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Town of Hamilton
577 Bay Road
Hamilton, MA 01936

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Please join us

Special Town Meeting

October 19, 2019

9:00 a.m.

H-W Regional High School

Auditorium

775 Bay Road, Hamilton, MA 01982

Please bring this warrant to Town Meeting

RECEIVED
TOWN CLERK
HAMILTON, MA

2018 OCT -3 PM 1:40



WARRANT

For

Special Town Meeting

October 19, 2019

9:00 a.m.

Hamilton-Wenham Regional High School
Auditorium

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

The National Honor Society of the Hamilton-Wenham Regional High School is providing child care for parents who wish to attend and participate in Town Meeting on Saturday, October 19, 2019 between the hours of 9 a.m. and 12 noon. Pre-registration for this service is required.

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 the most current edition of Town Meeting Time, A Handbook of Parliamentary Law.

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.

Special Town Meeting – October 19, 2019

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

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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 located at 775 Bay Road in said town, on Saturday, the nineteenth day of October, in the year Two Thousand Nineteen (October 19, 2019) at nine o'clock in the morning (9:00 a.m.), then and there to act on the following articles.

SECTION 1: ELECTIONS, REPORTS, PROCEDURES

<p>ARTICLE 2019/10 1-1 <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 action thereon or relative thereto.</p>
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SECTION 2: FINANCIAL ACTIONS

<p>ARTICLE 2019/10 2-1 <i>Prior Year Bills</i></p>	<p>To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow pursuant to any applicable statute, a sum of money to pay any unpaid bills incurred in prior years, or take any action thereon or relative thereto. <i>(Expected request \$6,093.26)</i></p> <p>Brief Summary: <i>This article provides for payment of prior year bills which were not submitted or received by the Town prior to the fiscal year ending on June 30, 2019.</i></p> <p>Fiscal Year 2020 Tax Rate Impact: <i>Payment of these bills will have a negligible effect on the tax rate.</i></p> <p>The Board of Selectmen (5-0) recommends favorable action. The Finance and Advisory Committee (4-0) recommends favorable action.</p>
<p>ARTICLE 2019/10 2-2 <i>Reduce Education Appropriation</i></p>	<p>To see if the Town will vote to amend the vote taken under Article 2-4 of the April 6, 2019 Annual Town Meeting warrant by reducing the amount to be raised and appropriated for the Hamilton-Wenham Regional School District annual operating budget by \$160,125.00, or take any action thereon or relative thereto.</p> <p>Brief Summary: <i>The FY2020 school budget has been reduced by the Hamilton-Wenham Regional District School Committee as a result of Wenham Town</i></p>

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	<p><i>Meeting's failure to approve the original proposed budget. Accordingly, the School Committee revised the budget, which results in a \$160,125.00 decrease in the amount apportioned to the Town. There will be no adverse impact on school programs as the budget was revised to eliminate \$250,000.00 from the OPEB line item.</i></p> <p><i>Fiscal Year 2020 Tax Rate Impact:</i> <i>This article will result in a decrease in the amount to be raised and appropriated by taxation, which will result in a corresponding reduction in the tax rate.</i></p> <p><i>The Board of Selectmen (5-0) recommends favorable action. The Finance and Advisory Committee =(4-0) recommends favorable action.</i></p>
<p>ARTICLE 2019/10 2-3</p> <p><i>Budget Adjustments</i></p>	<p>To see if the Town will vote to amend the vote taken under Article 2-4 of the 2019 Annual Town Meeting warrant for the purposes of: (a) adjusting line items in the FY 2020 budget as set forth in Appendix A; and (b) reducing the Police Budget and the amount to be raised and appropriated by \$30,067.20, or take any action thereon or relative thereto. <i>(Expected reduction in amount to be raised and appropriated \$30,067.20)</i></p> <p><i>Brief Summary:</i> <i>This article would transfer funds from the Personnel/Contract Reserve line item to fund various salary increases and allowances negotiated by the Town with various unions, as well as to implement grade reclassifications.</i></p> <p><i>Fiscal Year 2020 Tax Rate Impact :</i> <i>The requested transfer will have no impact on FY2020 taxes, as this involves a transfer of funds that were previously appropriated by Town Meeting. The reduction of \$30,067.20 will have a negligible effect on the tax rate.</i></p> <p><i>The Board of Selectmen (5-0) recommends favorable action. The Finance and Advisory Committee (4-0) recommends favorable action.</i></p>
<p>ARTICLE 2019/10 2-4</p> <p><i>Water Improvements</i></p>	<p>To see if the Town will vote to authorize the use of \$1,600,000 from the previously approved borrowing of \$5,000,000 under Article 2015/4 2-14 of the April 11, 2015 Annual Town Meeting to pay for the cost of improvements to the Town's water distribution system, including all incidental and related costs, and raise and appropriate or transfer from available funds the sum of \$ 40,000 for debt service costs associated with this next phase of the Water Distribution System replacement project, or take any action thereon or relative thereto. <i>(Expected request \$40,000 for debt service associated with Town borrowing of \$1,600,000)</i></p> <p><i>Brief Summary:</i> <i>This article seeks Town Meeting's confirmation of the use of funds, for which a borrowing was previously authorized, for the purpose of funding the next phase of the Water Distribution System upgrade project, which includes replacement of approximately 8,100 linear feet of water main on Woodbury Street, Forest Street, Village Lane, and Beech Street. Work will also</i></p>

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	<p><i>include the replacement of an estimated 10 fire hydrants throughout Town. This represents the final phase of this project.</i></p> <p><i>Fiscal Year 2020 Tax Rate Impact : None as the funds to pay the debt service will be appropriated from the Water Enterprise Fund retained earnings.</i></p> <p><i>The Board of Selectmen (5-0) recommends favorable action. The Finance and Advisory Committee (4-0) recommends favorable action.</i></p>
<p>ARTICLE 2019/10 2-5</p> <p align="center"><i>Community Preservation - Habitat for Humanity</i></p>	<p>To see if the Town will vote, pursuant to G.L. c.44B, to appropriate the amount of \$200,000.00 from the Community Preservation Fund Community Housing Reserve Account as a grant to the Affordable Housing Trust for the purposes of purchasing certain parcels located at Asbury Street for development as affordable homes for income qualified buyers, including all incidental and related expenses; and, further to authorize the Board of Selectmen to enter into a Grant Agreement with the Hamilton Affordable Housing Trust setting the terms for such grant, including a requirement that the property be conveyed by January 1, 2022 and that the owners of any dwellings subsequently receiving any of these appropriated monies from the Trust grant to the Town an Affordable Housing Restriction in said dwellings, and that such requirement be included in any grant agreement involving this property; and further, to authorize the Board of Selectmen to accept such restrictions; provided further that any funds from this appropriation remaining unspent after January 1, 2022 will be returned to the Community Preservation fund only after a vote by the Community Preservation Committee determining that it is unlikely the remaining appropriated funds will need to be spent to this effect, or take any action thereon or relative thereto.</p> <p><i>Brief Summary: This article seeks to allocate funds set aside in the Community Preservation Community Housing Reserve account for the purpose of aiding the development of Affordable Housing in the community. The proposed housing development will be subject to the required Chapter 40B development process with the Town of Hamilton Planning Board and Zoning Board of Appeals.</i></p> <p><i>Fiscal Year 2020 Tax Rate Impact : The Community Preservation Budget is allocated from a 2% surcharge on to the property tax plus State matching funds. This is noted as a separate line item on your tax bill.</i></p> <p><i>The Board of Selectmen (5-0) recommends favorable action. The CPC (5-0) recommends favorable action. The Finance and Advisory Committee (4-0) recommends favorable action.</i></p>
<p>ARTICLE 2019/10 2-6</p> <p align="center"><i>Community</i></p>	<p>To see if the Town will vote, pursuant to G.L. c.44B, to appropriate \$250,000.00 from the Community Preservation Fund Balance, for the restoration, rehabilitation and preservation of the historic Town Hall located at 577 Bay</p>

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<p><i>Preservation – Town Hall Building Project</i></p>	<p>Road, including but not limited to design and project management costs related thereto; provided that the preparation of bid and construction documents and the bidding process commences prior to July 1, 2021, with any funds from this appropriation remaining unspent after July 1, 2021 to be returned to the Community Preservation fund only after a vote by the Community Preservation Committee determining that it is unlikely the remaining appropriated funds will need to be spent to this effect, or take any action thereon or relative thereto.</p> <p><i>Brief Summary:</i> <i>This article seeks to advance the Town Hall Building Project that commenced with the establishment of a Town Hall Building Committee by Town Meeting in April 2017. The proposed Town Hall Building Project has progressed through the design development phase. If approved, these funds, together with funds sought in a related article on this warrant, will allow final architectural plans and construction documents to be prepared. The funds will cover the costs associated with the bidding process. It is anticipated that an article will be included on the warrant for the Annual Town Meeting in April 2020 seeking funding for the construction.</i></p> <p><i>Fiscal Year 2020 Tax Rate Impact :</i> <i>The Community Preservation Budget is allocated from a 2% surcharge on to the property tax plus State matching funds. This is noted as a separate line item on your tax bill.</i></p> <p><i>The Board of Selectmen (5-0) recommends favorable action. The CPC (4-1) recommends favorable action. The Finance and Advisory Committee (5-0) recommends favorable action.</i></p>
<p>ARTICLE 2019/10 2-7</p> <p><i>Town Hall Building Project</i></p>	<p>To see if the Town will vote to authorize the Treasurer to borrow a sum of money in accordance with General Laws Chapter 44, Section 7 or any other enabling authority, for the purpose of funding the design and construction of the renovations and improvements to the Town Hall located at 577 Bay Road, including employee relocation costs and all other incidental or related costs, and further to authorize the Board of Selectmen to apply for and accept any federal state and/or other grants or loans available for the project, and to enter into any and all agreements related thereto; and that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payments of the costs of issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or take any action thereon or relative thereto. <i>(Expected request is \$357,767 for Option A)</i></p> <p><i>Brief Summary:</i> <i>This article seeks funding for portions of the Town Hall Building Project, which were not funded with CPA funds in Article 2-6. The proposed Town Hall Building project has progressed through the design development phase. If approved, these funds, together with funds sought in a</i></p>

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	<p><i>related article on this warrant, will allow final architectural plans and construction documents to be prepared. The funds will cover the costs associated with the bidding process. It is anticipated that an article will be included on the warrant for the Annual Town Meeting in April 2020 seeking funding for the construction.</i></p> <p><i>Fiscal Year 2020 Tax Rate Impact : None, as the article does not seek an appropriation.</i></p> <p><i>The Board of Selectmen (5-0) recommends favorable action. The Finance and Advisory Committee; Please refer to the Finance and Advisory Committee’s recommendation in its Book of Recommendations.</i></p>
<p>ARTICLE 2019/10 2-8 <i>Public Safety Building Garage Doors</i></p>	<p>To see if the Town will raise and appropriate or transfer from available funds a sum of money for the purpose of repairing or replacing overhead garage doors at the Public Safety Building, including all incidental or related costs, or take any action thereon or relative thereto. <i>(Expected request is \$25,800.00)</i></p> <p><i>Brief Summary: This article proposes to appropriate \$25,800.00 for the cost or repairing or replacing six garage doors at the Public Safety Building, which are currently not functioning properly.</i></p> <p><i>Fiscal Year 2020 Tax Rate Impact : The allocation of these funds will have a negligible effect on the tax rate.</i></p> <p><i>The Board of Selectmen (5-0) recommends favorable action. The Finance and Advisory Committee (4-0) recommends favorable action.</i></p>

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<p>ARTICLE 2019/10 2-9</p> <p><i>Water Treatment</i></p>	<p>To see if the Town will vote to amend the vote taken under Article 2-18 of the April 6, 2019 Annual Town Meeting, by allowing the \$1,500,000 that was previously approved for Pre-treatment to be used for either pre-treatment, a new well development, or other solutions which is determined by the Town, and its consultants, to be the most effective and cost-effective solution to the town's water quality issues, or take any action thereon or relative thereto.</p> <p><i>Brief Summary: Following ATM 2019 the Town has modified several operational techniques that have resulted in improvements to the overall water quality. One significant change involved the decision to shut down the Idlewood 2 well. This well has the largest organic concentrations in the water system and has been the primary source of the disinfecting by-product issue. With this well off-line, the Department of Public Works, and hired consultants, are investigating cost effective solutions to appropriately address Hamilton's water quality issues. This investigation includes not only treatment options, but also the investigation of potential new well sources in order to identify the best option to address the health of Hamilton's water sources and/or Hamilton's water quality.</i></p> <p><i>Fiscal Year 2020 Tax Rate Impact : None.</i></p> <p><i>The Board of Selectmen (5-0) recommends favorable action. The Finance and Advisory Committee (4-0) recommends favorable action.</i></p>
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SECTION 3: OTHER APPROPRIATIONS AND ACTIONS

<p>ARTICLE 2019/10 3-1</p> <p><i>Amendment to Compensation Tables</i></p>	<p>To see if the Town will vote to adopt the revised compensation tables set forth in Appendix B, or take any action thereon or relative thereto.</p> <p><i>Brief Summary: This article seeks to adopt a revised compensation table that incorporates the new rates of the recently ratified collective bargaining agreements and grade reclassifications, and to properly reflect the wage grade and salary of the DPW Director.</i></p> <p><i>Fiscal Year 2020 Tax Rate Impact : None.</i></p> <p><i>The Board of Selectmen (5-0) recommends favorable action. The Finance and Advisory Committee (4-0) recommends favorable action.</i></p>
<p>ARTICLE 2019/10 3-2</p> <p><i>Home Rule Petition 550 Highland Street</i></p>	<p>To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation to exempt the property located at 550 Highland Street from local taxation for the period of time when said property is leased by the Department of Conservation and Recreation to one or more residential curators and abate any taxes assessed to date and as yet uncollected, as set forth in Appendix C; provided, however, that the General Court may make clerical or editorial changes of form only to the bill unless the Board of Selectmen approves amendments to the bill before enactment by the General</p>

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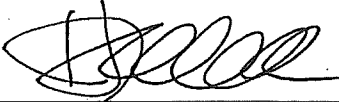
	<p>Court, and to authorize the Board of Selectmen to approve amendments within the scope of the general objectives of the petition, or take any other action thereon or relative thereto.</p> <p><i>Brief Summary: This article is required as part of the process to seek a Home Rule Petition and allows the Town to act on the advice of Annual Town Meeting in April 2018, which in an advisory vote to the Board of Selectmen directed the Town not to assess taxes on the curatorship property owned by the Department of Conservation and Recreation.</i></p> <p><i>Fiscal Year 2020 Tax Rate Impact : None.</i></p> <p><i>The Board of Selectmen (5-0) recommends favorable action. The Finance and Advisory Committee (4-0) recommends favorable action.</i></p>
<p>ARTICLE 2019/10 3-3</p> <p><i>Amendment to Income Limitations for Senior Tax Deferral G.L. c.59, §5, Clause 41A</i></p>	<p>To see if the Town will vote to increase the annual income (gross receipts) that a senior may have in the prior calendar year to be eligible to defer property taxes under M.G.L. Chapter 59, Section 5, Clause 41A from \$40,000.00 to \$58,000.00, or take any action thereon or relative thereto.</p> <p><i>Brief Summary: The Town adopted Chapter 59, Section 5, Clause 41A originally in 2002 to allow seniors to delay payment of their property taxes. A property tax deferral does not discharge the tax obligation but instead defers payment until the senior sells the property or passes away. A deferral allows seniors to use resources that would go to pay taxes to defray living expenses instead. Taxpayers who qualify for a personal exemption (for example, for seniors, disabled veterans, blind persons or surviving spouses) may defer all or part of the balance of their reduced taxes. This article raises the income eligibility to include more seniors.</i></p> <p><i>Fiscal Year 2020 Tax Rate Impact : None.</i></p> <p><i>The Board of Selectmen 5-0 recommends favorable action. The Finance and Advisory Committee 4-0 recommends favorable action.</i></p>

Special Town Meeting – October 19, 2019

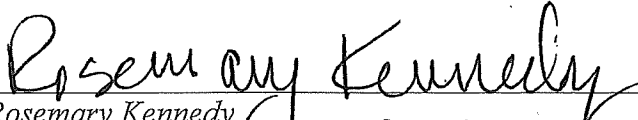
ADJOURNMENT

Given under our hands this _____ day of _____, 2019.

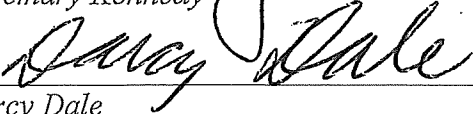
HAMILTON BOARD OF SELECTMEN



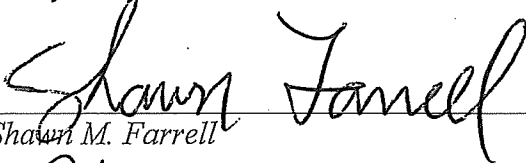
Jeffrey M. Hubbard, Chair



Rosemary Kennedy



Darcy Dale



Shawn M. Farrell



William Olson

Hamilton, Massachusetts

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

Constable

Special Town Meeting – October 19, 2019

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APPENDIX A
Budget Adjustments

<u>Transfer From</u>	<u>Account</u>	<u>Amount</u>	<u>Transfer To</u>	<u>Account</u>	<u>Amount</u>
Personnel/Contract Reserve	15148-510010	<u>\$ 67,137.58</u>	Finance - Permanent Wages	15135-510010	2,990.79
			Assessors - Permanent Wages	15141-510010	1,174.28
			Treasurer - Permanent Wages	15145-510010	625.34
			Treasurer/Collector - Overtime	15145-510030	13.05
			Police - Permanent Wages	15210-510010	27,510.90
			Police - Overtime	15210-510030	19,204.88
			Police - Accreditation Stipend	15210-510040	4,318.34
			Police - Cleaning Allowance	15210-510090	720.00
			Fire - Permanent Wages	15220-510010	3,618.56
			Fire - Overtime	15220-510030	990.00
			Fire - Clothing Allowance	15220-550080	1,000.00
			Inspectional - Permanent Wages	15241-510010	1,193.03
			DPW - Permanent Wages	15421-510010	1,160.30
			DPW - Overtime	15421-510030	26.55
			Board of Health - Permanent Wages	15511-510010	1,377.33
			Recreation - Permanent Wages	15630-510010	1,214.23
					<u>\$ 67,137.58</u>

**APPENDIX B
COMPENSATION / CLASSIFICATION TABLE
FISCAL YEAR 2020**

Wage Grid

Note # = See footnote - end of Compensation Table

Grade	Steps	I	II	III	IV	V	VI	VII	VIII
2	Chief of Fire (40 Hrs)	102,336.00	104,374.40	106,454.40	108,576.00	110,739.20	112,944.00	115,211.20	117,520.00
2	Chief of Police (40 Hrs)	102,336.00	104,374.40	106,454.40	108,576.00	110,739.20	112,944.00	115,211.20	117,520.00
	Director of Finance/Accountant (40 Hrs)	102,336.00	104,374.40	106,454.40	108,576.00	110,739.20	112,944.00	115,211.20	117,520.00
	Director of Public Works (40 Hrs)	102,336.00	104,374.40	106,454.40	108,576.00	110,739.20	112,944.00	115,211.20	117,520.00
	Director of Planning & Development (40 Hrs)	98,404.80	100,380.80	102,398.40	104,436.80	106,516.80	108,638.40	110,801.60	113,027.20
9	Human Resources Director (40 Hrs)	87,588.80	89,336.00	91,124.80	92,955.20	94,806.40	96,699.20	98,633.60	100,609.60
9	Assistant DPW Director (40Hrs)	79,830.40	81,432.00	83,054.40	84,718.40	86,403.20	88,129.60	89,897.60	91,686.40
	Recreation Director (40 Hrs)	77,272.00	78,811.20	80,392.00	81,993.60	83,636.80	85,300.80	87,006.40	88,753.60
1	Director of Assessors (37.5 Hrs)	71,370.00	72,793.50	74,256.00	75,738.00	77,259.00	78,799.50	80,379.00	81,978.00
1	Treasurer-Collector (37.5 Hrs)	71,370.00	72,793.50	74,256.00	75,738.00	77,259.00	78,799.50	80,379.00	81,978.00
	Council on Aging Director (40 Hrs)	75,379.50	76,876.80	78,416.00	79,976.00	81,577.60	83,200.00	84,864.00	86,569.60
	Town Clerk (Elected - Salary based on 37.5 Hrs)	65,442.00	66,748.50	68,074.50	69,439.50	70,824.00	72,247.50	73,690.50	75,172.50
	Patton Homestead Director (37.5 Hrs)	58,539.00	59,709.00	60,898.50	62,107.50	63,355.50	64,623.00	65,910.00	67,236.00

Hourly Positions

Grade	Steps	I	II	III	IV	V	VI	VII	VIII
17	Health Agent (<19 Hrs)	39.55	40.34	41.15	41.97	42.81	43.67	44.54	45.43
12	Public Health Nurse (37.5 Hrs)	33.56	34.23	34.91	35.61	36.32	37.05	37.79	38.55
12	Chief Appraiser (37.5 Hrs)	33.56	34.23	34.91	35.61	36.32	37.05	37.79	38.55
12	Assistant Finance Director/Town Accountant (37.5 Hrs)	33.56	34.23	34.91	35.61	36.32	37.05	37.79	38.55
11	Sealer of Weights & Measures (<19 Hrs)	32.12	32.76	33.42	34.09	34.77	35.47	36.18	36.90
10	Conservation Coordinator (20 Hrs)	30.02	30.62	31.23	31.85	32.49	33.14	33.80	34.48
10	Community Project Coordinator (<19 Hrs)	30.02	30.62	31.23	31.85	32.49	33.14	33.80	34.48
10	Energy Manager (<19 Hrs)	30.02	30.62	31.23	31.85	32.49	33.14	33.80	34.48
9	Assistant Treasurer/Collector (37.5 Hrs)	28.05	28.61	29.18	29.76	30.36	30.97	31.59	32.22
8	Asst. to the Town Manager (37.5 Hrs)	26.70	27.23	27.77	28.33	28.90	29.48	30.07	30.67
8	Accounting Assistant/Benefits Coord. (37.5 Hrs)	26.70	27.23	27.77	28.33	28.90	29.48	30.07	30.67
8	Fire Equipment Mechanic (<19 Hrs)	26.70	27.23	27.77	28.33	28.90	29.48	30.07	30.67
8	Health Inspector (<19 Hrs)	26.70	27.23	27.77	28.33	28.90	29.48	30.07	30.67
8	Reserve Patrolman	26.70	27.23	27.77	28.33	28.90	29.48	30.07	30.67
7	Facilities Maintenance Technician (40 Hrs)	23.75	24.23	24.71	25.20	25.70	26.21	26.73	27.26
7	Information/Media Specialist (<19 Hrs)	23.75	24.23	24.71	25.20	25.70	26.21	26.73	27.26
7	Social Services Specialists (<19 Hrs)	23.75	24.23	24.71	25.20	25.70	26.21	26.73	27.26
7	Emergency Center Dispatcher (P/T)	23.75	24.23	24.71	25.20	25.70	26.21	26.73	27.26
4	Clerk/Typist (<19 Hrs)	16.40	16.73	17.06	17.40	17.75	18.11	18.47	18.84
5	Clerk/Typist (<19 Hrs)	19.52	19.91	20.31	20.72	21.13	21.55	21.98	22.42
4	Custodian (<19 Hrs)	16.40	16.73	17.06	17.40	17.75	18.11	18.47	18.84
	Matron	20.54	21.78	23.09	24.48				

APPENDIX B
COMPENSATION / CLASSIFICATION TABLE
FISCAL YEAR 2020

Collective Bargaining Unions

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

<i>7/1/19 - (existing agreement expires 6/30/22)</i>											
Grade	Steps	I	II	III	IV	V	VI	VII	VIII		
6	Administrative Assistants	23.04	23.50	23.97	24.45	24.94	25.44	25.95	26.47		
7	Administrative Assistants	23.86	24.34	24.83	25.33	25.84	26.36	26.89	27.43		

DPW Union - Hourly Compensation table established by Union Contract.

<i>7/1/17 (existing agreement expires 6/30/20)</i>											
Grade	Steps	I	II	III	IV	V	VI	VII	VIII		
9	Foreman	28.05	28.61	29.18	29.76	30.36	30.97	31.59	32.22		
9	Mechanic	28.05	28.61	29.18	29.76	30.36	30.97	31.59	32.22		
9	Plant Operator-Primary	28.05	28.61	29.18	29.76	30.36	30.97	31.59	32.22		
7	Heavy Equipment Operator	23.75	24.23	24.71	25.20	25.70	26.21	26.73	27.26		
6	Truck Driver/Laborer	22.93	23.39	23.86	24.34	24.83	25.33	25.84	26.36		

Firefighter Union - Hourly Compensation table established by Union Contract.

<i>7/1/19 (existing agreement expires 6/30/22)</i>											
Grade	Steps	I	II	III	IV	V	VI	VII	VIII		
8	Firefighter/EMT	26.70	27.23	27.77	28.33	28.90	29.48	30.07	30.67		
11	FF/Lieutenant-Inspector	32.12	32.76	33.42	34.09	34.77	35.47	36.18	36.90		
13	FF/Captain-Inspector	36.24	36.96	37.70	38.45	39.22	40.00	40.80	41.62		
	EMT Certification Stipend (Bi-weekly)	130.00									
	On-Call Stipend (per night)	25.00									

**APPENDIX B
COMPENSATION / CLASSIFICATION TABLE
FISCAL YEAR 2020**

<i>Police Union - Hourly Compensation table established by Union Contract.</i>									
<i>7/1/19 (existing agreement expires 6/30/22)</i>									
PATROLMAN									
	Steps	I	II	III	IV	V	VI		
Upon completion of years of service	0	1 yrs.	5 yrs.	10 yrs.	15 yrs.	20 yrs.			
Employees Hired Prior to 7/1/2010									
W/O College Degree	26.76	27.75	28.45	29.13	29.83	30.94			
BA/BS	32.12	33.30	34.13	34.95	35.79	37.13			
MA/MS	33.46	34.69	35.56	36.41	37.28	38.67			
Employees Hired After 7/1/2010									
W/O College Degree	26.76	27.75	28.45	29.13	29.83	30.94			
BA/BS	29.44	30.53	31.30	32.05	32.81	34.04			
MA/MS	33.46	34.69	35.56	36.41	37.28	38.67			
SERGEANT									
	Steps	I	II	III	IV	V	VI		
Upon completion of years of service	0	1 yrs.	5 yrs.	10 yrs.	15 yrs.	20 yrs.			
Employees Hired Prior to 7/1/2010									
BA/BS	37.26	38.63	39.59	40.54	41.52	43.07			
MA/MS	38.81	40.24	41.25	42.24	43.24	44.86			
Employees Hired After 7/1/2010									
BA/BS	34.15	35.41	36.31	37.18	38.06	37.49			
MA/MS	38.81	40.24	41.25	42.24	43.24	44.86			
LIEUTENANT									
	Steps	I	II	III	IV	V	VI		
Upon completion of years of service	0	1 yrs.	5 yrs.	10 yrs.	15 yrs.	20 yrs.			
Employees Hired Prior to 7/1/2010									
BA/BS	40.47	41.96	43.00	44.04	45.10	46.78			
MA/MS	42.16	43.71	44.81	45.88	46.97	48.72			
Employees Hired After 7/1/2010									
BA/BS	37.09	38.47	39.44	40.38	41.34	42.89			
MA/MS	42.16	43.71	44.81	45.88	46.97	48.72			

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APPENDIX B
COMPENSATION / CLASSIFICATION TABLE
FISCAL YEAR 2020

Police & Fire Signal Operator Union - Hourly Compensation table established by Union Contract.									
<i>7/1/17 (existing agreement expires 6/30/20)</i>									
Grade	Steps	I	II	III	IV	V	VI	VII	VIII
7	Dispatcher	23.75	24.23	24.71	25.20	25.70	26.21	26.73	27.26

4

Other Municipal Positions

Elected/Appointed Positions (MGL 41 s.108 & 108A)	Annual Salary
Town Manager	142,800.00
Chief of Police	155,111.84
Chief of Fire	122,500.00
Selectmen/Chairman	3,225
Board of Assessors/Chairman	2,936
Selectmen/Members	2,852
Board of Assessors/Members	2,193
Board of Appeals/Chairman	1,681
Board of Health/Chairman	873
Board of Health/Members	495

Call Firefighters Rank	Hourly Wage	Certified 5%
Deputy Chief	29.24	30.71
Captain	27.09	28.45
Lieutenant	24.91	26.15
Inspector; Electrical/Building	24.91	n/a
Firefighter w/ CPR 1st. Responder	21.65	22.74
Probationary Firefighter	18.41	n/a
On-Call Stipend (per night)	25.00	

Occasional Help	Range of Compensation
Registrar of Voters (annually)	400.00
Seasonal Employee	12.00
	Jul/Dec 2019
Poll Worker	12.00
Warden (Elections/Registration)	13.00
Senior Work-Off Program	12.00
	12.75
	12.75

Professional Stipends	Annual Rate
Animal Control Officer/Inspector	13,250
Animal Pick-Up (Deceased)	2,400
Wildlife Officer	2,400
Call Fire Deputy Chief	1,500
EMT Certification (Police Officers)	1,750
Harbormaster	1,200
Professional Certifications	1,000
Call Fire Captain	750
Call Fire Training Officer	500
Accreditation Stipend (Police)	650

5

Legend Notes

- 1 Position also receives either a "Professional Stipend" or additional compensation for certification. See M.G.L. Ch. 41, Sec. 19K & 108P.
- 2 Differs from Wage Grid table; see "Other Municipal Positions" section for additional information.
- 3 Shift differential is 7% for Evening and 9% for Midnight shift.
- 4 Shift differential is 5% for Evening and 7% for Midnight shift.
- 5 Position is shared with the Town of Manchester-by-the-Sea; 50% cost sharing.
- 6 Position funded through the Community Preservation Act Fund and Affordable Housing Trust.
- 7 Position is shared with the Town of Wenham and HWRSD; cost sharing in accordance with contract/approved hours.



**Commentary and Recommendations of
the Finance and Advisory Committee of the Town of Hamilton
on the WARRANT for:**

SPECIAL TOWN MEETING

Saturday, October 19, 2019

Hamilton-Wenham Regional High School
Auditorium

Please bring this report to the Special Town Meeting

To the citizens of Hamilton:

INTRODUCTION:

The Finance and Advisory Committee (FINCOM) appreciates this opportunity in advance of the Special Town Meeting (STM) to provide our views and reasons for our recommendations regarding the warrant articles to be presented at STM for citizen deliberation and disposition.

FINCOM's responsibility is to recommend the action we consider appropriate as to any or all municipal questions. As citizens, your entitlement and responsibility is to consider and vote on all such questions presented to you on the town meeting warrant. As Hamilton residents, we are fortunate to have retained the most direct and democratic form of governance, the town meeting. But that means that only those that attend will ultimately make these decisions. Too often, a small minority of citizens make decisions at town meeting that will affect all citizens. FINCOM encourages you to participate in the decision-making process by attending STM.

REPORT AND RECOMMENDATIONS ON WARRANT ARTICLES:

ARTICLE 2019/10 2-1: PRIOR YEAR BILLS

Prior Year Bills in the Amount of \$6,093.26

Our fiscal year (FY) runs from July 1st through June 30th. The bills in question reflect services and purchases received prior to the end of FY19 for which invoices were not received until after the end of the fiscal year.

When this happens, the town government must come back to the town to appropriate the funds to pay these year prior year bills. There is no question that the goods and services included in this Article were received, and FINCOM believes that the funds should be appropriated and the following bills paid:

MIYARES & HARRINGTON-\$143.50: Legal services provided by former town counsel;

ROLLNRACK,LLC - \$224.00: Maintenance of Fire Department equipment;

SIHPOL OVERHEAD DOOR - \$3552.00: Repair/Upgrade of Fire Station and Police Headquarters doors;

PETER ALBANO - \$165.00: Electrical work at the Patton Homestead;

SIGSAUER - \$225.00: Firearms training for Police Department;

O'CONNELL PLUMBING - \$1,715.37: Opening/turn-on of community pool;

SCHWAAB - \$39.25: Purchase of self-inking signature for Treasurer/Collector;

KELLY& RYAN ASSOCIATES, INC. - \$29.14: Postage for pursuing tax or other delinquencies.

FINCOM recommends FAVORABLE ACTION (4-0) on Article 2-1.

ARTICLE 2019/10 2-2: REDUCE EDUCATION APPROPRIATION

\$160,125 Decrease in FY20 Education Appropriation

The Hamilton-Wenham Regional School District's Other Post-Employment Benefits (OPEB) obligation reflects the health and life insurance benefits to which District employees are entitled upon their retirement in the future. The School District's current OPEB liability exceeds \$30M, and Hamilton's proportionate share of that amount is approximately \$20M. We strongly believe that the School District should begin funding this liability as Hamilton has begun doing for Town employees. At our Annual Town Meeting (ATM) earlier this year, we approved and appropriated Hamilton's proportionate share of the School District's FY20 total budget request, which included our share of a \$250,000 line item to set aside funds for future OPEB payments.

Unfortunately, at its ATM the Town of Wenham rejected the OPEB line item in the School District's budget. As the School District's budget is a shared budget between the towns, the School District's requested budget did not pass as proposed. Therefore, the School District amended its budget to remove the OPEB line item so that the rest of the budget could be appropriated. As a result of action taken at ATM, Hamilton over-appropriated for our share of the HWRSD budget by \$160,125. This Article provides for decreasing Hamilton's FY20 School District appropriation by that amount and upon approval, the amount to be raised by property tax, etc., will be reduced by \$160,125.00.

FINCOM recommends FAVORABLE ACTION (4-0) on Article 2-2.

ARTICLE 2019/10 2-3: BUDGET ADJUSTMENTS

Collective Bargaining Transfers from Salary Reserve to Individual Departments and Revision of Compensation Tables to Reflect Increases Resulting from Collective Bargaining

This Article does not require appropriation of any additional funds. Hamilton's 2019 ATM approved an Article setting aside money to fund collective bargaining agreements that were in negotiation at that time. This Article provides the necessary follow-up by transferring the set aside funds to the compensation line items of the involved departments.

This Article also requests a \$30,037.20 reduction in the Police Department compensation budget to reflect benefit savings resulting from a police officer's postponing retirement. This reduces the amount to be raised by taxation by that amount.

The balance remaining in the approved Personnel/Salary Reserve Account, \$20,277.42, will be used to fund benefits accruing to employees upon performance evaluations during the fiscal year.

FINCOM recommends FAVORABLE ACTION (4-0) on Article 2-3.

ARTICLE 2019/10 2-4: WATER IMPROVEMENTS

Request for Authorization to Use \$1,600,000 from the 2015 ATM Authorization Establishing Borrowing of \$5,000,000 for Phase 4 Water Related Projects:

This Article does not seek to increase previously authorized borrowing for water related projects. Three phases of water related projects have been completed, spanning several years and involving installation of water mains, hydrants, water valves and house connections at various locations, and significant water treatment plant upgrades. This Article requests authorization to use \$1.6M from the previously authorized borrowing for a fourth phase of water system improvements similar to the work accomplished in the prior three phases.

Phase 4 work will include Forest, Beech and Woodbury Streets, Village and Partridge Lanes, and fire hydrant replacement at other locations. Principal and interest payments approximating \$40,000 are to be made from the Water Enterprise account.

FINCOM recommends FAVORABLE ACTION (4-0) on Article 2-4.

ARTICLE 2019/10 2-5: COMMUNITY PRESERVATION – HABITAT FOR HUMANITY

Community Preservation Committee Request for the Grant of \$200,000.00 to the Affordable Housing Trust for the Purpose of Facilitating Habitat for Humanity Purchase of Land and Construction of Affordable Housing at 434-436 Asbury Street:

This Article requests the appropriation of \$200,000 from the Community Preservation Fund's Community Housing Reserve Account as a grant to the Affordable Housing Trust (AHT) for an affordable housing project. These funds will assist Habitat for Humanity in its purchase of land and construction of seven housing units (one single house and three duplex units) on 4.75 acres at 434-436 Asbury Street. These units will be owner occupied, with a 70% local preference, and will constitute a Chapter 40B project, with affordable housing deed restrictions for perpetuity. Our understanding is that all the abutters to this land approve of this project.

The sale price per-unit is estimated to be \$150,000. Habitat for Humanity's income eligibility range is 40-60% of area medium income, and that translates to an estimated maximum of \$72,000.00/year for a family of four. Additional funding from the Community Preservation Reserve Account will be required in the future for construction of the units. These costs are estimated to be a per-unit maximum of \$30,000.00. However, we anticipate that income into the Community Housing Reserve Account from the Canterbrook project will be \$430,000 over the next two years and these funds could be used to fund construction.

FINCOM recommends FAVORABLE ACTION (4-0) on Article 2-5.

ARTICLE 2019/10 2-6: COMMUNITY PRESERVATION – TOWN HALL BUILDING PROJECT

CPC Contribution of \$250,000 for Completion of Plan Design Documents for Town Hall Renovation:

Overview: Hamilton's Town Hall is over 100 years old and is an historic landmark for the town. It is badly in need of renovation for a variety of reasons, including:

- Safety – electrical and plumbing not up to code, lack of fire protection
- Mechanical – HVAC systems failing
- Structural deterioration in multiple areas
- Lack of ADA compliance
- Inefficient layout and working conditions.

Furthermore, any renovation must also comply with Historic Preservation requirements. Although a renovation is more expensive than new construction, the town residents have generally expressed their opinion that the building is worth preserving as it has such cultural, historical and traditional significance that they want to keep our Town Hall as a symbol of the town.

The Town Hall Building Committee (THBC), appointed by the Board of Selectmen (BOS), has been evaluating the restoration, rehabilitation and preservation of Hamilton's Historic Town Hall. As described in more detail in the next Article, the THBC has worked through several phases of due diligence. These preliminary construction phases have been necessary and prudent to assess the needs and define the cost of the renovation project before making the final construction decision. The THBC has presented each phase to successive Town Meetings seeking funding and authorization for the next phase. At this stage, funds are being sought (through this Article and Article 2.7) for the preparation of the bid and construction documents and for the bidding process so that a complete, bid cost estimate can be presented to the Town for approval. Based on the historical nature of some of the renovations, it is proper that \$250,000 of the total cost of these documents be funded from the CPC.

As FINCOM supports this project, regardless of which specific design is ultimately chosen, we encourage the use of CPC funds to complete the next phase of this historic preservation.

FINCOM recommends FAVORABLE ACTION (4-0) on Article 2-6.

ARTICLE 2019/10 2-7: TOWN HALL BUILDING PROJECT

Request for Authorization to Borrow the Estimated Cost of Plan Completion for Town Hall Renovation:

As outlined in our commentary on Article 2-6, Article 2-7 requests the authorization to borrow the balance of the funds necessary to complete the plan design and bidding documents and the bidding process after applying the CPC funds requested in Article 2-6. It is likely that this borrowing will be pursuant to a short-term anticipation note that, if the ultimate project is approved at a subsequent Town Meeting, will be rolled into a long-term 30-year bond. Ultimately, however, the amount of funds that will need to be borrowed will depend upon the specific design of the Town Hall renovation.

As part of its diligent process, the THBC reviewed several renovation plans and boiled it down from eight options to two options, which have been referred to as Options A and B. The primary difference between the plans is that Option A restricts the renovation to within the current building envelope and removes the grand staircase to accommodate ADA requirements for an elevator and an ADA entrance. Option B maintains the staircase but adds an exterior addition to accommodate the elevator and an ADA entrance. The advantage of the exterior addition is that it simplifies any future expansion of the building.

Both options solve the immediate issues outlined above, but Option B will cost roughly \$750,000 more than A. Based on the latest preliminary cost estimates presented to us, Option A is estimated to cost \$8,583,000 and Option B is estimated to cost \$9,333,000. These are the total costs, including construction costs and other associated costs such as relocation costs, furniture, etc.

After soliciting the opinion of town residents and other committees, the THBC initially recommended Option B when they presented their recommendation to the BOS. The Finance Committee also independently recommended Option B (for the reasons cited below). The BOS, however, ultimately selected Option A by a vote of 4-1, primarily citing the lower cost. Based on the BOS decision and the cited cost concerns, the THBC revised their recommendation to Option A. As a result, it is expected that Article 2-7 will request the borrowing of \$357,767 which is the balance needed to prepare plan documentation for Option A (when added to the \$250,000 expected to be funded by the CPC through Article 2-6).

FINCOM, however, continues to recommend Option B. It is anticipated that the Town Hall renovation will be financed via long-term bond over 30 years. As a result, the difference in the cost of financing between the two options is roughly \$40,000 a year, over and above the approximately \$500,000 in annual financing costs for Option A. Based on an average home value of approximately \$500,000 it is estimated that the average household would pay an additional \$15 a year in property taxes to finance Option B as opposed to Option A. Furthermore, this project could have a 100-year life span as the existing Town Hall has had. The cost difference over that time horizon is minimal. Therefore, FINCOM believes the cost difference should not be the deciding factor. The key decision should be whether the town is getting a renovation that meets its needs over the next 100 years.

Based on THBC's analysis, FINCOM concluded that Option B with the exterior addition gives the building the greatest flexibility and would simplify any future expansion, if needed. As a bonus, Option B also maintains the grand staircase giving future generations a glimpse back into the history and grandeur of the building. Therefore, if there was public support for Option B, FINCOM would willingly support a Town Meeting amendment on the floor to authorize borrowing to fund plan documentation for Option B. Although we do not have an exact estimate, we anticipate that the amount needed to develop plan documentation for Option B would be somewhat higher given that work has already commenced on Option A but that this difference in cost would be negligible over the long run. However, above all else, FINCOM believes that the project should not be postponed or delayed. The THBC has put in many volunteer hours and has built up the right energy and momentum to move this project along to completion. A delay may disrupt that momentum and derail the project. Therefore, FINCOM will also accept the will of the electorate on either option and recommends supporting whatever option is ultimately presented for approval on the floor.

FINCOM recommends FAVORABLE ACTION (4-0) on Article 2-7 for either option, but prefers authorizing borrowing for Option B.

ARTICLE 2019/10 2-8: PUBLIC SAFETY BUILDING GARAGE DOORS

Request for an Appropriation of \$25,800 for Repair of Six Malfunctioning Overhead Garage Doors at Public Safety Building:

This request relates to the doors at the entrance to the fire apparatus bays which apparently were improperly installed, causing them to malfunction, and resulting in significant heat loss, rain and snow accumulation, and other issues that require continuous, costly maintenance. Eight doors are involved, two of which were repaired in the spring of 2019. This Article seeks funding in the amount of \$25,800 to repair the remaining six doors. The repair work is subject to warranty.

FINCOM recommends FAVORABLE ACTION (4-0) on Article 2-8.

ARTICLE 2019/10 2-9: WATER TREATMENT

Request to Revise Article 2-18 as Approved at the 2019 ATM so as to Allow Alternative Use for the Previously Appropriated \$1.5M:

This Article does not seek additional funding. As approved at the 2019 ATM, Article 2—18 restricted application of the \$1.5M from the Water Enterprise Account to pre-treatment. This STM Article seeks to expand approved use of that previously appropriated amount to include alternative usages as determined by the responsible Town officials. These options include investigation of new well sources, water treatment plant improvements, well development, and other options, whichever is deemed the more effective and efficient course. We believe that providing flexibility to town officials for determining the best way to improve our water system is the proper course.

FINCOM recommends FAVORABLE ACTION (4-0) on Article 2-9.

ARTICLE 2019/10 3-1: AMENDMENT TO COMPENSATION TABLES

Revision of Compensation Tables, and Correction of a Typographical Error in Director of Public Works Compensation:

This Article does not require appropriation of additional funds. Pursuant to Article 2019/10 2-3 above, departmental budget adjustments are proposed to reflect compensation changes resulting from collective bargaining agreements reached after the ATM. This Article seeks to amend departmental compensation tables to show those changes. This Article also corrects a typographical error appearing in the DPW Director's compensation table.

FINCOM recommends FAVORABLE ACTION (4-0) on Article 3-1.

ARTICLE 2019/10 3-2: HOME RULE PETITION 550 HIGHLAND STREET

Request For Home Rule Petition Regarding 550 Highland Street:

This request does not require the appropriation of any funds. As way of background, the Commonwealth of Massachusetts is the owner of 550 Highland Street. The current occupants lease the premises from the Commonwealth. The property is of historic context and value, and the occupants act in the nature of conservators. In that capacity, they have undertaken improvements to the property at their cost, and have held open house views, inviting public participation.

The issue relates to the Town's imposition of prior and ongoing property tax assessments and nonpayment penalties upon the occupants. As demonstrated by an advisory vote at the 2018 ATM, public sentiment favors providing retroactive and prospective relief to the current occupants regarding these tax obligations. That approach requires the approval of this Home Rule Petition.

FINCOM recommends FAVORABLE ACTION (4-0) on Article 3-2.

ARTICLE 2019/10 3-3: AMENDMENT TO INCOME LIMITATIONS FOR SENIOR TAX DEFERRAL G.L. C.59, §5, CLAUSE 41A

Request to Increase the Income Limit for Property Tax Exemptions for Senior Single Household Income Tax Filers from \$40,000/Year to \$58,000/Year:

This Article does not require any funding. The property tax exemption and deferral for senior single house-hold income tax filers includes a provision allowing municipalities the option of setting the income eligibility limit. The current income limit in Hamilton is \$40,000/year. This request seeks to increase the income eligibility limit to \$58,000/year for otherwise eligible residents. Our understanding is that this change would only affect approximately 10 households. Furthermore, it is only a deferral of taxes to provide liquidity for those seniors that are eligible. All such taxes will become payable to the town upon the sale of the property.

FINCOM recommends FAVORABLE ACTION (4-0) on Article 3-3.

Respectfully Submitted by the Hamilton Finance and Advisory Committee:

David Wanger, Chairman
Nick Tensen, Vice-Chairman
John Pruellage, Secretary
Christina Shenk-Hargrove
Valerie McCormack



TOWN HALL PRESERVATION



Town Hall Building Committee

Mike Twomey—Chair

Jay Butler

Jeff Hubbard

Tim Olson

Jean-Pierre Minois

Bill Olson

Patrick Reffett

Jack Lawrence

Design Team

LLB architects

Lerner, Ladds, Bartels

R. Drayton Fair—Principal

Mallory Demty—Project Architect

Owner's Project Manager Design Technique, Inc.

John Sayre-Scibona—Principal

Lee Sollenberger—Sr. Project Manager

FUNDING REQUESTS RECAP

	CPC	TOWN
ATM 2018	\$75,000	\$100,000
ATM 2019	\$150,000	\$75,000
STM 2019 (Request)	\$250,000	\$357,767
Total	\$475,000	\$532,767

TOWN OF HAMILTON
HAMILTON TOWN HALL
577 BAY ROAD
PO BOX 429
HAMILTON, MA 01936
978-468-5570
www.hamiltonma.gov

PAST, PRESENT, FUTURE

- January 2017—Town Hall Building Committee (THBC) appointed by the Board of Selectmen
- Conducted monthly, bi-monthly meetings to understand Massachusetts General Law Designer Selection process and to determine appropriate scope of work for the Town to procure for an Owners Project Manager (OPM), required under MGL Ch. 144, for building projects greater than \$1.5M
- August 2018—Hired Design Technique, Inc. (DTI) as Owners Project Manager
- November 2018—Hired Lerner, Ladds, Bartels (LLB) Architects for Design Services
- LLB and DTI assisted the THBC in evaluations of existing building and surrounding area, including structural assessment, site survey, and soil and HAZMAT investigations
- LLB Architects developed 8 conceptual designs, including multiple size additions, offices in the basement, offices in the DPW Garage and expansions in mezzanine spaces
- THBC narrowed down concepts into two alternatives, Option A and Option B, as described below
- Received recommendation for Option A from the Board of Selectmen
- Received favorable votes for funding to pursue design and owner's project management services at the 2018/2019 Annual Town Meeting (ATM) in the total amount of \$400,000.
- Requesting additional funds at the Special Town Meeting (STM) 2019 to continue design of Option A through Contract Documents and Bidding Services, which would be completed in early Spring 2020.
- Planned to bring "turn-key" construction bid amount and final Construction Administration request to ATM 2020. Request will be for "Total Project" minus previous funded appropriations

TABLE OF COSTS

	Design & Engineering ⁽¹⁾	Owners Project Management	Construction (Estimated)	Total Project ⁽²⁾
Option A	\$1.109M	\$526,300	\$7.205M	\$8.840 M
Option B	\$1.219M ⁽³⁾	\$526,300	\$7.963M	\$9.708M

(1) Design and Engineering fees includes previously funded phases

(2) Total Project Cost includes Design and OPM Services, turn-key construction, and all soft costs associated with relocation, building fixtures, furniture, and project contingencies

(3) Option B will require an additional \$110,000 for design services to progress Option B through the Design Development Phase, currently Option A is through Design Development

COMMON QUESTIONS YOU MAY HAVE.....

How does this effect the potential tax rate for Hamilton Residents?

Given the Total Project of \$8.84M and the previously funded \$400K, the request at ATM 2020 is estimated at approx. \$8.5M. The potential effect on the property tax rate for a median valued home, would be an increase of \$0.46 per \$1000 for year 1 and decrease across a 30-year loan period.

Where would Town Hall business be relocated?

The construction project is estimated to take 18 months and there is opportunity at the Gordon Conwell campus, rental fee and terms TBD

OPTION A VS OPTION B

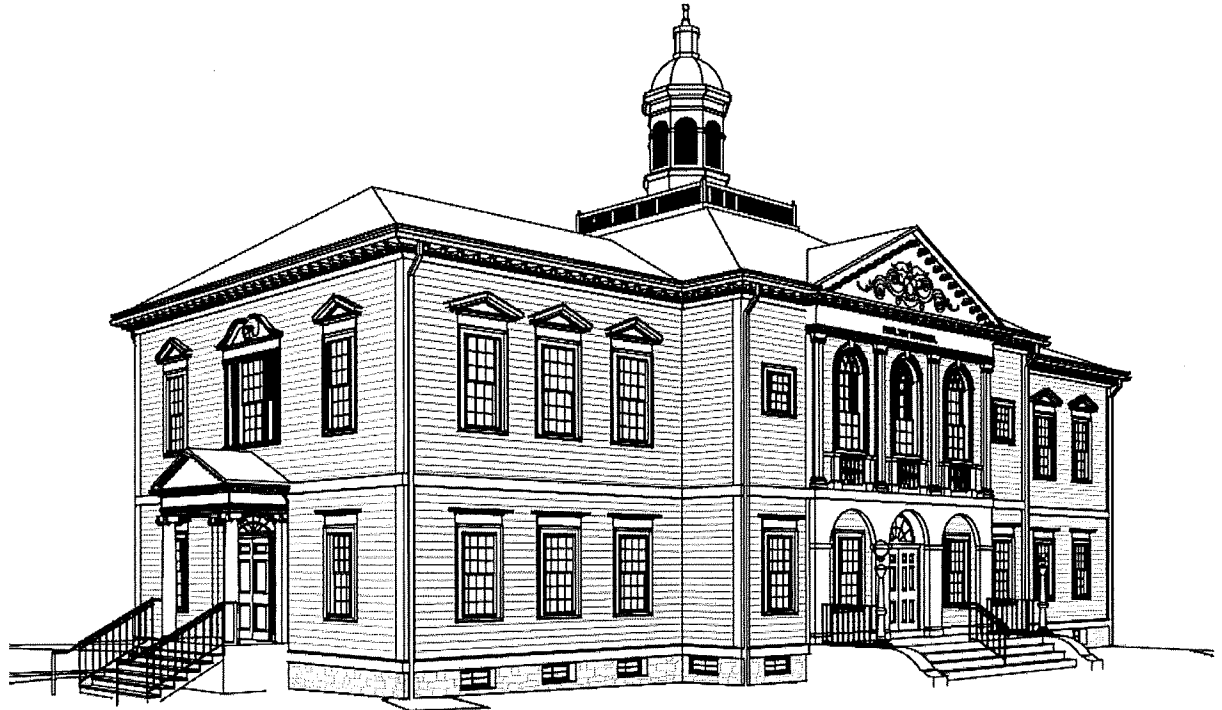
The THBC has continued progressing Option A as recommended by the Board of Selectmen. The THBC would like to summarize the similarities and differences between Option A & B regarding design and construction elements and associated costs for each option:

Key features included in Option A and B:

- ADA compliant building including an elevator, a new Clerk vault, and bathrooms on each level, and restoration of the main hallways
- Removing the stage and infilling the second floor for code compliant office space.
- Provides for office expansion
- Provides for a second floor meeting space for at least 80+ persons, and small conference rooms
- Removal of the current side ADA accessible ramp
- Retain original exterior windows, trim, and side portico
- Original wainscoting, interior doors and frames, and interior trim
- Repair and restoration of the 2nd level domed ceiling and proscenium arch
- Relocation of the Memorial plaques to the new 2nd level meeting room
- Restoration of the cupola, weathervane, and exterior railing
- Existing septic system upgrade, basement moisture mitigation, and parking lot expansion
- Replacement of all HVAC, plumbing, fire protection, and electrical systems to meet current code requirements
- Installation of an emergency generator

Key differences in Option A and B:

- Option A will utilize the existing building footprint
- Option A will require the removal of the interior main staircase
- Option B will include the restoration of the interior main staircase
- Option B will require the construction of an addition to the rear of the building to house a new elevator and stairway



HAMILTON TOWN HALL PRESERVATION
DESIGN AND CONSTRUCTION SERVICES

VIEW FROM BAY ROAD



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