



Town of Hamilton  
Board of Selectmen\*  
Monday, December 20, 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:

Join Zoom Meeting

<https://us02web.zoom.us/j/83280638847?pwd=MWliRE5VYTUxckhXYXdWaWZ0bDFoQT09>

Meeting ID: 832 8063 8847

Passcode: 120675

One tap mobile

+13017158592,,83280638847#,,,,\*120675# US (Washington DC)

+13126266799,,83280638847#,,,,\*120675# US (Chicago)

7:00 p.m.	Call to order - Memorial Room Pledge of Allegiance
<b>ANNOUNCEMENTS &amp; BOARD OPENINGS</b>	
	<b>Board and Committee openings:</b> <ul style="list-style-type: none"><li>• Finance and Advisory Committee –2 associates openings</li><li>• Conservation Commission – 1 opening</li><li>• Hamilton Historic District Commission – 1 opening</li><li>• Open Space Committee – 2 openings</li><li>• Hamilton Planning Board associate member – 1 opening</li><li>• Hamilton Affordable Housing Trust – 1 opening</li><li>• Hamilton Human Rights Commission - 1 opening (Housing Authority Rep.)</li><li>• Hamilton Zoning Board of Appeals – 1 associate opening</li></ul>
	<b>Public Comment (3 minutes on topics not already on the agenda)</b>
	<b>Selectmen/Town Manager Reports</b>
<b>CONSENT AGENDA</b>	
	<ul style="list-style-type: none"><li>• Approve Minutes of Board of Selectmen meeting from November 1, 2021</li><li>• Approve Select Board Meeting dates January 2022 to June 2022</li><li>• Declare certain Fire Department equipment as Surplus Property</li></ul>
<b>AGENDA</b>	

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.

7:15 p.m.	<ul style="list-style-type: none"> <li>● Extend term of Bill Bowler on the ZBA to June 2022 – Discuss and Vote</li> <li>● Appoint new member to Hamilton Development Corporation - Vote</li> <li>● Annual Liquor License Renewal for Weathervane – Vote</li> <li>● Annual Entertainment License Renewals/Changes – Vote</li> <li>● Annual Class II License Renewal – Vote</li> <li>● Annual Common Victualler’s License Renewals – Vote</li> <li>● Two request to purchase burial plots – Discussion and Vote</li> <li>● Regional Public Health Nurse and Social Services IMA –Discussion</li> <li>● Shared Assessing Services Proposal with Wenham – Update</li> <li>● Town Manager Report Template - Discussion</li> <li>● Availability of Gordon Conwell building for town use – Discussion</li> </ul>
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**Cemetery Deed No. 1222**

**\*The Hamilton Special Town Meeting voted on October 23, 2021 to change the name of the Board of Selectmen to the Hamilton Select Board. That change will become official, once the Town’s vote has been approved by the Secretary of State.**

HAMILTON BOARD OF SELECTMEN &  
HAMILTON FINANCE AND ADVISORY COMMITTEE  
MINUTES OF JOINT MEETING  
Memorial Room, Town Hall, 577 Bay Road, Hamilton

November 1, 2021

Selectmen Present at Town Hall:	Chair William Olson, Shawn Farrell
Selectmen Online:	Rosemary Kennedy, Jamie Knudsen
Selectmen Absent:	Darcy Dale
Finance and Advisory Committee Members at Town Hall:	Chair Christina Schenk-Hargrove, Nick Tensen
Finance and Advisory Committee Members Online:	John Pruellage, David Wanger, John McGrath
Town Manager at Town Hall:	Joe Domelowicz Jr.
Others Present Online:	Finance Director Alex Magee, Department of Public Works (DPW) Director Tim Olson

*\* This meeting was conducted at Town Hall with a Zoom component.*

**BOS AGENDA: Call to Order**

Board of Selectmen (BOS)/Select Board Chair William Olson called the joint meeting to order at 7 p.m. and took roll call. Two BOS members were at Town Hall: Mr. Olson and Shawn Farrell, and two participated remotely: Rosemary Kennedy and Jamie Knudsen. Darcy Dale was absent. *\*The BOS refers to itself as the Select Board (SB). The name change is pending confirmation by the State of the successful vote of the Oct. 23, 2021 Special Town Meeting.*

**FIN COM AGENDA: Call to Order by Chairman**

Finance and Advisory Committee (FinCom) Chair Christina Schenk-Hargrove called the meeting to order for the FinCom at 7:02 p.m. and took roll call. Two members were at Town Hall: Ms. Schenk-Hargrove and Nick Tensen. Three participated remotely: David Wanger, John Pruellage, and John McGrath.

**BOS & FIN COM AGENDA: Public Comment Period (5 minutes)**

Addressed later in the meeting.

**BOS & FIN COM AGENDA: FY '23 Budget Process, Schedule and Goals—Discussion with Finance and Advisory Committee and Town Manager**

Town Manager Joe Domelowicz Jr. said he wanted to know the goals of the boards so he could communicate those goals to the department heads. Mr. Olson read through a list of goals previously prepared by Mr. Domelowicz and Finance Director Alex Magee for the purposes of discussion. The first goal was to avoid an override situation. Mr. Magee noted the first public meeting with the School Committee will be on Dec. 1, a month away. The FY'2023 Budget Preparation Schedule was shared onscreen. Ms. Schenk-Hargrove said there had already been an initial meeting with the School Committee, School Administration, two Select Board chairs, and two FinCom chairs. Mr. Olson said his big goal was to avoid last-minute surprises.

New FinCom member John McGrath asked what surprises had occurred in the past. Mr. Farrell said, for example, that the budget had averaged a 6% increase that had gone up at times to 13%. OPEB (Other Post-Employment Benefits) and high-ticket capital plans had been put into the budget and later pulled out. Ms. Schenk-Hargrove said another issue was timing as the budget had in the past been presented to the boards with a vote being needed rather quickly. She advocated they take a multi-year approach because while they might prevent an override situation in one year, they could end up needing it the next.

Mr. Magee said that speaking in simplistic terms, the higher the property values, the less likely the need for an override. He said revenue projections are being worked on currently and should be completed in the next week or so.

Mr. Tensen said he wanted the two boards to have a goal of offering some form of recognition to Town employees (in base or one-time measurement above and beyond the norm), citing dealing with the pandemic, cost of living increase, and other factors. Open staff positions and hiring challenges were discussed.

Mr. Olson asked about plans for the water treatment plant and its associated costs. Mr. Domelowicz said one of the principle uses of ARPA (American Rescue Plan Act) is to invest in water and sewer infrastructure. He said he and Mr. Magee will be making a presentation to the BOS about plans for the use of ARPA funds at the Nov. 15 meeting. Mr. McGrath said for transparency sake, information on how ARPA money is spent should be presented on the website. Mr. Tensen said people will ask questions on why funds are spent one way

versus another. In response, Mr. Magee said he would also compile information about the restrictions on how ARPA funds may be used.

Mr. McGrath said he thought it valuable to ask department heads to give their visions of for the future.

Mr. Domelowicz said the General Stabilization and Capital Stabilization funds reached their minimum goals. A question on whether to add to those funds was brought up.

Mr. Magee discussed creating a part-time accounting position to help fill some needs in finance operations. He was asked to present that case at the next BOS meeting.

Identifying new revenue sources was another goal discussed. Mr. Pruellage asked if there was talk about funding a part of the budget from Free Cash this year. Mr. Magee said if they have it available and the financial policies' goals are met, they would need to evaluate it. Mr. Domelowicz said he would resist using Free Cash toward the operating budget unless absolutely necessary. Mr. Olson said one thing to look at would be the cost of deferring maintenance. Finding a permanent solution to how to fuel Town vehicles was brought up by Mr. Domelowicz.

Mr. Wanger asked if the Schools had identified capital asks yet. He was told not yet. Mr. Wanger said he wanted to add to the goals list the status of the Regional School District Agreement and potential revenue and availability for housing, including addressing zoning issues, at Gordon-Conwell Theological Seminary. Mr. Domelowicz said that was being discussed by the Master Plan Steering Committee, and Gordon-Conwell reps had been encouraged to become involved in the planning process, which will need to be taken up by the Planning Board.

Ms. Kennedy said she was glad to see the FinCom and the Capital Committee (CapCom) involved in the allocation of ARPA funds and making sure a prudent decision is made. Mr. Knudsen said he appreciated the conversation. Mr. Pruellage thanked Mr. Domelowicz and Mr. Magee for putting together the goals list to frame the conversation.

Mr. Tensen said one thing they had discussed in the past was looking at guidelines regarding budget increase percentages. It was discussed that this would be done in the near future. Mr. Domelowicz said staying under the override means they cannot grow the budget by more than 2½% over last year's levy limit. He noted some things, such as the cost of health care and unemployment insurance, are beyond their control. Ms. Kennedy asked if the 2½% figure included the school budget. The answer was yes, but it isn't a static number in the sense that the Towns can adjust their budgets so the overall percentage doesn't exceed 2 ½%. Mr. Domelowicz said the two boards would have the opportunity to look at budget projections by department by the end of the month.

**FIN COM AGENDA: Other Topics Not Reasonably Anticipated as Determined by Chair**  
Not discussed.

**FIN COM AGENDA: Public Comment Period (5 minutes)**

Robin Davis, 57 Lois St., brought up that a Boy Scout was going to be making some picnic tables for Cutler Park and suggested a more appropriate place would be Patton Park. She said she had outlined that in a slide show. Mr. Domelowicz said the DPW should have an opportunity to weigh in on anything having to do with public parks and asked her to send the slide show and any information to him for forwarding to DPW Director Tim Olson.

**FIN COM AGENDA: Adjournment**

At 8 p.m., Ms. Schenk-Hargrove made a motion that the FinCom adjourn its portion of the meeting and called for a roll-call vote, receiving “ayes” from Mr. Wanger, Mr. Pruellage, Mr. McGrath, Mr. Tensen, and Ms. Schenk Hargrove, (5-0) unanimous.

HAMILTON BOARD OF SELECTMEN

REGULAR MEETING

**Pledge of Allegiance**

Recited by the Select Board.

**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
- Hamilton Human Rights Commission (HRC)—one opening (Housing Authority Rep.)
- Zoning Board of Appeals—one associate member opening

**Selectmen/Town Manager Reports**

Mr. Farrell had no report other than to compliment Ms. Kennedy on handing out cards from the Master Plan Steering Committee with a QR code along with candy at Halloween.

Ms. Kennedy reported Eagle Scout candidate Cooper Blatz had completed and installed raised planters at the back of the Council on Aging (COA), which she described as fabulous

and impressive. Referring to Mr. Farrell's comment, she said the Master Plan Steering Committee would be holding its first public visioning session at the Middle School on Nov. 13 and was working to get the word out. On Dec. 10, BoSoma School of Dance students will be performing at the COA followed by a pizza supper.

Mr. Knudsen gave no report.

Mr. Domelowicz reported the American Legion will be having its annual Veterans Day breakfast followed by memorial ceremony at the cemetery. The Hamilton Wenham Regional Library will celebrate its 20<sup>th</sup> anniversary on Dec. 1 and the BOS is invited. Anyone wanting to speak at the event should let him know. A Patton Homestead director was hired, and Mr. Domelowicz gave the status of hiring for the other open Town positions. He said he would let the BOS know when the National Grid easement was ready for signature. Ms. Kennedy asked if the terms (putting back into original condition in a timely manner after the digging) were included in the easement document. Mr. Domelowicz said that didn't appear in the easement but would be included in the permit from the DPW.

#### **Approve Minutes of Board of Selectmen Meeting from Sept. 20, 2021**

Mr. Olson commented he thought the robust discussion at the meeting was captured accurately, but questioned whether Town Counsel Tom McEnaney had stayed online for the flag policy discussion. Mr. Knudsen said he was online for that portion of the meeting and said he did remember Mr. McEnaney asking to be allowed to leave the meeting prior to the flag discussion.

#### **Decision:**

Mr. Farrell made a motion to approve the Sept. 20, 2021 BOS meeting minutes. Ms. Kennedy seconded the motion. A roll-call vote was taken with "ayes" from Ms. Kennedy, Mr. Farrell, and Mr. Olson, (3-0-1). \*Mr. Knudsen abstained because he had exited the Sept. 20 meeting prior to the flag policy discussion.

#### **Water Abatement Request for 35 Junction Lane—Vote**

Applicant Andrew Siergiewicz was present online. DPW Director Tim Olson commented that this abatement is different in that it involves two leaks from two separate toilets that appeared on two separate bills in two different quarters. He said he is only authorized to approve one abatement per resident every 10 years. There have been times when the BOS has approved an abatement spanning two different billing quarters but those involved only one leak, not two.

Mr. Siergiewicz asked that his chart of water meter readings with the start and end dates highlighted be shared. The illustration showed where the higher readings had occurred. He said the reading was in April but they had not received the bill until May 20. They had no way of knowing about the excess until well into the second billing. Mr. [Tim] Olson confirmed the first leak spanned two quarters, but said there was also a second leak and it was hard to determine how much of the overage in the bill was pertaining to each leak.

The BOS decided to table the item to the next meeting to allow time to figure out the exact abatement amount and review the policy. Mr. [Tim] Olson said for the bill not to be liened, all outstanding bills have to be paid by Dec. 1.

### **Sidewalk Plan for Hamilton—Discussion (Tim Olson)**

SB Chair Olson asked DPW Director Olson about neighborhoods in Town that don't have sidewalks and his recommendations on making Hamilton a more walkable community. Mr. [Tim] Olson said Chapter 90 funds can be used for that purpose, but noted sidewalks were very expensive so they would probably have to use a multi-year, phased approach. He commented on Essex Street, as well as sections of Asbury Street and Highland Street, which were turned down for a Complete Streets grant. In response to a question, he said the sidewalks proposed would have been granite curb with asphalt sidewalk. Mr. [William] Olson asked if the DPW could take a map of the Town and identify where the problems are and how to prioritize them.

Virginia Cookson, 318 Forest St., speaking as a citizen although she is a ConCom member, said she likes the look of the granite curbing but it prevents turtles from crossing the road safely. She said she has witnessed the deaths of some turtles and asked the SB to consider that when selecting the materials.

Jack Davis, 57 Lois St., commented on behalf of the volunteer group Friends of Downtown Hamilton about unevenly joined and broken sidewalks on Railroad Ave., which he said are trip hazards. He also said the different colors of asphalt used doesn't reflect the quality in the business district that citizens of a relatively affluent town would expect. He asked that consideration be given to sidewalk repairs and upgrades.

Mr. [Tim] Olson said the DPW is geared to handling the small projects but larger work would need to be contracted out. He said getting the project put together isn't a problem, funding is. Mr. Domelowicz said it was the right time of year (budget season) to talk about these things with the Capital Committee (CapCom). Mr. Farrell noted the parking study that had been done and said as an idea that charging for parking could fund downtown improvements. Mr. [Tim] Olson said he would gather some information for review.

### **Review Policy for Serving Alcohol on Public Property—Discussion and Vote**

Ms. Kennedy said she had been talking with people all week and had modified her stance on the policy, which she had sent to Mr. Domelowicz and asked to have available for tonight's meeting. Mr. Domelowicz shared the document onscreen, which Ms. Kennedy said is a rewrite of the original but is not in finished form. She said she spoke with the towns of Gardner and Essex who don't do any private rentals for events involving alcohol. She also spoke with Ipswich. She said many towns are confused about the A.B.C.C. [Alcoholic Beverages Control Commission] policy specifically as it applies to private functions on town property. She said the template that Town Counsel Mr. McEnaney had written for them was still unclear to her. She discussed some of the particulars regarding a liquor

license provided to a 12C license holder, which provides a higher level of scrutiny (CORI check, etc.) as well as liability insurance, than one who is unlicensed. Ms. Kennedy reviewed fixed costs for a 12C licensed bartender service vs an unlicensed bartender service. There is a \$355 fixed cost for the 12C license holder and a \$325 for the unlicensed. Her feeling was that if they want to protect the Town, they ought to require everybody who rents the Patton Homestead to have a 12C license.

Mr. Olson asked that all information be included in one document. He wanted to address both alcohol consumption on private property and alcohol consumption on public property in the one policy.

When asked if a private entity having a party on private property should be required to have a 12C license, Ms. Kennedy said not necessarily, because the Town is not liable; the responsibility falls on the owner of the property. Her concern was about things like the beer garden at the Shop Local HW (now called Local HW) Fall Festival. She said she did not like seeing people carrying cups of alcohol down the street. It was discussed that the TM Landscaping business, which served beer and wine at the festival, was private property. She said she will consult the Myopia Hunt Club and the Community House for more information. Mr. Farrell suggested Ms. Kennedy talk with someone at the town of North Andover.

#### **Policy for Flying Flags on Town Flag Poles—Discussion and Vote**

Mr. Olson said those he talked with one-on-one on the board were in favor of either having no policy or a policy that allows for just flying flags associated with state and federally recognized holidays and events. With that in mind, he had asked Mr. Domelowicz for a draft. Mr. Olson said it would be up to the BOS to ensure the flag being promoted represented the state or federally recognized event or holiday and followed the rules of the application process. He read the language of the policy.

Ms. Kennedy noted the policy did not specify that four of five BOS members had to agree to the flying of a flag. Mr. Olson said he had taken that out because there was no longer anything emotionally charged with a decision to allow a flag to be flown. Ms. Kennedy said the policy still gives the BOS the discretion to approve or deny the request for any reason or no reason at all. Mr. Olson said the policy would allow a flag to be raised with a 3-2 vote. Ms. Kennedy said if you are putting up a guest flag pole, you are inviting the public, and yet the BOS can approve or deny it at its own discretion, which is arbitrary. She said they still need to consider the basic premise that the BOS represents all of the people in the Town and something important to 25 townspeople might be something not sanctioned by the state or federal government. Also, she cited some events that would be sanctioned, implying that they could be controversial, such as Peace Officers Memorial Day on May 15; Armed Forces Day; Juneteenth; Women's Equity Day, and National Days of Prayer and Remembrance. Mr. Olson said he would be OK with rewriting the first paragraph and striking the idea that the BOS had sole discretion. Ms. Kennedy said the BOS needed to agree on how they would define "federally recognized." Mr. Farrell said if the State House

would fly the flag, Hamilton would fly it. Ms. Kennedy said the policy was being made to align with Hamilton's citizens and wanted the document to be neutral and enduring.

Mr. Olson said the things to rework are that the BOS can't deny a flag for no reason and that they need to make sure the document was more concise and clear. Ms. Kennedy said her other comment is that she is wondering why member of Town boards and committees would get special consideration. It was agreed that was a previous iteration of the document that would be deleted. Ms. Kennedy commented on seeing fairness and tolerance and said that was good.

HRC member Nancy Stehfast asked that the flag policy draft document be shared on the website. Mr. Olson said he thought it appropriate to share it with the HRC. Mr. Domelowicz said he would like to see it redrafted and would post it on the website for people to comment on prior to the meeting.

Anna Siedzik, Hamilton-Wenham Human Rights Coalition president, asked if the motion for raising a flag had to come from a third party or if the BOS itself could bring forth a motion. She asked if that might affect the duration. She said she was thinking of Pride month because it would be appropriate for that flag to be raised for more than the one-week duration. Ms. Kennedy said BOS members could comment as citizens. Mr. Olson said the idea of flying a flag for longer than seven days was something they needed to also consider.

Mr. Knudsen said one thing he had mentioned before and would say again is that he is in favor of language that said "absent special circumstances" a flag would only fly once a year. For example, after the nightclub shooting, there were proclamations made and rainbow lights lit in response. He said it was important to speak out when something means something to the collective community consciousness and thought there needed to be some wiggle room. Also, he recommended Town Counsel review the draft because he thought the phrasing "or for no reason at all" was included for some legal reason pertaining to the case currently going to the Supreme Court and government speech. Ms. Kennedy agreed, saying it would cost the Town a lot of money to defend something in the event of being sued and wanted to make sure the SB was open-minded so people will feel heard by their government.

Another factor raised was whether the name of the policy should be Third-Party Flag Raising or Guest Flag Raising. In conclusion, Mr. Olson said the draft policy would be posted on the website and reviewed after a two-week period.

### **Debrief and Discussion of Unconscious Bias Workshop and Training—Discussion**

This agenda item was tabled to the next meeting as Ms. Dale was not present.

### **Adjournment**



# TOWN OF HAMILTON

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## BOARD OF SELECTMEN

Board of Selectmen

Meeting Schedule

01/01/22 – 06/30/22

**Monday, January 3, 2022**

**Tuesday, January 18, 2022**

Monday, February 7, 2022

Tuesday, February 22, 2022

**Monday, March 7, 2022**

**Monday, March 21, 2022**

Monday, April 4, 2022

Tuesday, April 19, 2022

**Monday, May 2, 2022**

**Tuesday, May 16, 2022**

Monday, June 6, 2022

Monday, June 20, 2022



P.O. Box 429  
577 Bay Road  
Hamilton, MA 01936

Phone  
Fax  
Web site

(978) 468-5572  
(978) 468-2682  
<http://www.hamiltonma.gov>

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## Laurie Wilson

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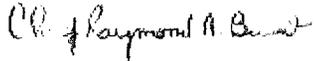
**From:** Ray Brunet  
**Sent:** Friday, December 10, 2021 12:03 PM  
**To:** Joe Domelowicz; Laurie Wilson  
**Subject:** Surplus property

Good afternoon Joe,

Per our brief conversation the other day, the regional technical rescue trailer is being relocated from to Ipswich. With that said, the Ford F700 (VIN # 1FDWK74CRV09286) that pulls this trailer will need to be made surplus property, so that we can transfer it to the Ipswich Fire Department. This vehicle was originally given to us twelve years ago for the same reason. Could you please put this on the agenda for the select board's meeting on the 20<sup>th</sup>? I will meet with them and answer any questions they may have on this matter.

Respectfully,

Ray



Raymond A. Brunet  
Fire Chief, EMD  
Hamilton Fire Department  
265 Bay Road  
Hamilton, Ma 01982

(978)-423-2565

## Joe Domelowicz

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**From:** Patrick Reffett  
**Sent:** Tuesday, December 7, 2021 1:32 PM  
**To:** Joe Domelowicz  
**Subject:** FW: ZBA

fyi

**From:** Bill Bowler  
**Sent:** Wednesday, November 17, 2021 12:02 PM  
**To:** Joe Domelowicz  
**Cc:** Patrick Reffett  
**Subject:** ZBA

My term is up in December. I don't want to do it forever, but I'd extend to June. By then one of the new folks should be ready to chair. The board still needs alternates.

Bill

## Joe Domelowicz

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**From:** Rick Mitchell  
**Sent:** Thursday, December 2, 2021 3:19 PM  
**To:** Joe Domelowicz  
**Cc:** Scott Maddern; Carin Kale; Laurie Wilson; Jamie Knudsen  
**Subject:** HDC Request for SB Appointment of New Member

Joe: This email is to officially notify you that the Hamilton Development Corporation (HDC) board voted unanimously on December 1, 2021 to request the Select Board appoint Scott Maddern to the HDC board at its December 20th meeting. His appointment is to replace the vacancy created by the resignation of Anthony Nickas, HDC's Treasurer.

If you have questions or need additional information, please let me know.

Respectfully:

Rick Mitchell, Chair  
Hamilton Development Corporation

APPLICATION FOR APPOINTMENT  
FOR BOARD/COMMITTEE MEMBERSHIP

Board/Committee of Interest:

1. Hamilton Development Corporation  
3. \_\_\_\_\_ 4. \_\_\_\_\_

Would you consider another Committee:

Not at this time

For how long should we keep your application on file?

Six months

Full Name: Scott Francis Muddern

Nickname: \_\_\_\_\_

Preferred Title (please circle) Mr./Ms./Mrs./Other: \_\_\_\_\_

Home Address: 12 Old Cart Road, Hamilton, MA 01982

Length of Residence in Hamilton: \_\_\_\_\_

Occupation: retired

Work Address: \_\_\_\_\_

Phone: Home 978-468-6291 Work \_\_\_\_\_ Fax \_\_\_\_\_

Cell 978-337-4412

E-mail: Work: \_\_\_\_\_ Home: scott.muddern@gmail.com

If you currently serve on a Board or Committee, please identify:

Special Training, Interests, Qualifications:  
See attached

Have you been asked by a Committee to become a member?  
Yes

How did you hear about the Committee?  
Committee chair

Please attach a current resume, if possible. Add any comments below or on a separate page.

Signature: [Signature] Date: 4/30/21

**Scott Maddern** is active in local community affairs and a Hamilton resident for over 35 years, married with 4 children, all of whom attended Hamilton-Wenham K-12 public schools.

**Community Programs:**

- Hamilton Board of Selectmen (chair, vice-chair, clerk): represented all citizens, communicated regularly with our many volunteer boards and committees, solicited new volunteers, listened to the public, and read a large amount for input before deliberating and making decisions in public meetings.
- Chairman of the Hamilton-Wenham Joint Library Committee: the first and only joint public library in Massachusetts that won State community outreach award; exceeded usage expectations and came in under construction budget. Led many public meetings to obtain community needs and support.
- Hamilton Finance and Advisory: advised Town Meeting on all warrant articles
- Co-founder Arts and Activities Alliance: help fund over 50% of after-school activities when District budget cuts stopped funding High School sports and activities.
- Sports Commissioner: youth cheerleading & football; youth basketball; adult basketball. President Lacrosse Boosters.

**Education:** B.S., cum laude, in Accounting from Boston College; MBA from The University of North Carolina at Chapel Hill. Numerous certificates in creative problem solving, product management, assessment & leadership.

**Professional:** now retired, his work background includes finance, marketing, and sales domestically and internationally. His roles included Senior Financial Analyst, Business Manager, Senior Product Manager, Marketing Manager, Director Global Product Line Management, Vice President of Sales and Marketing, and General Manager.

**LICENSE**  
**ALCOHOLIC BEVERAGES**

The Licensing Board of Hamilton, Massachusetts

HEREBY GRANTS A  
**LIQUOR LICENSE**  
**License to Expose, Keep for Sale, and to Sell**  
**All Kinds of Alcoholic Beverages**  
*To Be Drunk On the Premises*

To: **Weathervane Tavern, Inc. DBA Weathervane Tavern**  
On the following premises: **85 Railroad Avenue - Hamilton, MA 01982**  
License Number: **00004-RS-0486**

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires 12/31/2022 unless earlier suspended, cancelled, or revoked.

The Hours during which Alcoholic Beverages may be sold:  
Monday through Saturday from 8:00 am – 12:00 am  
Sunday: Noon – 12:00 am  
New Year's Eve until 1:00 am

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures.

**FOR THE TOWN OF HAMILTON**  
Board of Selectmen, Licensing Authority

**DATE:** December 20, 2021

\_\_\_\_\_  
William Olson, Chairman

\_\_\_\_\_  
Shawn Farrell

\_\_\_\_\_  
Rosemary Kennedy

\_\_\_\_\_  
Darcy Dale

\_\_\_\_\_  
Jamie Knudsen

**NOT TRANSFERABLE**

**THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ**



**TOWN OF HAMILTON**  
BOARD OF SELECTMEN

**APPLICATION FOR ENTERTAINMENT LICENSE RENEWAL (2022)**

The undersigned hereby applies for an Entertainment License in accordance with the provisions of M.G.L. Chapter 140, § 183A, and/or Chapter 136, § 4. If the application is approved and the license granted, the undersigned agrees to abide by the applicable statutes, as well as to abide by any rules and regulations or conditions promulgated by the Hamilton Board of Selectmen.

Please check the License(s) you are applying for:

- Town of Hamilton Yearly Weekday Entertainment License (Monday thru Saturday only) \$100  
 Town of Hamilton Yearly Sunday Entertainment License **also see below** \$100

**NOTE: the Massachusetts Department of Public Safety charges an additional fee for Sunday Entertainment Licenses. Sunday Entertainment Licenses, in addition to Town of Hamilton approval, must be approved by the Massachusetts Department of Public Safety. This process will be completed by the Selectmen's office.**

- Annual Fee (For operation on every Sunday in a calendar year)  
     Regular Hours (Sunday 1:00 P.M. – Midnight) \$ 50  
     Special Hours (Sunday 12:00 A.M. - Midnight) \$100

Name of Establishment: 15 Walnut  
Address of Establishment: 15 Walnut Road  
Hamilton, MA 01982  
Telephone: 978-468-2400  
Applicant (must be an individual): Mark McDonough  
Applicant's Residential Address: 185 Main St  
Applicant's Home Telephone: 978-281-0923  
Name of Licensee: Indigo Restaurant Corporation  
Describe in full the type of entertainment at your Establishment: Live Music  
State the proposed hours of the entertainment: M-F 5-12 Sat + Sun 11:30am - 11pm  
Name of Manager for the Establishment: Mirinda Sweet  
Signature of Applicant: *Mirinda Sweet*  
Date: 11/30/21

License Number: 2022-102

Fee: \$ 200.00



**THE COMMONWEALTH OF MASSACHUSETTS**  
**Town of Hamilton**

This is to Certify that **Indigo Restaurant Corporation DBA 15 Walnut**

IS HEREBY GRANTED A  
**WEEKDAY and SUNDAY**  
**ENTERTAINMENT LICENSE**

Monday – Saturday  
6:00 p.m. – 11:30 p.m.  
Sunday  
10:30 a.m. – 10:00 p.m.

**\* with the conditions set forth on Appendix A attached hereto \***

In said **15 Walnut Road, Hamilton, MA 01982** and at that place only and expires on 12/31/2022, unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of entertainment licenses. This license is granted in conformity with the Provisions of Chapter 136, Section 4 of the General Laws.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures.

**FOR THE TOWN OF HAMILTON**  
Board of Selectmen, Licensing Authority

**DATE:** December 20, 2021

\_\_\_\_\_  
William Olson, Chairman

\_\_\_\_\_  
Shawn Farrell

\_\_\_\_\_  
Rosemary Kennedy

\_\_\_\_\_  
Darcy Dale

\_\_\_\_\_  
Jamie Knudsen

**NOT TRANSFERABLE**

**THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ**

## APPENDIX A

1. The kitchen will remain open and food will be available to patrons during the hours for which entertainment is licensed:

Monday – Saturday 6:00 p.m. – 11:30 p.m.

Sunday 10:30 a.m. – 10:00 p.m.

(No alcohol is to be served before 10:00 a.m. on Sunday)

2. Entertainment shall be confined to those areas indicated in yellow highlight on the diagram attached hereto as Exhibit 1.
3. At no time shall any of the exits or entrances be blocked or partially blocked.
4. Beginning June 1, 2011, there shall be a Certified Crowd Manager on premises during all hours which the business is open to patrons, and a Fire and Building Safety Checklist shall be completed each day.  
(527CMR10.13(2)(d))

THE COMMONWEALTH OF MASSACHUSETTS  
OF \_\_\_\_\_



State Fee, \$ 100-  
Municipal Fee, \$ 100-

# LICENSE

For

**PUBLIC ENTERTAINMENT ON SUNDAY**

The Name of the Establishment is 15 Walnut Tavern in or on the property at No. \_\_\_\_\_  
15 Walnut Rd Hamilton (address)

The Licensee or Authorized representative, Mark Mc Donough in

accordance with chapter 136 of the General Laws, as amended, hereby request a license for the following program or entertainment:

DATE	TIME	Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion

Hon. \_\_\_\_\_ Mayor/ Chairman of Board of Selectman, \_\_\_\_\_ (City or Town)

**Fees per occurrence (Individual Sunday(s)): Regular Hours (Sunday 1:00pm – Midnight): \$2.00 Special Hours (Sunday 12:00 am- Midnight): \$5.00. Annual Fee (For Operating on every Sunday in calendar year): Regular Hours (Sunday 1:00pm – Midnight): \$50.00 Special Hours (Sunday 12:00 am- Midnight): \$100.00**

This license is granted and accepted, and the entertainment approved, upon the understanding that such entertainment that the licensee shall comply with the laws of the Commonwealth applicable to licensed entertainments, and also to the following terms and conditions: The licensee shall at all times allow any person designated in writing by the Mayor, Board of Selectmen, or Commissioner of Public Safety, to enter and inspect his place of amusement and view the exhibitions and performances therein; shall permit regular police officers, detailed by the Commissioner of Public Safety or Chief of the local Police Department to enter and be about this place of amusement during performances therein; may employ to preserve order in his place of amusement only regular or special police officers designated therefore by the Chief of Police, and shall pay to said Chief of Police for the services of the regular police officers such amount as shall be fixed by him; shall permit at all times to enter and be about his place of amusement such members of the Fire Department as shall be detailed by the Chief of the Fire Department to guard against fire; shall keep in good condition, go as to be easily accessible, such standpipes, hose, axes, chemical extinguishers and other apparatus as the fire department may require; shall allow such members of the fire department in case of any fire in such place, to exercise exclusive control and direction of his employees and of the means and apparatus provided for extinguishing fire therein; shall permit no obstruction of any nature in any aisle, passageway or stairway of the licensed premises, nor allow any person therein to remain in any aisle passageway or stairway during an entertainment; and shall conform to any other rules and regulations at any time made by the Mayor or Board of Selectmen. This license shall be kept on the premise where the entertainment is to be held, and shall be surrendered to any regular police officer or authorized representative of the Department of Public Safety. This license is issued under the provisions of Chapter 136 of the General Laws, as amended, and is subject to revocation at any time by the Mayor, Board of Selectmen, or Commissioner of Public Safety.

**Do not write in this box**

**This application and program must be signed by the licensee or authorized representative of entertainment to be held. No Change to be made in the program without permission of the authorities granting and approving the license.**

**THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES**

License Number: 2021-102

Fee: \$ 200.00



THE COMMONWEALTH OF MASSACHUSETTS  
*Town of Hamilton*

This is to Certify that the Indigo Restaurant Corporation DBA 15 Walnut

IS HEREBY GRANTED A  
**WEEKDAY ENTERTAINMENT LICENSE**

Monday – Saturday

6:00 p.m. – 11:30 p.m.

Sunday

10:30 a.m. – 10:00 p.m.

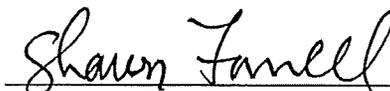
\* with the conditions set forth on Appendix A attached hereto \*

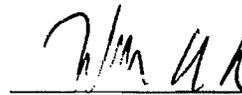
In said **15 Walnut Road, Hamilton, MA 01982** and at that place only and expires on 12/31/2021, unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of entertainment licenses. This license is granted in conformity with the Provisions of Chapter 136, Section 4 of the General Laws.

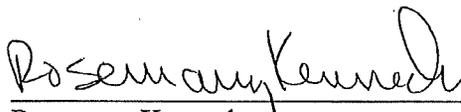
IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures.

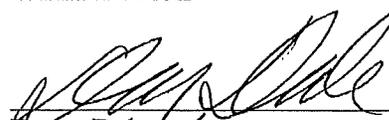
FOR THE TOWN OF HAMILTON  
Board of Selectmen, Licensing Authority

DATE: December 21, 2020

  
Shawn Farrell, Chairman

  
William Olson

  
Rosemary Kennedy

  
Barry Dale

  
Jamie Knudsen

**NOT TRANSFERABLE**

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ

APPENDIX A

1. The kitchen will remain open and food will be available to patrons during the hours for which entertainment is licensed:  
Monday – Saturday 6:00 p.m. – 11:30 p.m.  
Sunday 10:30 a.m. – 10:00 p.m.  
(No alcohol is to be served before 10:00 a.m. on Sunday)
2. Entertainment shall be confined to those areas indicated in yellow highlight on the diagram attached hereto as Exhibit 1.
3. At no time shall any of the exits or entrances be blocked or partially blocked.
4. Beginning June 1, 2011, there shall be a Certified Crowd Manager on premises during all hours which the business is open to patrons, and a Fire and Building Safety Checklist shall be completed each day.  
(527CMR10.13(2)(d))



## TOWN OF HAMILTON

### BOARD OF SELECTMEN

### APPLICATION FOR ENTERTAINMENT LICENSE RENEWAL (2022)

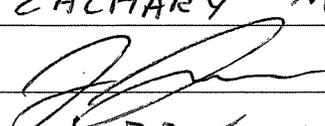
The undersigned hereby applies for an Entertainment License in accordance with the provisions of M.G.L. Chapter 140, § 183A, and/or Chapter 136, § 4. If the application is approved and the license granted, the undersigned agrees to abide by the applicable statutes, as well as to abide by any rules and regulations or conditions promulgated by the Hamilton Board of Selectmen.

Please check the License(s) you are applying for:

- Town of Hamilton Yearly Weekday Entertainment License (Monday thru Saturday only) \$100  
 Town of Hamilton Yearly Sunday Entertainment License **also see below** \$100

**NOTE: the Massachusetts Department of Public Safety charges an additional fee for Sunday Entertainment Licenses. Sunday Entertainment Licenses, in addition to Town of Hamilton approval, must be approved by the Massachusetts Department of Public Safety. This process will be completed by the Selectmen's office.**

- \_\_\_\_ Annual Fee (For operation on every Sunday in a calendar year)  
    \_\_\_\_ Regular Hours (Sunday 1:00 P.M. – Midnight) \$ 50  
     Special Hours (Sunday 12:00 A.M. - Midnight) \$100

Name of Establishment: American Legion Augustus Peabody Gardner Post 194  
Address of Establishment: 37 School St.  
Hamilton, MA 01982  
Telephone: 978-468-9569  
Applicant (must be an individual): ZACHARY M. JERMYN  
Applicant's Residential Address: 12 EASTERN AVE ESSEX MA. 01929  
Applicant's Home Telephone: 978-675-5292  
Name of Licensee: American Legion Augustus Peabody Gardner Post 194  
Describe in full the type of entertainment at your Establishment: Jukebox/DJ  
State the proposed hours of the entertainment: 10 am to 11:30 pm  
Name of Manager for the Establishment: ZACHARY M. JERMYN  
Signature of Applicant:   
Date: 23 / NOV / 21

License Number: 2022-101

Fee: \$ 200.00



**THE COMMONWEALTH OF MASSACHUSETTS**  
Town of Hamilton

This is to Certify that **American Legion Augustus Peabody Gardner Post 194**

IS HEREBY GRANTED A  
**WEEKDAY and SUNDAY**  
**ENTERTAINMENT LICENSE**

Monday – Saturday  
6:00 p.m. – 11:30 p.m.  
Sunday  
10:30 a.m. – 10:00 p.m.

\* with the conditions set forth on Appendix A attached hereto \*

In said **37 School Street, Hamilton, MA 01982** and at that place only and expires on 12/31/2022, unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of entertainment licenses. This license is granted in conformity with the Provisions of Chapter 136, Section 4 of the General Laws.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures.

**FOR THE TOWN OF HAMILTON**  
Board of Selectmen, Licensing Authority

**DATE:** December 20, 2021

\_\_\_\_\_  
William Olson, Chairman

\_\_\_\_\_  
Shawn Farrell

\_\_\_\_\_  
Rosemary Kennedy

\_\_\_\_\_  
Darcy Dale

\_\_\_\_\_  
Jamie Knudsen

**NOT TRANSFERABLE**

**THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ**

THE COMMONWEALTH OF MASSACHUSETTS  
OF \_\_\_\_\_



State Fee, \$ 100-  
Municipal Fee, \$ 100-

# LICENSE

For  
PUBLIC ENTERTAINMENT ON SUNDAY

The Name of the Establishment is American Legion A.P. Gardner Post 194 in or on the property at No. 37 School Street Hamilton, MA 01982 (address)

The Licensee or Authorized representative, Zachary Jermyr in accordance with chapter 136 of the General Laws, as amended, hereby request a license for the following program or entertainment:

DATE	TIME	Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion

Hon. \_\_\_\_\_ Mayor/ Chairman of Board of Selectman, \_\_\_\_\_ (City or Town)

**Fees per occurrence (Individual Sunday(s)): Regular Hours (Sunday 1:00pm – Midnight): \$2.00 Special Hours (Sunday 12:00 am- Midnight): \$5.00. Annual Fee (For Operating on every Sunday in calendar year): Regular Hours (Sunday 1:00pm – Midnight): \$50.00 Special Hours (Sunday 12:00 am- Midnight): \$100.00**

This license is granted and accepted, and the entertainment approved, upon the understanding that such entertainment that the licensee shall comply with the laws of the Commonwealth applicable to licensed entertainments, and also to the following terms and conditions: The licensee shall at all times allow any person designated in writing by the Mayor, Board of Selectmen, or Commissioner of Public Safety, to enter and inspect his place of amusement and view the exhibitions and performances therein; shall permit regular police officers, detailed by the Commissioner of Public Safety or Chief of the local Police Department to enter and be about this place of amusement during performances therein; may employ to preserve order in his place of amusement only regular or special police officers designated therefore by the Chief of Police, and shall pay to said Chief of Police for the services of the regular police officers such amount as shall be fixed by him; shall permit at all times to enter and be about his place of amusement such members of the Fire Department as shall be detailed by the Chief of the Fire Department to guard against fire; shall keep in good condition, go as to be easily accessible, such standpipes, hose, axes, chemical extinguishers and other apparatus as the fire department may require; shall allow such members of the fire department in case of any fire in such place, to exercise exclusive control and direction of his employees and of the means and apparatus provided for extinguishing fire therein; shall permit no obstruction of any nature in any aisle, passageway or stairway of the licensed premises, nor allow any person therein to remain in any aisle passageway or stairway during an entertainment; and shall conform to any other rules and regulations at any time made by the Mayor or Board of Selectmen. This license shall be kept on the premise where the entertainment is to be held, and shall be surrendered to any regular police officer or authorized representative of the Department of Public Safety. This license is issued under the provisions of Chapter 136 of the General Laws, as amended, and is subject to revocation at any time by the Mayor, Board of Selectmen, or Commissioner of Public Safety.

**Do not write in this box**

**This application and program must be signed by the licensee or authorized representative of entertainment to be held. No Change to be made in the program without permission of the authorities granting and approving the license.**

**THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES**

License Number: 2021-101

Fee: \$ 100.00



**THE COMMONWEALTH OF MASSACHUSETTS**  
*Town of Hamilton*

This is to Certify that the American Legion A.P. Gardner Post 194

IS HEREBY GRANTED A  
**WEEKDAY ENTERTAINMENT LICENSE**

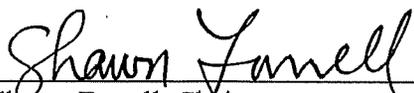
Monday – Saturday  
6:00 p.m. – 11:30 p.m.  
Sunday

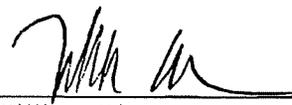
In said **37 School Street, Hamilton, MA 01982** and at that place only and expires on 12/31/2021, unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of entertainment licenses. This license is granted in conformity with the Provisions of Chapter 136, Section 4 of the General Laws.

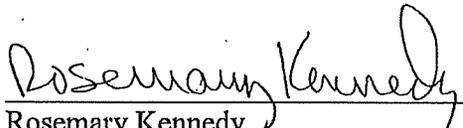
IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures.

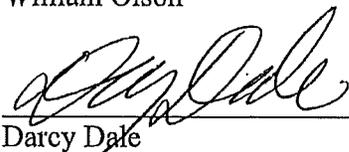
**FOR THE TOWN OF HAMILTON**  
Board of Selectmen, Licensing Authority

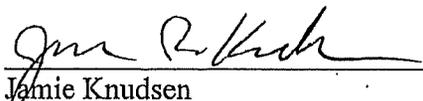
**DATE:** December 21, 2020

  
Shawn Farrell, Chairman

  
William Olson

  
Rosemary Kennedy

  
Darcy Dale

  
Jamie Knudsen

**NOT TRANSFERABLE**

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ



## Town of Hamilton

### RENEWAL APPLICATION FOR ENTERTAINMENT LICENSE

The undersigned hereby applies for an Entertainment License in accordance with the provisions of M.G.L. Chapter 140, § 183A, and/or Chapter 136, § 4. If the application is approved and the license granted, the undersigned agrees to abide by the applicable statutes, as well as to abide by any rules and regulations or conditions promulgated by the Hamilton Board of Selectmen.

Please check the License(s) you are applying for:

Yearly Weekday Entertainment License - (Monday thru Saturday) \$100 Annual Fee

Yearly Sunday Entertainment License \$100 Annual Fee

*Please note the Massachusetts Department of Public Safety charge additional fees for Sunday Entertainment Licenses*

Annual Fee (For operation on every Sunday in a calendar year)

- Regular Hours (Sunday 1:00 P.M. – Midnight): \$50.00
- Special Hours (Sunday 12:00 A.M. - Midnight): \$100.00

**Sunday Entertainment Licenses, in addition to Town of Hamilton approval, must be approved by the Massachusetts Department of Public Safety.**

Name of Establishment:	American Legion Augustus Peabody Gardner Post 194
Address of Establishment:	37 School St.
	Hamilton, MA 01982
Telephone:	978-468-9569
Applicant (must be an individual):	
Applicant's Residential Address:	
Applicant's Home Telephone:	
Name of Licensee:	American Legion Augustus Peabody Gardner Post 194
Describe in full the type of entertainment at your Establishment:	Jukebox/DJ
State the proposed hours of the entertainment:	10 AM till 11:30 pm
Name of Manager for the Establishment:	Joseph Hanson
Signature of Applicant:	Joseph Hanson
Date:	11/24/2020

License Number: 10001

Fee: \$50.00



**THE COMMONWEALTH OF MASSACHUSETTS**  
**Town of Hamilton**

This is to Certify that A & M Motors, Inc.

**IS HEREBY GRANTED A**  
**CLASS II LICENSE**

In said **203 Highland Street**, Hamilton, MA 01982 and at that place only and expires on 12/31/2022, unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of class II dealers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures.

**FOR THE TOWN OF HAMILTON**  
Board of Selectmen, Licensing Authority

**DATE:** December 20, 2021

\_\_\_\_\_  
William Olson, Chairman

\_\_\_\_\_  
Shawn Farrell

\_\_\_\_\_  
Rosemary Kennedy

\_\_\_\_\_  
Darcy Dale

\_\_\_\_\_  
Jamie Knudsen

**NOT TRANSFERABLE**

**THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ**

License Number: 2022-100

Fee: \$50.00



**THE COMMONWEALTH OF MASSACHUSETTS**  
**Town of Hamilton**

This is to Certify that **American Legion Augustus Peabody Gardner Post 194**

**IS HEREBY GRANTED A**  
**COMMON VICTUALLER'S LICENSE**

In said **37 School Street**, Hamilton, MA 01982 and at that place only and expires on 12/31/2022, unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures.

**FOR THE TOWN OF HAMILTON**  
Board of Selectmen, Licensing Authority

**DATE:** December 20, 2021

\_\_\_\_\_  
William Olson, Chairman

\_\_\_\_\_  
Shawn Farrell

\_\_\_\_\_  
Rosemary Kennedy

\_\_\_\_\_  
Darcy Dale

\_\_\_\_\_  
Jamie Knudsen

**NOT TRANSFERABLE**

**THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ**

License Number: 2022-101

Fee: \$50.00



**THE COMMONWEALTH OF MASSACHUSETTS**  
**Town of Hamilton**

This is to Certify that **Beverly Beer, Inc. DBA Black Cow Restaurant**

**IS HEREBY GRANTED A**  
**COMMON VICTUALLER'S LICENSE**

In said **16-32 Bay Road**, Hamilton, MA 01982 and at that place only and expires on 12/31/2022, unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures.

**FOR THE TOWN OF HAMILTON**  
Board of Selectmen, Licensing Authority

**DATE:** December 20, 2021

\_\_\_\_\_  
William Olson, Chairman

\_\_\_\_\_  
Shawn Farrell

\_\_\_\_\_  
Rosemary Kennedy

\_\_\_\_\_  
Darcy Dale

\_\_\_\_\_  
Jamie Knudsen

**NOT TRANSFERABLE**

**THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ**

License Number: 2022-102

Fee: \$50.00



**THE COMMONWEALTH OF MASSACHUSETTS**  
**Town of Hamilton**

This is to Certify that **Five Sons Pizza**

**IS HEREBY GRANTED A**  
**COMMON VICTUALLER'S LICENSE**

In said **275 Asbury Street**, Hamilton, MA 01982 and at that place only and expires on 12/31/2022, unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures.

**FOR THE TOWN OF HAMILTON**  
Board of Selectmen, Licensing Authority

**DATE:** December 20, 2021

\_\_\_\_\_  
William Olson, Chairman

\_\_\_\_\_  
Shawn Farrell

\_\_\_\_\_  
Rosemary Kennedy

\_\_\_\_\_  
Darcy Dale

\_\_\_\_\_  
Jamie Knudsen

**NOT TRANSFERABLE**

**THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ**

License Number: 2022-103

Fee: \$50.00



**THE COMMONWEALTH OF MASSACHUSETTS**  
**Town of Hamilton**

This is to Certify that **Liva Donuts, LLC DBA Dunkin Donuts**

IS HEREBY GRANTED A  
**COMMON VICTUALLER'S LICENSE**

In said **15 Walnut Road**, Hamilton, MA 01982 and at that place only and expires on 12/31/2022, unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures.

**FOR THE TOWN OF HAMILTON**  
Board of Selectmen, Licensing Authority

**DATE:** December 20, 2021

\_\_\_\_\_  
William Olson, Chairman

\_\_\_\_\_  
Shawn Farrell

\_\_\_\_\_  
Rosemary Kennedy

\_\_\_\_\_  
Darcy Dale

\_\_\_\_\_  
Jamie Knudsen

**NOT TRANSFERABLE**

**THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ**

License Number: 2022-104

Fee: \$50.00



**THE COMMONWEALTH OF MASSACHUSETTS**  
**Town of Hamilton**

This is to Certify that **Crosby's Markets, Inc. DBA Crosby's Marketplace**

**IS HEREBY GRANTED A**  
**COMMON VICTUALLER'S LICENSE**

In said **15 Walnut Road**, Hamilton, MA 01982 and at that place only and expires on 12/31/2022, unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures.

**FOR THE TOWN OF HAMILTON**  
Board of Selectmen, Licensing Authority

**DATE:** December 20, 2021

\_\_\_\_\_  
William Olson, Chairman

\_\_\_\_\_  
Shawn Farrell

\_\_\_\_\_  
Rosemary Kennedy

\_\_\_\_\_  
Darcy Dale

\_\_\_\_\_  
Jamie Knudsen

**NOT TRANSFERABLE**

**THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ**

License Number: 2022-105

Fee: \$50.00



**THE COMMONWEALTH OF MASSACHUSETTS**  
**Town of Hamilton**

This is to Certify that **Akshar, Inc. DBA Hamilton Convenience**

IS HEREBY GRANTED A  
**COMMON VICTUALLER'S LICENSE**

In said **178 Bay Road**, Hamilton, MA 01982 and at that place only and expires on 12/31/2022, unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures.

**FOR THE TOWN OF HAMILTON**  
Board of Selectmen, Licensing Authority

**DATE:** December 20, 2021

\_\_\_\_\_  
William Olson, Chairman

\_\_\_\_\_  
Shawn Farrell

\_\_\_\_\_  
Rosemary Kennedy

\_\_\_\_\_  
Darcy Dale

\_\_\_\_\_  
Jamie Knudsen

**NOT TRANSFERABLE**

**THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ**

License Number: 2022-106

Fee: \$50.00



**THE COMMONWEALTH OF MASSACHUSETTS**  
**Town of Hamilton**

This is to Certify that **Hamilton House of Pizza**

IS HEREBY GRANTED A  
**COMMON VICTUALLER'S LICENSE**

In said **40 Railroad Avenue**, Hamilton, MA 01982 and at that place only and expires on 12/31/2022, unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures.

**FOR THE TOWN OF HAMILTON**  
Board of Selectmen, Licensing Authority

**DATE:** December 20, 2021

\_\_\_\_\_  
William Olson, Chairman

\_\_\_\_\_  
Shawn Farrell

\_\_\_\_\_  
Rosemary Kennedy

\_\_\_\_\_  
Darcy Dale

\_\_\_\_\_  
Jamie Knudsen

**NOT TRANSFERABLE**

**THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ**

License Number: 2022-111

Fee: \$50.00



**THE COMMONWEALTH OF MASSACHUSETTS**  
**Town of Hamilton**

This is to Certify that **Myopia Hunt Club**

**IS HEREBY GRANTED A**  
**COMMON VICTUALLER'S LICENSE**

In said **435 Bay Road**, Hamilton, MA 01982 and at that place only and expires on 12/31/2022, unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures.

**FOR THE TOWN OF HAMILTON**  
Board of Selectmen, Licensing Authority

**DATE:** December 20, 2021

\_\_\_\_\_  
William Olson, Chairman

\_\_\_\_\_  
Shawn Farrell

\_\_\_\_\_  
Rosemary Kennedy

\_\_\_\_\_  
Darcy Dale

\_\_\_\_\_  
Jamie Knudsen

**NOT TRANSFERABLE**

**THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ**

License Number: 2022-113

Fee: \$50.00



**THE COMMONWEALTH OF MASSACHUSETTS**  
**Town of Hamilton**

This is to Certify that **Weathervane Tavern**

IS HEREBY GRANTED A  
**COMMON VICTUALLER'S LICENSE**

In said **85 Railroad Avenue**, Hamilton, MA 01982 and at that place only and expires on 12/31/2022, unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures.

**FOR THE TOWN OF HAMILTON**  
Board of Selectmen, Licensing Authority

**DATE:** December 20, 2021

\_\_\_\_\_  
William Olson, Chairman

\_\_\_\_\_  
Shawn Farrell

\_\_\_\_\_  
Rosemary Kennedy

\_\_\_\_\_  
Darcy Dale

\_\_\_\_\_  
Jamie Knudsen

**NOT TRANSFERABLE**

**THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ**

License Number: 2022-114

Fee: \$50.00



**THE COMMONWEALTH OF MASSACHUSETTS**  
**Town of Hamilton**

This is to Certify that **The Community House, Inc.**

**IS HEREBY GRANTED A**  
**COMMON VICTUALLER'S LICENSE**

In said **284 Bay Road**, Hamilton, MA 01982 and at that place only and expires on 12/31/2022, unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures.

**FOR THE TOWN OF HAMILTON**  
Board of Selectmen, Licensing Authority

**DATE:** December 20, 2021

\_\_\_\_\_  
William Olson, Chairman

\_\_\_\_\_  
Shawn Farrell

\_\_\_\_\_  
Rosemary Kennedy

\_\_\_\_\_  
Darcy Dale

\_\_\_\_\_  
Jamie Knudsen

**NOT TRANSFERABLE**

**THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ**

License Number: 2022-115

Fee: \$50.00



**THE COMMONWEALTH OF MASSACHUSETTS**  
**Town of Hamilton**

This is to Certify that **Indigo Restaurant Corporation DBA 15 Walnut**

IS HEREBY GRANTED A  
**COMMON VICTUALLER'S LICENSE**

In said **15 Walnut Road**, Hamilton, MA 01982 and at that place only and expires on 12/31/2022, unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures.

**FOR THE TOWN OF HAMILTON**  
Board of Selectmen, Licensing Authority

**DATE:** December 20, 2021

\_\_\_\_\_  
William Olson, Chairman

\_\_\_\_\_  
Shawn Farrell

\_\_\_\_\_  
Rosemary Kennedy

\_\_\_\_\_  
Darcy Dale

\_\_\_\_\_  
Jamie Knudsen

**NOT TRANSFERABLE**

**THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ**

License Number: 2022-117

Fee: \$50.00



**THE COMMONWEALTH OF MASSACHUSETTS**  
**Town of Hamilton**

This is to Certify that **Cumberland Farms, Inc. Store #6747**

IS HEREBY GRANTED A  
**COMMON VICTUALLER'S LICENSE**

In said **121 Bay Road**, Hamilton, MA 01982 and at that place only and expires on 12/31/2022, unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures.

**FOR THE TOWN OF HAMILTON**  
Board of Selectmen, Licensing Authority

**DATE:** December 20, 2021

\_\_\_\_\_  
William Olson, Chairman

\_\_\_\_\_  
Shawn Farrell

\_\_\_\_\_  
Rosemary Kennedy

\_\_\_\_\_  
Darcy Dale

\_\_\_\_\_  
Jamie Knudsen

**NOT TRANSFERABLE**

**THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ**

License Number: 2022-119

Fee: \$50.00



**THE COMMONWEALTH OF MASSACHUSETTS**  
**Town of Hamilton**

This is to certify that **Turnbuckle LLC, DBA Honeycomb**

**IS HEREBY GRANTED A**  
**COMMON VICTUALLER'S LICENSE**

In said **248 Bay Road**, Hamilton, MA 01982 and at that place only and expires on 12/31/2022, unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures.

**FOR THE TOWN OF HAMILTON**  
Board of Selectmen, Licensing Authority

**DATE:** December 20, 2021

\_\_\_\_\_  
William Olson, Chairman

\_\_\_\_\_  
Shawn Farrell

\_\_\_\_\_  
Rosemary Kennedy

\_\_\_\_\_  
Darcy Dale

\_\_\_\_\_  
Jamie Knudsen

**NOT TRANSFERABLE**

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ

Joyce Horne and John William Pond  
45 Wood Lane  
Beverly, MA 01915

HAMILTON  
PUBLIC WORKS DEPT.  
SEP 17 2001

Town of Hamilton  
Board of Selectman  
PO Box 429  
Hamilton, MA 01936

Gentlemen, Ladies:

I am writing to request permission to purchase 2 adjoining burial plots in Hamilton Cemetery. I spoke with Dolores at the DPW regarding this.

Both Bill and I spent our school years in Hamilton and my parents, Alice and H. Willard Horne, are buried there.

I appreciate your consideration and will submit payment upon receiving permission from you.

Thank you and Best regards,

*Joyce Horne* cell 978-223-8923  
*John Pond* cell 978-223-8921

Copy Dolores, DPW

November 15, 2021

Select Board  
Town of Hamilton  
623 Bay Road  
P.O. Box 429  
Hamilton, MA 01936

cc: Delores Sheehan

To Whom It May Concern

I am writing to ask your consideration of being granted a burial plot in Hamilton Cemetery. I realize that under normal circumstances residency is a pre-requisite, but I am seeking special consideration based on the fact that many of my close relatives are buried in your cemetery including my parents and maternal grandparents.

The following relatives are buried in the cemetery:

Rolland and Helen Hamilton-Chase Fletcher (Maternal Grandparents)  
Robert G. Fletcher (Maternal Uncle)  
John and Dorothy (Fletcher) Welchlin (Maternal Aunt and Uncle)  
William K and Elizabeth (Fletcher) Goldthwaite (Maternal Aunt and Uncle)  
Gertrude L. Fletcher (Maternal Great Aunt)  
Edward A and Helen (Fletcher) Russo (Parents)  
Joseph E. Russo (plot recently acquired)

I realize this is a special request, but I spoke to Dolores Sheehan and she suggested that I write to you and ask for your consideration. From my perspective, it would be great to be able to settle close to so many of my family members, and also, I love the cemetery, it's a very beautiful and peaceful location.

Thank you for your attention to this matter and any consideration you may provide will be appreciated. I look forward to your response.

Sincerely,



Robert W. Russo  
3333 NE 34<sup>th</sup> St. #1509  
Fort Lauderdale, FL 33308  
(917) 846-9738

# PUBLIC HEALTH SERVICES

## AGREEMENT BETWEEN THE TOWNS OF HAMILTON, ESSEX, ROCKPORT AND WENHAM FOR PUBLIC HEALTH SERVICES

This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2021, by and between the Towns of Hamilton, Essex, Rockport and Wenham Massachusetts (collectively, the "Municipalities").

WHEREAS, the Municipalities desire to jointly employ a full-time regional public health nurse coordinator and a three-fourths time regional public health social worker ("Assets"); and

WHEREAS, the Municipalities jointly applied for a Public Health Excellence Grant Program and were awarded a regional grant in the amount of \$200,000.00 per year for the next three (3) years to share said Assets ("Grant"); and

WHEREAS, the Town of Hamilton shall serve as the Lead Community and shall be responsible for the employment of the Assets and the administration of the grant funds for the benefit of the Municipalities; and

WHEREAS, the Municipalities have obtained authorization for this undertaking as required by G.L. c.40, §4A pursuant to votes of their respective Select Boards or Boards of Selectmen.

NOW THEREFORE, in mutual consideration of the covenants contained herein, the Municipalities agree as follows:

### **LEAD COMMUNITY:**

The Town of Hamilton shall serve as the Lead Community for purposes of this Agreement. The Lead Community agrees to employ Assets to provide regional public health services as set forth herein with expertise, capability and experience in the field of public health nursing and public health social work, respectively, who shall:

Public Health Nurse Coordinator:

- A. Act as a liaison between the Massachusetts Department of Public Health and the Municipalities. Such duties shall include:

1. Participation in emergency preparedness, response planning and training.
  2. Providing information, materials and availability for public health emergencies.
  3. Providing health information and referrals to appropriate agencies.
  4. Serving as a mandatory reporter for purposes of compliance with G.L. c.119, §51A and G.L. c.19A, §14.
  5. Responsibility for all federal and state reporting requirements.
- B. Identify, and seek to control and contain communicable diseases through investigations, documentation and follow-up in accordance with the requirements of 105 CMR 300.100 – 105 CMR 300.200, including:
1. Monitoring of sentinel events.
  2. Emergency preparedness planning.
  3. Communicable disease follow-up and coordination.
  4. Providing nursing care and case management for all tuberculosis patients and family members according to 105 CMR 365.000.
  5. Providing health promotion/disease prevention intervention.
  6. Submitting a detailed work plan and sustainability plan at the end of the COVID-19 public health emergency.
  7. Managing MAVEN reporting for the Municipalities.
- C. Manage public health clinics and provide seasonal and routine immunizations from vaccines obtained from the Massachusetts Department of Health in accordance with its guidelines, including:
1. Maintaining vaccine repository and monitor the safety of the vaccine repository in accordance with prescribed protocols.
  2. Conducting and maintaining accurate record keeping for all said vaccine including vaccine receipt, distribution and management as required by G.L. c.111, §§181-183 and G.L. c.111, §§92-116.
- D. Maintain an ongoing quality assurance program, including:
1. Providing assistance to school nurses as requested with prior approval from Chairperson of the respective Boards of Health.
  2. Providing employee health screening and immunization health services.
- E. Pursue opportunities for vaccine administration reimbursements, i.e. Medicare and secondary insurers, with all reimbursements paid to the Municipalities as

directed.

- F. Identify and apply for regional grants.
- G. Provide assistance, as necessary, to each municipality's Board of Health with medically related issues, including but not limited to:
  - 1. Providing immunization review for staff and campers of any privately run recreational camps to ensure compliance with 105 CMR 430.000.
  - 2. Assessing health related concerns and providing references to appropriate resources as appropriate for cases related to food borne illness, housing, camps and general complaints/questions involving health related concerns.
- H. Monitor general health status to identify community health problems.
- I. Diagnose and investigate health problems and health hazards in the community.
- J. Mobilize community partnerships to identify and solve health problems.
- K. Develop policies and plans that support individual and community health efforts.
- L. Enforce laws and regulations that protect health and ensure safety.
- M. Provide information concerning personal health services as requested and assist with the provision of health care when otherwise unavailable.
- N. Evaluate the effectiveness, accessibility and quality of personal and population-based health services.
- O. Research new insights and innovative solutions to health problems.
- P. All other public health nursing functions as required.

Public Health Social Worker:

- A. Provide critical community outreach for each Municipality.
- B. Provide crisis intervention and referral services for residents of the Municipalities.
- C. Serve as a mental health and educational resource for the two (2) regional school districts serving the Municipalities.
- D. Pursue regional grant opportunities to expand the scope of services available and continue this program beyond the term of the Grant.
- E. Work with the Municipalities and regional school district staff to provide the necessary resources to effectively serve the public health needs of each Municipality.

**TERM OF AGREEMENT**

This Agreement shall be effective from September 1, 2021 through August 31, 2024 and may be extended by mutual agreement of the parties.

## **PAYMENT FOR SERVICES**

The services rendered by the Assets shall be paid exclusively from Grant funds received by the Municipalities. A copy of the Grant is attached hereto as Exhibit A.

The Public Health Nurse Coordinator shall be paid \$ \_\_\_\_\_ [annually or /hour].

The Public Health Social Worker shall be paid \$ \_\_\_\_\_ [annually or /hour].

The Lead Community shall be responsible for ensuring that the Assets are paid in accordance with the terms of this Agreement and any personnel policies of Lead Community.

## **RECORD KEEPING**

The Assets shall keep accurate and comprehensive records of services performed, costs incurred and payments received under this Agreement. All bills and payrolls submitted for work done pursuant to this Agreement shall be plainly marked to indicate that the work was done under the authority hereof. Upon written request of any Municipality, made no more frequently than annually, the Town of Hamilton shall provide the requesting municipality with an annual financial statement of services performed, costs incurred and payments received under this Agreement. The requesting Town shall reimburse the Town of Hamilton for the reasonable costs of preparing the same.

## **PERSONNEL AND EQUIPMENT**

The Assets shall be deemed to be engaged in the service and employment of the Town of Hamilton, notwithstanding that such service activity or undertaking is being performed in or for the other municipalities.

The Municipalities shall provide the Assets with all necessary office space, office equipment and supplies, and other tools, equipment and materials necessary for the performance of services under this Agreement.

The Town of Hamilton shall include the Assets under all liability insurance policies covering its employees.

## **RIGHTS AND INDEMNITIES**

By entering into this Agreement, the Municipalities have not waived any governmental immunity or limitation of damages that may be extended to them by operation of law. The Municipalities are the sole and exclusive beneficiaries of this Agreement. No third party rights, express or implied, are created. The provisions of this paragraph shall survive termination of the Agreement.

Notwithstanding the preceding paragraph, to the maximum extent permitted by law, each respective Town agrees to defend, indemnify and hold the other Town's harmless from and against any and all claims or causes of action for injury, loss, damage, liability costs or expenses, including reasonable attorneys' fees and court costs, arising directly or indirectly from the provision of services provided under this Agreement, except those caused by the Town's gross negligence or intentional misconduct. The provisions of this paragraph shall survive termination of the Agreement.

## **ADMINISTRATION**

The ordinary supervision of the Assets will be provided by the Town of Hamilton's Town Manager. Operational supervision of the Assets in the performance of services in shall be provided by the Town where such services are being rendered.

## **TERMINATION**

Either Municipality may terminate this Agreement upon the provision at least sixty (60) days prior written notice to the other Municipalities. Such notice and termination shall be made following a vote of the Board of Selectmen/Select Board of the terminating Municipality. Such notice shall state the effective date of termination. Upon such termination, this Agreement will continue to remain in effect for the remaining Municipalities, and the terminating Municipality will not be entitled to any services rendered pursuant to this Agreement.

## **MISCELLANEOUS PROVISIONS**

1. No individual participating in any program offered by the Municipalities shall be discriminated against because of race, color, sex, religion or national origin.
2. Representatives of each Municipality may meet periodically to review the program and discuss the resolution of specific and/or general problems, which may arise.
3. If any portion of this Agreement shall be held by a court of competent jurisdiction to be illegal, invalid, or unenforceable, the remaining provisions shall nevertheless remain in full force and effect.
4. All amendments or changes to the provisions specified in this Agreement can only occur when mutually agreed upon by the Municipalities. Any such amendments or changes shall be in writing and signed by the officials with authority to bind the respective Municipalities.
5. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be a counterpart original.

- 6. This Agreement shall not be assigned or transferred by any party without the express written consent of the other parties given with the same formalities as are required for the execution of this Agreement.
- 7. This Agreement constitutes the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior Agreements and understandings related to the subject matter.

TOWN OF HAMILTON  
By its Town Manager:

Signed this \_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Joseph J. Domelowicz Jr.

TOWN OF ESSEX  
By its Board of Selectmen:

Signed this \_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOWN OF ROCKPORT  
By its Board of Selectmen:

Signed this \_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOWN OF WENHAM  
By its Select Board:

Signed this \_\_\_\_ day of \_\_\_\_\_, 2021

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764358/HAML/0299

## Hamilton Assessing Department Budget

Expense Line Items	FTE	FY '22 Budget
Director of Assessors	40	\$80,288.00
Assessing Clerk	37.5	\$52,504.00
Chief Appraiser	10	\$18,223.00
Longevity Stipend		\$9,422.00
Meals/Uniforms/Cleaning allowance		\$1,000.00
Training and Education		\$2,445.00
Contractual services		\$11,000.00
Travel		\$1,100.00
Dues and subscriptions		\$1,546.00
Total Salaries		\$151,015.00
Total Expenses		\$26,513.00
<b>Total</b>		<b>\$177,528.00</b>
Estimated Benefit load		\$179,269.20
<b>Total with Benefits</b>		<b>\$205,782.20</b>

## Wenham Assessing Department

Principal Assessor	20	\$41,196.00
Exec Sec. to Bof A	20	\$28,509.00
Contract Services		\$6,000.00
Training and Education		\$550.00
Advertising		\$150.00
Postage		\$300.00
Dues and Subscriptions		\$500.00
Supplies		\$650.00
Total Salaries		\$69,705.00
Total Expenses		\$8,150.00
<b>Total</b>		<b>\$77,855.00</b>
Estimated Benefit Load		\$94,101.75
<b>Total with Benefits</b>		<b>\$102,251.75</b>
<b>Total both Towns with Benefits</b>		<b>\$308,033.95</b>

## Hamilton Wenham Assessing Department

Expense Line Items	FTE	FY '22 Budget
Chief/Principal Assessor	40	\$95,000.00
Assistant Assessor Hamilton	37.5	\$65,000.00
Assistant Assessor Wenham	37.5	\$65,000.00
Contract Services		\$17,000.00
Training and Education		\$3,000.00
Dues and Subscriptions		\$1,000.00
Travel		\$500.00
Supplies		\$500.00
Total Salaries		\$225,000.00
Total Expenses		\$22,000.00
<b>Total</b>		<b>\$247,000.00</b>
Estimated Benefit Load		\$303,750.00
<b>Total with Benefits</b>		<b>\$325,750.00</b>
Administrative Fee		\$10,000
Assessment to Wenham		\$120,755
Assessment to Hamilton		\$214,995.00

## Hamilton Wenham Assessing Department

Expense Line Items	FTE	FY '22 Budget
Chief/Principal Assessor	40	\$95,000
Estimated cost of Benefits		\$23,750.00
Total Shared Cost		\$118,750.00
Administrative Cost		\$5,000
Assessment to Wenham		\$45,375
Assessment to Hamilton		\$78,375.00



# Town of Wenham

Town Hall  
138 Main Street  
Wenham, MA 01984

TEL 978-468-5520 Ext. 2      FAX 978-468-8014

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**TO:** Wenham Board of Assessors  
**FROM:** Ryan Ferrara, Town Administrator  
**CC:** Hamilton Board of Assessors,  
Hamilton Town Manager, Joseph Domelowicz Jr.  
**SUBJECT:** Potential Shared Services Agreement for Assessing Services Between the Towns  
of Hamilton and Wenham  
**DATE:** November XX, 2021

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The Town was approached by the Hamilton Town Manager, Joe Domelowicz, in July to gauge the interest of Town in seeking either a consolidation or Shared Services Agreement (SSA) for assessing services. In subsequent conversations with the Wenham Board of Assessors, the group expressed general support for pursuing an SSA with the understanding that further details regarding the consolidation of services would be forthcoming. The purpose of this memorandum is to propose an SSA model which would go into effect beginning in Fiscal Year 2023 (July 1, 2022).

## Current Context

### Hamilton

The Hamilton Town Assessors Office is staffed with a full-time Director of Assessors and full-time Administrative Assistant. The Director of Assessors position in Hamilton is currently vacant. The 37.5 hour a week position was posted in the August 2021. After receiving a small number of applications for the opening, the Hamilton Town Manager interviewed one candidate and ultimately refrained from making an offer of employment. Hamilton subsequently contracted with Patriot Properties to provide interim support to the Town for the remainder of the current Fiscal Year (FY 2022). The Hamilton Assessors Office is currently being staffed by one full-time Administrative Assistant with support from Patriot Properties.

### Wenham

The Wenham Town Assessors Office is staff with a part-time, 20 hours a week, Principal Assessor and a part-time, 18 hours a week, Executive Secretary to the Board of Assessors. The 18 hours a week, Executive Secretary to the Board of Assessors, is currently vacant due to a retirement. The Town Assessors Office is currently backfilling the vacancy via support from the retired Executive Secretary to the Board of Assessors, who is working approximately four to six

per week. This temporary support structure is currently meeting the Principal Assessor's needs and should be sustainable through the remainder of Fiscal Year 2022 (June 30, 2021).

The Principal Assessor has announced his intention to retire at the end of Fiscal Year 2022 (June 30, 2022). With the staffing in Town Assessors Office in flux, the Wenham Board of Assessors has an opportunity to restructure the Office to improve office staffing redundancy and improve services to residents.

To understand the potential benefits of an SSA, a general overview of the Assessors' Office structures in both communities would be helpful.

### **Staffing**

#### Hamilton

- 1 Full Time (37.5 hours per week) Director of Assessors (Currently vacant)
- 1 Full Time (37.5 hours per week) Administrative Assistant (Currently occupied; union position)
- 1 Part Time (10 hours per week) Chief Appraiser (Status???)

#### Wenham

- 1 Part Time (20 hours per week; benefit eligible position) Principal Assessor
- 1 Part Time (18 hours per week; non-benefit eligible position) Executive Assistant to the Board of Assessors (Currently vacant)

### **Assessors' Office Facilities**

#### Hamilton

Hamilton Town Hall  
577 Bay Road, Hamilton  
Currently set up as a two-person office

#### Wenham

Wenham Town Hall  
138 Main Street  
Currently set up as a two-person office

### **Parcel/Vehicle Overview**

#### Hamilton

Single Family:	2,373
Condo:	77
Multi-family:	73
Land:	193
Commercial:	64

Other: 235  
**Total: 3,015 parcels**

Motor Vehicle Excise Tax (vehicle count):

Wenham  
 Single Family: 1,102  
 Condo: 62  
 Multi-family: 67  
 Land: 160  
 Commercial: 17  
 Other: 134  
**Total: 1,542 parcels**

Note: "Other" includes town-owned land and buildings, non-profit ownership (i.e., Gordon College, etc.), unknown ownership, and other parcels that don't fit any of the above categories.

Motor Vehicle Excise Tax (vehicle count):

Combined Community Parcels 4,557  
 Hamilton 66.2%  
 Wenham 33.8%

**Fiscal Year 2022 Assessors' Office Budgets:**

<b>Hamilton</b>	
	<b>FY22</b>
<b>Expense Line Items</b>	<b>Budget</b>
Director of Assessors	132,823
Administrative Assistant	18,223
Chief Appraiser	
Longevity	9,422
Meals/Uniforms/Cleaning Allowance	1,000
Training and Education	2,445
Contractual Services	11,000
In-State Travel	1,100
Dues and Subscriptions	1,546
<b>Salaries</b>	<b>\$161,468</b>
<b>Expenses</b>	<b>\$16,091</b>
<b>Total</b>	<b>\$177,559</b>

**Wenham**

	<b>FY22</b>
<b>Expense Line Items</b>	<b>Budget</b>
Principal Assessor	41,196
Executive Secretary to the BoA	28,509
Contract Services	6,000
Training and Education	550
Advertising	150
Postage	300
Dues and Subscriptions	500
Office Supplies	650
<b>Salaries</b>	<b>\$69,704</b>
<b>Expenses</b>	<b>\$8,150</b>
<b>Total</b>	<b>\$77,854</b>

**Proposed FY23 Shared Services Budget**

Expense Line Item	FY23		Notes
	Budget Hamilton	FY23 Budget Wenham	
Director of Assessors			Full time; 37.5 hours per week
Assistant Assessor		80,363	Full time; 37.5 hours per week
Administrative Assistant			Community Split: 34% Wenham/66% Hamilton
Chief Appraiser			Community Split: 34% Wenham/66% Hamilton
Meals/Uniforms/Cleaning Allowance	1,000	0	
Subtotal	1,000	80,363	
Training and Education	2,445	550	
Contractual Services	11,000	6,000	
In-State Travel	1,100	0	
Dues and Subscriptions	1,546	500	
Advertising	0	150	
Postage	0	300	
Office Supplies	0	650	
Subtotal	16,091	8,150	
Proposed FY23 Budget	17,091	88,513	

## Potential Areas for Shared Assessing Services

The objectives of the shared assessing services model for Hamilton and Wenham are:

- The primary objective of an SSA for Hamilton and Wenham is to provide professional support to value Real and Personal Property in accordance with the laws of the Commonwealth of Massachusetts, administer exemption, abatement, and excise programs and assist taxpayers, as well as other town departments, in a courteous and fiscally responsible manner.
- Under this model, both the Hamilton and Wenham Boards of Assessors will remain in place with the Director of Assessors and Assistant Assessor servicing both communities.
- With the ongoing retirements of the baby boom generation, local governments are struggling to identify, recruit and foster future local government finance officials, including Assessors. As stated in the Local Government Workforce Skills Gap Report, released by the Baker Administration in May 2018: *“An aging municipal workforce coupled with a limited pool of qualified replacements means cities and towns face the same challenge: identifying and attracting capable municipal finance employees. Professional and effective budgeting, collections, capital planning, and accounting lay at the foundation of good governance. Proper fiscal management is integral and necessary to plan, support and deliver core services to every resident, in every neighborhood, in every corner of the Commonwealth. As time passes, this issue compounds as retirements increase and available, qualified finance professionals become scarce, particularly in certain regions of the state.”* Utilization of an SSA will assist in stabilizing the Assessors’ Office into three full-time, cross trained individuals dedicated to supporting both communities.
- When Hamilton advertised the Director of Assessors position in August, at the current salary range, there were relatively few applicants for the position and Hamilton only interviewed one candidate who the Town had insufficient experience. Accordingly, both the Director of Assessors and Assistant Assessor positions should reflect current market rates for assessors in communities with populations of approximately 13,000, roughly the combined populations of Hamilton and Wenham.
- This proposed SSA includes three full-time staff for both communities:
  - The Director of Assessors position is an existing position in the Hamilton FY22 town budget.
  - The Assistant Assessor position would be a newly proposed, full-time (37.5 hour per week) position intended to replace the existing part-time Principal Assessor position and part-time Executive Secretary to the Board of Assessors position.
  - The Administrative Assistant position is an existing full-time position in the FY22 Hamilton town budget.

- The FY22 Hamilton Assessors budget also includes \$XXX for a XXX hour per week Chief Appraiser who is primarily responsible for XXX.
- The updated model will allow for coverage when staff are out of the office for any reason providing operational redundancy for both towns.
- The Administrative Assistant will be available for XX days to support Wenham.
- Sharing the part-time Chief Appraiser position will allow XXX.
- Both communities utilize Patriot Properties for their Computer Assisted Mass Appraisal (CAMA) application. Utilizing the same database will provide operational continuity among the communities.
- The Director of Assessors will be responsible for overseeing the tax setting process in both communities.
- Changes for Wenham: There will now be a full-time representative of the Board of Assessors in Town Hall who will also have the supplementary support from the Administrative Assistant and Principal Assessor.
- For Hamilton: With the SSA, the town will have the back-up of an Assistant Assessor who can provide coverage when necessary.
- Both Communities: The towns will have an improved chance of hiring and retaining qualified staff who have sufficient administrative support to oversee a combined community population of about 13,329 (8,051 in Hamilton and 5,278 in Wenham).

### **Next Steps**

The objective of an SSA for the Hamilton and Wenham Assessors' Offices is to provide improved services to residents via an economy of scale which will support organizational redundancy for a critical municipal function. Any formal commitments for the sharing of services would need to be formalized via a Memorandum of Understanding (MOU), similar to the model employed in the establishment of the shared Hamilton/Wenham Building Department. Any operating model or agreement would need the support of the respective community Boards of Assessors. Presuming a positive recommendation from the Boards of Assessors, there will need to be sufficient funding identified in the Fiscal Year 2023 budgets for both Hamilton and Wenham to support the recommended changes.