



WARRANT

For

Special Town Meeting

October 20, 2014

7:00 p.m.

Hamilton-Wenham Regional High School
Auditorium

Please note: The appendices are available at Town Hall, on-line at www.hamiltonma.gov, and at the meeting.

Please recycle this warrant after the Town meeting.

Town By-Laws

CHAPTER II

RULES AND PROCEDURE OF TOWN MEETINGS

SECTION 1. All articles in the warrant shall be taken up in the order of their arrangement, unless otherwise decided by a two-thirds vote, except that unanimous consent shall be required for inclusion of an Article in a "Consent Motion" group of Articles that will be taken up by the meeting for voting on the group.

SECTION 2. In case of motions to amend, or to fill out blanks, the one expressing the largest sum or the longest time shall be put first, and an affirmative vote thereon shall be a negative vote on any smaller sum or shorter time.

SECTION 3. The report of a committee shall be deemed properly before a meeting if a request for its acceptance is included in an article of the warrant and a copy is published in the Special Report or is filed with the Town Clerk fifteen days prior to the meeting. A vote to accept a final report shall discharge the committee but shall not be equivalent to a vote to carry out its recommendations. A vote on recommendations included in a committee report shall only be in order under an article to that effect in the warrant. A vote to accept a report of progress shall continue the committee under its original authority unless otherwise specified.

SECTION 4. If an article of the Warrant has once been acted upon and disposed of, it shall not be again considered at the meeting except by a two-thirds vote.

SECTION 5. No money shall be appropriated from the Stabilization Fund except by a 2/3 vote at a Town Meeting.

SECTION 6. Only registered voters of the Town shall be admitted and entitled to vote at any Annual or Special meeting provided that upon prior request the Moderator may admit to the meeting persons who are not registered voters and in his discretion may permit them to speak on a subject. Any person so permitted to speak at a meeting shall announce his full name and address to the meeting.

SECTION 7. Motions at Town Meeting shall be made orally, but the Moderator may require any motion also to be submitted in writing. Unless otherwise directed thereby the Moderator shall appoint all committees created by the vote of the Town.

SECTION 8. The conduct of all Town Meetings not prescribed by law or by the foregoing rules shall be determined by the rules of practice contained in Town Meeting Time, A Handbook of Parliamentary Law, Second Edition.

SECTION 9. On matters requiring a two-thirds vote, either by statute or these By-Laws, a count need not be taken and the vote need not be recorded unless the vote declared is immediately questioned by seven or more voters as provided in General Laws, Chapter 39, Section 15.

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Please note: The appendices are available at the Town Hall, on-line @ www.hamiltonma.gov and at the meeting.

Special Town Meeting – October 20, 2014



ESSEX, SS

TO THE CONSTABLE OF THE TOWN OF HAMILTON:

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Hamilton qualified to vote in election and town affairs, to meet at the Hamilton-Wenham Regional High School in said town, on Monday, the twentieth day of October, in the year Two Thousand Fourteen (October 20, 2014) at seven o'clock in the evening (7:00 p.m.), then and there to act on the following articles.

SECTION 1: REPORTS and PROCEDURES

<p>ARTICLE 2014/10 1-1 <i>Reports</i></p>	<p>To hear reports of Town Officers and selected committees and to take action thereon or relative thereto. Reports will appear in the Town Report for Calendar Year 2014.</p>
<p>ARTICLE 2014/10 1-2 <i>Article for Consent Motion</i></p>	<p>To see if the Town will consolidate in one consent motion containing the motions for those articles that, in the opinion of the Moderator, are not controversial and can be passed without debate, or take any other action thereon or relative thereto.</p>

SECTION 2: FINANCIAL ACTIONS

<p>ARTICLE 2014/10 2-1 <i>Compensation/ Classification Table</i></p>	<p>To see if the Town will amend the Personnel By-law by adopting changes to the classification and compensation table, or take any other action thereon or relative thereto. [The Proposed Compensation/Classification Table is set forth in Appendix A to the Fall 2014 Warrant Book.]</p> <p>The Board of Selectmen and the Finance and Advisory Committee will make recommendations at Special Town Meeting.</p>
<p>ARTICLE 2014/10 2-2 <i>General Fund Appropriation Transfer</i></p>	<p>To see if the Town will transfer a sum of money from Unclassified to General Government, or take any action thereon or relative thereto. <i>(Expected amount \$70,000)</i></p> <p>The Board of Selectmen and the Finance and Advisory Committee recommend favorable action.</p>

<p>ARTICLE 2014/10 2-3 <i>Amendments to Annual Appropriations</i></p>	<p>To see if the Town will raise and appropriate or transfer from available funds the following additional FY '15 General Town appropriations, or take any other action thereon or relative thereto:</p> <ul style="list-style-type: none"> a. Increase the appropriation for General Government. <i>(Expected amount \$70,600 total; \$20,600 for salaries, \$50,000 for reserve fund)</i> b. Increase the appropriation for Protection of Persons & Property. <i>(Expected amount \$1,100 for salaries)</i>
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Special Town Meeting – October 20, 2014

	<p>c. Increase the appropriation for the Department of Public Works. (<i>Expected amount \$7,280 for salaries</i>)</p> <p>d. Increase the appropriation for Health & Human Services. (<i>Expected amount \$11,318 total; \$7,718 for salaries, \$3,600 for expenses</i>)</p> <p>The Board of Selectmen and the Finance and Advisory Committee recommend favorable action.</p>
<p>ARTICLE 2014/10 2-4</p> <p align="center"><i>Community Preservation Committee Budget</i></p>	<p>To see if the Town will act on the Report of the Community Preservation Committee on the Fiscal Year 2015 Community Preservation Budget and specified other projects and appropriate or reserve for later appropriation monies from Community Preservation Fund annual revenues, specific reserves or other available funds for the administrative expenses of the Community Preservation Committee, the payment of debt service, the undertaking of community preservation projects and all other necessary and proper expenses for the year, or take any action thereon or relative thereto. (<i>Expected amount \$25,000.00</i>)</p> <p>[The proposed budget is set forth in Appendix B of the Fall 2014 Warrant Book.]</p> <p>The Board of Selectmen and the Finance and Advisory Committee recommend favorable action.</p>
<p>ARTICLE 2014/10 2-5</p> <p align="center"><i>Ladder Truck for Fire Department</i></p>	<p>To see if the Town will appropriate money to pay the costs of purchasing and equipping a new ladder truck for the use of the Fire Department, including the payment of all costs incidental and related thereto, and to determine whether this amount shall be raised by borrowing or otherwise, or take any other action thereon or relative thereto. (<i>Expected amount \$950,000.00</i>)</p> <p>The Board of Selectmen and the Finance and Advisory Committee will make recommendations at Special Town Meeting.</p>

SECTION 3: PLANNING /ZONING ACTIONS

None	
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SECTION 4: TOWN BY-LAW AMENDMENTS

<p>ARTICLE 2014/10 4-1</p> <p align="center"><i>Council on Aging By-law</i></p>	<p>To see if the Town will amend Town By-law Ch. XXXIII – Council on Aging by deleting the current language of the by-law and replacing it with the language set forth in Appendix C, or take any action thereon or relative thereto.</p> <p>[The current and proposed by-laws are set forth in Appendix C of the 2014 Warrant Book.]</p> <p>The Board of Selectmen and the Finance and Advisory Committee will make recommendations at Special Town Meeting.</p>
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SECTION 5: OTHER APPROPRIATIONS AND ACTIONS

None	
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SECTION 6: CLOSING FINANCIAL ACTIONS

None	
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Special Town Meeting – October 20, 2014

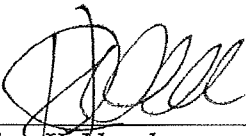
ADJOURNMENT

Given under our hands October 2, 2014


HAMILTON BOARD OF SELECTMEN



Scott Maddern, Chair

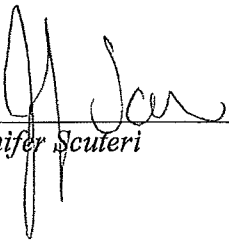


Jeffrey Hubbard



Marc Johnson

David Neill



Jennifer Sculeri

Hamilton, Massachusetts

I have this day served this warrant as directed by Chapter 1, Section 1b of the Town By-laws.

Constable



Appendices

for

Special Town Meeting Warrant

October 20, 2014

7:00 p.m.

Hamilton-Wenham Regional High School
Auditorium

APPENDIX A
COMPENSATION / CLASSIFICATION TABLE
FISCAL YEAR 2015

Salary and Wage Positions

(#) = See footnote - end of Comp. Table

Steps	I	II	III	IV	V	VI	VII
	Start	6 months	18 months	30 months	42 months	54 months	66 months
Chief Appraiser	78,108.88	81,233.24	84,482.57	87,861.87	91,376.34	95,031.39	98,832.65
Chief of Fire	78,108.88	81,233.24	84,482.57	87,861.87	91,376.34	95,031.39	98,832.65
Chief of Police	78,108.88	81,233.24	84,482.57	87,861.87	91,376.34	95,031.39	98,832.65
Director of Finance/Accountant	78,108.88	81,233.24	84,482.57	87,861.87	91,376.34	95,031.39	98,832.65
Director of Planning & Development	78,108.88	81,233.24	84,482.57	87,861.87	91,376.34	95,031.39	98,832.65
Director of Public Works	78,108.88	81,233.24	84,482.57	87,861.87	91,376.34	95,031.39	98,832.65
Director of Assessors	56,921.80	59,198.67	61,566.62	64,029.28	66,590.45	69,254.07	72,024.23
Health Agent	56,921.80	59,198.67	61,566.62	64,029.28	66,590.45	69,254.07	72,024.23
Health Inspector	56,921.80	59,198.67	61,566.62	64,029.28	66,590.45	69,254.07	72,024.23
Public Health Nurse	56,921.80	59,198.67	61,566.62	64,029.28	66,590.45	69,254.07	72,024.23
Treasurer-Collector	56,921.80	59,198.67	61,566.62	64,029.28	66,590.45	69,254.07	72,024.23
Council on Aging Director	48,234.79	50,164.18	52,170.75	54,257.58	56,427.88	58,685.00	61,032.40
Emergency Center Supervisor	48,234.79	50,164.18	52,170.75	54,257.58	56,427.88	58,685.00	61,032.40
Recreation Director	48,234.79	50,164.18	52,170.75	54,257.58	56,427.88	58,685.00	61,032.40
Town Accountant <i>(Vacant)</i>	48,234.79	50,164.18	52,170.75	54,257.58	56,427.88	58,685.00	61,032.40
Town Clerk <i>(Elected)</i>	48,234.79	50,164.18	52,170.75	54,257.58	56,427.88	58,685.00	61,032.40
Building/Zoning Inspector	40,890.93	42,526.57	44,227.63	45,996.74	47,836.61	49,750.07	51,740.07
Conservation Coordinator	40,890.93	42,526.57	44,227.63	45,996.74	47,836.61	49,750.07	51,740.07
Community Project Coordinator	40,890.93	42,526.57	44,227.63	45,996.74	47,836.61	49,750.07	51,740.07
Planning Coordinator	40,890.93	42,526.57	44,227.63	45,996.74	47,836.61	49,750.07	51,740.07

Hourly Waged Positions

Steps	I	II	III	IV	V	VI	VII
	Start	6 months	18 months	30 months	42 months	54 months	66 months
Asst. to the Town Manager	20.53	21.35	22.20	23.09	24.01	24.97	25.97
Assistant Town Accountant	22.14	23.03	23.95	24.91	25.91	26.95	28.03
Assistant Treasurer/Collector	22.14	23.03	23.95	24.91	25.91	26.95	28.03
Facilities Maintenance Technician	20.39	21.21	22.06	22.94	23.86	24.81	25.80
Social Services Specialists	17.56	18.26	18.99	19.75	20.54	21.36	22.21
Animal Control Officer	15.59	16.21	16.86	17.53			
Clerk/Typist	15.78	16.41	17.07	17.75			
Custodian	16.50	17.16	17.85	18.56			
Emergency Center Dispatcher <i>(P/T)</i>	16.50	17.49	18.54	19.65			
Fire Equipment Mechanic	24.24	25.21	26.22	27.27			
Matron	17.90	18.97	20.11	21.32			
Reserve Patrolman	17.90	18.97	20.11	21.32			

APPENDIX A
COMPENSATION / CLASSIFICATION TABLE
FISCAL YEAR 2015

Call Firefighters

Rank	Hourly Wage	Certified 5%							
Deputy Chief	26.49	27.81							
Captain	24.54	25.77							
Lieutenant	22.56	23.69							
Inspector; Electrical/Building	22.56	n/a							
Firefighter w/ CPR 1st. Responder	19.61	20.59							
Probationary Firefighter	16.68	n/a							

Collective Bargaining Unions

Administrative Assistant Union - Hourly Compensation table established by Union Contract.

7/1/2010 - In Negotiations

Steps	I	II	III	IV	V	VI	VII	VIII	IX	X
	Start	6 months	18 months	30 months	42 months	54 months	66 months			
Administrative Assts. - Grade I	16.74	17.41	18.11	18.83	19.58	20.36	21.17			
Administrative Assts. - Grade II	17.91	18.63	19.38	20.16	20.97	21.81	22.68			

DPW Union - Hourly Compensation table established by Union Contract.

7/1/2014

Steps	I	II	III	IV	V	VI	VII	VIII	IX	X
	0	9 months	18 months	36 months	48 months	60 months	72 months	84 months	120 months	240 months
Upon completion of Service Timeframe										
Foreman	22.35	22.95	23.57	24.21	24.86	25.53	26.22	26.69	26.85	27.33
Mechanic	22.35	22.95	23.57	24.21	24.86	25.53	26.22	26.69	26.85	27.33
Plant Operator-Primary	22.35	22.95	23.57	24.21	24.86	25.53	26.22	26.69	26.85	27.33
Foreman 2	20.41	20.96	21.53	22.11	22.71	23.32	23.95	24.38	24.53	24.97
Plant Operator-Secondary	20.05	20.59	21.15	21.72	22.31	22.91	23.53	23.95	24.09	24.52
Heavy Equipment Operator	19.39	19.91	20.45	21.00	21.57	22.15	22.75	23.16	23.30	23.72
Truck Driver Labor	18.05	18.54	19.04	19.55	20.08	20.62	21.18	21.56	21.69	22.08

APPENDIX A
COMPENSATION / CLASSIFICATION TABLE
FISCAL YEAR 2015

DPW Union (Cont'd) - Hourly Compensation table established by Union Contract.

Steps	I	II	III	IV	V
Upon completion of Service Timeframe	0	9 months	21 months	33 months	45 months
Transition: Employee hired April 2014					
Foreman	22.35	23.24	24.17	25.14	26.15
Mechanic	22.35	23.24	24.17	25.14	26.15
Plant Operator-Primary	22.35	23.24	24.17	25.14	26.15
Foreman 2	20.41	21.23	22.08	22.96	23.88
Plant Operator-Secondary	20.05	20.85	21.68	22.55	23.45
Heavy Equipment Operator	19.39	20.17	20.98	21.82	22.69
Truck Driver Labor	18.05	18.77	19.52	20.30	21.11

Firefighter Union - Hourly Compensation table established by Union Contract.

Steps	I	II	III	IV	V	VI	VII
Upon completion of years of service	0	1 yrs.	2 yrs.	3 yrs.	4 yrs.	5 yrs.	6 yrs.
Firefighter/EMT	20.59	21.41	22.27	23.16	24.09	25.05	26.05
FF/EMT/Inspector	24.09	25.05	26.05	27.09	28.17	29.30	30.47
EMT Certification Stipend (Weekly)	50.00						

Police Union - Hourly Compensation table established by Union Contract.

Steps	I	II	III	IV	V	VI	VII
Upon completion of years of service	0	1 yrs.	5 yrs.	10 yrs.	15 yrs.	20 yrs.	25 yrs.
Employees Hired Prior to 7/1/2010							
W/O College Degree	20.49	25.08	25.71	26.33	26.96	27.58	27.97
BA/BS	24.60	30.11	30.86	31.60	32.36	33.10	33.56
MA/MS	25.62	31.36	32.14	32.91	33.70	34.48	34.96
Employees Hired After 7/1/2010							
W/O College Degree	20.49	25.08	25.71	26.33	26.96	27.58	27.97
BA/BS	22.54	27.59	28.28	28.96	29.66	30.34	30.76
MA/MS	23.06	28.23	28.94	29.63	30.34	31.04	31.47

Police & Fire Signal Operator Union - Hourly Compensation table established by Union Contract.

Steps	I	II	III	IV	V	VI	VII	VIII
Upon completion of Service Timeframe	0	6 months	18 months	36 months	48 months	60 months	72 months	120 months
Dispatcher (weekly rates)	694.82	736.40	780.40	827.20	860.40	894.80	917.20	935.60
Dispatcher (hourly rates)	17.37	18.41	19.51	20.68	21.51	22.37	22.93	23.39

APPENDIX A
COMPENSATION / CLASSIFICATION TABLE
FISCAL YEAR 2015

Other

Elected/Appointed Positions (MGL 41 s.108 & 108A)	Annual Salary
Town Manager	134,640.77
Chief of Police	121,176.69
Selectmen/Chairman	3,225
Board of Assessors/Chairman	2,878
Selectmen/Members	2,852
Board of Assessors/Members	2,150
Board of Appeals/Chairman	1,648
Board of Health/Chairman	856
Board of Health/Members	485

Professional Stipends	Annual Rate
Animal Pick-Up (Deceased)	2,400
Animal Control Officer/Wildlife	2,400
Dog Officer	2,400
Call Fire Deputy Chief	1,500
EMT Certification (Police Officers)	1,500
Harbormaster	1,200
Cert. Treas/Collector & Town Clerk	1,000
Call Fire Captain	750
Call Fire Training Officer	500
Accreditation Stipend (Police)	250

1

Inspectional Services	Annual Pay
Building/Zoning Inspector	26,000
Plumbing/Gas Inspector	13,147
Electrical Inspector	13,147
Animal Inspector	3,999
Sealer of Weights & Measures	1,845
Asst. Plumbing/Gas Inspector	809
Asst. Electrical Inspector	809
Asst. Building Inspector	809

Contract Rates - Part-time	Contract Rate
MIS Systems Analyst	(annually) 30,013
Energy Manager	(hourly) 32.00
Health Agent	(hourly) 46.30
Information/Social Media Specialist	(hourly) 16.00

Occasional Help	Range of Compensation
Registrar of Voters	(annually) 400.00
Poll Worker	(hourly) 8.00
Recreation Instructor	(hrly./per class) 8.00
Seasonal Employee	(hourly) 8.00
Senior Work-Off Prog.	(hourly) 8.00

Legend:

- 1 Position receives either a "Professional Stipend" or additional compensation for certification. See M.G.L. Ch. 41, Sec. 19K & 108P
- 2 Differs from Wage and Salary table; see "OTHER" section at the end of Compensation Table.
- 3 Less than full-time. Hourly wage is based on annual salary from table calculated on a 37.5 hr. work week.
- 4 Shift differential is 5% for Evening and 7% for Midnight shift
- 5 Lieutenants shall receive 25% more than the corresponding patrolman's rate. Sergeants and Inspectors shall receive 15% more than the corresponding patrolman's rate.
- 6 Compensation paid by stipend. See Stipend Table.

APPENDIX B

COMMUNITY PRESERVATION COMMITTEE BUDGET

No.	PURPOSE
	<u>Open Space and Recreation - Project</u>
1.	To appropriate \$15,000.00 of FY 15 Community Preservation Fund Revenues to fund renovations to the Big Baseball Diamond at Patton Park
	<u>Historic Preservation - Projects</u>
2.	To appropriate \$10,000.00 of FY15 Community Preservation Fund Revenues to fund the renovation and restoration of the antique cannons at Patton Park.
	<u>Historic Preservation - Appropriation Transfer</u>
3.	To transfer \$7,119.56 from FY13 appropriation from Historic Preservation Reserves for the Hamilton Meeting House repairs to increase the funding for the restoration of the balustrade of the Hamilton Senior Center.

APPENDIX C

CURRENT: Chapter XXXIII

Hamilton Council on Aging By-law

(Council on Aging By-law (1966))

There shall be established a Hamilton Council on Aging, consisting of seven members, of which four shall be appointed annually by the Selectmen, one of which shall be designated by the Selectmen as Chairman. The Chairman shall name the remaining members of the Council from interested and representative groups in the Community. It shall be the duty of the Council to carry out programs designed to meet the problems of aging in coordination with programs of the Massachusetts Commission on Aging. The Council on Aging has full responsibility for the expenditure of funds raised and appropriated for it by the Town or otherwise acquired, but nothing herein contained shall limit the expenditure of the funds for the benefit of residents of the Town. The Council shall have a Treasurer and a Secretary and such other officers as it may choose. The Secretary shall maintain the records of the Council on Aging, including persons to whom old age 'identification cards' are issued by the Chairman. The Chairman may issue Blue 'ID' cards to senior citizens 60 years of age or over who reside in Hamilton, and white 'ID' cards to persons officially connected with the Council regardless of age. The Council on Aging shall file an Annual Report of its activities with the Town Clerk each year on or before February 1 of the following year. The Council on Aging shall adopt by-laws governing its activities consistent with provisions of law and this section.

APPENDIX C

PROPOSED: Chapter XXXIII

Hamilton Council on Aging By-law

Article 1.-**Name**-The Organization shall be known as the Hamilton Council on Aging, hereinafter called the "**Council**".

Article 2.-**Definition**-An elderly person shall be defined as being aged 60 and older.

Article 3.-**Purposes**-The basic purposes of the Council on Aging are:

- a. To act as a unified body for services to the elderly of Hamilton;
- b. To advance, improve and enhance programs for the elderly of Hamilton;
- c. To service all senior residents of Hamilton in as many ways as possible.

Article 4.-**Officers and Elections**-The officers of the **Council** shall:

- a. Be a Chairman, Vice-Chairman and Secretary;
- b. Shall be elected each year at the regular monthly meeting in July.

Article 5.-**Membership**-

- a. The **Council** shall consist of not more than seven members who are residents of Hamilton;
- b. Membership on the Council shall be for a 3 year term;
- c. A candidate for **Council** membership shall submit a letter stating intent to the Chairman and be voted on by the **Council** before presenting the name to the Board of Selectmen for appointment;
- d. If a resignation or incapacity of any officer or member occurs, the **Council** shall recommend to the Selectmen a successor whom a majority of the Board of Selectmen shall appoint to serve out the term;
- e. A quorum shall be 4 members;
- f. All members shall be sworn in by the Town Clerk within 10 days of their appointment;
- g. All members shall serve without compensation.

Article 6.-**Meetings**:

- a. The **Council** shall meet monthly on the first Monday of the month at 9:00 AM at the Hamilton Senior Center, 299 Bay Road;
- b. Special meetings may be called at the request of the Chairman or any four members.

Article 7.-**Amendments**-Amendments to these By-Laws must be submitted to the **Council** and mailed to each member at least seven days prior to the meeting when the amendments are to be considered. If approved, the Board of Selectmen will vote to recommend amendment changes before Town Meeting votes to adopt any new By-Laws.

Article 8.-**Annual Report**-An Annual Report shall be submitted to the Town to be included in the Town's Annual Report, and also to the Executive Office of Elder Affairs in Boston.

Written: September, 2014