1A, and G.L. c. 161A, § 1. Those municipalities that are

required to comply with Section 3A are located exclusively in the eastern half of the Commonwealth, with the notable exception of the City of Boston, which the Legislature chose to exempt. Moreover, within municipalities that are subject to Section 3A, the statute theoretically affects only those parcels of real estate located within 0.5 miles of a transit station and does not necessarily implicate properties located outside of that area. See G.L. c. 40A, § 3A(a)(1). Lastly, and as it pertains to the "public interest" associated with compliance with Section 3A, EOHLIC has consistently held that housing units do not need to be constructed under Section 3A, but rather, municipalities must simply show that housing units "could be added." See Guidelines, § 5(d).<sup>1</sup>

Even if the statute is construed as one that affects the "general welfare," as it pertains to the Town of Hamilton specifically, enforcement of the same would have a negative impact on the public interest. Forced multi-family housing development, detached from a comprehensive planning process that involves input from local residents and stakeholders, will

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<sup>1</sup> Section 5(d) of the Guidelines states specifically: "Nothing in Section 3A or these guidelines should be interpreted as a mandate to construct a specified number of housing units, nor as a housing production target. Demonstrating compliance with the minimum multi-family unit capacity requires only that an MBTA community show that the zoning allows multi-family housing as of right and that a sufficient number of multi-family housing units could be added to or replace existing uses and structures over time—even though such additions or replacements may be unlikely to occur soon."

undoubtedly overburden the Town's public school system, traffic infrastructure, and water and wastewater infrastructure.<sup>2</sup> The "as of right" nature of multi-family housing required by Section 3A also jeopardizes the Town's ability to protect against disturbances to environmentally sensitive areas, including wetlands, areas subject to flooding, and critical habitats.

The Town of Hamilton is cognizant of the fact that there is need for additional housing in the Commonwealth. Whether Section 3A will actually impact housing production is speculative at best. That nebulous need, however, is not sufficient grounds for the Attorney General to invoke general enforcement authority on the basis of protecting the "general welfare." This is especially true, as is here, where the statute in question is narrowly tailored with respect to its geographic applicability and includes a specific consequence for failing to comply with the statute, which does not include any authorization for the Attorney General to file suit to compel a municipality to adopt a compliant zoning bylaw or ordinance.

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<sup>2</sup> The Town of Hamilton further notes that the Hamilton commuter rail station is located on the Hamilton/Wenham town line. As Wenham is also subject to Section 3A, both communities will be required to zone for an additional 750 units in virtually the same location, essentially doubling the impacts within a one-mile area. This is simply not achievable if Hamilton is to retain its rural character and Hamilton's downtown district and given that 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.

Ultimately, "zoning power is one of a town's independent municipal powers included in the [Home Rule Amendment's (art. 89)] board grant of powers to adopt ordinances or by-laws for the protection of the public health, safety, and general welfare." See Board of Appeals of Hanover v. Housing Appeals Committee, 363 Mass. 339, 359 (1973); see also Durand v. IDC Bellingham, LLC, 440 Mass. 45, 50 (2003) (local zoning power is one of the "independent municipal powers" granted to towns by the Home Rule Amendment to control "land usages in an orderly, efficient, and safe manner to promote the public welfare."). Therefore, it is the Town of Hamilton's position that the Attorney General lacks independent authority to enforce Section 3A where such independent authority was not granted by the Legislature.

**C. Subsection (b) of Section 3A Provides The Sole Remedy For Noncompliance With The Statute.**

As stated above, it is the Town of Hamilton's position that the Attorney General lacks general enforcement authority to penalize noncompliance with Section 3A. Even if the Attorney General has general authority to enforce Section 3A, which the Town of Hamilton does not concede, subsection (b) of Section 3A provides for a specific penalty for municipalities that fail to comply:

An MBTA community that fails to comply with this section shall not be eligible for funds from: (i) the Housing Choice Initiative as described by the governor in a message to the general court dated December 11, 2017; (ii) the Local Capital Projects Fund established in section 2EEEE of chapter 29; (iii) the MassWorks infrastructure program established in section 63 of chapter 23A, or (iv) the HousingWorks infrastructure program established in section 27 of chapter 23B.

See G.L. c. 40A, § 3A(b).

As this Court held in Pereira v. New England LNG, Co., Inc., 364 Mass. 109, 118 (1973), “[i]f a general statute and a specific statute cannot be reconciled, the general statute must yield to the specific statute. This is particularly true where, as here, the specific statute was enacted after the general statute.”

Furthermore, it is clear that the Legislature envisioned the possibility that an MBTA Community may fail to comply with Section 3A(a)(1), and therefore, enacted a specific and comprehensive statutory scheme to address this issue. See Boss v. Town of Leverett, 484 Mass. 553, 557 (2020) (“We look at the statute in its entirety when determining how a single section should be construed.”). Had the Legislature intended to give independent enforcement authority over Section 3A to the Attorney General, EOHL, or some other state entity, it could have, but clearly chose not to do so here. See Case of Alves, 451 Mass. 171, 179-180 (2008) (“the Legislature is presumed to

intend and understand all the consequences of its actions."); see also Charland v. Muzi Motors, Inc., 417 Mass. 580, 583 (1994); Rambert v. Commonwealth, 389 Mass. 771, 774 (1983). Therefore, this Court should give weight to the fact that the Legislature provided an explicit penalty for municipalities that do not comply with Section 3A, and not, as the Attorney General suggests, find that the Legislature intended to provide additional penalties and remedies not stated in the statute. See Commonwealth v. McLeod, 437 Mass. 286, 294 (2002) ("We will not add words to a statute that the Legislature did not put there, either by inadvertent omission or by design.").

**D. Guidelines Promulgated By EOHLIC Are Ultra Vires And Beyond The Scope Of The Legislature's Intent.**

While the Legislature has the authority to delegate to state agencies the power to promulgate "guidelines" to determine compliance with a statute, a state agency "only has the powers and duties expressly conferred upon it by statute and such as are reasonably necessary to carry out its mission." See Hartford Accident & Indem. Co. v. Commissioner of Ins., 407 Mass. 23, 27 (1990); see also Saccone v. State Ethics Comm'n, 395 Mass. 326, 335 (1985). Here, EOHLIC has drastically exceeded that authority, and the scope of the Legislature's intent in adopting Section 3A.



The Legislature was clear when it enacted Section 3A with respect to the requirements applicable to the mandatory multi-family housing district. The district must:

be reasonable size in which multi-family housing is permitted as of right; provided, however, that such multi-family housing shall be without age restrictions and shall be suitable for families with children. For the purposes of this section, a district of reasonable size shall: (i) have a minimum gross density of 15 units per acre, subject to any further limitations imposed by section 40 of chapter 131 and title 5 of the state environmental code established pursuant to section 13 of chapter 21A; and (ii) be located not more than 0.5 miles from a commuter rail station, subway station, ferry terminal or bus station, if applicable.

See G.L. c. 40A, § 3A(a)(1).

While the Town of Hamilton concedes that G.L. c. 40A, § 3A(c) authorizes EOHLIC to promulgate "guidelines," it is equally as clear that EOHLIC has exceeded the scope of the Legislature's intent, exceeded the scope of the powers granted to it, and has regulated subject matters not reasonably necessary to ensure that municipalities adopt zoning ordinances or by-laws in compliance with Section 3A.

For example, the following requirements and subject matters contained in the Guidelines appear nowhere in the statute:

- Creation of four "categories" of municipalities: Rapid Transit Community, Commuter Rail Community, Adjacent Community, Adjacent Small Town. Guidelines, at § 2.

- Arbitrary limitation on affordability requirements applicable to housing units. Id., at § 4(b).
- Prohibition of higher energy efficiency standards. Id., at § 4(c)(i).
- Creation of a 50 acre, or 1.5% developable land, minimum land area requirement. Id., at § 5(a).
- Creation of a minimum multi-family unit capacity. Id., at § 5(b).
- Reduction of minimum multi-family unit capacity for creation of mixed-use districts. Id., at § 5(c).
- Creation of a "developable station area" standard, and authorization to locate districts outside of the statutory 0.5 mile distance surrounding a transit station. Id., at § 8(a).
- Additional penalties for noncompliance not stated in the statute. Id., at § 9.
- Rescission of determination of compliance by EOHLIC. Id., at § 10.

While these standards and requirements may arguably be good housing production policies and practices, they are irrelevant and well beyond the scope of the Legislature's specific enactment. As the Attorney General notes in her brief, the Legislature can, and has, enacted legislation giving state

agencies specific authority to adopt these types of housing production policies and practices when it so chooses. See, e.g., G.L. c 40B, §§ 22-24 (Low and Moderate Income Housing); G.L. c. 40R (Smart Growth Zoning and Housing Production); G.L. c. 40S (Smart Growth School Cost Reimbursement); G.L. c. 40V (Housing Development Incentive Program); G.L. c. 40Y (Starter Home Zoning Districts). However, Section 3A is not one of those instances.

#### CONCLUSION

For the reasons stated above, the Town of Hamilton respectfully submits this Amicus Curiae Brief in support of the Town of Milton, and urges this Honorable Court to find that the Attorney General is not authorized to enforce compliance with Section 3A, Section 3A(b) provides the sole remedy for noncompliance with the statute, and that the Guidelines promulgated by EOHLC are ultra vires and beyond the scope of the Legislature's intent.

Respectfully submitted,

Amicus Curiae,

The Town of Hamilton,

By its attorney,

/s/

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Dated:

932179/HAML/0051

CERTIFICATE OF COMPLIANCE PURSUANT TO MASS. R. A. P. 17 (c) (9)

I, Jonathan G. Murray, hereby certify that this Brief complies with the rules of court that pertain to the filing of Briefs of Amicus Curiae, including, but not limited to:

- Rule 20 (form and length of briefs, appendices, and other documents).

This Brief was typed using 12-point Courier New font (a monospaced font with approximately ten characters per inch).

/s/ Jonathan G. Murray  
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Dated:

CERTIFICATE OF SERVICE PURSUANT TO MASS. R. A. P. 13(E)

I, Jonathan G. Murray, hereby certify that, on behalf of the Amicus Curiae, the Town of Hamilton, I served a copy of the foregoing Brief of Amicus Curiae, the Town of Hamilton, in support of the Town of Milton on the following counsel of record by first class mail, postage prepaid:

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Dated:

# TOWN OF HAMILTON

TOWN MANAGER

Date: June 29, 2024  
TO: Hamilton Select Board  
FROM: Town Manager Joseph Domelowicz Jr.  
& Finance Director Wendy Markiewicz  
RE: Proposal for Special Town Meeting and proposed warrant questions

As request by the Board at your July 15, 2024 meeting, our office has confirmed that the Hamilton Wenham Regional High School auditorium is available on Monday, September 23, 2024 for the purposes of a Special Town Meeting to request additional funding to complete the Town Hall Renovation Project.

Alternatively, the Auditorium is also available on Monday, September 30 and Monday, October 7, should the Board wish to hold the STM on a different date.

Following the guidance of the Select Board at the July 15 meeting, Finance Director Wendy Markiewicz has also proposed four different alternatives to acquire the resources needed to commence the Town Hall project and has delivered those options to the Finance and Advisory Committee, which met jointly with the Capital Committee on Wednesday July 24. The two boards are still deliberating their recommendations.

We have also submitted project eligibility and funding requests to the Community Preservation Committee and are scheduled to meet with them on August 8, 2024.

Based on the Finance Director's funding options and the on-going processes, we propose the following warrant questions for the Special Town Meeting:

- 1) The use of \$xx in Free Cash to be used to complete the Town Hall project
- 2) The use of \$xx in CPC borrowing to complete the Town Hall project
- 3) An Extension of the CPC deadline to begin the Town Hall project to April 2025\*

The final language of each of these questions will be determined over the next several weeks, in collaboration with the Finance and Advisory Committee and the Community Preservation Committee, in time to be included in a final warrant on or before September 9, 2024.



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# Town of Hamilton Finance Department

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## MEMORANDUM

**TO:** Joseph Domelowicz, Town Manager

**FROM:** Wendy Markiewicz, Finance Director 

**DATE:** July 31, 2024

**SUBJECT:** Town Hall Renovation Project Funding

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The following is the information I prepared for the Select Board meeting on Monday, July 15.

After receiving the bids for the Town Hall Renovation project, Hamilton finds itself at an approximate \$2M deficit in approved funding for this project. This deficit includes a \$500,000 project contingency for change orders. The following options could alleviate this burden and allow the project to commence:

1. Request the use of the current certified available free cash of \$510,000.
2. Reduce the Free Cash reserve from 5% to 3% on a temporary basis. DLS guidance speaks to best practice between 3% and 5%. This would create \$1,259,000 of current certified available free cash.
3. Utilize ARPA's unobligated funds of \$346,540 and reallocate \$350,000 of ARPA funding from sidewalk repairs and Patton Park improvements to Town Hall Renovation, creating an availability of \$696,540 in funding.
4. Bond \$1.5M at an operating cost to the town of approximately \$135,000 in the first year, decreasing by approximately \$3,000 per year for 20 years (subject to change based on a 4% interest rate).
5. Bond \$2M at an operating cost to the town of approximately \$180,000 in the first year, decreasing by approximately \$4,000 per year for 20 years (subject to change based on a 4% interest rate).

Based on the current funding options and considerations, my recommendation would be the following:

- The Board to seek a vote to secure a \$1.5M bond
- Utilize the unobligated ARPA funds of \$346,540
- Reduce the ARPA sidewalk repairs from \$250k to \$100k

That would create available funds of \$1,996,540. This recommendation continues to promote fiscal responsibility and financial management of the availability of funds.



# Town of Hamilton Finance Department

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At the Select Board meeting on Monday, July 15, it was evident that the Select Board would like us to take the approach of using all available cash to prevent an additional operating expense by bonding.

CPC Chair, Jay Butler and CPC Board member, Shawn Farrell were both in favor of the potential to have the CPC bond the difference in order to make sure this project succeeds.

The following are options to consider:

1. Total funds needed of \$1,909,150
  - a. The CPC vote to take a \$1.5M bond (yearly cost of ~\$135,000)
  - b. Utilize the unobligated ARPA funds of \$346,540
  - c. Utilize available Free Cash of \$62,610
  
2. Total funds needed of \$1,909,150
  - a. The CPC vote to take a \$1M bond (yearly cost of ~\$90,000)
  - b. Utilize the unobligated ARPA funds of \$346,540
  - c. Reallocate ARPA funds of \$100,000 for sidewalk repairs to the Town Hall project
  - d. Utilize available Free Cash of \$462,610
  
3. Total funds needed of \$1,909,150
  - a. The CPC vote to take a \$900,000 bond ( yearly cost of ~\$81,000)
  - b. Utilize available Free Cash of \$500,000
  - c. Utilize the unobligated ARPA funds of \$346,540
  - d. Reallocate the ARPA funds of \$162,610 for sidewalk repairs to the Town Hall project
  
4. Total funds needed of \$1,909,150
  - a. The CPC vote to take a \$750,000 bond (yearly cost of ~\$70,000)
  - b. Utilize available Free Cash of \$462,610
  - c. Utilize the unobligated ARPA funds of \$346,540
  - d. Reallocate the ARPA funds of \$350,000 for sidewalk repairs and Patton Park to the Town Hall project

# Town of Hamilton Finance Department

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## MEMORANDUM

**TO:** Joseph Domelowicz, Town Manager

**FROM:** Wendy Markiewicz, Finance Director



**DATE:** July 31, 2024

**SUBJECT:** Policies for Review and Adoption

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In preparation for the upcoming fiscal year end audit, the auditors have suggested we adopt a few imperative policies that would continue to promote fiscal responsibility, financial management and internal controls.

The Grant Management and Procurement policies have been reviewed and updated with suggestions by the Town's auditors for changes in legal financial compliance.

At the FinCom meeting on July 24<sup>th</sup>, FinCom reviewed, discussed and approved said policies. At this time, I would like to request these policies be added to the August 5<sup>th</sup> Select Board agenda for approval.

1. Grant Management Policy

*Summary:* To ensure Hamilton efficiently and appropriately manages its grant-funded programs, this policy sets a framework for evaluating grant opportunities, tracking grant activity, and processing grant revenues and expenditures. Effective grant management helps promote the pursuit of grants that are in the Town's best interest and assure timely reimbursements to optimize cash flow, and to guard against year-end account deficits. As a legal contract, every grant agreement must be fulfilled in accordance with its prescribed terms and conditions, as well as all applicable federal, state, and local regulations. Failure in this regard exposes the Town to legal and financial liabilities and compromises future grant funding.

2. Procurement Conflict of Interest

*Summary:* To ensure integrity in the procurement and contract processes, to educate Town employees, consultants, uncompensated outside parties, and any other person involved in decisions to award contracts about potential conflicts of interests, and to establish a process for the screening of conflicts of interest.

3. Comprehensive Public Records and Technology Policy

*Summary:* To communicate to all Town employees the importance and responsibility of one's awareness and compliance related to public records management and the use of technology.

## GRANT MANAGEMENT

### PURPOSE

To ensure Hamilton efficiently and appropriately manages its grant-funded programs, this policy sets a framework for evaluating grant opportunities, tracking grant activity, and processing grant revenues and expenditures. Effective grant management helps promote the pursuit of grants that are in the Town's best interest and assure timely reimbursements to optimize cash flow, and guard against year-end account deficits. As a legal contract, every grant agreement must be fulfilled in accordance with its prescribed terms and conditions, as well as all applicable federal, state, and local regulations. Failure in this regard exposes the Town to legal and financial liabilities and compromises future grant funding.

### APPLICABILITY

This town-wide policy applies to the grant project managers in each department applying for or receiving grant funding. It further applies to the grant-related responsibilities of the Town Manager, Finance Director, and Treasurer/Collector.

### POLICY

All departments are encouraged to solicit grant funding for projects and programs consistent with the Town's goals. All municipal grant applications in excess of \$5,000 must receive preapproval by the Town Manager. Any grant that requires matching funds must be preapproved by the Select Board. To be eligible for preapproval, there must be sufficient staff available to effectively administer the grant program and perform its required work scope, along with adequate matching requirements (both cash and in-kind).

No department shall expend grant funds until a fully executed grant agreement has been accepted and approved for expenditure by the Town Manager. Further, no grant funds shall be used to supplant an existing expense for the purpose of diverting current funds to another use.

Operating departments through their designated grant project manager(s) have primary responsibility for seeking grant opportunities, preparing applications, and managing awarded programs. The Finance Director is responsible for consulting with project managers on grant budgetary matters, accounting for grants in the general ledger, monitoring grant expenditures for consistency with award requirements, tracking the timeliness of reimbursement requests, and distributing monthly reports of grant expenditures to departments. The Finance Director will also maintain a database of all grants and grant activity from inception to closure.

#### A. Grant Opportunity Assessment

Well in advance of a grant application's due date, the departmental project manager will assess the opportunity in consultation with the Town Manager and Finance Director. Below are the factors to be considered, at minimum.

#### Programmatic:

- Alignment of the grant's purpose with the Town's and department's strategic priorities

- Department's capacity to administer the grant through to closeout
- Office space, facilities, supplies, or equipment required
- Ongoing impact of the grant program after it is completed
- Compliance and audit requirements, particularly as they may differ from the Town's

Financial:

- Total anticipated project cost
- Expenditure requirements and anticipated cash flow schedule
- Required cost matching shares and sources, including cash and in-kind
- Staffing requirements, including salary and benefit increases for multiyear grants
- Administration and indirect recapture amounts
- Program income potential

In this stage, the project manager will also develop a continuation plan to address the potential future loss of grant funding, which may include alternative funding proposals or plans for reducing or terminating program positions or components after grant closeout.

B. Grant Application and Award Acceptance

Prior to filing any grant application greater than \$5,000, the project manager will discuss with the Town Manager how it meets the Town's strategy. If matching funds are expected, the project manager will submit a meeting agenda item requesting preapproval from the Select Board with a report summarizing the grant and how it complies with this policy. The Town Manager will then make a determination as to whether any preapproved application should be submitted to the Town Counsel for a legal review. Following this, the project manager will submit the grant application to the grantor and forward a copy to the Finance Director.

When a project manager receives notice of any grant award, he or she will then send copies of the signed agreement to the grantor and the Finance Director.

Upon receipt of the grant documents, to record the grant activity separately from regular expenses, the Finance Director will create new general ledger accounts identifying them by name and including the ALN (Assistance Listing Number) for any federal grants. When notified of any adjustment by the grantor, the project manager will immediately forward the information to the Finance Director, who will make adjustment(s) to the grant's budget in the general ledger.

C. Grant Financial Management

At the start of a new grant, the Finance Director and project manager will discuss its requirements and the timing of reimbursement requests (e.g., at the time of expenditure, monthly or quarterly), when applicable.

The project manager will ensure all expenditures made are allowable and consistent with each grant award's requirements. The project manager will submit project invoices to the Finance Department consistent with the Town's disbursement policy. The project manager will also ensure the proper payroll account codes for grant-funded employees are reported on the department's submission to the Finance Director and Payroll Coordinator as part the regular payroll process.

Because required retirement system remittances and/or general fund benefit reimbursements vary by grant, the Finance Director will calculate these for each grant and notify project managers of the resulting amounts to include on the AP submissions.

To minimize the use of advance town funds, every project manager will request reimbursements as often as the grant's guidelines allow and always no later than June 30<sup>th</sup>. In doing so, the project manager will prepare all required reports and requests as detailed in the agreement and submit these to the grantor. Immediately following each submittal, the project manager will send an email notification of the reimbursement request to the Finance Director and Treasurer/Collector.

The Finance Director will monitor each grant's deficit balance to assure it is temporary and receives reimbursement within the grant's allowable timeline and always prior to year-end. The Treasurer/Collector will match reimbursements received electronically or by check with their requests and credit the proper revenue lines.

#### D. Grant Closeout

Upon completion of the project work or grant period, whichever comes first, the project manager will verify that all grant requirements have been met and will send to the Finance Director a grant closeout package that includes a final report and either a final reimbursement request or notification of the amount to be refunded to the grantor. This reconciliation will be documented,

Upon receipt of the closeout package, the Finance Director will put the general ledger's grant account into inactive status and will reconcile the project manager's report with the general ledger's record of grant activity. The project manager will subsequently submit the final reimbursement request to the grantor or, if a refund is due, the Finance Director will add the refund amount to the AP warrant.

Within 30 days of any grant closeout or the year-end closure, whichever is earlier, the Finance Director will determine if the grant account has been over expended and will either apply the expense to the operating budget or propose an appropriation from other available funds.

#### E. Audit

All grant activities are subject to audit by the particular grantors, the Finance Director, and Hamilton's independent auditor. The Finance Director will maintain all grant documents and financial records for seven years after their closeouts or for the length of time specified by the

grantors, whichever period is longer.

**REFERENCES**

M.G.L. c. 40, § 5D

M.G.L. c. 41, § 57

M.G.L. c. 44, § 53A

Hamilton Disbursement policy

Public Employee Retirement Administration Commission: Memo #12/2003

Mass.gov webpage: Municipal Grant Finder

US grant search website: grants.gov

Department of Elementary and Secondary Education webpage: Grant Notifications and Alerts

**EFFECTIVE DATE**

This policy was adopted on

## PROCUREMENT CONFLICT OF INTEREST

### PURPOSE

To ensure integrity in the procurement and contract processes, to educate Town employees, consultants, uncompensated outside parties, and any other person involved in decisions to award contracts about potential conflicts of interests, and to establish a process for the screening of conflicts of interest.

### APPLICABILITY

The policy pertains to all the Town's procurement and contract processes governed under the provisions of the state's Uniform Procurement Act associated with, but not limited to: specification development, preparation and issuance of solicitations, evaluation of solicitations and submissions, and other evaluations that lead to Town contract awards. The policy applies to the job responsibilities of the Town Manager (as Hamilton's chief procurement officer) and to the related duties of the Finance Director. It further applies to all Town employees, officials, and others working on the Town's behalf who are involved with any procurement and contract process and to the prospective contractors.

### POLICY

The Town is committed to ethical business practices, professional integrity, and compliance with all procurement laws and regulations. Hamilton will provide fair opportunities to participants in competitive processes for the award of Town contracts. Process integrity will be reinforced by the practices outlined here to ensure confidentiality during the bid evaluation process and to assess and address conflicts of interest in all competitive solicitations. The Town will investigate all allegations of conflict of interest or misconduct brought to the attention of Town staff.

To comply with the state's Uniform Procurement Act, any purchase for supplies or services (with certain exceptions) costing more than \$10,000 requires solicitation of three written quotes for contracts and those over \$50,000 require competitive sealed bids or proposals for contracts. No quote or bid process is required when procuring supplies or services from vendors that are under state contracts or involved in regional cooperative purchasing agreements.

#### A. Confidentiality during the Bid Evaluation Process

Town staff, consultants, and outside evaluators who are participants in a bid evaluation process are required to sign confidentiality agreements, which bind them not to share any information about responses received and the evaluation process until the Town issues a Notice of Intended Award.

The departmental employee procuring goods and services must:

1. Identify all participants of an evaluation process who receive proposals or other documents used in the evaluation process, including nonevaluating observers.
2. Ensure that these participants sign confidentiality agreements.
3. Submit the confidentiality agreements to the Town Manager.

The Town Manager must:

1. Verify that signed confidentiality agreements for all participants in the evaluation process, including nonevaluating observers, are submitted.
2. Maintain signed confidentiality agreements on file.

#### B. Conflict of Interest in Procurement

To ensure decisions are made independently and impartially, Town employees and officials are expected to avoid any conflicts of interest and also avoid the appearance of conflicts of interest. A conflict of interest, or the appearance of one, must be disclosed whenever a vendor, employee, or officer has, or can reasonably anticipate having, an ownership interest, a significant executive position, or other remunerative relationship with a prospective supplier of goods or services to the Town or knows that a family member or other person with whom they have a personal or financial relationship has such an interest.

According to the federal Office of Management and Budget's Omni Circular, a conflict of interest arises when: *"the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract."*

And it states that: *"The officers, employees, and agents of the non-federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts."*

The Omni Circular further requires that for any federal grant involving a parent, affiliate, or subsidiary organization that is not a state or local government, the Town must also maintain written standards of conduct covering organizational conflicts of interest. An organizational conflict of interest means that due to a relationship with a parent company, affiliate, or subsidiary organization, the Town is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization.

Any person with a conflict as described above will not participate in the preparing of specifications, qualifying vendors, selecting successful bidders on products or services in which they have an interest, or approving payment to those interests. The only exception to this arises if the person makes full disclosure of a potential conflict and receives an advance, written determination from the State Ethics Commission that the interest is not so substantial as to be deemed likely to affect the integrity of the goods or services the Town may expect from that individual.

Department heads and other officials are required to ascertain and disclose to the Town Manager any potential conflict of interest affecting procurement transactions before a contract is signed, a commitment made, or an order placed. The Town Manager will then notify the Finance Director, who will verify the availability of funds before any order is placed with a vendor.

The following measures will be taken to ensure the Town avoids any conflicts of interest in procuring Town contracts:



1. Employees, officials, and others who regularly participate in contract activities on behalf of the Town must disclose relevant financial interests as required by state and federal laws and to annually review the statements in conjunction with this policy and other ethical standards.
2. Other persons involved in procurements must review this policy and other ethical standards and provide information in order to determine if there is a conflict of interest. Such persons will include, but are not limited to, authors of specifications; paid and unpaid evaluators; and paid and unpaid consultants who assist in the procurement process.
3. If a possible conflict of interest is identified, it must be documented and reviewed with Town Counsel.

The departmental employee procuring goods and services must:

1. Identify employees, consultants, outside uncompensated parties, and any other persons who will be involved in a procurement or contract activity, such as specification development, preparation and issuance of solicitations, evaluation of solicitations or submissions, or other evaluations, that will lead to an award of contract.
2. Provide conflict of interest forms to the identified participants.
3. Submit the completed forms to the Town Manager prior to commencing any procurement or contract activity.

The Town Manager must:

1. Review the submitted forms for potential conflicts of interest.
2. Discuss any potential conflicts of interest with Town Counsel and document the resulting determinations.
3. Provide the Board of Selectmen with the documented result.
4. If a conflict or the appearance of one exists, take appropriate actions, including but not limited to, removal of the employee, consultant, or outside uncompensated party from the procurement or contract activity or cancelation of the solicitation.

#### C. Compliance Reviews

The Finance Director will conduct random audits of compliance with this policy. All procurement activities are also subject to audit by Hamilton's independent auditor.

#### **REFERENCES**

M.G.L. c. 30B

M.G.L. c. 41, § 57

M.G.L. c. 268A

State Ethics Commission's webpage: [Disclosure Forms for Municipal Employees](#)

Inspector General's webpage: [Procurement Assistance](#)

U.S. Office of Management and Budget's [Omni Circular](#)

#### **EFFECTIVE DATE**

This policy was adopted on [date].

## Town of Hamilton Comprehensive Public Records and Technology Policy

### Introduction:

Public records and the use of technology are inextricably linked in our modern age. As such, this policy covers both topics, simultaneously. It is the responsibility of all Town employees to read, understand, and follow this policy. In addition, employees are expected to exercise reasonable judgment in interpreting this policy and in making decisions about Town records and Town technology. Any person with questions regarding the application or meaning of this policy should seek clarification directly from their Department Head. If the Department Head is unclear about how to answer the question, he or she should seek guidance from the Town Manager. Failure to observe this policy may subject individuals to disciplinary action, up to and including termination of employment.

Accidents do happen and legitimate accidents generally shall not be considered violations. If an employee accidentally violates any aspect of this policy, it is incumbent upon them to report the accidental circumstances to their supervisor or the Town Manager immediately. An accidental situation that is not reported immediately shall constitute a violation of this policy.

### A1. Public Records Management, In General:

All written, digital, photographic, or recorded materials created or received by the Town of Hamilton (excepting Junk Mail and SPAM, see below) must be considered public records. The Public Records Laws in Massachusetts impose strict standards for the maintenance and management of public records and some records are exempt from public disclosure under certain circumstances. The details in the various laws are very complex and a number of guides have been published by the Secretary of the Commonwealth ([www.mass.gov/sec](http://www.mass.gov/sec)). Employees are encouraged to review these guides to become more familiar with details but such review is not required. What is required is that no decision shall be made and no action shall be taken if the person involved is either not authorized to do so or does not fully understand the correct course of action, taking into account this policy and all rules, regulations, and laws pertaining to a given decision or action.

**NO original or sole instance of a public record (whether eligible for disclosure or exempt from disclosure) may ever be deleted or destroyed in any way without the express permission of the State Supervisor of Records. In the Town of Hamilton, no individual is allowed to delete or destroy original or sole instances of records of any type, regardless of medium, without the State Supervisor's permission AND the permission of the Town Clerk AND the Town Manager. When in doubt about the ability to delete or destroy original or sole instances of records, DO NOT ACT. Instead, please consult your supervisor and/or the Town Manager.**

- "Junk Mail" (i.e. any mail or letters that are not welcome or solicited and obviously sent in bulk; especially mail of a commercial nature such as advertising circulars, catalogues, form letters, and general marketing materials) is not considered a public record.
- "SPAM" (i.e. unsolicited bulk e-mail, usually advertising or inappropriate material, sent to large numbers of people) is not considered a public record.

- Duplicate copies of original paper records may be destroyed after ensuring that the original records are intact in their usual place of storage. Destruction of copies of paper records or of original paper records that have been approved for disposal as noted above shall proceed in a manner appropriate for the content of the records.
  - Records that may be disclosed to the general public without any type of control or reservation may be disposed of via recycling, shredding, or simple discard.
  - Records that are in whole or in part exempt from public disclosure shall be disposed of ONLY via shredding.

#### A2. Personal Information:

The Town of Hamilton shall take the maximum feasible measures reasonably needed to ensure the security, confidentiality and integrity of personal information, as defined in Chapter 93H, maintained by all Town departments (hereafter "personal information"). Each department head or board/commission chair and all Town employees, shall ensure compliance with this policy and with applicable federal and state privacy and information security laws and regulations.

All departments and boards/commissions shall collect the minimum quantity of personal information reasonably needed by practicality and by law to accomplish the legitimate purpose for which the information is collected; to protect the information against unauthorized access, destruction, use, modification, disclosure or loss; to provide access to and disseminate the information only to those persons and entities who reasonably require the information to perform their duties (or as limited by law); and to destroy the information as soon as it is no longer needed or required to be maintained by state or federal record retention requirements (after receiving permission from the State Supervisor of Records to do so). Adequate administrative, technical and physical safeguards, shall be put in place to comply with all federal and state privacy and information security laws and regulations, including but not limited to all applicable rules and regulations issued by the Secretary of State's Supervisor of Public Records under Chapter 93H. Physical security shall include locking any space where records are kept if an employee is not present to monitor access to that space.

Please keep in mind that personal information is typically required to be segregated from other information of a more general nature, secured in a manner more stringent than other information of a more general nature, and withheld from most requestors. The Department Head or board/commission chair for a given department is responsible for knowing the standards that apply to all records in their possession. If unclear, please approach the Town Manager.

#### A3. Transport of Paper Records

Original paper records may not be transported to locations beyond official Town of Hamilton or School District buildings. If original paper records must go beyond this realm, the original records must be copied and the copies, not the originals, shall be transported. The only exception to this rule would be the need to create duplicate copies of an original document that the Town does not have the capability to duplicate in house (such as large-format plans, color reproduction, etc.).

### B1. Technology, In General:

Information Technology is defined as:

- Computers (including servers, workstations, laptops and handheld devices)
- Computer-related hardware (including printers, scanners, special devices)
- Software (including networks and the Internet)
- Telephones, Modems & Handheld devices
- Town of Hamilton Information Technology infrastructure includes all networks, computers, modems, hubs, software and data.

The Information/Technology (IT) Officer for the Town of Hamilton is the Town Manager.

The Town of Hamilton will ensure the security, integrity and performance of all information technology hardware, software, data, and transaction processes on Town property.

### B2. Use of Technology:

The acceptable use of information technology is an important concern for all employees and elected and appointed officials of the Town of Hamilton. Acceptable use rules are as follows:

- All unapproved software and executable programs are strictly prohibited.
- Technology should be used primarily for official Town of Hamilton purposes related to the conduct of Town government, to accomplish job responsibilities more effectively. Other uses, such as commercial or political use are expressly prohibited.
- Incidental personal use of technology such as Town e-mail is permitted but, like all e-mail generated on Town systems, is subject to monitoring, and must not be inappropriate.
- Employees who use the Internet on personal time can enhance their knowledge of electronic information resources and sharpen information technology skills. By allowing use on personal time, the Town of Hamilton builds a pool of computer literate employees who can guide and encourage other employees. Personal time includes breaks, lunchtime and the time before and after scheduled work hours. Employees performing job-related use will always have priority over those desiring access to resources for personal use.
- Personal use must not interfere with the town's business needs or operation in any way and must not violate the law or any other aspect of this policy.
  - NOTE: SOCIAL MEDIA SITES AND SERVICES SUCH AS FACEBOOK, AND TWITTER, SHALL NOT BE ACCESSED FROM TOWN-OWNED EQUIPMENT UNLESS THE ACCESS IS FOR OFFICIAL TOWN BUSINESS AND IS APPROVED BY THE EMPLOYEE'S DEPARTMENT HEAD OR APPOINTING AUTHORITY FOR A PUBLIC PURPOSE. ANYTHING POSTED TO ANY SOCIAL

MEDIA SITE FROM TOWN-OWNED EQUIPMENT BY A TOWN EMPLOYEE MUST BE APPROVED BY THE EMPLOYEE'S DEPARTMENT HEAD OR APPOINTING AUTHORITY AND MUST BE FOR A BONA-FIDE PUBLIC PURPOSE.

- Employees are cautioned that inappropriate postings to social media sites on personal time and/or using solely personal devices and accounts may subject the employee to discipline, up to and including termination, if the postings adversely effect the Town or the workplace. By way of example, and not by way of limitation, inappropriate personal postings that may subject an employee to discipline include threats of violence, comments suggesting that the employee harbors any animosity or bias towards any protected class of individuals or any individual member of a protected class, and the disclosure of personal information or other confidential information gleaned in the workplace.
- Examples of job-related use of the Internet/intranet include: accessing external databases and files to obtain reference information or conduct research; corresponding with the Town's customers and other town employees; disseminating documents to individuals or groups; and participating in discussion groups on job-related topics.
- Inappropriate use of technology includes any activity that is illegal, such as the creation or distribution of pornography, and activities such as political lobbying, or personal or business use to benefit those other than the Town of Hamilton government. Examples of inappropriate use include, but are not limited to:
  - Activities that could cause congestion or disruption of the network, including downloading and installation of executable programs on the network.
  - Use of abusive or objectionable language in either public or private messages. The telecommunications systems should not be used to create any offensive or disruptive messages or images.
  - Engaging in computer gaming or gambling.
  - Accessing material or sites that contain unlawful or sexually explicit material.
  - Misrepresentation of oneself or the Town of Hamilton.
  - Lobbying Town Boards or elected officials to advocate for personal or extra-departmental issues.
  - Sending chain letters.
  - Using official dissemination tools to distribute personal information.

### B3. Public Nature of Technology/NO EXPECTATION OF PRIVACY

- The Town reserves the right to retrieve, read, and/or analyze any electronic communication messages or any other data stored, created, received, or transmitted on Town-owned equipment.
- All data existing within the Town of Hamilton Information Technology infrastructure is considered property of the Town of Hamilton and no assumption of privacy may be made. Employees and other users of the Town of Hamilton Information Technology

infrastructure should have NO EXPECTATION OF PRIVACY with respect to their communications or other use of the technology.

- E-mail does not have the same privacy safeguards afforded regular mail or telephone communications. A good standard to apply is: Do not send an e-mail you would not want printed on the front page of the local newspaper.

#### B4. Operational Requirements of Technology

- Users are required to maintain the privacy of passwords and are prohibited from publishing or discussing passwords with others (except with the IT Officer or his designee).
- Should a user suspect that their password or access has been observed or compromised, the user shall immediately change their password or request assistance in doing so from the IT Officer.
- Users are forbidden from attempting to access files that are held in the realm of other users' or other departments' secure file spaces (unless they have been officially granted shared rights). Although system security should not allow this type of access to occur, if it unintentionally does occur, the user should immediately report the issue to their department head and/or the IT Officer. Any user found intentionally attempting to break into areas that they do not have rightful access to or found intentionally perusing or otherwise consuming information in such areas shall be deemed to have violated this policy.
- In order to maintain compliance to licensing and copyright law, and to increase security and reliability of systems, software installation is allowed only within the following parameters:
  - The software is licensed to the Town of Hamilton.
  - The person installing the software is expressly authorized to do so by the IT Officer.
- In order to maintain a secure, stable and operational network, hardware and peripheral installation is allowed only within the following parameters:
  - The equipment is owned by the Town of Hamilton and has been inventoried and accepted for use by the IT Officer.
  - The person installing the equipment is expressly authorized to do so by the IT Officer.
- Since all data within the Town of Hamilton Information Technology infrastructure is subject to monitoring and is considered public information, attaching personal equipment (such as laptops, or flash drives) to the Town of Hamilton IT Infrastructure is not permitted without the express authorization of the IT Officer.
- Computer users are expected to use hardware and software in a manner that enables its ongoing usage. If a piece of equipment malfunctions, the user is to notify the IT Officer in a timely manner so that the equipment may be assessed for damage and replaced or repaired. No equipment or software is to be disposed of by anyone but the IT Officer.
- All data received from sources outside the Town of Hamilton including the Internet, USB drives are to be scanned for viruses. If any source is questionable, the IT Officer should be consulted prior to downloading or uploading data to Town of Hamilton computers.

- The IT Officer shall back up all Town data regularly and shall include off-site and disaster recovery strategies as outline in the Town's Continuity of Operations Plan.
- The IT Officer has implemented a procedure that copies ALL incoming and all Town domain (hamiltonma.gov) outgoing e-mail to a central storage area. Incoming traffic includes ALL traffic generated from ANY e-mail account on ANY type of device, including handheld devices, even if such device is personally-owned –since incoming traffic to the Town is all sent to official, hamiltonma.gov e-mail accounts.
- All procurement of Information Technology (as defined above) shall be made through the IT Officer, or with his/her permission.
- Employees are permitted to monitor Town e-mail using personal devices. Employees shall also ensure that personal information is safeguarded on their personal devices if the source of that information is the Town's e-mail system or IT infrastructure.
- Employees using town email accounts must be vigilant in recognizing and removing emails containing SPAM/VIRUS and/or questionable links or from questionable senders. Employees can contact the IT Officer prior to deletion of these emails if any question to its legitimacy.

#### C1. Special Provisions, In General

Certain employees will be involved with transactions and activities that carry specialized requirements and protocols for the management and security of information. These are outlined below.

#### C2. Criminal Offender Record Information (CORI)

Any employee who seeks CORI must be specifically authorized by the Department of Criminal Justice Information Services (CJIS) to do so. In seeking such authorization, each employee will receive training and guidance from CJIS as to the narrow focus of their authorization, protocols that must be followed, and CORI security and destruction. It is important to note that even the destruction of CORI documents must be approved by the Massachusetts Supervisor of Records before proceeding. Any CORI-certified employee is expected to follow all rules and guidance issued by CJIS relative to their specific certification and is expected to follow the Town's CORI Policy. Presently, only the Town Manager and the Chief of Police and his designees are authorized to receive and manage CORI. Any employee interested in becoming so-authorized must be able to substantiate a specific reason to CJIS and must obtain the permission of the Town Manager in advance.

#### C3. Personnel Records

The Town of Hamilton Personnel Rules & Regulations require that each Department Head provide a copy of any paper personnel-related document to the Personnel Officer (Town Manager). Departments Heads should be sure to follow this practice.

C4. Health/Medical Records and HIPAA

Town Departments, officials and employees that have specifically been designated as health care components in the Town's Designation of HIPAA Hybrid Entity Status are required to comply with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"). These designated Town Departments, officials and employees should refer to the Town's HIPAA Privacy and Security Policies to ensure compliance with HIPAA's confidentiality provisions. Absent narrow exemptions, health and medical information pertaining to individuals is confidential, and thus, exempt from public disclosure under HIPAA and state law.

Examples of confidential medical information may include physicians' notes for extended periods of illness, physicians' return to work clearances, applications and results regarding pre-employment drug/medical screens, DOT commercial driver's license drug screens, etc. When in doubt, any employee charged with managing such records should treat such information as confidential by keeping it in a separate, medical folder, in a separate, secure file area where all such folders are stored. All employees should refer, as necessary, to the Town's "Notice of Privacy Practices" to ensure that all necessary steps are being taken with regard to individuals' confidential medical information. If there are any questions related to the confidentiality of health or medical information, inquiries should be brought to the attention of the Town Manager, who serves as the Town's HIPAA Privacy Official.

**Town of Hamilton Comprehensive Public Records and Technology Policy  
EMPLOYEE ACKNOWLEDGMENT:**

I have read and understand this policy. If questions arise in the future, I will consult my supervisor and/or the Town Manager before taking action regarding the topics covered herein.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





# Council on Aging Town of Hamilton

299 Bay Road  
Hamilton, Massachusetts 01982  
herickson@hamiltonma.gov

## FACILITIES USE AGREEMENT

Police – _____
Fire – _____

Today's Date: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_

Group/Organization: \_\_\_\_\_  
 Email: \_\_\_\_\_

<b>Use Date:</b> _____	<b>Use Time:</b> _____	<b>Guest Count:</b> _____
<b>Purpose for Use:</b> _____		
<b>Space (s) Requested:</b> (please circle) 1 <sup>st</sup> FL ROOM and/or KITCHEN		<b>Total Fee:</b> WAIVED
<i>*COI and proof of ServSafe certification required for use of kitchen</i>		

\*\*\*Fees may apply for post event cleanup, permits or police detail.

(Client's name) \_\_\_\_\_ accepts full responsibility to comply with and abide by all regulations of the Town of Hamilton governing the use of Town property 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 property and its facilities. **If applicable**, we will provide the Town with a **Certificate Of Insurance (COI)**, with comprehensive general liability coverage in the amount of at least \$1,000,000 per occurrence, \$2,000,000 aggregate, naming the Town as additionally insured.

It is understood that the use of alcoholic beverages on Town property requires a license. It is understood that the renter, vendors, and all event participants will follow the rules laid out by the Director of the COA. 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 understand that there may be other conditions of use, which we will discuss with the Director and abide by. We agree to notify the Hamilton Police Department to inform them of the event and to pay for a police detail if required.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
USER

Approval for the Town \_\_\_\_\_ Date: \_\_\_\_\_  
TOWN MANAGER

## **Town of Hamilton Council on Aging – Room Use Policy**

The Town of Hamilton Council on Aging (“Council”) makes rooms available for civic, cultural, intellectual, charitable, and educational purposes, and has set forth the following Policy to ensure fair and equitable access for those who wish to use the meeting room facilities (“Meeting Rooms”) of the Hamilton Senior Center (“Center”), located at 299 Bay Road, regardless of the beliefs or affiliations of the individuals or groups requesting use of the meeting rooms.

Use of the Center’s meeting rooms by any group and/or organization constitutes acceptance of the terms of this Policy. Individuals, groups, and/or organizations using the meeting rooms are responsible for compliance with this Policy and all federal, state, and local laws, including without limitation the Americans with Disabilities Act, and for providing qualified interpreters or auxiliary aids, upon request, for their meetings.

Providing use of the meeting rooms does not in any way constitute an endorsement of an individual, group, or organization’s statements, presentations, policies, or beliefs by the Council or Center, its staff, or the Town of Hamilton. The Center shall not be identified or implied as a sponsor of the event or group.

### **Which rooms does this policy apply to?**

This policy applies to the following meeting room facilities:

[DESCRIBE AVAILABLE ROOMS AND THEIR CAPACITIES]

### **When are the rooms generally available?**

Meeting Rooms are available for use during the regular service hours on days the Center is open with the exception of [INCLUDE EXCEPTIONS IF APPLICABLE].

No one may enter the Center prior to the Center’s posted opening time, including with respect to use of the Meeting Rooms. All meetings must conclude at least 15 minutes prior to closing of the Center.

In the event of an unplanned Center closing due to weather, public health emergencies, staff shortages, or any other purpose identified by the Center, all scheduled meetings and reservations of the Meeting Rooms will be cancelled by the Center.

Under such circumstances, the Center will notify the individual, group, and/or organization who initiated the booking using the contact information provided during the booking. You may request to reschedule their meeting on another available date and time, subject to availability and any other limitations contained in this Policy.

### **How can the rooms be used?**

Center Meeting Rooms are used primarily for Center, Council, or Town of Hamilton-sponsored activities; therefore, the Center retains the right to give priority to Center or Town of Hamilton sponsored meetings, events, and programs in scheduling Meeting Room use.

Such use of the Meeting Rooms shall be subject to availability and subject to determination made by the [INCLUDE DECISIONMAKER(S)] based upon the following factors:

- Whether the individual, group, and/or organization making the reservation request meets the requirements of this Policy;
- Whether a Center, Council, or Town of Hamilton-sponsored event and/or activity should take first priority;
- Whether the individual, group, and/or organization making the reservation request is the first in line to request the Meeting Room for a particular time;
- Whether the proposed use complies with or interferes with the primary function of the Center;
- Whether the individual, group, and/or organization has a prior history of violating this Policy;
- Whether the individual, group, and/or organization making the reservation request is receiving a commercial benefit, or rather, is a not-for-profit group receiving no commercial benefit;
- Whether the event or activity is open to the general public and free of charge;

No Meeting Room shall be used without prior permission by the [DECISIONMAKER(S)].

Meeting Rooms at the Center are designed for individuals, groups, and/or organizations that engage in civic, educational, cultural, intellectual, or charitable purposes and activities. All meetings must be free of charge and open to the public. The applicant must submit a "request for booking" which identifies the applicant as a point-of-contact, as well as the purpose of the meeting, so that the Center may evaluate whether the request complies with the requirements set forth in this Policy. Failure to comply with this Policy will result in the suspension of current and/or future Meeting Room use.

Individuals, groups, and/or organizations that are affiliated with a business or commercial organization, enterprise, or any other type of entity that exists primarily for-profit may not use the meeting facilities without express permission for a specific event. This prohibition includes selling products or services; active solicitation of donations; fundraising activities; charging admission fees; offering money-making activities; holding sales, training or staff meetings for a for-profit organization; or promoting a commercial business.

On occasion, such use of a Meeting Room may be permitted for a meeting of civic, educational, intellectual, charitable, and/or cultural value as determined by the [DECISIONMAKER(S)], who, in making such determination, may consider whether the proposed use: promotes the activities of the Center, Council, and/or the general community; promotes or encourages a local event, activity, or group of civic, educational, intellectual, charitable, and/or cultural value; directly or indirectly benefits the business or commercial purpose of the organization alone, or, if it does have a direct or indirect benefit on the business or commercial purpose of the organization as a whole, whether that benefit is substantially outweighed by the civic,

educational, intellectual, charitable, and/or cultural value to the community; and/or is open to all members of the general public.

Non-profit organizations may collect donations to cover incidental expenses only, but may not solicit donations for fundraising purposes or make sales. For-profit organizations may not charge fees or make sales. The collection of attendees' names or other personal information in order to promote or solicit business is strictly forbidden.

**How can the rooms NOT be used?**

Meeting Rooms may not be used by outside individuals, groups, and/or organizations for social gatherings such as showers, birthday parties, dances, or any other closed meetings or gatherings.

Meeting Rooms may not be used by outside individuals, groups, and/or organizations in any manner that may disrupt the Center's programming or activities. The [DECISIONMAKER(S)], in consultation with any other Center staff working at the relevant time, may disapprove or terminate any use of the Meeting Rooms if the direct or indirect use of the Meeting Room interferes with the Center's programming or activities.

**What is the reservation procedure?**

1. Requests for use of a Meeting Room may be made in person, by telephone, or online. Bookings for same-day meetings must be made by telephone or in-person.
2. Rooms may be booked no more than 60 days in advance.
3. When making a request, the individual, group, and/or organization must provide the name for their group and/or organization and a descriptive summary of the meeting's topic and purpose. Reservations will not be approved unless both are provided, and providing such information does not guarantee that the reservation will be approved.
4. The individual making the reservation must check in with a Center staff person prior to beginning the meeting and must be present at the meeting for its duration.
5. If the individual making the reservation cannot attend the meeting, they must notify the Center in advance and assign an alternative individual, who must meet all Policy requirements and will assume all responsibilities assigned in this Policy to the individual making the reservation. If the individual making the reservation is not present and previous arrangements have not been made, the meeting will be cancelled.
6. The individual making the reservation is responsible for ensuring that each member of their group is aware of and abides by this Policy.
7. The individual making the reservation as well as the membership of the organization or group as a whole, on its behalf and on behalf of their guests and invitees, predecessors, successors, insurers, heirs and assigns, agree to indemnify, defend and hold harmless the Center and the Town, their predecessors, successors, officers, employees, insurers and agents from and against any and all claims, demands, suits, actions, costs, judgments, compensation whatsoever, including reasonable attorneys' fees, arising out of any bodily injury or property damage received or incurred in connection with the use of the Meeting Rooms and the Center.
8. A non-municipal user shall procure and maintain insurance against claims for injuries or losses to persons or property that are alleged to have arisen in connection with activities

Commented [A1]: Please confirm online process.

of the user, and any agents, representatives, subcontractors or employees. Insurance companies must be licensed by the Commonwealth of Massachusetts. The cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the applicant/user. Full disclosure of any non-standard exclusions is required for all required coverages. Applicant/user shall obtain and present a certificate of insurance in the amounts herein indicated.

General Liability

Bodily Injury Liability:	\$1,000,000 per occurrence
Property Damage Liability	\$1,000,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence

**Commented [A2]:** I recommend that you confer with the Town's insurance advisor regarding the types and limits of insurance that should be required.

Automobile Liability

Bodily Injury Liability:	\$1,000,000 per occurrence
Property Damage Liability	\$ 500,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence

Workers' Compensation Insurance (if applicable)

Coverage for all employees in accordance with Massachusetts General Laws

9. Each time a booking is made, individuals, groups, and/or organizations who wish to use the Meeting Rooms must agree to this Policy by either checking the acceptance box when making the booking online or by agreeing when making the booking in-person or by telephone.
10. Arrangements for use of audiovisual, digital, or other equipment are the responsibility of the individual, group, and/or organization and must be made when reserving the room. If arrangements have not been made in advance, equipment and assistance in its use may be unavailable at the time of the event.
11. Requests will be honored on a first-come, first-served basis, with the exception of Center, Council, and Town-sponsored events and activities, which shall take first priority.
12. Meeting room reservations may only be placed by Hamilton residents who can provide proof of residency.
13. In the interest of fair access to all members of the community, the Meeting Rooms are not intended to be used as a regular, weekly or routine meeting location for any particular individual, group, and/or organization, and may not be advertised as such. No more than three time slots may be reserved for an individual, group, and/or organization at any given time. Additionally, individuals, groups, and/or organizations may only book the rooms a combined total of 4 times per calendar year. Individuals, groups, and/or organizations partnering with the Center, Council, or Town to deliver partner services and programs will be exempt from this limit, at the discretion of the [DECISIONMAKER(S)].
14. Center staff may follow up with questions before the reservation is approved. If the individual making a reservation does not reply to a follow-up inquiry from the Center within 48 hours, the reservation will be cancelled.

**Commented [A3]:** If there is an online procedure.

**Commented [A4]:** Please confirm.

15. Notice of cancellation should be provided to the Center as soon as possible. After 30 minutes of delay or failure to appear as scheduled for a Meeting Room reservation, an individual, group, and/or organization may forfeit its reservation.
16. If an individual, group, and/or organization fails to arrive for two meetings in a row and does not call to cancel, all future reservations are forfeited until the individual, group, and/or organization calls to reschedule.
17. Any scheduled meetings in which an individual, group, and/or organization does not arrive and does not call to cancel will be counted toward the 4 bookings per calendar year limit. Additionally, any meetings that have to be cancelled due to non-compliance with this Policy will be counted toward the 4 bookings per calendar year limit.

**How can I promote my reserved meeting?**

Individuals, groups, and/or organizations are solely responsible for promoting their meetings. Any posters, press releases, social media postings, or other publicity issued by a group and/or organization must make clear that meetings held in the Meeting Rooms are not sponsored, co-sponsored, or approved by the Center, Council, or the Town and that the meeting is open to the public. Failure to follow this Policy will result in cancellation of the meeting.

**What is the policy on food and beverages?**

Smoking and alcoholic beverages are not allowed in the Meeting Rooms.

Simple refreshments may be served, which are the responsibility of the individual, group, and/or organization.

There will be no cooking or food preparation on site.

Please clean the rooms thoroughly if used; trash must be bagged.

**What services are provided by the Center for reserved meetings?**

Room set-up is not provided by the Center, and individuals, groups, and/or organizations are responsible for having their own supplies. Time for setting up and cleaning up afterwards should be included in the meeting time requested.

The Center assumes no responsibility for private property brought into the building.

Center staff will not take or deliver messages for meeting participants except in an emergency.

**What are the other requirements for room use?**

Please leave the Meeting Rooms as they are found.

If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.

Furniture and/or equipment from other areas of the Center may not be brought into the Meeting Rooms.

Equipment, supplies, or personal effects cannot be stored or left in the Meeting Rooms before or after use.

Attendance at meetings will be limited to the capacity of the individual Meeting Rooms.

Seating and/or supplementary furniture are not allowed in corridors outside the Meeting Rooms.

Users of the Meeting Rooms may be asked to leave if the use is deemed disruptive, contrary to the primary functions of the Center, or in any way contrary to this Policy.

Individuals, groups, and/or organizations failing to comply with any part of this Policy or the established procedures will be denied further use of the Meeting Rooms.

Any questions regarding the appropriate interpretation of this Policy will be referred to the Town Manager, who will make their recommendation on an interpretation of the Policy. The final determination rests with the Town Manager.

Any individual subject to disciplinary action by the [DECISIONMAKER(S)], including but not limited to the rejection of a reservation, the revocation or suspension of Meeting Room use, or the revocation or suspension of Center privileges, may appeal the decision of the [DECISIONMAKER(S)] to the Town Manager within 30 days of such decision. The Town Manager requires that all appeals be in writing. Following review, the Town Manager shall issue a decision, in writing, either affirming or reversing the [DECISIONMAKER(S)] decision, within 60 days of receiving the written notice of appeal.