



Town of Hamilton
Select Board
Tuesday, September 23, 2025

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

7:00 p.m.

VIA ZOOM

AGENDA

This is a ZOOM only meeting. Due to meeting space conflicts and the needs of other boards and committees, the Hamilton Select Board will host this as a virtual meeting over zoom with simultaneous broadcast by HW Cam.

Join Zoom Meeting

<https://us02web.zoom.us/j/81432538264?pwd=DbHdXn61SJWZ6BzF7OWGeIDioBF287.1>

Meeting ID: 814 3253 8264

Passcode: 112676

One tap mobile

+13092053325,,81432538264#,,,,*112676# US

+13126266799,,81432538264#,,,,*112676# US (Chicago)

7:00 p.m.	Call to Order – Roll Call Vote
	Board and Committee openings: <ul style="list-style-type: none">• Affordable Housing Trust – 1 opening• Conservation Commission – 2 openings• Community Preservation Committee – 1 opening for member of Historic District Commission• Finance and Advisory Committee – 2 openings (through the Moderator)• Historic District Commission - 2 openings for 3-year terms, 2 openings for 2-year terms (one must be a resident of the Historic District and one must be a resident Realtor)• Human Rights Commission – 2 at-large openings
	<ul style="list-style-type: none">• Public Comment – Will be taken for a maximum of thirty (30) minutes, no speaker will be allowed to speak for more than three (3) minutes
CONSENT AGENDA	
	<ul style="list-style-type: none">• Approve minutes of August 4, 2025 Select Board meeting

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.

AGENDA	
7:35 p.m.	Department Reports – Director of Public Works and Special Projects Tim Olson to report on Town Hall and other capital projects <ul style="list-style-type: none"> • Cell Tower Lease discussion with Town Counsel * • Finalize Town Manager Evaluation and 2026 Goals – Discuss and Vote * • Fiscal Year 2027 Budget Goals/Guidance – Discuss and Vote * • Review Draft Development Agreement with Gordon Conwell – Discuss * • Review updated Special Town Meeting Calendar for Dec. 9, 2025 STM • New Business • Adjourn

Cemetery Deeds: #1286

***Consistent with the Select Board’s Public Comment Policy, the Select Board Chair will set aside up to ten minutes during each marked agenda item, with no speaker being allowed to speak for up to three minutes, to allow for public comment on that topic, with the goal of having up to a total of 30 minutes of additional Public Comment during the Agenda portion of the meeting. Public Comment time does not include any time allocated to invited guests, members of other boards and committees or staff members who have been invited to speak to a particular issue.**

External Email Warning RE: External Email Warning Offer Summary - lease buyout 577 Bay Road rear, Hamilton, MA

From: lisa.diamond713@gmail.com <lisa.diamond713@gmail.com>
 Date: Wed 9/3/2025 12:36 PM
 To: Joe Domelowicz <jdomelowicz@hamiltonma.gov>
 Cc: Bill Wilson <bwilson@hamiltonma.gov>

1 attachment (684 KB)
 APW - Town of Hamilton - Term Sheet_2025Aug019 LOI \$415K 30-year; \$490K 50 year.pdf;

Joe,

Blue Sky is pretty flexible. I will inform them that we need until next week to make a decision. Just let me know what works.

As a comparison, I've attached AP Wireless's offer. It's crazy how cell tower lease pricing varies so much. Blue Sky probably bid so much because the tower is practically in their backyard 😊 They are happy to have a call with you or folks at the town as well. Feel free to call with any questions.

Thanks,
 Lisa

From: Joe Domelowicz <jdomelowicz@hamiltonma.gov>
 Sent: Wednesday, September 3, 2025 12:29 PM
 To: lisa.diamond713@gmail.com
 Cc: Bill Wilson <bwilson@hamiltonma.gov>
 Subject: Re: External Email Warning Offer Summary - lease buyout 577 Bay Road rear, Hamilton, MA

Lisa,
 Thanks for the update, it is good to hear that we got an offer for something better, though it is not appreciably better.

Let me see if Bill Wilson has some time for a three-way phone conversation this week or early next. I'd want the three of us to talk, before we bring it to the Select Board. Does Blue Sky's offer come with a deadline to accept?

Thanks,
 Joe

From: lisa.diamond713@gmail.com <lisa.diamond713@gmail.com>
 Sent: Wednesday, September 3, 2025 12:23 PM
 To: Joe Domelowicz <jdomelowicz@hamiltonma.gov>
 Cc: Bill Wilson <bwilson@hamiltonma.gov>
 Subject: External Email Warning Offer Summary - lease buyout 577 Bay Road rear, Hamilton, MA

Hi Joe,

Hope you had a nice Labor Day Weekend. The weather has been fantastic!

Sorry for the delay in getting back to you but I needed to verify that Dish is paying the correct amount of rent to Everest, thus the correct amount of rev share to the town. I was able to do that but found Everest should be reimbursing you for rev share on a monthly basis but it seems they are paying several month's at a time in arrears. If you're okay with that, then so be it.

I put the request for proposals out to several tower companies. May of them passed due to the limited terms of 30 and 50 years. Everest was not willing to increase their proposal that they sent to you of \$627K due to Dish's volatility. However, I do have a proposal from Blue Sky of \$650K; 30-year term; \$20K down payment upon signing the LOI. The other proposals didn't come close.

Blue Sky is located in North Reading, MA and I've closed several large transactions with them. They are great to work with before and after the closing. I will call to discuss but wanted to get this to you now.

Talk soon,
 Lisa

Address	Symphony/Wireless Propco	Everest	Landmark	SBA	Blue Sky	Crown	AMT	Towerpoint	AP Wireless	Capital Cell Ventures	Diamo Comm
577 Bay Road, Hamilton, MA Ground	\$427.5K to Landlord; 30-year term; \$20K down payment	\$627K provided by Tower Alliance to Owner 30-year	\$556K 30-year term	pass	\$650K to owner at closing with	pass	pass	pass	\$415K to LL; 30-year term; \$490K 50-year term	pass	pass

Lease for tower		term; Everest will not increase.			\$20K upfront deposit; 30-year term;						
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From: Joe Domelowicz <jdomelowicz@hamiltonma.gov>
Sent: Wednesday, August 13, 2025 11:45 AM
To: lisa.diamond713@gmail.com
Cc: Bill Wilson <bwilson@hamiltonma.gov>
Subject: Re: External Email Warning RE: Diamond Consulting Agreement - lease buyout 577 Bay Road rear, Hamilton, MA

Lisa,
 Good afternoon, sorry for the delay - my day got off to a wild start.
 As discussed yesterday, Hamilton is interested in maximizing the value on a 30-year lease at the current Town Hall monopole location and you have agreed to solicit bids for both a 30-year and a 50-year lease options to show the town exactly what the anticipated value of the lease is with a longer term vs. accepting a shorter lease now and being able to renegotiate in the future.

You have also asked for copies of documents related to the second pole location - proposed for property adjacent to the Hamilton Public Safety building, and for which a lease has previously been signed, so that you can determine the added value of potentially selling the leases together.

Please feel free to clarify anything I may have misstated, so that we can ensure agreement on the terms of your engagement with the town. We look forward to seeing the results of your solicitations and delivering options to the Select Board soon.

Best regards,
 Joe D.

From: lisa.diamond713@gmail.com <lisa.diamond713@gmail.com>
Sent: Tuesday, August 12, 2025 8:13 PM
To: Joe Domelowicz <jdomelowicz@hamiltonma.gov>
Subject: External Email Warning RE: Diamond Consulting Agreement - lease buyout 577 Bay Road rear, Hamilton, MA

Hi Joe,

Thanks for your call today.

When you get a chance, please send:

1. Last correspondence with offer from Everest/Tower Alliance. Please forward the email chain.
2. Copy of the option agreement from Everest for the proposed second tower.
3. Signed LOA and consulting agreement.

Thanks so much,

Lisa

781-266-8505

From: lisa.diamond713@gmail.com <lisa.diamond713@gmail.com>
Sent: Tuesday, August 12, 2025 12:36 AM
To: 'Joe Domelowicz' <jdomelowicz@hamiltonma.gov>
Subject: FW: Diamond Consulting Agreement - lease buyout 577 Bay Road rear, Hamilton, MA

Hi Joe,

Hope you're enjoying the summer!

Do you have an update for me?



September 3, 2025

Town of Hamilton
577 Bay Road
Hamilton, MA 01936
C/O Lisa Diamond

LETTER OF INTENT – 577 Bay Road Ground Lease

Blue Sky Towers IV, LLC, including its affiliates (collectively, the “**Buyer**”), is pleased to make this offer to you for your wireless infrastructure assets. For mutually acceptable and sufficient consideration, Buyer makes the following offer:

1. **Acquisition.** Buyer shall pay to Seller at closing the amount of Six Hundred and Fifty Thousand Dollars (\$650,000) (the “**Purchase Price**”). Buyer will acquire the Seller’s telecommunication assets, including all wireless tenant leases and related assets and improvements (collectively, the “**Assets**” further described in **Exhibit A**) and an exclusive rooftop easement.
2. The term of the easement shall be for 30 years. Seller represents that there are executed tenant lease(s) with the rent(s) and escalator(s) shown on **Exhibit A**. The Buyer is prepared to move expeditiously and close as soon as all conditions in the definitive agreement are fulfilled.
3. **Deposit and Transfer Taxes.** Buyer shall deposit the sum of Twenty Thousand and 00/100 (\$20,000) within ten (10) business days of the Seller’s countersigning of this Letter of Intent. The deposit shall be held in escrow by a mutually agreed upon Escrow Agent in a separate, non-interest bearing account pursuant to the terms of the escrow agreement. The deposit shall be deducted from the Purchase Price at Closing. In the event that closing does not occur as a result of title, environmental, or other issues identified as a result of Buyer’s due diligence process in Buyer’s sole determination or in the event that the parties cannot reach a good faith agreement on material terms in the purchase agreement, easement agreement or related purchase documents, or the closing does not go forward for any reason whatsoever, the deposit shall be fully refunded to Buyer within seven (7) days following notice to Seller of termination of this agreement for one of the above cited reasons. Seller also agrees to pay for the transfer taxes.
4. **No Financing Contingency.** The offer made in this letter is **NOT** subject to a financing contingency.
5. **Purchase and Sale Agreement.** Buyer shall deliver to Seller a proposed Purchase and Sale Agreement containing the terms and conditions of the acquisition within twenty (20) business days of Buyer’s execution of this offer. The Purchase and Sale Agreement will only be executed when it is MUTUALLY ACCEPTABLE, containing all of the terms and conditions thereof, with such representations and warranties, covenants, indemnities, and conditions as are customary to transactions of this nature, including a condition that no material adverse change shall have occurred in the Assets, the operation, the financial condition, or the prospects of the Assets.
6. **Confidentiality.** This offer is confidential from the date of this letter. Neither party shall share this offer or any details thereof with any third party except professional advisors unless such disclosure takes place with the prior written consent of the non-disclosing party.
5. **Due Diligence; Exclusivity.** The consummation of the transaction is conditioned upon the Buyer being satisfied with the results of due diligence and mutual representations. Seller shall cooperate with Buyer in supplying all documentation requested by Buyer. Buyer and its representatives shall have access to all facilities and information regarding the Assets. For a period of forty-five (45) days from the signature below, the Seller and its representatives will not, directly or indirectly, solicit, accept or negotiate any other offers or provide any confidential information regarding the Assets to any third party. Seller’s signature below is a material inducement of Buyer to incur costs in preparation for closing.
6. **Operation of the Assets.** Between the date of this letter and the closing of the transaction, the Seller shall (a) operate the Assets in the ordinary course and shall not terminate the leases, nor negotiate or enter into any new contracts, leases, consents, or amendments related to the Assets (b) maintain the property and the Assets in a sufficient condition and repair to enable them to continue to operate in the

Park Place West
352 Park Street, Suite 106
North Reading, MA 01864
888-960-7958
www.blueskytower.com

manner in which they are currently operated; (c) not sell or encumber any of the Assets, nor enter into any agreement for same; (d) maintain existing insurance policies of or relating to the Assets, if any; (e) preserve its relationship with its tenants and others having material business dealings with the Seller; (f) maintain its books of account in accordance with historical practices; and (g) comply with applicable rules and regulations and any mortgage on the property the Assets are located.

7. Expenses. Except as set forth in the mutually acceptable Purchase and Sale Agreement, Buyer and Seller shall each be responsible for their own legal fees, lender fees, broker fees and/or broker commissions. In the event that Seller refuses to close the transaction following the execution of the Purchase and Sale Agreement after conditions of closing are met, or if Seller is unwilling or unable to cooperate to meet such conditions, Seller shall reimburse Buyer for Buyer's documented costs.

8. Binding and Non-binding Provisions. This letter of intent is not binding on the parties; it is only an expression of the basic terms and conditions to be incorporated in a formal written agreement. This letter of intent does not obligate either party to negotiate in good faith or to proceed to the completion of an agreement. The parties shall not be bound unless and until a formal agreement is executed by the parties (Purchase and Sale Agreement or otherwise), which must be in form and content satisfactory to each party and its counsel in their sole discretion. Neither party may rely on this letter of intent as creating any legal obligation of any kind, and no third party shall have the right to rely on this letter of intent for any reason whatsoever. Notwithstanding the foregoing, the parties agree that Sections 4, 5, 6, 7, and 8 are binding on the parties.

9. Entire Agreement. This letter contains the entire agreement between the parties concerning its subject matter and supersedes all negotiations, prior discussions, agreements, arrangements, and understandings, written or oral, relating to the subject matter of this letter.

10. Expiration of Offer. If this letter accurately reflects our understanding, please sign, date, and return a copy to us at the undersigned's email address: **jim.rech@blueskytower.com**. If this letter is not accepted by 5:00 p.m. Eastern, seven (7) days from the date of this letter, the proposal expires.

Very truly yours,

Buyer: Blue Sky Towers IV, LLC

By: _____ James Rech

Title: _____ President & CEO

ACCEPTED AND AGREED:

Seller: Town of Hamilton

By: _____

Title: _____

Date: _____

EXHIBIT A

Site Address: 577 Bay Road, Hamilton MA

Asset Type: Ground Lease Buyout and Easement

Tenant(s)	Monthly Rent	Escalator (%)	Annual/Term
Ground Lease Rent-Varsity/Everest	\$30,389.00	3.0%	Annual

Minimum Tower Revenue: \$35,218/Year

External Email Warning RE: External Email Warning RE: External Email Warning RE: External Email Warning RE: External Email Warning RE: External Email Warning RE: External Email Warning Everest Infrastructure Partners - South Hamilton 1_701534 - ...

From Samantha Willis <swillis@toweralliancecellc.com>
Date Tue 8/19/2025 1:40 PM
To Joe Domelowicz <jdomelowicz@hamiltonma.gov>
Cc Michelle Tomasini <MTomasini@toweralliancecellc.com>

 1 attachment (51 KB)
701534-South Hamilton 1_ LOI_8-13-25.docx;

Thank you, Joe. I have attached the LOI. I look forward to hearing what the Board says on September 8th. Please let me know if there is anything I can do to help through the process.

With Gratitude,

Samantha Willis

Leasing Consultant
Tower Alliance LLC
1700 S. Dixie Highway, Suite 402
Boca Raton, FL 33432
Office: (561) 419-6864
SWillis@toweralliancecellc.com



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From: Joe Domelowicz <jdomelowicz@hamiltonma.gov>
Sent: Tuesday, August 19, 2025 1:34 PM
To: Samantha Willis <swillis@toweralliancecellc.com>
Subject: Re: External Email Warning RE: External Email Warning RE: External Email Warning RE: External Email

Warning RE: External Email Warning RE: External Email Warning Everest Infrastructure Partners - South Hamilton
1_701534 - Proposal

Samantha,

Thank you for letting me know that you are working on the LOI - if you could please submit it to me in a readable format - the process once we receive the LOI will be to have Town Counsel review the document and make a recommendation to the Select Board, who will have to vote on it at an upcoming meeting. The next Select Board meeting is September 8, so we have ample time to have a review of the LOI by Counsel and a recommendation to the Board.

Thank you for understanding.
Best regards,
Joe D.

From: Samantha Willis <swillis@toweralliancellc.com>

Sent: Tuesday, August 19, 2025 11:02 AM

To: Bill Wilson <bwilson@hamiltonma.gov>

Cc: Joe Domelowicz <jdomelowicz@hamiltonma.gov>

Subject: External Email Warning RE: External Email Warning RE: External Email Warning RE: External Email
Warning RE: External Email Warning RE: External Email Warning Everest Infrastructure Partners - South Hamilton
1_701534 - Proposal

Hi, I am sending over the LOI today via DocuSign for execution. Everest has agreed to a 30-year term for \$627,500.00. I'm excited to work through this process with you. I hope to hear from you at your earliest convenience.

With Gratitude,

Samantha Willis

Leasing Consultant

Tower Alliance LLC

1700 S. Dixie Highway, Suite 402

Boca Raton, FL 33432

Office: (561) 419-6864

SWillis@toweralliancellc.com



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Everest Infrastructure Partners
Two Allegheny Center
Nova Tower 2 | Suite 1002
Pittsburgh, PA 15212
(412) 482-3420

August 13, 2025

Agreed Terms – Prepay Transaction

Lessor: Town of Hamilton, Massachusetts

Lessee: EIP Communications I, LLC

Current Agreement: TELECOMMUNICATIONS LEASE AGREEMENT dated July 26, 2016

Current Rent/Terms: \$30,388.68 base rent + \$3,900.00 rev. share – paid annually / rent escalates 3% every year; rev share is 25% for each co-locator, escalates 3% if not in sublease

Transaction Type: 30-Year Prepay Lease Amendment

Offer: \$627,500.00 – Lump Sum Payment

Term Extension (if applicable): 30 years to 2/28/2055

Please sign below to acknowledge acceptance of the above business terms. EIP will promptly provide applicable documents. The transaction remains subject to diligence and execution of the transaction documents.

Lessor:

By: _____

Name: Joe Domelowicz, Jr.

Title: Town Manager

Date: _____

Everest Site ID: 701534

Site Name: South Hamilton 1



Organization - Wide Goals

Annually, during the summer months, the Select Board weighs feedback from a variety of sources to generate the Town's annual organization-wide goals. Input and consultation from the Finance and Advisory Committee alongside other Townwide bodies as well as the Town Manager is consolidated into a prioritized listing. Part of this yearly process is assessing completion levels of the prior year's goals and interchanging priorities. Throughout the year, the Town Manager maintains organization-wide goals on Select Board agendas where the status of each initiative is presented and discussed to ensure transparent and current monitoring of the efforts.

After consultation with the Town Manager and feedback from the Finance and Advisory Committee, the Select Board adopted the following budget goals for the FY2026 budget.

Ensure the long-term financial viability of the Town and limit property tax burden on residents by minimizing any expenditure increases while working in partnership with all relevant stakeholders within our financial limits, including the HWRSD administration

Continue to offer the same services that residents of Hamilton have come to enjoy (a "level-service budget")

Ensure staffing levels are appropriate to complete all necessary tasks within the Town's operational umbrella

Maintain all Capital Assets at or above their current level, including buildings, roadways, underground infrastructure, and equipment

To meet required financial-policy funding of all reserve accounts, to include Free Cash, Stabilization Funds, Retained Earnings in the Water Enterprise, Trust Funds, and the Overlay

To fund a reasonable amount of capital projects as funding allows

If anticipated FY2026 revenue and excess free cash from FY2024 is insufficient for funding the entire FY2026 budget, then identify options for specific expense reductions and/or new revenue sources to balance projected expenses with funding

To produce and submit a GFOA budget document, which will educate, inform, and highlight our operations for our residents

To improve service delivery through program consolidation, and/or other efficiency measures

		Town Manager Evaluation Form for Fiscal Year 2024				
		Evaluation Date: July 18, 2025				
			NOT APPLICABLE	EXCEEDS GOALS	MEETS GOALS	NEEDS IMPROVEMENT
1		General Management and Communication				
1	A	Prepares and distributes materials, information and reporting to Town boards, committees, staff and residents including posting this information on website				
1	B	Provides recommendations to assist the Select Board, Finance Committee, and Town Meeting in policy development and decision making				
1	C	Demonstrates ability to successfully execute provisions of Mass. General Laws, Town Charter & By-laws, Town Meeting votes, and votes of the Board of Selectmen per the Special Act.				
1	D	Effectively oversees Town's interests in all matters of litigation and delegates proper and efficient use of our town counsel.				
1	E	Keeps abreast of current developments in the field of public administration.				
2		Personnel Management				
2	A	Exercises leadership that promotes a positive, effective and productive work environment for all town staff.				
2	B	Instructs staff on town policies and properly supports their implementation				
2	C	Provides leadership in negotiating collective bargaining agreements with employees.				
2	D	Develops departmental objectives and relates them to the Town Manager's goals as established by the Select Board.				
2	E	Develops and maintains a system for senior staff performance evaluations and merit pay.				
2	F	Properly manages staff, sets goals, gives good direction, has continuous follow thru as well as promotes training and personal improvement goals for all employees with the result of attracting and maintaining effective employees				
3		Financial Management				
3	A	Plans and organizes the preparation of annual budget that provides financial plan for all Town departments & activities.				

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.				

5	C	Maintains good working relationships with other areas of government to, including public safety departments to maximize coordination and economy of service delivery effectively.				
6		Professional Growth and Goals				
6	A	Actively pursues own professional development by attending and participating in professional meetings and training.				
6	B	Models effective management practice through delegation.				
6	C	Properly communicates to the Board of Selectmen, future needs and requirements required to continuously improve job performance as well as town deliverables				
7		Community Outreach				
7	A	Implements town policies and develops plans to gain public support and consensus for them.				
7	B	Does the current Bi-Weekly town manager report an effective system of reporting to the public the current plans and activities of the and present to Select Board & Town staff.				
7	C	Promotes effective and open communications with the public, making full use of all media and personal visibility in representing the Town				
7	D	Demonstrates sensitivity and responsiveness to individuals in accessing Town services.				
7	E	Supports and recognizes the efforts of volunteer in the community including both town and local organizations, and invites them to share and communicate their progress and objectives.				
7	F	Instills an open door, customer friendly attitude on behalf of Town government toward citizen concerns and manages a response to all requests in a timely and professional manner				
		Added Initiatives included above.				

Hamilton Proposed Goals for 2025-26

Main Goals	Tasks aligned with goals	Timeline	Measures of success
Water	Complete work with NSWRTF	by February 2026	Hamilton reaches agreement on viable alternatives
	Communicate strategies	thru May 2026	Staff engages residents in messaging about water resource alternatives
	Develop implementation plan	Into FY 2026	TBD
Enhance Cellular service	Develop option for second cell tower	by October 2025	Cell tower begins Special Permit process with PB
	Work with Cell tower companies to add carriers to both towers	thru May 2026	All major cell service providers have enhanced coverage in Hamilton center
Town Hall project	Complete rehab/de-carbonization of Town Hall on budget	thru March 2026	Town Hall is completed on budget
	Move town staff into new offices	by May 2026	All town staff are re-located to their permanent offices
	Adopt digitization plan for town hall records	thru Spring 2026	Town outlines the costs, process and timeline for digitization of essential town documents and records
Gordon Conwell/ Brown's Hill	Assist in re-zoning of Gordon Conwell property	Fall 2025	A new zoning Overlay District is passed at STM and Development Agreement is signed between
	Communicate plan for Gordon Conwell property	Prior to STM	Build consensus and support for proposal with surrounding neighborhood
	Apply to EOHLC for inclusion of new market rate units onto the SHI	thru Spring 2026	EOHLC approves Hamilton's use of 200 units at GC onto the SHI, with 25 % of rental units set aside for Affordable Housing
Patton Homestead	Develop plan for future supportive services for veterans in the Homestead buildings	thru Spring 2026	A partnership is developed that would allow a third party to use the Homestead buildings for veterans services
	Town to maintain the majority of the open space for public benefit	thru Spring 2026	Partnership allows the continued use of the open space and pavilion by town residents
School District			

A new regional agreement is approved
for the HWRSD thru Spring ATM
Enhanced budget development process
in Regional thru Spring ATM

New regional school district agreement is approved by
residents and accepted by DESE
New regional school district agreement is approved by
residents and accepted by DESE

Public communication

Continue to expand and enhance public
outreach and communication platforms Consistently

Be able to show outreach effectiveness through data using
website, social media metrics - expand reach of existing tools

<u>Date</u>	<u>Board/Commission/Dept.</u>
Sept. 2, 2025	Planning Board
Sept. 8, 2025	Select Board
Sept. 16, 2025	Planning Board
Sept. 23, 2025	Select Board
Sept. 30, 2025	Planning Director
Oct. 6, 2025	Select Board
Oct. 7, 2025	Planning Board
Oct. 9, 2025	Finance & Advisory Committee
Oct. 13, 2025	ALL
Oct. 20, 2025	Select Board
Oct. 21, 2025	Planning Board
Oct. 23, 2025	Finance & Advisory Committee
Nov. 3, 2025	Select Board
Nov. 4, 2025	Planning Board
Nov. 11, 2025	ALL
Nov. 12, 2025	Planning Board
Nov. 13, 2025	Finance & Advisory Committee
Nov. 17, 2025	Select Board
Nov. 18, 2025	Planning Board
Nov. 21, 2025	Town Manager/Select Board
Nov. 25, 2025	Town Clerk
Nov. 27-28, 2025	ALL
Dec. 1, 2025	Town Manager
Dec. 1, 2025	Select Board
Dec. 2, 2025	Planning Board
Dec. 9, 2025	ALL

Event/Action

Meeting

Meeting

Schedule Public Hearing**Open Warrant for STM****Post Public Hearing Notice****Close Warrant for STM**

Meeting

Meeting

Columbus/Indigenous Peoples' Day

Meeting

Open Public Hearing

Meeting

Meeting

Close Public Hearing

Veterans Day

Possible additional meeting date if necessary

Vote Recommendations**Vote Recommendations****Vote Recommendations****Last Day for Warrant to be SIGNED by SB****Post Warrant**

Thanksgiving Break

Mail Warrant & Recommendations

Meeting

Meeting

SPECIAL TOWN MEETING