



Town of Hamilton Board of Selectmen*

Monday, November 1, 2021

- William Olson, Chair
- Jamie Knudsen
- Darcy Dale
- Shawn Farrell
- Rosemary Kennedy

AGENDA

Town Government meetings in the Memorial Room at Town Hall have returned to in-person meetings for Board members, staff and applicants. Members of the public are invited to participate remotely by utilizing the zoom or phone options listed below:

Join Zoom Meeting from a PC, Mac, iPad, iPhone or Android device at:

<https://us02web.zoom.us/j/86135927260?pwd=empTUVZsYjJXcE5TVmxEa2wvMnhxZz09>

Meeting ID: 861 3592 7260

Passcode: 969571

One tap mobile

+19292056099,,86135927260

7:00 p.m.	Call to order - Memorial Room Pledge of Allegiance
ANNOUNCEMENTS & BOARD OPENINGS	
Board and Committee openings:	
<ul style="list-style-type: none"> • Finance and Advisory Committee –2 associates openings • Conservation Commission – 2 openings • Hamilton Historic District Commission – 1 opening • Open Space Committee – 2 openings • Hamilton Planning Board associate member – 1 opening • Hamilton Affordable Housing Trust – 1 opening • Hamilton Human Rights Commission - 1 opening (Housing Authority Rep.) • Zoning Board of Appeals associate member – 1 opening 	
Public Comment (3 minutes on topics not already on the agenda)	
Selectmen/Town Manager Reports	
Joint Meeting with Finance and Advisory Committee	
<ul style="list-style-type: none"> • FY '23 Budget process, schedule and goals – Discussion with Finance and Advisory Committee and Town Manager 	
AGENDA	
7:15 p.m.	<ul style="list-style-type: none"> • Approve Minutes of Board of Selectmen meeting from Sep. 20, 2021 • Water Abatement request for 35 Junction Lane – Vote • Sidewalk plan for Hamilton – Discussion (Tim Olson) • Review policy for serving of alcohol on Public Property – Discussion and Vote • Policy for Flying Flags on town flag poles – Discussion and Vote • Discussion of student liaison to the Board of Selectmen – Discussion and Vote • Debrief and discussion of Unconscious Bias Workshop and training – Discussion

Cemetery Deeds Nos. 1218, 1219

***The Hamilton Board of Selectmen refers to itself as the Hamilton Select Board, pending confirmation by the state of the successful vote of the October 23, Special Town Meeting, to formally change its name to Select Board.**

Items may be heard out of the listed order. The agenda items listed are those items which were reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed on the agenda may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.



Town of Hamilton Finance and Advisory Committee

- Christina Schenk-Hargrove, Chair
- John Pruellage, Vice-Chair
- Nicholas Tensen, Secretary
- David Wanger
- John McGrath

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AGENDA

1. Call to Order by Chairman
2. Public Comment Period (5 minutes)
3. FY '23 Budget process, schedule and goals – Discussion with Finance and Advisory Committee and Town Manager
4. Other Topics Not Reasonably Anticipated as Determined by the Chair
5. Adjournment

Joe Domelowicz

From: Alex Magee
Sent: Tuesday, October 26, 2021 7:47 PM
To: Christina Hargrove; Darcy Dale; David Wanger; Dyan Katz; John McGrath; John Pruellage; Nick Tensen; Bill Olson; Darcy Dale; Jamie Knudsen; Rosemary Kennedy; Shawn Farrell
Cc: Joe Domelowicz
Subject: Budget Season/Goals
Attachments: FY23 Budget Schedule_For Distribution.pdf

Hello Select Board* and Finance Committee Members,

With STM behind us (nice job!), I wanted to reach out to touch base regarding the forthcoming FY2023 budgeting season which is the next major undertaking of the Finance Department. Joe and I have begun preparation of the budget and are kicking things off internally this week, with departmental worksheets, templates, and instructions being distributed to department heads over the next week.

We are hoping to engage the Select Board and Finance and Advisory Committee in discussion about your budgetary goals for FY2023, and would ask that you place an item for discussion on your next agenda or possibly meet jointly to discuss any goals either board would like to place emphasis on for the next fiscal year, in an effort to give some additional guidance to the budget team and share some direction with the public.

The budget team's FY2023 goals are fairly simple -

- To avoid an override situation by minimizing any expenditure increases while working in partnership with all relevant stakeholders within our financial limits, including the HWRSD administration;
- To continue to offer the same services that residents of Hamilton have come to enjoy (a "level-service budget");
- To ensure staffing levels are appropriate to complete all necessary tasks within the Town's operational umbrella;
- To 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;
- To utilize ARPA to offset operational and capital spending, while addressing critical needs, as the funding allows;
- To introduce an Accounting Division within the Finance Department, which will consolidate some internal financial functions and reporting responsibilities under an Accounting Division; this re-organization effort has started and stopped a few times in years past and is needed to meet the operational needs of the Town;
- If anticipated FY2023 revenue and excess free cash from FY2022 is insufficient for funding the entire FY2023 budget, we must identify options for specific expense reductions and/or new revenue sources to balance projected expenses with funding

I look forward to working through this process with each of you. It will be a lot of work but I am excited to get through this budgeting season and come out the other end with a solid budget in hand so we can all be confident in our Town operations moving into the future.

Attached is a schedule that outlines our budget preparation calendar and lays out a timeline of milestones for the budget season, including various internal deadlines and public meetings. The calendar will likely require some dates to be flexed forward or backward depending on progress to date and what other critical needs exist around Town Hall, but

this gives a pretty good idea of how we plan on moving through the budgeting process. Please let me know if any of the dates do not make sense and we can work together to modify the schedule.

Please do not hesitate to reach out to myself (or Joe) with any questions or concerns.

Thank you,

Alex



Alex Magee

**Director of Finance
Town of Hamilton
577 Bay Rd.
Hamilton, MA 01936
P 978-626-5215**



Town of Hamilton - FY2023 Budget Preparation Schedule

Code	Date	Meeting Type	Activity
1	10/26/2021	Internal	Town Manager, Selectmen and FinCom Budget Goals
2	10/28/2021	Internal	Budget Instructions and Request Templates Distributed to All Department Heads
3	11/1/2021	Public	Select Board Meeting
4	11/3/2021	Public	FinCom Meeting
5	11/5/2021	Internal	Distribution of Manpower Sheets to All Department Heads
6	11/15/2021	Public	Select Board Meeting
7	11/17/2021	Public	FinCom Meeting
8	11/19/2021	Internal	Budget Request input into Munis by All Department Heads
9	11/24/2021	Internal	Capital Requests to Finance Director and Town Manager for Review
10	11/30 - 12/2/2021	Internal	Department Specific Budget Hearings/Reviews with Finance Director, Town Manager, FinCom Liaison
11		Hybrid	Town Clerk and Elections
12		Hybrid	Public Health
13		Hybrid	Inspections
14		Hybrid	Planning
15		Hybrid	Conservation Commission
16		Hybrid	Emergency Communications
17		Hybrid	Public Works
18		Hybrid	Fire
19		Hybrid	COA
20		Hybrid	Police
21		Hybrid	Finance (Incl. Treasury, Assessor, and Accounting)
22		Hybrid	Town Manager
23	12/1/2021	Public	Joint H-W Finance Committee Meetings with HWRSD with Select Board (Meeting #1)
24	12/6/2021	Public	Select Board Meeting
25	TBD	Hybrid	CapCom Meeting with Finance Director, Town Manager, and FinCom Liaison to review Capital Requests and 5-year Cap. Plan
26	TBD	Public	Select Board Meeting
27	12/15/2021	Public	FinCom Meeting
28	TBD	Internal	Planning Board to Submit Zoning Articles to SB
29	12/15/2021	Public	School Superintendent Presents Budget to School Committee
30	12/20/2021	Public	Select Board Meeting
31	12/23/2021	Internal	ATM Articles Due to Town Manager from Town Departments
32	12/29/2021	Public	FinCom Meeting
33	TBD	Public	School Committee holds 1st Public Hearing on School Budget
34	1/3/2022	Public	Select Board Meeting - Open Warrant for ATM
35	1/8/2022	Public	Presentation of Town Budget and Capital Plan to BOS and FinCom
36	1/12/2022	Public	FinCom Meeting
37	TBD	Public	Joint Meeting with Wenham to discuss Joint Programs Budget
38	1/13/2022	Public	Joint H-W Finance Committee Meetings with HWRSD with Select Board (Meeting #2)
39	1/17/2022	Public	Select Board Zoning Article Referrals
40	TBD	Public	School Committee Vote to adopt School Budget
41	1/17/2022	Public	Select Board Completes Budget Reviews
42	1/26/2022	Public	FinCom Meeting
43	2/7/2022	Public	Select Board Meeting

Finance Committee Involvement
Select Board Involvement
Internal Meeting or Deadline
School Admin/Committee Involvement

44	2/7/2022	Internal	Draft Warrant Articles to FinCom and Town Counsel
45	2/7/2022	Hybrid	Board and Committee Reports due to Town Clerk, Town Manager
46	2/9/2022	Public	FinCom Meeting
47	2/21/2022	Public	Select Board Meeting/Public Hearing - Close ATM Warrant (to include certified citizen petitions)
48	2/21/2022	Public	Select Board Vote on Budget and Place Ballot Questions on Ballot
49	2/28/2022	Public	Joining SB/FinCom Meeting to Finalize Warrant/Vote Recommendations
50	2/28 - 3/16/2022	Hybrid	Fincom Votes Book of Recommendations to Supplement Warrant
51	2/21/2021	Public	Select Board Meeting
52	2/23/2022	Public	FinCom Meeting
53	3/9/2021	Public	FinCom Meeting
54	3/18/2022	Internal	ATM Warrant & Ballot Published (Sent to Printer)
55	3/18/2022	Internal	FinCom Book of Recommendations Published (Sent to Printer)
56	3/19/2022	Internal	ATM Warrant Posted by Town Clerk
57	3/21/2022	Internal	ATM Powerpoint Information due to Town Manager's Office
58	3/21/2022	Public	Select Board Meeting
59	3/21 - 3/25/2022	Hybrid	ATM Script Drafted with Finance Director, Town Manager, Town Counsel, and Town Moderator
60	3/23/2022	Public	FinCom Meeting
61	3/25/2022	Internal	Warrant and Book of Recommendations Mailed to Residents
62	3/25/2022	Internal	Final Day for ATM Powerpoint Info
63	3/28/2022	Hybrid	ATM Script Finalized with Finance Director, Town Manager, Town Counsel, and Town Moderator
64	4/2/2022	Public	Annual Town Meeting

HAMILTON BOARD OF SELECTMEN

MINUTES OF MEETING

Memorial Room, Town Hall, 577 Bay Road, Hamilton

September 20, 2021

Selectmen Present at Town Hall: Chair William Olson, Rosemary Kennedy, and Shawn Farrell

Selectmen Present Online: Jamie Knudsen and Darcy Dale

Town Manager: Joe Domelowicz Jr.

Other Staff Present: Town Counsel Tom McEnaney

*The Board of Selectmen/*Select Board meeting was held at Town Hall with an online/Zoom option offered.*

Call to Order – Memorial Room/Pledge of Allegiance

Chair William Olson called the Select Board/Board of Selectmen (BOS) meeting to order at approximately 7 p.m. and took a roll call. Town Manager Joe Domelowicz Jr. and three of five Select Board members were present at Town Hall; Darcy Dale and Jamie Knudsen were present via Zoom. The Pledge of Allegiance was recited. **Note: The BOS voted informally to refer to itself as the Select Board pending a vote on the name change at the Special Town Meeting (STM) in October.*

ANNOUNCEMENTS & BOARD OPENINGS

Board and Committee Openings

- Finance and Advisory Committee (FinCom)—two associate member openings
- Conservation Commission (ConCom)—two openings
- Hamilton Historic District Commission—one opening
- Open Space Committee—two openings
- Hamilton Planning Board—one associate member opening
- Hamilton Affordable Housing Trust (AHT)—one opening

Public Comment (3 minutes on topics not already on the agenda)

Robin Davis, 57 Lois St., (participating via Zoom) said she had sent info. to the BOS about six suggested beautification items for the downtown. Included was a short slide show. Her husband also said he wanted to comment on the guest flag-raising policy. Mr. Olson noted both topics were on tonight's agenda.

Selectmen/Town Manager (TM) Reports

Mr. Farrell said the Shop Local HW Fall Festival was great with a good turnout. He said the Recreation Department just closed the pool after a good season and will be putting out its winter programming soon. He mentioned the Rec Center would also be installing a new scoreboard.

Ms. Kennedy said the ConCom met and many people are interested in the 133 Essex St. proposed development. She said she was glad to see people on all sides of the discussion feeling empowered to voice their opinions. She said the Senior Citizen Garden Party on Sept. 11 was a success and thanked sponsors Crosbys, Honeycomb, and Institution for Savings; entertainers The Shower Singers; and the many volunteers and departments involved. She worked the Master Plan Steering Committee table at the Fall Festival and was one of the three "Puppy Pawrade" judges.

Ms. Dale echoed that the Tea Party and Fall Festival were great. She noted the parade benefitted Sweet Paws Rescue. She said the BOS retreat on Unconscious Bias will be held this Saturday. She applauded the civic engagement of Professor Davis and Ms. Davis and talked about needing civic engagement in the context of Hamilton's Town Hall, which is the only town hall in the Fourth Essex District lacking ADA- [Americans with Disabilities Act] compliance. She said she and Nancy Stehfast (of the Human Rights Commission) had discussed the idea of a Peace Garden at Patton Park and she suggested pursuing Cultural Council and CPC [Community Preservation Committee] grants.

Mr. Knudsen, who was at the airport waiting to board a flight, reported that at its last meeting, the AHT unanimously awarded Essex County Habitat for Humanity the use of a little more than \$57K in Northshore HOME Consortium funds for Habitat's affordable housing project on Asbury Street. The HOME funds had been given to the Town to "use or lose."

Town Manager (TM) Mr. Domelowicz reported COVID cases in Town are down to just five cases. Approximately 73% of residents and 95% of Town employees are vaccinated. In the interest of safety, planning is underway for STM to be held in a tent in Patton Park. An easement from the Town is being required by National Grid to access equipment to supply power to the cell tower. The next three Town Master Plan public meetings will be held: Sept. 23, Oct. 14, and Oct. 28 at 6 p.m. via Zoom with a potential in-person component. The Town is working on securing grants to help with alternative water sources and water challenges, including applying for a Sustainable Water Management Initiative (SWMI) grant, and recently met with State Senator Bruce Tarr's North Shore Water Resiliency Task Force. The TM's bi-weekly e-newsletter will return this week.

Mr. Olson asked for an update on recent Zoom webinar technical issues. Mr. Domelowicz said he hired a technical consultant to assist with meetings and provide training to Town staff.

CONSENT AGENDA

- **Approve minutes of the Aug. 2, 2021 BOS meeting**
- **Approve sale of cemetery lots to former longtime residents**
- **Approve use of \$6,120 in Perpetual Care Funds for cemetery improvements**
- **Accept gift of \$250 from the Institution for Savings for Senior Garden Tea Party**

Decision:

Mr. Farrell made a motion that the BOS/Select Board approve all items on the Consent Agenda. Ms. Dale seconded the motion.

Further Discussion

Mr. Domelowicz provided some details on the reseeding at the cemetery.

Decision (Continued):

A roll-call vote was taken with “ayes” from Mr. Knudsen, Ms. Dale, Mr. Farrell, Ms. Kennedy, and Mr. Olson, (5-0) unanimous.

**National Grid Pole Hearing for Willow Street and Underground Power Facilities—
Vote**

Mr. Domelowicz displayed the document onscreen detailing National Grid’s petition to run underground power facilities (conduits) for providing power to 56-63 Willow St. Sibhita Mahabier of National Grid explained they will be upgrading service in the area to allow for service to the new multiunit building. She said they will not be going on anyone’s property aside from that of 56-63 Willow St., and would be digging across the street underground.

Decision:

Mr. Farrell made a motion that the BOS approve the petition for burying power lines underneath 56-63 Willow Street. Ms. Dale seconded the motion.

Further Discussion:

Ms. Kennedy asked who would be responsible for the cost of and for repaving and repairing the road after work was completed. Ms. Mahabier said it would be the developer’s contractor doing the job at that location. Ms. Kennedy asked if it were included in this agreement and was told it was contained in the developer’s agreement. Mr. Farrell inquired on timeframe. Ms. Mahabier said that would be part of the Road Opening permit issued by the Town’s DPW [Department of Public Works]. She said National Grid would end up inheriting everything put in place by the developer who would incur the cost. Ms. Kennedy

said she would like to see that in the agreement as well as who pays for the police detail. Ms. Mahabier said that is outlined by the DPW.

Decision (Continued):

Ms. Kennedy amended Mr. Farrell’s motion to include terminology that the developer be responsible for any costs incurred for opening the road, police detail, proper closing of the road, and all restoration required. Ms. Dale seconded the motion. A roll-call vote on the amended portion of the motion was taken with “ayes” from Mr. Knudsen, Ms. Dale, Mr. Farrell, Ms. Kennedy, and Mr. Olson, (5-0) unanimous.

A roll-call vote was then taken on the whole motion with “ayes” from Mr. Knudsen, Ms. Dale, Mr. Farrell, Ms. Kennedy, and Mr. Olson, (5-0) unanimous.

Select Board members will sign the document following the meeting.

Decision:

Mr. Farrell made a motion to close the Pole Hearing. Ms. Kennedy seconded the motion. A roll-call vote was taken with “ayes” from Mr. Knudsen, Ms. Dale, Mr. Farrell, Ms. Kennedy, and Mr. Olson, (5-0) unanimous.

Reopen STM Warrant to Add Article for One Unpaid Bill—Vote

This agenda item was taken out of order.

Decision:

Mr. Farrell made a motion that the BOS reopen the Special Town Meeting warrant. Ms. Kennedy seconded the motion. A roll-call vote was taken with “ayes” from Mr. Knudsen, Ms. Dale, Mr. Farrell, Ms. Kennedy, and Mr. Olson, (5-0) unanimous.

Mr. Domelowicz said a \$34 unpaid bill was needing to be addressed and will be included in Article 2021/10 2-1 - Prior Year Bills. Also, he was recently notified by National Grid that an easement is required for installing the conduit for powering the cell tower, which involves adding a warrant article, and had forwarded that info. to the BOS this afternoon.

Decision 1:

Mr. Farrell made a motion that the BOS include Article 2021/10 3-4 - Authorization to Convey Easement to National Grid - 577 Bay Road for the purpose of activating the cellphone tower. Ms. Dale seconded the motion.

Further Discussion:

Mr. Olson read the language drafted by Town Counsel concerning the easement for work done in, thru, over, under, and across. He said this specifically discusses “under.” Mr. Domelowicz stated that granting the easement would also serve the Town in the future if Town Hall is upgraded. Ms. Kennedy noted that while the tower is located on Town property, the tower itself is owned by a private entity and said she was concerned with who would be responsible for costs associated with repairing the roadway. Mr.

Domelowicz said it would be National Grid for its equipment and the cellphone company for its equipment. However, in the event that Town Hall is renovated in the future, then the Town would incur the cost. It was noted that the work involved digging up blacktop and grass and not infrastructure.

Decision 1 (Continued):

A roll-call vote was taken with “ayes” from Mr. Knudsen, Ms. Dale, Mr. Farrell, Ms. Kennedy, and Mr. Olson, (5-0) unanimous.

Mr. Domelowicz said in the interest of generating a quorum for STM that anyone interested in the cell tower should come out to vote on the easement.

Decision 2:

Mr. Farrell made a motion that the BOS add Article 2021/10 2-1 – Prior Years Bills and update the language in the placeholder on the warrant to add the amount of \$34 for the prior-year bill. Ms. Dale seconded the motion. A roll-call vote was taken with “ayes” from Mr. Knudsen, Ms. Dale, Mr. Farrell, Ms. Kennedy, and Mr. Olson, (5-0) unanimous.

Mr. Farrell asked Mr. Domelowicz to fill in the expected request on Article 10 2-2 – Amendment to the Budget. He said he would after conferring with the Finance Department.

Mr. Domelowicz said the BOS was planning to hold a joint meeting with the FinCom on Oct. 4 to vote on all the warrant articles

Review Draft Warrant Articles for Oct. 23, 2021 Special Town Meeting—Vote

Mr. Olson noted Town Counsel Tom McEnaney (present online) had made some comments to the draft in the margins and suggested they review/discuss. Some highlights:

- Article 2021/10 2-3 - Election staffing: Mr. Farrell asked for clarification on how they rectify the amount after the fact as the exact cost is unknown. Mr. Domelowicz explained the Town would likely receive some amount of State assistance. The estimated cost was \$14K-\$19K, and the idea was to ask for \$14K and absorb the remaining cost not covered by the State.
- Article 2021/10 3-1 - General Bylaws Board of Selectmen Name Change: The Board was split on whether the name should be one word: “Selectboard” or two words: “Select Board.” Mr. Olson reviewed how names appeared in other towns. Two words was ultimately decided with “SB” used as the abbreviation. A redline version of the general and zoning bylaws will be provided with gender-neutral and grammatical changes noted.
- Article 2021/10 3-3 - Home Rule Petition to Refund Taxes – 550 Highland Street: Mr. McEnaney explained it was thought that the easiest way to do this was to make an amendment to the prior Home Rule Petition adding the words “or paid” regarding taxes so it reads “unpaid or paid taxes” regarding the abatement to the curators of the 550 Highland St. property. Previously the petition had only authorized abatement of “unpaid” taxes. The abatement (refund) amount is about

\$13K. Mr. Olson asked that the proponents be given the opportunity to review the language. It was noted that the BOS had previously voted to put the article on the warrant, but Mr. Olson suggested the BOS also vote to approve the language at the next meeting after the proponents have reviewed it and the exact dollar amount is inserted. Mr. McEnaney noted there was discussion at the last meeting regarding interest and that the thought was that they would agree to repay the tax but not any interest. Mr. Domelowicz said it had been suggested by the Finance Department to pay it in a lump sum (rather than staggering the repayment).

Decision:

Mr. Farrell made a motion to close the warrant for the October Special Town Meeting. Ms. Kennedy seconded the motion. A roll-call vote was taken with “ayes” from Mr. Knudsen, Ms. Dale, Mr. Farrell, Ms. Kennedy, and Mr. Olson, (5-0) unanimous.

Draft of Special Liquor License/Permit—Discussion

This agenda item was taken out of order. Ms. Kennedy had sent an email to the BOS asking whether a 12C caterer’s license could apply to events on Town-owned property. Mr. McEnaney said it would seem to him that a caterer’s license was OK; however, he noted the ABCC [Alcoholic Beverages Control Commission] website information was confusing as it says that whenever there is an event on public property, a one-day license is required. He said he needed to confirm it with ABCC’s general counsel. He noted that the ABCC is concerned with the sale of service of alcohol and in the case of someone hosting an event with a cover charge where alcohol is served (even if there wasn’t cash bar), it would constitute a sale of alcohol and therefore, a one-day liquor license would be required even if the event were private.

Mr. Olson said in his research, he found there was a Mass State one-day permit as well as a Hamilton permit needed. Mr. McEnaney said the ABCC was not involved in the one-day licensing; it was only involved in the licensing of caterers. Mr. Olson asked if someone would need two applications or just one application if there was a public event where alcohol was being sold, such as with the Fall Festival. He wanted to know in which cases the Town had to abide by the ABCC. Mr. McEnaney said if one wanted to hold an event at a public park, it would need a one-day license with the Town. The ABCC is not involved with that. Mr. Olson asked what event needed to abide by the ABCC license. Mr. McEnaney said any restaurant in Town had to abide by ABCC regulations, but there was no ABCC one-day license.

In another attempt to clarify the issue, Mr. McEnaney said if a caterer is licensed under 12C to serve alcohol, they are covered for any type of alcohol. But if the caterer doesn’t have a 12C license and are only licensed as handlers or food, then you need to hire a bartender and get a special one-day license. Where you wouldn’t need a license is when you have a cookout and invite friends over because there is not actual service of alcohol. If one is hosting a wedding reception where you are paying a caterer licensed under 12C, then the service is covered under the caterer’s license. But if the caterer is not a 12C, then you would

need to pay for bartender service and that would require a one-day license. He said in the case of a wedding, even though the guests aren't paying out of pocket for alcohol, the host paid for the alcohol service and so it still requires a one-day license unless the caterer they use is licensed under 12C.

Mr. Olson said the BOS needs help writing the policy to make it clear to a person renting the Patton Homestead. Mr. McEnaney said he has been drafting liquor licensing regulations for communities for years and can share with them a 25-page document covering everything that comes up at the local level. He said he can work with Mr. Domelowicz to come up with a policy to specifically address the Patton Homestead. Ms. Kennedy suggested the BOS decide under what circumstances they will lease out the Patton Homestead and set the boundaries rather than preparing for every scenario. Mr. Olson agreed. The topic of liability insurance was addressed. Mr. McEnaney was unsure whether general liability covered alcohol service. He said if an individual were renting out the Patton Homestead with a hired bartender, the bartender would have to carry insurance. He said the Town should not be involved in the service of the alcohol and was just providing the venue. Ms. Dale asked Mr. Domelowicz to discuss the matter with the Town's insurance rep. Mr. Olson said his question was about whether a person would be required to have liquor liability or just general liability.

Mr. McEnaney asked if his presence would be needed at the upcoming joint BOS/FinCom meeting on Oct. 4 and was told yes. He left the meeting.

Amended Guest Flag Policy—Discussion

Mr. Knudsen was soon going to be boarding his flight. It was suggested the BOS table the discussion to the next meeting although Mr. Olson said he would entertain comments.

Mr. Jack Davis, 57 Lois St., said he had questions on the general principle by which an organization would be included or excluded from flying a guest flag as well as on pragmatics and administration, and jurisdiction relative to State and local municipalities. He suggested one principle was a distinction between a flag pole on government property vs. private property. He said historically, a flagpole in front of a town hall is for the purpose of displaying a flag representing a governmental body, whether Federal, State or Town, which is distinguished from a "billboard" where private organizations can exercise their First Amendment rights. The flag of the U.S., he said, is presumably a symbol of unity of all people. Regarding the issues surrounding human rights and advocacy groups, he offered the example of the Palestinian cause and two-state solution. Who would be charged with gathering the extensive amount of data on whether or not to support that cause? He said time stewardship was a concern. Also, he asked if there would there be a danger in the Town's weighing in on issues in that the Board might be seen as imposing its political preferences on the Town. Also, he noted a jurisdictional issue and raised the question that if the Commonwealth of Massachusetts approves a flag to be flown in front of the State House, would it be mandatory that the Town flies that particular flag?

Ms. Dale noted policy analysis by the BOS was very important because it was the job of elected officials to do their due diligence and make policy that serves people in the future. She reminded the BOS that, at Hamilton's Human Rights forum, one of the facilitators had said that in Dedham they had taken the human rights policy to the people for a vote at Town Meeting. She said if the BOS can't make decisions unanimously, the issue should go to Town Meeting, to the people.

Ms. Stehfast of the HRC pointed out that the government does fly the POW/MIA flag. She said Hamilton's two flag-raising events this past summer were well-attended indicating a need for a policy. In paragraph 4, she said the minimum flag size was listed as 3 x 6, but should be changed to 3 x 5, which is a standard size.

Anna Siedzik, Hamilton Wenham Human Rights Coalition president, said she thought the public should be given more access to the draft flag policy. She agreed there should be a limit on the number of flag requests, but felt the Town should allow for flexibility to allow for raising a flag quickly, citing an example from Beverly. She said while it was fine to have a limit on the number of days for flying a flag, in some cases, a week might not be long enough, such as in the case of Pride Month. She said the precedent of government speech has been well-established and in many places, there is only one flagpole, which is at the place where the government meets. Speaking to the idea of requiring a unanimous vote to raise a guest flag, she said she couldn't think of any other situation where a unanimous vote was required. She said the Select Board was elected by the people to make decisions.

Ms. Dale interrupted, stating that in the human rights arena, one wants to prevent the tyranny of the minority. She said the issue should go to Town Meeting in the case of a 4-1 vote because the Town has a direct democracy. She said she would encourage people to talk about the issue and perhaps come up with a citizen's petition. Mr. Olson said he wasn't against a policy going to Town Meeting for a vote, but the Select Board still need to write the policy.

Ms. Kennedy did not like the policy saying that the BOS could reflect what was in the Town's image. She advocated making the policy as objective and inclusive as possible. She said in her opinion, they should either fly any flag requested of any citizen of the Town as long as it is not illegal or just only fly the American flag. Otherwise, it would be concluded that the BOS is biased and they can't be as they represent all the people in the Town.

Ms. Dale asked if they wanted to allow a Proud Boys flag because how can you say yes to one group and no to another. Ms. Stehfast said the BOS was elected and has the power to reason it out and it is the law. She said the draft language being discussed came from the Canadian flag policy and that anything can be edited. She said government speech is different from free speech.

Mr. Farrell said he felt the policy needed fine-tuning, such as some exceptions to the rule that could be added in to say something was up to BOS discretion.

Mr. Olson said he didn't want to focus on the philosophical discussion but rather on the specifics of the policy. He said he felt that people on Town boards and committees should not be limited in their amount of flags requests. He suggested requiring a person who wanted to fly a flag to get 25 signatures. Ms. Kennedy thought that was a nice suggestion. She said if there were 25 people who wanted to fly a flag, why would they say no? Mr. Olson said because it was their job to make decisions.

Ms. Stehfast said many small towns are working through writing their policies and it wasn't just an issue for Hamilton. Ms. Kennedy said there are towns that have a general policy that doesn't have any limitations. Ms. Stehfast said one reason for the policy to be written in this way was to protect the Town, stating that the BOS has the final say, and to make the rights and responsibilities of the guest requester clear. She requested that the interests of Town residents be considered as the BOS hammers out the rest of the details and cautioned them not to be afraid to use their power and authority.

Ms. Dale said policy is written to exist through the ages and again, she suggested taking it to Town Meeting. She asked: When there is such a highly charged political atmosphere, how are you going to say no to some and yes to others and be correct? And said it is not principled to do that. She said that if the five of them can't come to an agreement, it is a signal to take it to the people.

Mr. Olson said that they don't write policy at Town meeting, they discuss policy. Ms. Stehfast said she was available to speak to anyone who had questions. Mr. Olson said he thought that a super majority of at least 4-1 was best and that a petitioner should be required to get 25 signatures.

It was decided not to vote this evening. The suggestion was to look at other towns and how they are developing their policies in real time. Ms. Stehfast said she had connected with other towns over the course of her research and could share her spreadsheet.

Ms. Kennedy asked if she were to understand by the lack of affirmation she was receiving that the BOS didn't think everybody's voice should be considered. Mr. Olson said he agreed the BOS should vote on every single request and not deny that any request be heard as was stated in the current draft of the policy. He said he was OK with not every request being approved the first time and people having a chance to come back again to present their case. Mr. Olson said it was OK to be uncomfortable. It was the mutual agreement that the BOS keep talking until they reach a consensus.

Creating Volunteer Effort for Downtown and Patton Park—Discussion

This agenda item was taken out of order. Mr. Farrell thanked Ms. Davis and the volunteers for weeding in the downtown. He said a lot of people showed they cared about the Town.

Ms. Davis said she had sent the BOS a short YouTube presentation she had made about projects they could try or the DPW could do, for example, trimming the low hanging branch in front of People's United Bank, repairing sections of the split rail fence at Patton Park, and

cleaning the granite on the memorial monument in front of Town Hall. She also brought a safety issue to the BOS's attention. She said that the sign by the railroad is eye level and should be 12 feet high. Mr. Domelowicz said the DPW could do all of these, but he would need to find out whose sign it is because if it is not a Town's sign, they can't move it.

Ms. Kennedy asked about overflowing trash barrels on Railroad Ave. Mr. Domelowicz said it is a part of Casella's contract and the DPW will check on it. He suspects it was a new driver who was unaware it was part of the route.

Ted Acworth, 24 Rock Maple Ave., said he wanted to follow up on the Shared Winter Streets grant. He said he had ideas for Patton Park and the pond, but they were not included in the grant the Town received. He said he had worked with Pat Shannon, former CPC Coordinator and Assistant to the Town Manager, about making the pond more of a gathering spot. Mr. Domelowicz said when the proposal was prepared, it was paired with other elements, such as adding outdoor electrical outlets on Railroad Ave., a bike lane along Willow Street to Patton Park, and purchasing bike racks. Fire pits in the park were cut out of the grant, although they were going to buy some additional benches. Mr. Acworth gave some of his ideas, such as adding a webcam at the park so people can check on the condition of the ice to see if it were skate-able without having to leave their homes or a makeshift Zamboni for clearing off the ice that could be stored at the park and used by volunteers.

Recap of Shop Local HW Fall Festival—Discussion

Mr. Olson thanked and congratulated Shop Local HW on a successful Fall Festival. He said he would be interested in the data about how it went and the lessons learned. Ms. Dale said she hoped they would do an event like that every quarter or at least twice a year. The next one will be at holiday time.

NEW BUSINESS

- Recruitment of a high schooler to be a liaison to the Select Board.
- BOS retreat.
- BOS input about what makes a "portrait of a graduate." There will be a meeting on this topic on Oct. 6, 6-9 p.m.
- Follow-up on the reopening the HW Regional Schools Agreement.
- Status of staffing at the Hamilton COA and discussion on the possibility of combining officially or unofficially with the Wenham COA. Mr. Domelowicz said he informally offered the part-time position of Outreach and Program Coordinator to someone who will be starting at the beginning of October.

Adjournment

Ms. Dale made a motion to adjourn the meeting at about 9:52 p.m. Ms. Kennedy seconded the motion. A roll-call vote was taken with "ayes" from Ms. Dale Mr. Farrell, Ms. Kennedy, and Mr. Olson, (4-0). *Mr. Knudsen had previously left

Cemetery Deed #1216

Requires BOS signatures but was not discussed at meeting.

Respectfully submitted as approved at the _____meeting.

Prepared by:

_____/_____
Mary Alice Cookson Date
Minutes Secretary

Attest:

_____/_____
Darcy Dale Date
Board of Selectmen Clerk

Documents Discussed at Meeting:

- Minutes of Aug. 2, 2021 BOS Meeting, Mary Alice Cookson
- Email from Faith Hassell to Joe Domelowicz Jr. regarding Grant of Easement to National Grid
- Willow St. Pole Hearing
- Donation for tea party
- Warrant for Special Town Meeting
- Town Manager Report, Sept. 20, 2021
- Estimate from Clark Hydroseeding & Lawn Care
- Unpaid bill, Schwaab, Inc. 070920
- Email request re: Gren Cemetery Lot



TOWN OF HAMILTON

Water Department

577 Bay Road
P. O. Box 429
Hamilton, MA 01982

Tel. (978) 626-5227
Fax (978) 468-5582

Water Abatement Application

Name: Andrew Siergiewicz

Address: 35 Junction Lane
Hamilton, MA 01982

Acct# 11-0141

This application is for abatement of Bill # 264378 Bill : 5/1/2021

Reason(s) for which the abatement is requested (please attach supporting documentation); if abatement is sought for relief due to a leak; please provide a plumber's invoice showing that the leak has been fixed. Applicants may be asked to submit supplementary information to support the application for abatement.

On October 5th, 2021 Mr. Siergiewicz notified the Town of two high consumption bills (May 2021 and August 2021) following the receipt of their August 2021 water bill. Mr. Siergiewicz did call Hamilton Water after the May 2021 bill was received and Hamilton Water determined it was a leaky toilet and provided Mr. Siergiewicz the abatement policy. Mr. Siergiewicz repaired the flapper immediately. When he received the August bill it was evident there was another toilet leaking. He checked all the toilets and found a second leaky toilet. Repair items were purchased and the toilet was repaired. Mr. Siergiewicz is requesting abatement to the May and August high consumption bills. Since the repairs were performed the usage has returned to normal. Mr. Siergiewicz informed the town the leaks spanned two billing cycles and would like an abatement for both quarters.

Abatement Calculations:

Average of the last 3 billing quarters

Bill Date History	Consumption (gallons)
5/1/2018	7,000
5/1/2019	8,000
5/1/2020	7,000
Average History	7,333~8,000
5/1/2021 Current Bill	59,000
Difference	51,000
½ Difference	25,500~26,000

Average plus ½ Difference = 8,000 +26,000 = 34,000 gallons

Original 5/1/2021 Water Bill #264378 = \$618.68

Revised 5/1/2021 Water Bill #264378= 34,000 gallons = \$326.32

Abatement Amount = \$292.36



TOWN OF HAMILTON

Water Department

577 Bay Road
 P. O. Box 429
 Hamilton, MA 01982

Tel. (978) 626-5227
 Fax (978) 468-5582

Usage Rates (per 1000)						
0-5000	5001-25000	25001-50000	50001-250000	>250000	Infrastructure Charge	Total Revised Bill
5,000	20,000	25,000	6,000	N/A		
5	20	9	0	N/A		
\$ 4.62	\$ 6.31	\$ 10.78	\$ 13.32	\$ 15.40		
\$23.10	\$126.20	\$97.02	\$0.00	\$0.00	\$80.00	\$326.32

-----OFFICE USE ONLY-----

Date Received: October 5th, 2021

Original Bill Amount: \$618.68
 Water Abatement Request: \$292.36
Revised Bill #264378: \$326.32

Reviewed By: Timothy J. Olson

Position: DPW Director

Date: 10/22/2021

Staff Review and Recommendation:

Per Section 5 of the Town of Hamilton Water Abatement Policy, the Town of Hamilton Board of Selectmen shall consider a one-time abatement, per account, during any ten-year period, equal to half of the water consumption above normal consumption. Normal consumption will be the average of at least the previous three years' consumption history (for similar billing periods) unless deemed otherwise by the DPW Director.

As Ms. Sierfiewicz indicated in an email from October 19th, 2021, the initial leak was found and repaired and the meter stopped spinning. A month later the meter was checked and it was spinning again and the leak was determined by another toilet. As these are separate and within two separate quarters I have made the decision not to grant a second abatement. I have in the past granted abatements spanning two quarters, but the high consumption was due to the same continuous leak.

As the policy reads, I did inform the customer they have the right to appeal my decision with the Hamilton Select Board.

Town Manager Approved: _____

Submitted Hamilton Select Board:

Date: _____

Approved: _____

Denied: _____

Approved: _____

Denied: _____

Approved: _____

Denied: _____

Approved: _____

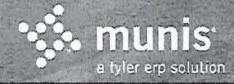
Denied: _____

Approved: _____

Denied: _____

Total Approved: _____

Total Denied: _____



10/12/2021 15:21
845tolso

Town of Hamilton MA - LIVE DATA
UB Consumption History Report

P 1
ubcnsing

Account Number Service	Customer # Name Mfr Meter Number	Cd Read Date Time	Parcel By	Bill # Curr Read	Location Usage Repl Usage Charge Amt	Status Billed Amt
183053	640131 SIERGIEWICZ, ANDREW		052035004		35 JUNCTION LN 35	Active
100 - 1 WTR-RES/CM B	73564254	A 07/19/2021		266991 243,000	56,000 ✓	0 578.72 578.72
100 - 1 WTR-RES/CM B	73564254	A 04/14/2021		264378 187,000	59,000 +	0 618.68 618.68
100 - 1 WTR-RES/CM B	73564254	A 01/12/2021		261796 128,000	12,000	0 147.27 147.27
100 - 1 WTR-RES/CM B	73564254	A 10/14/2020		259200 116,000	10,000	0 134.65 134.65
100 - 1 WTR-RES/CM B	73564254	A 07/20/2020		256601 106,000	12,000 -	0 147.27 147.27
100 - 1 WTR-RES/CM B	73564254	A 04/02/2020		254036 94,000	7,000 +	0 115.72 115.72
100 - 1 WTR-RES/CM B	73564254	A 01/16/2020		251482 87,000	8,000	0 98.22 98.22
100 - 1 WTR-RES/CM B	73564254	A 10/22/2019		248926 79,000	8,000	0 98.22 98.22
100 - 1 WTR-RES/CM B	73564254	A 07/16/2019		246369 71,000	8,000 -	0 98.22 98.22
100 - 1 WTR-RES/CM B	73564254	A 04/10/2019		243817 63,000	8,000 +	0 98.22 98.22
100 - 1 WTR-RES/CM B	73564254	A 01/16/2019		241263 55,000	8,000	0 98.22 98.22
100 - 1 WTR-RES/CM B	73564254	A 10/16/2018		238712 47,000	6,000	0 86.74 86.74
100 - 1 WTR-RES/CM B	73564254	A 07/17/2018		236156 41,000	8,000 -	0 98.22 98.22
100 - 1 WTR-RES/CM B	73564254	A 04/04/2018		233594 33,000	7,000 +	0 92.48 92.48
100 - 1 WTR-RES/CM B	73564254	A 01/18/2018		231049 26,000	8,000	0 98.22 98.22
100 - 1 WTR-RES/CM B	73564254	A 10/17/2017		228481 18,000	8,000	0 98.22 98.22
100 - 1 WTR-RES/CM B	73564254	A 07/17/2017		225923 10,000	9,000	0 103.96 103.96

** END OF REPORT - Generated by Tim Olson **

Guideline for Alcohol Service On Public Property within Hamilton:

The purpose of this policy is to set forth the requirements that apply to any event that will offer alcohol sale or service on Town-owned property within the Town of Hamilton.

For any event held on public property, including but not limited to the Patton Homestead, the host of the event is required to obtain a one-day license pursuant to G.L. c.138, §14. This requirement applies whether the event is private or open to the public, and whether or not the host has engaged a caterer who will provide alcohol service. A Private Event is one that is not open to the public, and not for an entity engaged in for profit, non profit, or not for profit goals. Examples include a family party, engagement party, wedding or graduation.

The applicant is required to furnish the following in connection with the application for a one-day license:

A. For PRIVATE EVENTS alcohol shall be served by a caterer who holds a caterer's license issued pursuant to G.L. c.138, §12C by the Alcoholic Beverages Control Commission ("ABCC"), the applicant must provide:

1. A copy of the caterer's Section 12C license.
2. A certificate of insurance indicating that the caterer maintains liability insurance in accordance with the requirements of G.L. c.138 and any applicable regulations and in the amount of \$2Million Dollars, or as otherwise deemed sufficient by the Select Board. The Town must also be listed as an additional insured on the policy. The insurance shall be in effect and include coverage for set-up and clean-up dates and include the Town of Hamilton as an additional named insured.
3. A sketch plan showing the areas where alcohol will be stored, served and consumed.
4. The proposed hours for the event, which may not exceed 5 hours.
5. Documentation confirming that all servers have completed a Massachusetts alcoholic beverage server-training program (ie. TIPS).
6. All servers must work for an independent, licensed, and insured service company or caterer. For a private event, the server cannot be a relative of the party hosting the event.

B. For NON-PROFIT, NOT FOR PROFIT, or FOR PROFIT PUBLIC or PRIVATE EVENTS where entities are subject to Ch 138 S 14 (Special One Day License), the applicant must either provide evidence of a caterer who is licensed pursuant to G.L. c.138, §12C, including all documentation listed below: or, complete the application for a Special One Day License in the Town of Hamilton. If not using a caterer under C. 138 s. 12C must still provide the following documentation:

1. A certificate of insurance indicating that the host has liability coverage for the service of alcohol in the amount of \$2,000,000 or such other amount deemed sufficient by the Select Board. The Town must also be listed as an additional insured on the policy. The insurance shall be in effect and include coverage for set-up and clean-up dates.
2. A sketch plan showing the areas where alcohol will be stored, served and consumed.
3. The proposed hours for the event, which may not exceed 5 hours.
4. Documentation confirming that all servers have completed a Massachusetts alcoholic beverage server-training program (ie. TIPS)..
5. Documentation confirming that the alcohol was purchased from an ABCC approved wholesaler or distributor.
6. All servers must work for an independent, licensed, and insured service company or caterer. For a private event, the server cannot be a relative of the party hosting the event.
7. Types of alcohol allowed shall be determined under MGL c. 138 S.14

Comment [R1]: We should define private . Private means not open to the public, and not for an entity engaged in for profit, non profit, or not for profit goals. Examples include a family party, engagement party, wedding or graduation.

Comment [R2]: For a private event a Caterer must be engaged by the host if alcohol is to be served.

Comment [R3]: Does a 12C caterer license define the type of alcohol allowed?

Comment [JD4]: A 12c license is an all alcohol license and the holders know their process for obtaining and re-selling the alcohol.

Comment [R5]: Why not require a caterer as well ?

The application and all supporting documents must be made at least 21 days prior to the proposed event, so that the Hamilton Select Board has sufficient time to review and approve the request. The Select Board may approve the request with any conditions that it deems as reasonable or necessary.

Prior to the Select Board meeting to review and approve any application, the Applicant must review event and permit details with a representative of Hamilton Police Department, including a review of a floor plan for the event that clearly defines where alcohol sale or service will take place and how alcohol will be controlled and supervised.

It should be noted that there are several restrictions on one-day licenses, including that a one-day license cannot be granted for more than a total of 30 days per calendar year; cannot be issued to any person that has a Section 15 On-Premise license application pending before the Local Licensing Authority, and cannot be issued to any premises with a current alcoholic beverage license. Further, for-profit enterprises may only apply for a beer and wine license. Non-profits (non-profit organizations or individuals holding the event for a not for profit) may apply for either type of license (All Alcohol or Beer & Wine). Non-profits must show proof of nonprofit status ((501(c)(3) or 501(c)(6) documentation is required). Individuals hosting a not for profit event must submit proof that event is closed to the public and that no profits will be derived from the event.

Nonprofit charitable corporations organized pursuant to chapter 180 and registered with the division of public charities in the department of the attorney general may accept donations of alcoholic beverages for fundraising events for the benefit of the nonprofit charitable corporation from the following:

- an individual,
- a person licensed to manufacture alcoholic beverages
- person licensed to sell alcoholic beverages at wholesale or retail.

HOURS AND DURATION: Permit can be for up to 5 hours and be between the hours of 11am and 10pm for indoors and 9pm for outdoors.

INSPECTION: The licensed premises shall be subject to inspection at any time by the Hamilton Police Department, by the Local Licensing Authority, by the Alcoholic Beverage Control Commission, or by the duly authorized agent of any of them.

APPROVED LICENSE: License must be posted in the most conspicuous place at the location of event for the duration of the event.

Failure to abide by the above listed guidelines or any provision of the laws or regulations pertaining to alcoholic beverages shall be grounds to deny, suspend, or revoke any special license issued under MGL Chapter 138, s14.

TOWN OF HAMILTON
Board of Selectmen

POLICY NAME: Request for Guest Flag Policy Raising

AFFECTED: () All employees () Boards () Committees () Elected
 () Appointed (X) Town Wide

DATE OF VOTE:

EFFECTIVE DATE:

POLICY TYPE: (X) New () Amendment

1. **Purpose:** This policy governs the circumstances under which guest flags will be flown on flagpoles owned by the Town of Hamilton. The choice of which flag to raise on Town of Hamilton owned flagpoles and whether an application is approved or denied, is government speech, to which the stricture of the Free Speech Clause of the First Amendment does not apply. Whether the application is approved or denied is the sole discretion of the Board of Selectmen, which may do so for any reason, or for no reason at all. The Board of selectmen will review and vote on any complete applications. The Board of Selectmen reserves the right to cancel approved requests as it sees fit. The determination of the Board of Selectmen is final.

2. **Application Process:** A non-profit organization, with an affiliation to the Town of Hamilton, a town sponsored board or committee, or a resident may apply to have the Town of Hamilton raise a guest flag at Patton Park as well as at Town Hall by completing the application. Requested and approved flag raising ceremonies will occur at Patton Park. The application can be found at www.hamiltonma.gov or by visiting the Town Manager’s Office. All applications must be submitted to the Town Manager 45 days prior to requested date of the flag raising to be scheduled for review by the Board of Selectmen. The Board of Selectmen has the authority to grant an exemption to the 45-day application date requirement. When the application request is added to the Selectmen’s meeting agenda, the applicant or their representative will be required to attend the Board of Selectmen meeting. In the event of conflicting date requests, the Town of Hamilton will determine the guest flag(s) to be flown.

3. **Durations and Frequency:**
Residents and Non-profits: May Submit 3 applications per year and each request can be

no longer than 7 days. And no flag can fly more than once per year. The application must include 25 signatures of registered voters in the Town of Hamilton as verifiable by the town clerk.

Town of Hamilton Boards and Committees: May Submit unlimited applications per year and each request should be no longer than 7 days, although the board can issue an exemption for up to 30 days in length. The application must include a letter from the board and committee acknowledging that the majority of the board or committee has voted in favor of the application. No flag can fly more than once per year.

The Board of Selectmen will only consider flags that are proposed to be flown in concurrence or recognition of State and/or Federally recognized events and Holidays.

4. **Considerations:** As stated in Section 1, whether the application is approved or denied is the sole discretion of the Town of Hamilton. The Board of Selectmen shall consider whether a currently valid government proclamation has been issued regarding the event, holiday, or cause to be commemorated. The Board of Selectmen will not consider requests for flying flags that are not associated with a State and/or Federally recognized event or Holiday. The Board of Selectmen shall also consider whether the flag being proposed to be raised, is generally accepted as representing the event, holiday, or cause to be commemorated.
5. **Responsibilities of Applicant and other guidelines if request approved:** Generally, guest flag-raising must occur on normal business workdays (state and federal holidays are not normal business workdays) between 10:00 a.m. and 3:00 p.m. An applicant may request to raise a flag outside of the foregoing window but must then submit a sufficient reason for the Town to allow the applicant to do so. If approved, the applicant must deliver the flag to the Town Manager 48 hours before the scheduled raising and retrieve the flag after the flag has come down. The flag must be clean and serviceable with dimensions no less than (3 ft by 5 ft) and no greater than (4.5 ft by 9 ft). The Town will not be responsible for flags that are not retrieved within 48 hours of being taken down. Applicants may be required to pay for security, custodial or other costs incurred by the town in raising the proposed flag. If ordered, guest flags will be lowered to comply with the U.S. Flag Code. If the Governor of the Commonwealth or other authority of competent jurisdiction orders that the U.S. Flag be flown at half-staff, no other flag may be flown higher than the U.S. Flag.
6. **Policy Review:** This policy will be periodically reviewed and updated as required.

Town of Hamilton, Massachusetts Guest Flag Raising Application

Please be sure to complete the application in its entirety. Incomplete applications will be denied. Duplicate applications will not be considered.

Request for: **One Time Flag Raising**____ **Duration**_____

Request for Annual Flag Raising_____

Name of Applicant_____

Address _____

Phone# _____ **Email**_____

Non-Commercial Organization_____

Website _____

Provide a brief overview of why you are requesting a Guest Flag Raising from the Town of Hamilton. Include a detailed narrative explaining your connection to the Town of Hamilton. (Attach separate sheet if more room is needed.)

Attach a colored photo of the front and back of the flag. **Dimensions of flag**_____

Is the flag widely recognized as representing the event, holiday, or cause you wish to commemorate? Please explain:

Is a government proclamation or legal holiday associated with the event, holiday or cause? Yes____ **No**____

If yes, issuing government entity_____ **Date issued**_____

Patton Park

Requested Date and time of Flag Raising_____ **(For approved annual requests, the applicant will need to confirm flag raising date 30 days prior to event with the Town Manager.)**

Will there be a ceremony? _____ **Expected number of participants**_____

What is the expected length of the ceremony? _____

Applicant is responsible for providing podium, sound system and all other equipment.

Town Hall **Will you be requesting a flag be raised at Town Hall as well?** _____

I have read the Town of Hamilton's Flag Raising Policy and I agree to abide by the requirements

SIGNATURE_____ **DATE**_____