



Town of Hamilton
Select Board

Joint with the Hamilton Wenham Regional School
Committee and Community Preservation Committee

- Bill Olson, Chair
- Bill Wilson
- Rosemary Kennedy
- Tom Myers
- Benjamin Galuza

Monday, July 21, 2025

6:30 p.m.

Miles River Middle School
Multipurpose Room
775 Bay Road, Hamilton

AGENDA

This is an IN PERSON meeting. As courtesy for the public, the meeting will be broadcast and recorded for later broadcast by HWCam, but there will not be a virtual or hybrid component to this meeting, due to the lack of appropriate technology.

6:30 p.m.	Call to Order – Roll Call Vote
JOINT MEETING WITH COMMUNITY PRESERVATION COMMITTEE	
6:35 p.m.	<ul style="list-style-type: none">• CPC Chair Jay Butler presentation to the Select Board as part of the CPC Annual Public Information Meeting• CPC vote to adjourn
JOINT MEETING WITH THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE	
7:00 p.m.	<ul style="list-style-type: none">• HWRSC vote to sign Cutler and Winthrop school leases• Review applicants for vacant seat on the HWRSC<ul style="list-style-type: none">○ Interview Melissa Sachsel for vacant School Committee seat○ Interview Meghan Benson for vacant School Committee seat○ Interview Robert McManus for vacant School Committee seat• Joint Discussion and Vote on appointment of candidate to serve on the Hamilton Wenham Regional School Committee• HWRSC vote to adjourn
	Board and Committee openings: <ul style="list-style-type: none">• Affordable Housing Trust – 2 openings• Conservation Commission – 2 openings• Community Preservation Committee – 1 opening for member of Historic District Commission• Council on Aging – 1 associate opening (non-voting member)

	<ul style="list-style-type: none"> • Historic District Commission - 2 openings for 3 year terms, 2 openings for 2 year terms (terms apply) • Human Rights Commission – 2 at-large openings • Hamilton Wenham Cultural Council – 3 openings
	<ul style="list-style-type: none"> • Public Comment – Will be taken for a maximum of twenty (20) minutes, no speaker will be allowed to speak for more than three (3) minutes
AGENDA	
7:30 p.m.	<ul style="list-style-type: none"> • Request to provide street number for Harborlight project on Asbury Street – Discuss and Vote • Request for former resident, Thomas Walters, to purchase Cemetery Plot near his family – Discuss and Vote • Disposition of Surplus Equipment Policy, Second Reading – Discuss and Vote • Update draft public comment policy and conduct for future Select Board meetings – Discussion and schedule for further Select Board action • Fiscal year 2026 Goal Setting and Select Board Workshop Meeting – Discuss schedule and timeline • Schedule Town Manager Annual Review – Discuss and Vote • Cell Tower updates – Discussion with Town Manager • New Business • Adjourn

Cemetery Deed: #1280

Cemetery Deed #1279

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.



**Hamilton Community Preservation
Committee (CPC)
2025 Annual Public Information Meeting**

CPC and Select Board Joint Meeting

July 21, 2025

Jay Butler, Chair, CPC

7/16/2025

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Hamilton CPC 2025 Annual Meeting

Hamilton CPC Committee – 9 members

- Coordinator – Cyndi Farrell
- Jay Butler - at-large - Chair
- Robert Preston – at-large - Vice-Chair
- Kim Dietel - at-large
- Shawn Farrell - at-large
- Vacant - Historic District Commission Rep.
- Sandy Coddling - Conservation Commission Rep.
- Darcy Dale - Planning Board Rep.
- Michelle Horgan - Housing Authority Rep.
- Bill Wilson – Select Board Rep.

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Hamilton CPC 2025 Annual Meeting

MA Community Preservation Act (CPA)

- Became law in 2000. Hamilton adopted the CPA in 2005.
- 201 of 351 or 57% of MA communities participate.
- Communities choose from a 1% to 3% surcharge on their property taxes.
- The CPA Trust Fund, managed by the MA Dept. of Revenue (DOR) sets and distributes the state match in November.
- The CPA Trust Fund source of funds:
 - All property transaction fees from the 21 MA Registry of Deeds offices
 - Any potential year-end state budget surplus voted by the MA legislature. (Approved 6 times since 2000.)

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Hamilton CPC 2025 Annual Meeting

MA Community Preservation Act (CPA)

- Requires communities to appoint a 9-person Community Preservation Committee (CPC), some with specific representation.
- Requires communities to set up dedicated internal financial accounts with required transfers amongst them voted at the ATM. Allows bonding of large projects.
- Allows CPC's to evaluate and approve projects for funding in three eligible categories: Open Space and Recreation; Historic Preservation; and Community Housing.
- Requires an annual Public Information Meeting advertised to all voters.

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Hamilton CPC 2025 Annual Meeting

Hamilton November 2024 CPA Trust Fund Distribution

- 2% Surcharge Estimated Revenue = \$582,700
- 18% State Match = \$105,242
- Total CPA Revenue = \$687,349

Wenham November 2024 CPA Trust Fund Distribution

- 3% Surcharge Revenue = \$538,107
- 18% State Match = \$97,188
- Round 2 Distribution = \$57,715
- Round 3 Distribution = \$38,167
- Total CPA Revenue = \$731,177

NOTE: If Hamilton had a 3% surcharge: Potential Total FY25 CPA Revenue = \$1,031,379 = \$344,030 increase over 2% surcharge

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Historical CPA Trust Fund Distributions

CPA Trust Distribution Years	Number of Communities	State Match
2002 - 2007	34 - 113	100%
2008	127	67.62%
2009/2010/2011/2012	135/142/143/148	34.81%/27.2%/26.64%/26.83%
2013	148	52.23% (includes \$25M budget surplus)
2014	155	31.46% (includes \$11.4M budget surplus)
2015	156	29.67% (includes \$10M budget surplus)
2016 - 2017	157 - 162	20.58% - 17.2%
2018	172	19.01% (includes \$10M budget surplus)
2019	173	23.9%
2020	176	28.63%
2021	177	43.84% (includes \$10M budget surplus)
2022	187	38.51% (includes \$20M budget surplus)
2023/2024	195/200	21.02%/18.06%

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Hamilton CPC 2025 Annual Meeting

Department of Revenue CPA Trust Fund Update

- In February 2025, the MA Department of Revenue estimated the state match at 15.9% for November 2025 vs. November 2024 state match of 18.09%
- Registry of Deeds revenues were up \$400k at end of May and \$175k at the end of June over last year so current thinking is that the state match may be a couple of percentages higher over last year.

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Hamilton CPC 2025 Annual Meeting

Department of Revenue CPA Trust Fund Update

- No expected transfer of excess budget funds by MA legislature this year. MA Millionaires Tax had no effect, despite \$2.6B in revenue
- MA state rep Brad Jones, R – North Reading, House minority leader, has suggested some of the approximate \$25M (taxes from Plainbridge slot parlor and the Everett and Springfield casinos) in annual horse racing subsidies provided to Plainbridge Park be given to the Community Preservation Trust Fund.

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Hamilton CPC 2025 Annual Meeting

MA Community Preservation Coalition

- Boston based non-profit coalition of all communities who adopted the CPA – www.communitypreservation.org
 - Executive Director: Stuart Saginor
 - Formed in 1990 to help passage of the CPA
 - Communities pay annual dues (Hamilton = \$2875) and submit reports on approved grants.
 - Maintains data on all CPA adoptions, all approved grants, and information on all CPC's statewide
 - Helps communities with understanding, adoption, and implementation of the CPA, and advocates for the CPA at the state level
 - Provides opinions on the eligibility of grant requests when solicited

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Hamilton CPC 2025 Annual Meeting

Essex County Communities CPA Status

- **No Participation** – Andover, Danvers, Haverhill, Ipswich, Lawrence, Lynn, Lynnfield, Marblehead, Merrimac, Methuen, Newbury, Salisbury, Topsfield
- **1% Surcharge** – Amesbury, Beverly, Gloucester, Middleton, Peabody, Salem
- **1.5% Surcharge** – Essex, Manchester, Tewksbury, Swampscott (adopted in 2024)
- **2% Surcharge** – Hamilton, Newburyport
- **3% Surcharge** – Boxford, Georgetown, Groveland, Nahant, North Andover, Rockport, Rowley, **Wenham**, West Newbury

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Hamilton CPC 2025 Annual Meeting

Select Essex County Communities Tax Rate and (CPA Info)

- Highest – Hamilton @ \$15.65 (2% surcharge)
- 2nd Highest – Wenham @ \$15.54 (3% surcharge)
- 3rd Highest – Amesbury @ \$15.30 (1% surcharge)
- Lowest – Newbury @ \$7.45 (0% surcharge)
- 2nd Lowest – Rockport @ \$8.76 (3% surcharge)
- 3rd Lowest – Lawrence @ \$8.80 (0% surcharge)
- Highest in MA – Longmeadow @ \$21.12 (1% surcharge)
- Lowest in MA – Edgartown @ \$2.52 (3% surcharge)

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Hamilton CPC 2025 Annual Meeting

CPA Surcharge Calculation

Property Assessed Valuation	Property Tax at \$15.65 per Thousand	Annual 2% CPA Surcharge (For 3% surcharge multiply by 1.5)
\$500k	\$7825	\$125
\$600k	\$9390	\$157
\$700k	\$10,955	\$188
\$800k	\$12,520	\$219
\$900k	\$14,085	\$250
\$1M	\$15,650	\$282
\$1.5M	\$23,475	\$438

Annual CPA Surcharge Calculation

(Assessed Value - \$100k) x (Tax Rate/\$1k) x 2% Surcharge = Surcharge

Hamilton CPC 2025 Annual Meeting

Exemptions in 2025 to CPA Surcharge

- First \$100k valuation of property – full exemption for all residents
- Taxpayers over 65 who receive the annual \$1000 Elderly 41D exemption from the state - full CPA exemption determined by residency requirements and annual income limits
- Hamilton exemptions for seniors 60+ and low-income non-senior families - full CPA exemption based on income limits

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Hamilton CPC 2025 Annual Meeting

Hamilton's Full Exemptions to the CPA Surcharge

Property Owned by Non-Senior 2025 Low Income Limits:

- 1-Person Household: \$90,104
- 2-Person Household: \$102,976
- 3-Person Household: \$115,848
- 4-Person Household: \$128,720

Property Owned by Senior (60+) 2025 Moderate Income Limits:

- 1-Person Household: \$112,630
- 2-Person Household: \$128,720
- 3-Person Household: \$144,810
- 4-Person Household: \$160,900

NOTE: Application via the Assessor's office

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Hamilton CPC 2025 Annual Meeting

CPA Grant Application Process

- **Eligibility Application** – CPC approval needs vote of 5 members
 - Vetting of applicant. Determination of eligibility, with opinions from Town Counsel or the Community Preservation Coalition.
- **Funding Application** – CPC approval needs 5 of 9 members
 - Review of cost estimate, including identification of additional funding sources. Decision on bonding if necessary.
- **Town Meeting Vote** – needs a simple majority for approval; if a bond is required, a 2/3's vote needed
 - CPC approved grants are automatically placed on the warrant for the upcoming Town Meeting
 - Subsequent reviews and votes by the Select Board and Finance and Advisory Committee are advisory only

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Hamilton CPC 2025 Annual Meeting

CPA Allowable Eligibility Categories

	Open Space	Historic	Recreation	Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	No	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	No	No	No	Yes
Rehabilitate and/or Restore	No (unless acquired or created with CPA \$\$)	Yes	Yes	No (unless acquired or created with CPA \$\$)

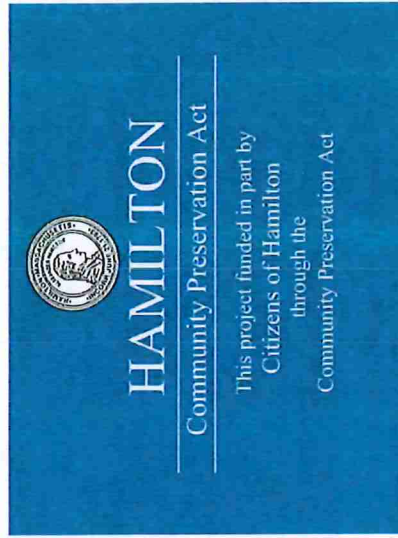
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Ranking by Dollars	Organizations Receiving Grants since 2006 (Town Organizations in Green)	Total Grant Dollars	Per Cent of Total Dollars	Number of Grants	Per Cent of Total Number
1	Hamilton Department of Public Works	\$6,850,044	44%	23	23%
2	Hamilton Wenham Recreation Department	\$2,426,120	15%	12	12%
3	Essex County Greenbelt Association	\$1,750,000	11%	1	1%
4	Hamilton Affordable Housing Trust	\$1,575,000	10%	8	8%
5	HW School Department	\$894,647	6%	4	4%
6	Hamilton Housing Authority	\$514,591	3%	6	6%
7	The Community House	\$431,050	3%	7	7%
8	Patton Homestead	\$379,000	1%	5	5%
9	American Legion A.P. Gardner Post 194	\$204,300	1%	3	3%
10	Hamilton Fire Department	\$150,000	1%	1	1%
11	Hamilton Council on Aging	\$134,125	1%	6	6%
12	First Congregational Church of Hamilton	\$86,000	1%	2	2%
13	Hamilton Historical Society/Town Clerk	\$62,071		6	7%
14	Hamilton Conservation Commission	\$45,600		7	7%
15	Hamilton Planning Board	\$70,000		2	2%
16	Asbury Grove Camp Meeting Corporation	\$26,000		1	1%
17	Essex County Trails Association	\$25,000		1	1%
18	Chehacco Woods Land Management Committee	\$25,000		1	1%
19	Pleasant Pond Association	\$23,300		1	1%
20	Boy Scout Troop 35	\$4,200		1	1%
	Total	\$15,676,048	97%	98	100%

Hamilton CPC 2025 Annual Meeting Organizations Receiving Grants Since 2006

Orgs	Number of Orgs	Per Cent of Total Number of Orgs	Dollars of Grants	Per Cent of Total Dollars	Number of Grants	Per cent of Total Grants
Town Orgs	12	60%	\$13.1M	84%	81	82%
Other Orgs	8	40%	\$2.5M	16%	17	18%
Total	20	100%	\$15.6M	100%	98	100%

Hamilton CPC 2025 Annual Meeting CPA Signage to Promote Contributions



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Hamilton CPC 2025 Annual Meeting CPA Signage



Temp sign is 24" x 36"



Bronze plaque is 8" x 10"

Hamilton CPC 2025 Annual Meeting

Grants approved this past Fiscal Year FY25

Grant approved at the 2024 STM

Project	CPA Category	Amount
Town Hall Renovation, Addition, and Preservation Project	Historical Preservation	\$1.5M

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Hamilton CPC 2025 Annual Meeting

Historical Distribution of CPC Grants Since 2006

CPA Category	Total Number of Grants	Per Cent of Total Number	Dollars of Grants	Per Cent of Total Dollars
Open Space and Recreation	33	33%	\$5.6M	37%
Historic Preservation	49	51%	\$7.8M	50%
Community Housing	16	16%	\$2.2M	13%
Total	98	100%	\$15.6M	100%

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Hamilton CPC 2025 Annual Meeting

Current Open CPA Grants

Project	Amount
Hamilton Town Hall Renovation, Addition, and Preservation	\$6M (Total of 4 grants = \$3M + \$1M + \$0.5M + \$1.5M = \$6M)
H-W High School/Middle School Athletic Facilities Improvement	\$800k
Asbury Commons	\$500k
Antique Fire Truck Building	\$150k
Housing Production Plan Update	\$40k

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Hamilton CPC 2025 Annual Meeting

CPC Outstanding Bonds

- Sagamore Hill (John J. Donovan Recreation Area)
 - FY 2026 Premium = \$102.1k
 - Matures in 2032.
 - Original 2015 CPA Grant was a \$1.25M bond for 15 years plus \$500k in cash

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Hamilton CPC 2025 Annual Meeting

CPC Outstanding Bonds

- Hamilton Town Hall Renovation, Addition, and Preservation Project (two 20-year bonds)
 - #1 - \$4M - FY 2026 Premium = \$340,650
 - Consists of a \$3M grant (2020 STM) and \$1M grant (2021 ATM) = \$4M.
 - #2 - \$1.5M - FY 2026 Premium = \$158,500
 - \$1.5M grant (2024 STM)
 - Total CPA grants for project = 7 = \$75k (2017) + \$150k (2019) + \$250k (2019) + \$3M (2020) + \$1M (2021) + \$500k (2023) + \$1.5M (2024) = \$6,475,000

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Hamilton CPC 2025 Annual Meeting

Annual Bond Repayment Status FY26

- Sagamore Hill @ \$1.25M = \$102.1k in FY26
 - 15 yr. bond matures in 2032 with \$82.4k final payment
- Hamilton Town Hall #1 @ \$4M = \$340.7k in FY26
 - 20 yr. bond matures in 2044 with \$187.2k final payment
- Hamilton Town Hall #2 @ \$1.5M = \$158.5k in FY26
 - 20 yr. bond matures in 2045 with \$76.5k final payment
- Total FY26 Bond Repayments = \$601.3k
- Total estimated FY26 2% Surcharge Revenue = \$605.9k
- No room for any new bonds in the near term

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Hamilton CPC 2025 Annual Meeting

Estimated FY26 CPA Reserves on June 30, 2026

- Unreserved = \$591,775
- Historic Preservation = \$1
- Open Space and Recreation = \$336,000
- Community Housing = \$70,000
- Total Reserves = \$997,776

Notes:

- (1) Unreserved funds can be used to fund grants in other categories if those category funds are not sufficient.
- (2) Total Reserves will only grow by ~ \$100k each year, near term, due to current state match amounts.

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Hamilton CPC 2025 Annual Meeting

Future Anticipated Potential CPA Grants

Category A

Eligible Project, Good Cost Estimate, Strong Support

Category	Requestor	Project	Cost Estimate	Year
		None		

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Hamilton CPC 2025 Annual Meeting Future Anticipated Potential CPA Grants Category B Some Question on Eligibility, Cost Guestimate, Project Needs More Definition

Category	Requestor	Project	Cost Guestimate	Year
Historic Preservation	Hamilton DPW	Town Hall Renovation, Addition, and Preservation Project	\$500k	2026

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Hamilton CPC 2025 Annual Meeting Future Anticipated Potential CPA Grants Category C No Project, Costs Unclear, Project Support in Question

Category	Requestor	Project	Cost Guestimate	Year
Open Space and Recreation	HW Recreation Department	Rec Project on Pingree Park Tennis Courts	\$50k	2026
Open Space and Recreation	HW Recreation Department	Patton Park Improvements	\$50k	2027
Open Space and Recreation	Chebacco Lake & Watershed Association or Chebacco Woods Land Management Committee	Preservation of Chebacco Lake Watershed	\$50k	2027

7/16/2025

Hamilton CPC 2025 Annual Meeting

Future Anticipated Potential CPA Grants

Category C (Continued)

No Project, Costs Unclear, Project Support in Question

Category	Requestor	Project	Cost Guesstimate	Year
Community Housing	Affordable Housing Trust with Harborlight Homes	Asbury Commons Apartments	\$250k	2026

NOTE: The CPC would appreciate more advance information from organizations considering applying for CPA grants. We are happy to meet with you and discuss your ideas in advance.

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Hamilton CPC 2025 Annual Meeting

2024 Hamilton Master Plan - Implementation Program

Cultural and Historic Resources Goal

- Protect Hamilton's historic structures and sites, especially in the Hamilton Historic District....

Create a grant program for the maintenance and restoration of privately owned historic structures....

- Based on the priorities identified in the Comprehensive Cultural Resources Inventory, potentially using CPA funds.

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Hamilton CPC 2025 Annual Meeting

Final Comments

- The CPC typically meets the second Thursday of the month and welcomes the public to attend and comment.
- The next deadline for application for CPA grants is January 2, 2026 for the 2026 ATM. For more info, contact the CPC Coordinator, Cyndi Farrell, cfarrell@hamiltonma.gov.
- The CPC will continue to communicate with the Wenham CPC for projects requested by the HW Recreation Department, The Community House, HW Library, and HW Regional School District.
- More detailed information on the CPA and CPC activities is available in the 2025 Annual CPC Report, available on the CPC web page.

Thank you,
Jay Butler, Chair, CPC; jbutler@hamiltonma.gov

Potential interview questions adapted from previous interim appointments

1. In your opinion, what is the district doing well and what are some challenges that you see? How would you work on the committee to work through those challenges?
2. What do you see as the role of the School Committee? What are your areas of interest on the committee and what strengths will you bring to the committee?
3. In April, the interim appointee will have the option to run for election to continue on the committee. Do you intend to run?
4. *If appointed, you would be starting during budget season, how would you get up to speed on the governmental budgeting process?*
5. *One of the challenges of living in a small community is consistent and effective communication and engagement. Social media can be an echo chamber for a small group of engaged folks. How would or could you use your personal platforms and network to overcome this challenge; or do you see opportunities for meaningful change?*
6. There is a substantial time commitment to serving on the School Committee. The Committee meets as a whole, in person, twice monthly, generally on Thursday evenings. Additionally, members serve on at least one subcommittee. There is a significant time investment in preparing for meetings. Please speak about your ability to commit to this level of participation.

Finally, do you have any questions for us?

Selectboard, School Committee and Citizens of Hamilton and Wenham,

I respectfully submit myself for your consideration for the open School Committee vacancy in the Hamilton-Wenham Regional School District. I am confident my educational background in Economics, professional experience running an expansive list of Operational, Regulatory, Technical and Financial responsibilities for over 25 years along with history of taking an active Volunteer role in the communities in which I've lived and worked – will ensure my work in this Interim role will be fair, objective and in the best interest of our community and its students.

My husband and I moved to Hamilton in 2016. In selecting a place to school and raise our sons, this seemed the right community on paper – neither of us having had any experience in the town beyond taking our boys to Patton Park for many a playdays. The child of two NJ school teachers, my husband's parents took stock in the school district's rankings as we looked for our 2nd home – mine, wanted to be sure we were within a short trip from Gloucester where I'd grown up. Hamilton, and our neighboring community of Wenham, have been everything we could have asked for as we look to our rising Sophomore and new Middle Schooler. As successful students, athletes and future citizens – this community has added so much to propel them forward.

Taking care not only to receive from our community, we have taken the time to give back and give forward to ensure others benefit as much as we have. Upon enrolling our son at Winthrop, I became an active member of the Friends of Winthrop. As a volunteer coordinator for the New England Region of my then company, this small group of like-minded parents seemed a small hill to climb initially. I loved all the activities, meetings, Cultural Enrichment programs, and Parent Nights out that FOW sponsored and was immediately impressed by how involved and welcoming the school community seemed to be. Not long after joining, several parents approached me with many asks – Room Parent, Movie Night, Kids Night Out ...it seemed behind the scenes there were far fewer "doers" than "attenders". One event volunteer chair position became three fairly quickly as the first years progressed, taking on a leadership role on the Friends of Winthrop Board and Holiday Boutique eventually followed. Family attendance at events was at an all-time high, but volunteers, parents at meetings, room-parents, and the small asks – saw fewer and fewer hand-raisers. Raising north of \$500,000 in my time at Winthrop was not always easy. Whereas in the beginning we were playing the how can we get families to volunteer – PTO fundraising by the time this school year arrived has turned into – how to raise money with few volunteers and a donate link.

This is not a grumble or gripe, I share this story anecdotally as Friends of Winthrop isn't the only place in our towns where we see the community wanting more....but actively doing less. Where we see opinions being voiced, but no meetings attended. Where we see the "that's how we've always done things" and "good enough" mentality carrying into resisting change. This has happened at each of the elementary friends organizations, not just Winthrop. The Friends of MRMS/HS nearly disbanded a year ago due to lack of volunteers and still struggles on the cusp of no longer existing. What community means today in our earliest grades is barely recognizable between when I entered and rounded out my time at Winthrop this year...but it is THRIVING. I take pride in having evolved with the school community at Winthrop. Having met today's parents where they are and pairing "venmo" parents with the ones who roll up their sleeves – is successful with the right people in place.

As a member of the Ed Fund, I saw similar impacts and this shift toward doing more with less. Fewer school functions in elementary schools, less PTO meeting attendance, meant fewer avenues to introduce the Ed Fund and its mission to new families. Fewer ways to make known our impact on the schools, its programs, and facilities. Lack of presence means fewer donations to one of the largest supplemental sources of innovation and support to our school system outside of tax dollars. It wasn't just with families and potential donors where this impact was felt. Teachers, the source of grant requests, seemed to be falling off as well. In schools where the core structure and functionality are lacking – it's hard to look around you and think outside the box – when the box you work in is a hurdle in itself. Nonetheless, as an Ed Fund member, I championed for the evolution of our grant process and found new ways to get the organization back into the public forefront. At the Ed Fund, I suggested smaller grant hurdles to increase our scope and impact. Micro grants became larger, less cumbersome for teachers and staff and soon – we saw the impact because they did as well. The delight of a teacher receiving \$3-\$5,000 in support for themselves and their students without multiple meetings, presentations, and investigation into pricing, soon begat more requests. Baby-steps if you will toward success in their classrooms and programs. We were also able to make huge strides and investments in large projects such as the Field Improvement Project. Securing naming rights to the field ensures the Ed Fund is an ongoing name and centerpiece reminder of its support of our students. We also made significant investments in the Science and Technology programs through machines and supplies, impacts to physical education and social-emotional development with support of an addition to the climbing structures at the HS/MS and additional training for staff.

Our schools also need this combination of baby-steps and large impact investments. Leveraging my corporate experience in change management, investing, operational change and product innovation – I will do my part to ensure that improving our schools is a multi-pronged approach to meeting the challenges in our district. I leveraging the same thoughtful consideration to

changes, funding needs and high impact items to our district that I have shown in our community and in the workplace. There is much that will happen before the next member is able to be elected. Resolution of a path forward for the School Project, Teacher contracts, potential changes and the impact of funding from a National level on schools in our country. The right candidate for this position needs to know our schools, needs to have experience of where they've been and where they are headed. They also need to have an eye toward what the viable future of small towns looks like in today's world and bring balance with practical economic, legal and ethical requirements to get there.

I am this candidate and respectfully ask for your support to take on this critical role in the future of our Students, Schools and Community.

Sincerely,

Melissa Sachsel

[REDACTED] ad

Hamilton

MELISSA SACHSEL

PEOPLE LEADER | STRATEGIC INNOVATOR | COLLABORATOR

📞 (508) 810-8500 📧 m.sachsel@gmail.com 🌐 [linkedin.com/in/melissasachsel/](https://www.linkedin.com/in/melissasachsel/) 📍 Hamilton, MA



APPLICABLE PROFESSIONAL EXPERIENCE



Sr. Director - Premier & Brokerage Services

Empower

📅 10/2018 - 07/2024

Empower offers Workplace Plan and Individual Wealth Management products. Spearheading their Individual Investor Client Contact Center, I led a global team of nearly 150 people handling over 2MM financial transactions per year.

- Developed and executed strategic initiatives to enhance customer experience, drive cost efficiency, and accelerate technology innovation.
- Managed operational oversight for a \$100M+ budget, developing forecasting models and resource allocation plans.
- Directed cross-functional projects spanning finance, technology, legal, and operations, building consensus among diverse stakeholders with differing priorities.
- Led strategic communication initiatives for both internal and external audiences, ensuring alignment, clarity, and stakeholder buy-in on major initiatives.
- Developed and executed data-driven decision processes, using analytics, customer feedback, and financial modeling to drive outcomes.
- Developed training strategies to meet evolving regulatory and organizational standards, with a focus on clear communication, audience engagement, and measurable outcomes.
- Oversaw employee engagement and retention programs, ensuring high morale and performance even during major organizational change (mergers, tech rollouts, etc.).
- Spearheaded risk mitigation efforts for customer financial transactions and regulatory compliance.



Director - Complex Administrative Manager

UBS

📅 06/2006 - 09/2016

UBS is a leading provider of Wealth Management Advice solutions to High Net Worth households across the globe. As Complex Admin Manager, I was responsible for all Operational, Compliance and Financial aspects of running multiple offices in and around Boston.

- Oversaw operations and compliance for a multi-site, \$20B financial services complex with 250 employees and over 90K client accounts.
- Managed complex budget tracking, forecasting, and cost control strategies.
- Led large-scale infrastructure and capital improvement projects, including a \$22M renovation, overseeing vendor coordination, space planning, and stakeholder communication.
- Served as the primary point of contact for regulatory audit readiness and response, collaborating with legal and compliance teams.
- Built and maintained community volunteer programs, working with external partners to promote corporate social responsibility.

INTRODUCTION

Dynamic and results-driven leader with 25+ years of financial services, operational leadership, and strategic project management experience. Proven ability to manage large-scale budgets, foster stakeholder engagement, lead cross-functional teams, and drive transparent decision-making in complex, high-pressure environments. Deeply committed to community building, educational advancement, and ensuring fiscally responsible governance for the benefit of all students and taxpayers in Hamilton and Wenham.

KEY STRENGTHS



Collaborative Problem Solver

Ability to work with internal and external partners at all levels to overcome competing priorities and pave a path toward mutually beneficial success.



Data-Driven Decision Maker

Holding an Economics degree and spending over 25 years in financial services, I am a numbers-led decision maker, who strives to find fact based support for hard-to-make decisions.



Strategic Communication

I understand based on my career experience that clients and employees communicate in very different spheres of knowledge and expertise. I have excelled in ways to ensure internal partners are informed of details to act and clients are informed in a way they can understand.



Project Management

Deep experience initiating, leading and completing large-scale transformational projects in the areas of product, tech, human capital, facilities management and M&A.



Technology

Early adopter of new technology. Advanced Excel, PowerPoint and BI user able to present information in a digestible format. AI user able to leverage to gain efficiency, automation and personalization of information across multiple formats.

NOTABLE PROJECTS

Platform Launch

Spearheaded launch of the Individual Investor platform at Empower. Defined and designed all Operational, Legal, Compliance and Human Capital needs within budgeted guidelines and exceeded business growth goals.

Client Web/App Launch

Led four-phase digital platform evolution, optimizing web and app experiences to enhance client accessibility and engagement. Drove DIY client traffic from 15% to 65%, saving 25% of operational costs YOY and stemming future staffing growth during period of rapid expansion.

M&A Business Integration

Directed M&A integration, seamlessly transitioning 400K+ customer accounts across three company acquisitions, ensuring operational continuity, client retention and employee culture alignment.

Facilities and Real Estate

At UBS I led all building real estate needs including: Renovations and Expansions, Lease Negotiation, Maintenance Contract Negotiation, Ad Hoc Repair needs, and Building Security.

EMPLOYEE ENGAGEMENT & CULTURE BUILDING

Change Management Mentor

Women's Empowerment Network - Empower

Mentor for Change Management topics through firm Business Resource Group for Women. Led 1x1 and small group mentor sessions of both women and men to uncover unconscious bias during change interactions.

Communication Chair - Teams & Sharepoint Channels

Employee Engagement Committee - Founding Member

Designed and implemented virtual culture-building initiatives to foster engagement among remote and geographically dispersed teams, ensuring seamless integration and employee engagement during organizational transitions following rapid M&A activity.

Regional Volunteer Coordinator

New England Region - UBS

Championed ideas and ensured participation for Volunteer events in local communities aimed at building brand for financial advisors and increasing participation in Employee Volunteer Program.

TECHNOLOGY SKILLS & SYSTEMS

Microsoft 365 Excel PowerPoint Sharepoint Word

Power BI Salesforce Workday JIRA

AI Tool Implementation & Prompting Social Media

UX/UI Design RPA/Bot Automation

ABOUT ME



Self-Improvement Warrior



Financial Feminist



Disability Advocate



Community Advocate



Nature Lover



Public School Parent



Boy, Lax, Dog - Mom



Witty Joke Teller

COMMUNITY IMPACT



Hamilton Wenham Educational Fund - Investments Chair

Awarded grants and raised funds for Educational Endowment which seeks add innovative curriculum and experiences to local public schools. Oversaw \$3.5M Endowment facilitating policy and stewardship changes to benefit the endowment. Advocated for increase levels for micro-grants to increase access to grants by easing process for teachers.



Friends of Winthrop - Event Chair

President and Member of Friends of Winthrop since 2016. Ran organization with highest participation and fundraising levels for events and through pandemic changes. Chair for Holiday Boutique, completing my 6th and final year, as my children graduate elementary school and having raised over \$225,000 for cultural enrichment.

EDUCATION

Bachelor of Arts (B.A.), Economics

Wittenberg University

Meghan Benson

[REDACTED] Road

South Hamilton, MA 01982

[REDACTED]@gmail.com

July 13, 2025

To:

Members of the Hamilton-Wenham Regional School District School Committee

Hamilton Select Board

Dear Members of the Hamilton-Wenham Regional School District School Committee and Hamilton Select Board,

I am writing to formally express my interest in the vacated seat on the Hamilton-Wenham Regional School Committee. As a committed community member and parent, I am eager to contribute my time, perspective, and professional experience to support the continued excellence and future vision of our public schools.

The importance of a strong, equitable, and well-resourced public education system cannot be overstated. Our schools are not only foundational to the success and well-being of our students, but they also shape the character and future of our entire community. I am passionate about ensuring that every student in the Hamilton-Wenham district has access to high-quality education and the opportunities they need to thrive.

Professionally, I bring a background in project management and organizational leadership, with experience in strategic planning, budget management, stakeholder engagement, and collaborative decision-making. My work has consistently centered on building consensus, solving complex problems, and managing programs with accountability and transparency – skills that I believe will serve the School Committee well.

In recent months, I have been actively engaged with the Building Bright Futures in Hamilton-Wenham group to help drive voters to the June Special Town Meeting, which has deepened my understanding of the challenges and opportunities facing our district. I am committed to listening closely to all voices, fostering open dialogue, and supporting initiatives that reflect both the long-term interests of our students and the values of our community.

It would be an honor to serve in this capacity and help steward the important work ahead. I respectfully request your consideration of my candidacy for appointment to the School Committee and would welcome the opportunity to speak further about my qualifications and vision.

Thank you for your time and consideration.

Warm regards,

Meghan Benson

Meghan Benson

meghan.benson@gmail.com • www.linkedin.com/in/meghan-benson • Hamilton, MA

SUMMARY

- Results-oriented Portfolio & Program Management professional with 15+ years of diverse experience designing, deploying and operating numerous Portfolio & Program Management Organizations, in-depth expertise using and overseeing teams implementing project management and collaboration tools (Smartsheet and integrations with Tableau, Microsoft Project Online and integrations with SharePoint and Power BI) and leading major business process improvement initiatives
- Proven ability to jump into a new industry and rapidly learn core business processes and operating models
- Able to consistently deliver in rapidly changing environments and manage ambiguity
- Professional strengths in:
 - Leading cross-functional, globally distributed teams
 - Developing project roadmaps and leading teams to deliver
 - Developing and delivering executive-level presentations
 - Developing integrated project plans and leading teams to execute to the plan
 - Building consensus to identify and prioritize strategic objectives
 - Experience using Lean and Six Sigma methodologies

PROFESSIONAL EXPERIENCE

Moderna, Cambridge, MA

Associate Director, Strategic Program Management

September 2021 – Present

- Responsible for establishing, leading and operating program management capabilities for large-scale, cross-functional programs
- Supervised team of 6 external contractors providing project management services, including contract maintenance and oversight of day-to-day activities
- Directly managed \$2M annual spend on external contractors providing project management services
- Established and led a cross-functional PMO to establish manufacturing facilities across 3 geographies worth \$6.8B in revenue
- Led a cross-functional Integration Management Office in support of Moderna's first acquisition
- Led a team to develop a Smartsheet-based portfolio management suite of tools and implemented as a pilot within the IT organization
- Co-chair of mCARE employee resource group, focused on driving engagement, planning events, and internal initiatives to provide resources to all, globally distributed, Moderna employees who are caregivers

Ernst & Young (EY) Business Consulting, Boston, MA

Portfolio and Program Management Consultant

November 2015 – September 2021

- Expertise in establishing and operationalizing Portfolio & Program Management Offices leveraging Microsoft Project Online, SharePoint and Power BI technology, including providing
- Providing visibility into portfolio of programs and projects with measurable metrics to prioritize and deliver projects with highest ROI
- Take ownership over project quality and delivery to executive-level audiences for multiple project teams
- Led project teams of 3-5 team members, directly managed 3 staff and served as mentor to 5+ junior staff
- Deeply involved in various women's leadership initiatives and MBA / undergraduate recruiting efforts
- Selected to attend 2019 Medicaid Enterprise Systems Conference as a subject matter expert on PMO capabilities for Medicaid Management Information Systems implementation projects

Selected Project Experiences:

- State COVID-19 Response Organization: Led a team to establish and deliver project management expertise for 8 workstreams supporting all operational aspects of a State's COVID-19 response. Supported daily and weekly executive-level reporting needs, including escalating and/or highlighting successes for the State's Secretary of Health and the Governor. Deployed dynamic reports to provide current COVID-19 statistics including case rates, testing, contact tracing and eventually vaccination rates
- Dairy Distributor: Led a team to establish and operate PMO for \$50M SAP implementation for nation's largest dairy distributor. Introduced status reporting and schedule management capabilities for 200+ resource program. Identified requirements to support future implementation of Microsoft Project Online with interactive executive dashboards via Power BI

- State Medicaid Program: Led a team to deliver PMO capabilities using Microsoft Project Online, SharePoint and Power BI for two large-scale, multi-phased Medicaid implementations within a state Medicaid program. Deployed dynamic dashboards to support 100+ resource program execution layer with portfolio level views for the State's Department of Health CIO
- Fortune 500 Automotive Co: Established PMO for a \$1.3M SAP implementation at a global Fortune 500 automotive company, combining elements of Agile and traditional project management methodologies. Governance model included identification and management of risks and issues, change control management process, development and maintenance of detailed project schedule for all in-scope work and status reporting for the 50+ member project team
- Healthcare Technology Co: Led a team to establish PMO capabilities using Microsoft Project Online, SharePoint and Power BI technologies. Delivered training for 5 new hires of client organization responsible for managing portfolio of closely integrated finance initiatives critical for the divestiture of a healthcare technology organization
- Digital Services Co: Established and led the PMO for a \$12M multi-phase large-scale Oracle upgrade project. Introduced overall governance structure and processes necessary to enable on-time delivery of project deliverables and provided training for 150+ project team. Supported Executive Steering Committee

UMT Consulting (acquired by EY November 2015), Boston, MA
Management Consultant

April 2015 – November 2015

- Led the Program Management scheduling effort for the first phase of a multi-phase project to implement Medicaid Management Information System (MMIS) for a state Medicaid program
- Supported contract negotiation efforts between the client and the State's Department of Health

Bose Corporation, Boston, MA
SAP Business Systems Analyst and Scrum Master

March 2012 – April 2015

- Led an internal Agile transformation program as a Scrum Master to migrate several software development projects from waterfall project management to the Agile methodology
- Led a scrum team to deliver SAP functionality needed to support new tax regulations required by the Malaysian government at a manufacturing facility, resulting in significant annual tax savings
- Led a scrum team to deliver SAP functionality needed to support opening of new retail store in Mexico, resulting in \$1M sales annually

IBM Global Business Services, Boston, MA
SAP Functional Consultant

June 2008 – February 2012

- Responsible for developing, configuring, testing and documenting numerous SAP business processes, including Procurement, Inventory Management, Replenishment and Sourcing at one of the Nation's largest vertically integrated marketer of tires for the automotive replacement market
- Delivered training to end users of new SAP Supplier Relationship Management (SRM) invoicing functionality at a large health care company
- Strategically re-designed various procurement processes, specifically around supplier selection and relationship management at a global manufacturer and distributor of medical and surgical supplies

EDUCATION

Clarkson University, Potsdam, NY
Master of Business Administration (MBA) with a concentration in Global Supply Chain Management

St. Lawrence University, Canton, NY
Bachelor of Science in Economics, minor in Psychology

ADDITIONAL INFORMATION

- Additional skills: Smartsheet, MS Project Professional, MS Project Server / Project Online, MS SharePoint, MS Excel, MS PowerPoint, MS Word
- Community involvement: Big Sister Boston (2018 – 2020) | Interests: Traveling, skiing, running, cycling, cooking and baking

July 16, 2025

Robert McManus
[REDACTED]

S. Hamilton, MA
01982

School Committee
Hamilton-Wenham Regional School District
5 School Street
Wenham, MA
01984

To whom it may concern,

I am interested in applying for the Hamilton-Wenham Regional School District School Committee vacancy. I have been a resident of Hamilton since 2021. I have participated in Annual and Special Town Meetings, and I participated in the Hamilton Police "Citizens Police Academy" which provides detailed information on the day-to-day activities of the police department.

I believe that my 40 years of work experience supporting multiple projects, often with challenging schedules, due dates, and budgets would be valuable to the school committee.

If selected, my goal would be to work with the School Committee to provide the best possible educational opportunities for the children attending Hamilton-Wenham schools. I wholeheartedly support building the new consolidated school. To get to a Town "Yes" vote collectively we may want to ensure that all resident/voter concerns, such as increased road traffic, have been addressed. In this example, perhaps a partial solution may include 1.) parents walking/biking with their children to school 2.) parents car-pooling their children and their neighborhood children to school, in addition to 3.) bus transportation for students that qualify for this service.

I have included a brief resume tailored for the school committee vacancy.

Sincerely,

Robert McManus

Robert McManus

Robert McManus

S. Hamilton, MA 01982

Education

- Melrose High School, Melrose, MA
- Middlesex Community College, Bedford, MA – A.S. Electro-Mechanical Drafting
- North Adams State College (now Massachusetts College of Liberal Arts), N. Adams, MA – B.S. Business Administration

Work experience

- RTX Corporation – 225-235 Presidential Way, Woburn, MA (www.RTX.com) – various positions of increasing responsibility, primarily related to the Configuration Management field. 1985-present. This typically involves supporting multiple projects, often with challenging schedules, budgets, due dates, and working with a variety of engineering and support personnel. Management of product configurations.

Goal

- To work with the School Committee to provide the best possible educational opportunities for the students attending Hamilton-Wenham schools by being selected to fill the Hamilton-Wenham Regional School District School Committee vacancy.

(3) The holders of licenses to provide alcoholic beverages and/or entertainment shall comply with any noise allowances and/or restrictions imposed upon such licenses, and in the case of a conflict between individual license allowances or restrictions and this by-law, the terms of the license shall apply, and a violation of any such allowances or restrictions shall also constitute a violation of this by-law.

H. Severability clause. If any part of this by-law is deemed to be contrary to state or federal law, that part can be severed without affecting any other part of this by-law. *See

Chapter XXIII Solicitor/Canvasser

CHAPTER XII

STREET NUMBERING

SECTION 1. All principal buildings in the Town shall be numbered as provided in the following regulations:

SECTION 2. The numbering shall correspond with the numbering on the street (or one of the streets, if more than one) on which the lot with the building thereon abuts.

SECTION 3. The numbering shall begin at the end of the street as may be determined by the Board of Selectmen.

SECTION 4. On all streets the numbers shall run in consecutive order alternating from one side to the other, the odd numbers being on the right hand side of the street, the street running in the direction of increasing numbers.

SECTION 5. Each 40 feet of street frontage in residential type districts, each 10 feet frontage in business type districts, and each 20 feet of frontage in camp type districts shall be given a number, which shall be the number belonging to the buildings included in or embracing the frontage.

SECTION 6. All measurements of frontage shall be made on the center line of the street; no allowances are to be made for entering or intersecting streets, parks, cemeteries or other areas.

SECTION 7. Where two or more residences or establishments have their principal entrances within the same 40 foot frontage, the number shall be determined by the Board of Selectmen.

SECTION 8. In the case of incomplete streets, no numbers shall be assigned to the buildings until such time as the completion of the street will permit the assignment of permanent numbers conforming to these regulations.

SECTION 9. All principal buildings or establishments now existing or hereafter erected to which a number has been assigned shall have the number conspicuously placed in such manner that it will be visible from the street, using figures at least three inches in height. Whenever the building stands back more than seventy-five (75) feet from the street line, the number shall be conspicuously placed at or near the street upon a post, or in some appropriate manner and location so as to be easily legible from the street.

SECTION 10. It shall be unlawful for any person to remove, alter, or deface any number assigned and displayed as aforesaid, or to retain an improper number, or to substitute and display any number other than the one designated by virtue of these regulations.

SECTION 11. The Planning Board shall assign numbers in accordance with this Chapter upon approval of a subdivision plan.

SECTION 12. No permit, certificate, or license from the Town or any of its departments shall be issued to any building or establishment unless the same has a street number conspicuously placed in accordance with Section 9 of this by-law.

CHAPTER XIII

CRIMINAL AND NON-CRIMINAL DISPOSITION

Section 1: Criminal Complaint

Whoever violates any provision of these by-laws may be penalized by indictment or on complaint brought in the district court. Except as may be otherwise provided by law and as the district court may see fit to impose, the maximum penalty for each violation or offense brought in such manner shall be three hundred dollars (\$300.00).

Section 2: Non-criminal Disposition

Whoever violates any provision of these by-laws may alternatively be subject to enforcement action by a non-criminal disposition as provided in M.G.L. Ch. 40, Sec. 21D. The non-criminal method of disposition may also be used for violations of any rule or regulation of any municipal officer, board or department.

In addition to police officers, who shall in all cases be considered enforcing persons for the purpose of this provision, a municipal official or board identified as an enforcing person in any specific by-law shall also be enforcing person with regard to this section. Each day on which any violation exists shall be deemed to be a separate offense.

Section 3: Penalties Enumerated

In the absence of a specific schedule of penalties as provided for in a specific by-law, all violations to be enforced by the procedures of M.G.L. Ch. 40, Sec. 21D shall be subject to the following penalty:
General Schedule of Non-criminal Penalties:



June 30, 2025



Town of Hamilton, MA

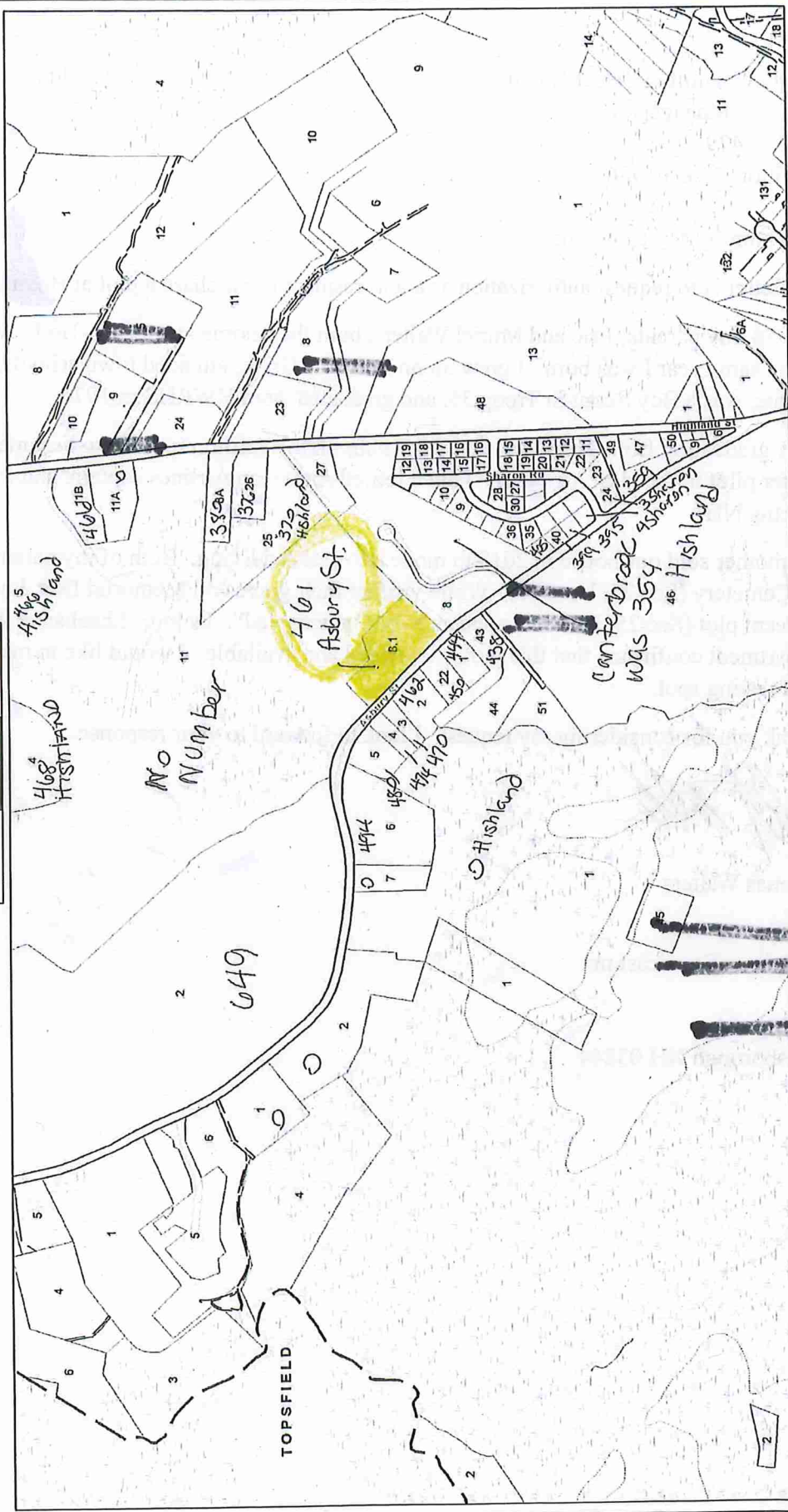
1 inch = 555 Feet



CAI Technologies

Planning & Mapping Solutions

www.cai-tech.com



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Town of Hamilton Select Board
c/o Town Manager
PO Box 429
Hamilton, MA 01936

June 6, 2025

To Whom It May Concern:

This letter is to request authorization as a non-resident to purchase a plot at Hamilton Cemetery.

In 1958, my parents, Eric and Muriel Walters, built their home at [REDACTED]-Ho Drive and moved in, the same year I was born. I grew up on [REDACTED] Drive, attended town schools, played Little League, was a Boy Scout in Troop 35, and graduated from HWRHS in 1976.

After graduating from Tufts University in 1980, I left Hamilton in [REDACTED] to become an officer and fighter pilot in the U.S. Air Force. I am a retired American Airlines captain, and I now reside in Deering NH.

My mother sold our house in 2018 to move into assisted living. Both of my parents are buried at the Cemetery (Sec 25, [REDACTED]). While visiting their graves on Memorial Day, I noticed that the adjacent plot (Sec 25, [REDACTED]) appears to be "unoccupied". Dolores Sheehan at the Cemetery Department confirmed that this plot is unowned and available. I would like to make this my final resting spot.

Thank you for considering my request. I look to forward to your response.



Thomas Walters

c. [REDACTED]

t. [REDACTED]@comcast.net

[REDACTED]

Hillsborough NH 03244

TOWN OF HAMILTON
DISPOSITION OF SURPLUS SUPPLIES/EQUIPMENT

The following shall constitute the written procedures to be used by the Town of Hamilton (the "Town") for the disposition of surplus tangible supplies or equipment pursuant to G.L. c.30B, §15:

1. Upon determination by the Town that a supply or equipment is surplus and no longer useful to the Town, the Town in its reasonable discretion shall determine whether such supply or equipment has a resale or salvage value.
2. For a supply or equipment having an estimated net value of less than \$10,000.00, the Town may either: (1) solicit written or oral price quotes by posting written notice of the disposition (a) in a conspicuous place in or near the offices of the Town; (b) on the Town website, and/or posting notice in any other location or advertising in a newspaper of general circulation in Town, in the Town's sole discretion; (2) solicit no fewer than three written or oral price quotes from persons who customarily purchase and/or sell the supply or equipment of the type to be disposed of by the Town; or (3) listing the supply or equipment on an on-line auction website that is open to the public, provided that notice has also been posted in a conspicuous place in or near the offices of the Town, such posting to include the web address for the auction site, the opening and closing dates of the auction, and any keyword or auction identification number to locate the item on the auction website.
3. For a supply or equipment having an estimated net value of more than \$10,000.00, the Town shall offer such equipment through competitive sealed bids, public auction, or established markets. The notice of sale shall indicate the supply or equipment offered for sale, designate the location and method for inspection of such supply or equipment, state the terms and conditions of sale including the place, date and time for the bid opening or auction, and state that the Town retains the right to reject any and all bids. The notice of sale shall be posted for at least two weeks in a conspicuous place in or near the offices of the Town until the time specified in the invitation for bids; and be published at least once, not less than two weeks prior to the time specified for the receipt of bids, in a newspaper of general circulation within the area served by the Town and on the Commonwealth's COMMBUYS system.
4. In addition to the notice and posting requirements set forth in Paragraph (3) above, the Town shall provide the required notice in the Secretary of State's *Goods and Services Bulletin* for a supply or equipment having an estimated value of more than \$100,000.00.
5. The Town shall dispose of a supply or equipment to the bidder offering the highest bid price.

6. If the Town rejects the bid of the highest responsive bidder, the Town may negotiate a sale of such supply or equipment so long as the negotiated sale price is higher than the bid price, or resolicit bids.
7. Alternatively, the Town's Select Board may, by a majority vote, dispose of such supply or equipment to a tax-exempt charitable organization at less than fair market value.

975628/HAML/0001

Hamilton Select Board
Policy Governing Public Comment at Public Meetings

I. PURPOSE

The Select Board ("Board") welcomes and encourages its residents to attend its public meetings, excepting executive session meetings that are held in accordance with General Laws Chapter 30A, Section 21, so that residents may become better acquainted with and provide feedback on the policies, operations, services, programs, applications, and/or general Town matters within the Board's jurisdiction.

To that end, the Board may open up for residents a limited public comment period on any or none of its open session meeting agendas. If the Board opens up such a period, the period shall be and is intended to be a limited public forum for the purpose of providing residents with an opportunity to comment on matters within the public body's jurisdiction and authority. All such comments are subject to reasonable time, place, and manner regulations as set forth in the following policy. This policy applies to public comment only. It does not apply to petitioners, applicants, or similar persons/entities who are required to appear before the Board in accordance with a statute, regulation, bylaw, or otherwise.

This policy is adopted to facilitate an efficient public comment period at meetings of the Board and to ensure that the Board has the ability to conduct its business in an orderly fashion. To allow speakers a fair opportunity to address the Board, and to ensure the Board may accomplish its stated business on matters within its jurisdiction in an efficient manner, the following rules and procedures are adopted, consistent with the First Amendment to the United States Constitution, Article 16 to the Massachusetts Declaration of Rights, and the Massachusetts Open Meeting Law.

II. AUTHORITY OF CHAIR

Pursuant to General Laws Chapter 30A, Section 20(g), no person shall address a meeting of a public body without permission of the Chair, and all persons shall, at the request of the Chair without regard to the content of their speech but to promote an orderly meeting, be silent. Any person wishing to speak at an open meeting, during a limited public comment period, must first be recognized by the Chair, and all questions raised and comments made by a duly-recognized speaker must be directed to the Chair as opposed to individuals or other public body members, to ensure that a meeting is conducted in an orderly and peaceable manner and that comments can be made in an open and welcoming atmosphere without regard to the content thereof.

Neither the Chair of the meeting, nor any public body members, may interrupt speakers who have been recognized to speak except that the Chair may cut off a speaker whose time has run out, as detailed in Section III. The Chair also may terminate a speaker's comments when it falls within a category of unprotected speech because it constitutes a true threat, an incitement toward imminent lawless conduct, sexually explicit and obscene comments made to appeal to prurient interests with no literary, scientific, or artistic value, or comments that have already been found by a court of law to constitute defamation.

Because of constitutional principles governing freedom of speech, neither the Chair of the meeting, nor any public body members, have the authority to prevent comments that may be deemed highly offensive

Commented [DB1]: In general, there is no requirement to provide public comment at all. The Chair can decline to open it up. Once it is opened up, however, the Board may not impose any content-based restrictions. It may only impose certain time, place, and manner restrictions, such as "designating when public comment shall be allowed in the governmental meeting, the time limits for each person speaking, and rules preventing speakers from disrupting others, and removing those speakers if they do." Barron v. Kolenda, 491 Mass. 408, 410 (2023).

Commented [DB2]: This policy currently applies only to the Select Board.

Note that some municipalities adopt a policy applicable to all public bodies in Town, due to the high level of risk posed by civil rights claims where a prevailing party can recover attorney's fees for public bodies who are violating free speech principles in public comment policies.

Although the Board may require all boards it appoints to utilize such a uniform policy, it may be difficult to enforce use of the policy by elected boards and committees. Importantly, in our opinion, consistent use of the policy by all boards and committees will better insulate the Town from potential civil rights claims, so the Board may wish to adopt a more uniform application to "all public bodies" in Town.

Commented [DB3]: Notably, courts in other jurisdictions have concluded that conducting an efficient meeting is a "significant governmental interest" sufficient to regulate public comment. See, e.g., Grayned v. City of Rockford, 408 U.S. 104, 119 (1972) (city has compelling interest in undisrupted meeting sessions); Jones v. Heyman, 888 F.2d 1328, 1333 (11th Cir. 1989) (significant governmental interest in controlling agenda and preventing disruption of public meetings); Wright v. Anthony, 733 F.2d 575, 577 (8th Cir. 1984) (significant governmental interest in conserving time and allowing others opportunity to speak during public hearing). See also Spaulding v. Town of Natick School Committee, Sup. Ct. C.A. No. 2018-01115 (Nov. 21, 2018) (public body has "compelling interest" in "conducting the [public body's] meeting in an orderly and efficient fashion").

Therefore, this statement of purpose attempts to make clear that any regulation of public comment is to effectuate these interests.

Commented [DB4]: Speech may be curtailed for violations of content-neutral reasonable time, place and manner restrictions, such as when a speaker has not been recognized, interrupts the recognized speaker, disrupts the meeting by talking to others, or in similar situations. See, e.g., White, 900 F.2d at 1425 (moderator "certainly may stop [the speaker] if his speech becomes irrelevant" or if they are "speaking too long"); Eichenlaub v. Twp. of Indiana, 385 F.3d 274, 281 (3d Cir. 2004) (restricting public comments that are "repetitive and truculent, and [where speaker] repeatedly interrupted the chairman of the meeting ... is the sort of time, place, and manner regulation that passes muster under the most stringent scrutiny").

or upsetting, and therefore, a content warning or disclaimer may be made by the Chair, at their discretion, at the start of the public comment period.

III. PUBLIC COMMENT GUIDELINES

The limited public comment period provides an opportunity to address matters of public concern within the public body's jurisdiction to provide feedback or request future action or response. Public comment segments are listening sessions and the public body is there to listen. It will not engage in any attempt to initiate discussion, debate, or dialogue between and among the public body and an individual on any matter. If they are not recognized by the Chair or time does not permit, individuals always have the alternative forum of submitting a written statement to the public body.

1. All speakers are encouraged to present their remarks in a respectful and civil manner but cannot be required to do so.
2. Each speaker will be asked to sign up on a sheet to speak to promote order and efficiency and will be recognized by the chair in the order in which they are signed up.
3. Public comments will be taken first from individuals attending the public body's meeting and not from those accessing the meeting online or remotely, unless any speaker requires a special accommodation to speak from another location and notifies the public body by telephone or email at least 48-hours in advance of the meeting if they wish to request an extension of time or other accommodation for a disability.
4. Once recognized by the Chair, speakers will begin their remarks by stating their name for the record. Street addresses are not required but may be provided at the speaker's discretion, particularly if they are relevant to the public body's consideration and the weight to be accorded a particular matter.
5. Assuming that five (5) or fewer speakers sign up for public comment, each speaker will be limited to three (3) minutes to present their remarks. If more than five (5) speakers sign up for public comment, then each speaker will be limited to two (2) minutes to present their remarks. The total public comment period shall not exceed fifteen (15) minutes.
6. At the discretion of the Chair, in addition to and/or in lieu of a general public comment period at a designated time of the meeting, the Board may open up any particular agenda item for individual public comment. However, the Board is not required to open up individual agenda items to additional public comment, and the decision to do so on one or more occasions does not mean it will be done on another occasion. Therefore, members of the public are reminded that they can always submit a written comment letter on a particular matter for the Board's consideration.
7. Large groups addressing the same topic are encouraged to consolidate their remarks and/or designate a spokesperson to comment on their behalf.
8. Speakers may not assign their time to another speaker, and in general, extensions of time will not be permitted. If a speaker's time is extended at the discretion of the Chair, all other speakers' comments in that public comment period must be extended accordingly. An extension of the

Commented [DB5]: See, e.g., *Madison Joint Sch. Dist. No. 8 v. Wisconsin Employment Relations Comm'n*, 429 U.S. 167, 175 n.8 (1976) ("Plainly, public bodies may confine their meetings to specified subject matter ..."); *Spaulding, supra* (complaints made during public speak "must fall within the ... scope [of the public body's jurisdiction]"). Indeed, whenever a public body "is prevented from accomplishing its business in a reasonably efficient manner," the meeting has been disrupted and the body may reasonably limit its speakers to proceed with the actual business before it. See *White v. City of Norwalk*, 900 F.2d 1421, 1425 (9th Cir. 1990).

Commented [DB6]: This section provides that members of the public body will not respond to matters raised during public comment. Avoiding debate between the speaker and the board reduces the likelihood that someone will be cut short or feel as though they should stop talking based upon the content of their speech. Importantly, avoiding debate between speakers and the public body allows the board to address only the matters on its agenda and not weigh into topics that are not posted in accordance with the Open Meeting Law.

Commented [DB7]: The *Barron* court observed that "[a]lthough civility can and should be encouraged in political discourse, it cannot be required." *Id.* (emphasis added).

Commented [DB8]: Please revise accordingly for time per speaker and time for total public comment period, as desired by the Board.

Commented [DB9]: Be reminded that this is not required and, in our experience, can lead to issues outside of the general public comment period. Members of the public still can comment on particular agenda items during the general public comment period. Therefore, the Board may wish to consider, as a matter of policy, whether it wants to consider including a public comment period on specific agenda items or just include the general public comment overview at the beginning of a meeting.

Be reminded also that no public comment period is ever required. Once it is allowed, however, there can be no restriction on the content of the speaker's remarks. Only reasonable time, place, and manner restrictions are allowed.

Speech may be curtailed for violations of content-neutral reasonable time, place and manner restrictions, such as when a speaker has not been recognized, interrupts the recognized speaker, disrupts the meeting by talking to others, or in similar situations. See, e.g., *White*, 900 F.2d at 1425 (moderator “certainly may stop [the speaker] if his speech becomes irrelevant” or if they are “speaking too long”); *Eichenlaub v. Twp. of Indiana*, 385 F.3d 274, 281 (3d Cir. 2004) (restricting public comments that are “repetitive and truculent, and [where speaker] repeatedly interrupted the chairman of the meeting ... is the sort of time, place, and manner regulation that passes muster under the most stringent scrutiny”).

Based upon these principles, the chair of a public body should not limit or interrupt a speaker except for the following:

- Speaking without being recognized;
- Continuing to speak after the chair has curtailed additional verbal comment;
- Interrupting a recognized speaker;
- Speaking about matters not within the jurisdiction of the public body;
- Engaging in conversations while another person is speaking;
- Making true threats of violence directed toward a particular individual; and
- Making comments inciting imminent lawlessness.

The Board may wish to include such express examples in the policy itself.

[illegible]

3	B	Continually modifies and improves the long and short term budgeting process utilizing our financial policies.				
3	C	Works with Capital Committee and Develops and updates capital improvement plans to appropriately address Town infrastructure needs. Creates yearly report.				
3	D	Aggressively pursues, researches, reviews and submits on available Federal, State, and private grants in support of prioritized Town operational and capital needs.				
3	E	As Chief Financial Officer properly oversees integrity of Town funds, properly solicits funds and makes informed decisions.				
3	F	Effectively supervises bids and proposals, negotiates and awards contracts in the best interest of the Town.				
4		Planning				
4	A	Anticipates the needs of the Town and develops a proactive approach to developing plans and proposals to meet current and future town needs				
4	B	Follow master plan in determining and planning for future space and facility needs to operate Town government effectively				
4	C	Plans for the timely repair and maintenance of all Town-owned facilities.				
4	D	Demonstrates the ability to successfully deal with unforeseen and uncontrollable local, regional or global events affecting the Town's financial, physical and/or social well being.				
4	E	Periodically reviews and suggests improvements to Town policies and procedures.				
5	E	Coordinate efforts for discussion and ultimate Town meeting vote for School consolidation project at Cutler School				
5	E	Coordinate efforts for discussion and ultimate Town meeting vote for 3A Zoning				
5		Interorganizational Cooperation				
5	A	Works effectively with Federal, State, County, Government representatives, Regional communities, and the HWRSD Committee.				
5	B	Properly Monitors, manages, and works effectively with our Regional and Wenham Shared Services, Employees, and Departments.				

[illegible]



Town of Hamilton
577 Bay Road
Hamilton, MA 01936

RE: Everest Infrastructure Partners

Site Name: **South Hamilton 1**

Site Number : **701534** – Lease Buyout Project

Dear Joe Domelowicz,

Everest Infrastructure Partners has engaged Tower Alliance to be their authorized representative for your site lease. Consistent with our conversation regarding Everest's above-referenced site, below please see the following offer for your review and consideration:

- 99 Year Term Easement of the existing premises and a non-exclusive access and utility easement to the site. A one-time, lump sum payment of **\$627,000.00** upon full execution of documents:

This option may not have been available to you when your tower was first installed and may provide you with more flexibility going forward. You remain the owner of your property and all the protections you currently enjoy under your existing lease agreement remain in effect.

Many of our landlords have made the decision to convert their leases after considering the following advantages:

- Use the monies to manage budget deficits, fund other projects, or to simply mitigate loss of future revenue.

Please call me at your earliest convenience to discuss the conversion process. It's quite simple and I'll guide you every step of the way until you receive the funds in about 6-8 weeks from signature.

Sincerely,

Samantha Willis
Lease Consultant
1700 South Dixie Highway
Boca Raton, FL 33432
Phone: (561) 419-6864

This Letter is not intended to create any legally binding obligations on the part of you or Everest Infrastructure Partners, or any of their respective affiliates, and no such obligations will exist unless and until a definitive agreement with respect to a transaction is executed and delivered by the parties or their affiliates in their sole discretion, and then only as and to the extent provided in such definitive agreement.



Lisa.diamond713@gmail.com; 781-266-8505

6/14/2025

Mr. Joseph Domelowicz, Jr.
Town Manager
Town of Hamilton, MA
577 Bay Road
Hamilton, MA 01936

Proposal Regarding Site Audit and Carrier Lease Buyout/Easement

Dear Joe,

This letter is an outline of the essential features of the consulting agreement between OWNER ("Client") and Diamond Sell Tower Lease Consulting, LLC ("Consultant"). An executed copy of this letter shall serve as the consulting agreement between the parties (the "Agreement").

TERMS OF THE AGREEMENT

Scope of Work: Consultant will provide the following services to Client.

Right to Negotiate Cell Tower Lease and Sale

The Client does hereby grant to the Consultant the exclusive right to negotiate on behalf of the Client certain easement agreements regarding wireless communications (the "Lease/s or Agreement/s") from one or more Cell Tower Company(s) on terms and conditions acceptable to the Client for the Leases and any leasehold premises/easements located on Client's property. Consultant will request bids from at least six tower companies and present all received bids, along with their terms and conditions, to Client.

Fee - Lease Buyout: Consultant will collect from the **buyer** a fee paid outside of the closing statement. If Varsity/Everest purchases the easement, Consultant will be paid a flat fee from Client of \$5,000.00 at time of closing.

Additional Terms: Client agrees that Consultant will be the main point of contact with Carrier(s)/Tower Companies during the Lease Audit and Sale of the lease. If Tower Companies, Carriers or their Agents contact Client directly, Client will refer them to Consultant.

Info Needed:

Client agrees to provide the following items as available:

- Copies of all wireless communications leases and amendments
- Recent proof of rental income (paystub, bank statement, etc.)
- Tax bills/assessments related to property (if required)
- Authorization to Release Information (Exhibit A)

Term:

This agreement is for the term of one (1) year unless mutually extended by both the Client and Consultant. With 60 days written notice, Client or Consultant may terminate this agreement without cause.

Lease Audit (Leases listed in Exhibit B)

- Review all existing leases and amendments
- Provide Client with a list of actionable items found during audit
- Work with client to collect any payments due

Fee: Lease Audit – Consultant will be entitled to a fee equal to Fifty Percent (50%) of any lump sum monies for prior periods paid to Client that are a direct result of audit completed by Consultant.

If the foregoing correctly expresses our understanding, please indicate so by signing and dating the enclosed copy of this letter at the bottom and returning it to the undersigned.

Very Truly Yours,

Lisa M. Diamond
Diamond Sell Tower Lease
Consulting, LLC

Agreed to and Accepted:

Date: _____

Signature: _____

Print Name: _____

Exhibit A

AUTHORIZATION TO RELEASE INFORMATION

I, Joseph Domelowicz, Manager of the Town of Hamilton, MA, authorize the release of information and documents related to the property and telecommunications leases listed in Exhibit B to Lisa M. Diamond, Diamond Sell Tower Lease Consulting, LLC and their employees and representatives. The release allows Cell Tower Company and Carriers to provide information, documentation and financials to Diamond Sell Tower Lease Consulting, LLC. Tower Companies/potential buyers and their agents will contact Diamond Sell Tower Lease Consulting directly regarding the lease buyout/audit.

This authorization will expire one year from the date of execution. The release of information pursuant to this authorization is limited to the person or organization named above and will not be used for any purpose unless stated. Upon closing of transaction, buyer will pay Consultant a fee outside of the closing statement.

Agreed to and Accepted:

Date: _____

Signature: _____

Print Name: _____

Exhibit B

Properties/Leases

Property Address	Tower Company	Site #	Site Name	Company
577 Bay Road, Hamilton, MA 0198	Varsity Wireless	VW2-MA-0061A	South Hamilton1/Town Hall Real Parcel	Everest Infrastructure

Lisa.Diamond713@Gmail.com or Lisa@DiamondSellTowerLeases.Com
781-266-8505