

**APPENDIX A  
COMPENSATION / CLASSIFICATION TABLE  
FISCAL YEAR 2019**

**Wage Grid**

Note # = See footnote - end of Compensation Table

Grade	Steps	I	II	III	IV	V	VI	VII	VIII
21	Chief of Fire (40 Hrs)	100,339.20	102,336.00	104,374.40	106,454.40	108,576.00	110,739.20	112,944.00	115,211.20
21	Chief of Police (40 Hrs)	100,339.20	102,336.00	104,374.40	106,454.40	108,576.00	110,739.20	112,944.00	115,211.20
21	Director of Finance/Accountant (40 Hrs)	100,339.20	102,336.00	104,374.40	106,454.40	108,576.00	110,739.20	112,944.00	115,211.20
20	Director of Planning & Development (40 Hrs)	96,470.40	98,404.80	100,380.80	102,398.40	104,436.80	106,516.80	108,638.40	110,801.60
20	Director of Public Works (40 Hrs)	96,470.40	98,404.80	100,380.80	102,398.40	104,436.80	106,516.80	108,638.40	110,801.60
15	Recreation Director (40 Hrs)	75,753.60	77,272.00	78,811.20	80,392.00	81,993.60	83,636.80	85,300.80	87,006.40
14	Director of Assessors (37.5 Hrs)	69,966.00	71,370.00	72,793.50	74,256.00	75,738.00	77,259.00	78,799.50	80,379.00
14	Treasurer-Collector (37.5 Hrs)	69,966.00	71,370.00	72,793.50	74,256.00	75,738.00	77,259.00	78,799.50	80,379.00
13	Council on Aging Director (40 Hrs)	73,902.40	75,379.50	76,876.80	78,416.00	79,976.00	81,577.60	83,200.00	84,864.00
12	Town Clerk (Elected - Salary based on 37.5 Hrs)	64,155.00	65,442.00	66,748.50	68,074.50	69,439.50	70,824.00	72,247.50	73,690.50

**Hourly Positions**

Grade	Steps	I	II	III	IV	V	VI	VII	VIII
17	Health Agent (<19 Hrs)	38.77	39.55	40.34	41.15	41.97	42.81	43.67	44.54
12	Public Health Nurse (37.5 Hrs)	32.90	33.56	34.23	34.91	35.61	36.32	37.05	37.79
12	Chief Appraiser (37.5 Hrs)	32.90	33.56	34.23	34.91	35.61	36.32	37.05	37.79
11	Assistant Town Accountant (37.5 Hrs)	31.49	32.12	32.76	33.42	34.09	34.77	35.47	36.18
11	Building/Zoning Inspectors (<19 Hrs)	31.49	32.12	32.76	33.42	34.09	34.77	35.47	36.18
10	Conservation Coordinator (20 Hrs)	29.43	30.02	30.62	31.23	31.85	32.49	33.14	33.80
10	Community Project Coordinator (<19 Hrs)	29.43	30.02	30.62	31.23	31.85	32.49	33.14	33.80
10	Energy Manager (<19 Hrs)	29.43	30.02	30.62	31.23	31.85	32.49	33.14	33.80
9	Assistant Treasurer/Collector (37.5 Hrs)	27.50	28.05	28.61	29.18	29.76	30.36	30.97	31.59
8	Asst. to the Town Manager (37.5 Hrs)	26.18	26.70	27.23	27.77	28.33	28.90	29.48	30.07
8	Fire Equipment Mechanic (<19 Hrs)	26.15	26.66	27.20	27.74	28.31	28.90	29.48	30.07
8	Health Inspector (<19 Hrs)	26.18	26.70	27.23	27.77	28.33	28.90	29.48	30.07
8	Reserve Patrolman	26.18	26.70	27.23	27.77	28.33	28.90	29.48	30.07
7	Facilities Maintenance Technician (40 Hrs)	23.28	23.75	24.23	24.71	25.20	25.70	26.21	26.73
7	Information/Media Specialist (<19 Hrs)	23.28	23.75	24.23	24.71	25.20	25.70	26.21	26.73
7	Social Services Specialists (<19 Hrs)	23.28	23.75	24.23	24.71	25.20	25.70	26.21	26.73
7	Accounting Assistant (19 Hrs)	23.28	23.75	24.23	24.71	25.20	25.70	26.21	26.73
7	Emergency Center Dispatcher (P/T)	23.28	23.75	24.23	24.71	25.20	25.70	26.21	26.73
4	Clerk/Typist (<19 Hrs)	16.08	16.40	16.73	17.06	17.40	17.75	18.11	18.47
4	Custodian (<19 Hrs)	16.08	16.40	16.73	17.06	17.40	17.75	18.11	18.47
	Matron	20.14	21.35	22.63	23.99				

**APPENDIX A**  
**COMPENSATION / CLASSIFICATION TABLE**  
**FISCAL YEAR 2019**

**Collective Bargaining Unions**

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

7/1/16 - (existing agreement expires 6/30/19)									
Grade	Steps	I	II	III	IV	V	VI	VII	VIII
6	Administrative Assistants	22.48	22.93	23.39	23.86	24.34	24.83	25.33	25.84
7	Administrative Assistants	23.28	23.75	24.23	24.71	25.20	25.70	26.21	26.73

**DPW Union - Hourly Compensation table established by Union Contract.**

7/1/17 (existing agreement expires 6/30/20)									
Grade	Steps	I	II	III	IV	V	VI	VII	VIII
9	Foreman	27.50	28.05	28.61	29.18	29.76	30.36	30.97	31.59
9	Mechanic	27.50	28.05	28.61	29.18	29.76	30.36	30.97	31.59
9	Plant Operator-Primary	27.50	28.05	28.61	29.18	29.76	30.36	30.97	31.59
7	Heavy Equipment Operator	23.28	23.75	24.23	24.71	25.20	25.70	26.21	26.73
6	Truck Driver/Laborer	22.48	22.93	23.39	23.86	24.34	24.83	25.33	25.84

**Firefighter Union - Hourly Compensation table established by Union Contract.**

7/1/16 (existing agreement expires 6/30/19)									
Grade	Steps	I	II	III	IV	V	VI	VII	VIII
8	Firefighter/EMT	26.18	26.70	27.23	27.77	28.33	28.90	29.48	30.07
11	FP/Lieutenant-Inspector	31.49	32.12	32.76	33.42	34.09	34.77	35.47	36.18
13	FP/Captain-Inspector	35.53	36.24	36.96	37.70	38.45	39.22	40.00	40.80
	EMT Certification Stipend (Bi-weekly)	130.00							
	On-Call Stipend (per night)	25.00							

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

7/1/17 (existing agreement expires 6/30/20)									
Grade	Steps	I	II	III	IV	V	VI	VII	VIII
7	Dispatcher	23.28	23.75	24.23	24.71	25.20	25.70	26.21	26.73

**APPENDIX A  
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FISCAL YEAR 2019**

<b>Police Union - Hourly Compensation table established by Union Contract.</b>									
<i>7/1/16 (existing agreement expires 6/30/19)</i>									
<b>PATROLMAN</b>									
	Steps	I	II	III	IV	V	VI	VII	
Upon completion of years of service	0		1 yrs.	5 yrs.	10 yrs.	15 yrs.	20 yrs.	25 yrs.	
Employees Hired Prior to 7/1/2010									
W/O College Degree		26.17	27.14	27.82	28.49	29.17	29.84	30.26	
BA/BS		31.41	32.57	33.38	34.18	35.00	35.81	36.31	
MA/MS		32.72	33.93	34.78	35.61	36.46	37.30	37.82	
Employees Hired After 7/1/2010									
W/O College Degree		26.17	27.14	27.82	28.49	29.17	29.84	30.26	
BA/BS		28.79	29.86	30.61	31.34	32.09	32.83	33.29	
MA/MS		29.45	30.54	31.30	32.05	32.82	33.57	34.04	
<b>SERGEANT</b>									
Upon completion of years of service	0		1 yrs.	5 yrs.	10 yrs.	15 yrs.	20 yrs.	25 yrs.	
Employees Hired Prior to 7/1/2010									
BA/BS		36.12	37.46	38.39	39.31	40.25	41.18	41.76	
MA/MS		37.63	39.02	40.00	40.95	41.93	42.90	43.49	
Employees Hired After 7/1/2010									
BA/BS		33.11	34.34	35.20	36.04	36.90	37.75	38.28	
MA/MS		33.87	35.12	36.00	36.86	37.74	38.61	39.15	
<b>LIEUTENANT</b>									
Upon completion of years of service	0		1 yrs.	5 yrs.	10 yrs.	15 yrs.	20 yrs.	25 yrs.	
Employees Hired Prior to 7/1/2010									
BA/BS		39.26	40.71	41.73	42.73	43.75	44.76	45.39	
MA/MS		40.90	42.41	43.48	44.51	45.58	46.63	47.28	
Employees Hired After 7/1/2010									
BA/BS		35.99	37.33	38.26	39.18	40.11	41.04	41.61	
MA/MS		36.81	38.18	39.13	40.06	41.03	41.96	42.55	

**APPENDIX A  
COMPENSATION / CLASSIFICATION TABLE  
FISCAL YEAR 2019**

**Other Municipal Positions**

Elected/Appointed Positions (MGL 41 s.108 & 108A)	Annual Salary
Town Manager	142,881.87
Chief of Police	152,070.43
Selectmen/Chairman	3,225
Board of Assessors/Chairman	2,936
Selectmen/Members	2,852
Board of Assessors/Members	2,193
Board of Appeals/Chairman	1,681
Board of Health/Chairman	873
Board of Health/Members	495

Professional Stipends	Annual Rate
Animal Control Officer/Inspector	12,000
Animal Pick-Up (Deceased)	2,400
Wildlife Officer	2,400
Call Fire Deputy Chief	1,500
EMT Certification (Police Officers)	1,500
Harbormaster	1,200
Professional Certifications	1,000
Call Fire Captain	750
Call Fire Training Officer	500
Accreditation Stipend (Police)	450
On-Call Stipend (per night)	25

Call Firefighters Rank	Hourly Wage	Certified 5%
Deputy Chief	28.67	30.11
Captain	26.56	27.89
Lieutenant	24.42	25.64
Inspector: Electrical/Building	24.42	n/a
Firefighter w/ CPR 1st Responder	21.23	22.29
Probationary Firefighter	18.05	n/a

Part-time/Contractual	Contract Rate
MIS Systems Analyst (annually)	35,573.60

Occasional Help	Range of Compensation
Registrar of Voters (annually)	400.00
Recreation Instructor (hourly/per class)	12.00 - 100.00
Seasonal Employee	12.00 - 20.00
Senior Work-Off Program	12.00
Poll Worker	Jul/Dec 2018 - Jan/Jun 2019 12.00 - 13.00
Warden (Elections/Registration Dept)	13.00 - 14.00

**Legend Notes**

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

# FY19 Wage Grid

Grade	****	Minimum						Maximum					
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8				
<b>1</b>	<b>Hrly</b>	<b>\$ 9.74</b>	<b>\$ 9.93</b>	<b>\$ 10.13</b>	<b>\$ 10.33</b>	<b>\$ 10.54</b>	<b>\$ 10.75</b>	<b>\$ 10.97</b>	<b>\$ 11.19</b>				
	37.5/wk	\$365.25	\$372.38	\$379.88	\$387.38	\$395.25	\$403.13	\$411.38	\$419.63				
	52/yr	\$18,993.00	\$19,363.50	\$19,753.50	\$20,143.50	\$20,553.00	\$20,962.50	\$21,391.50	\$21,820.50				
	40/wk	\$389.60	\$397.20	\$405.20	\$413.20	\$421.60	\$430.00	\$438.80	\$447.60				
	52/yr	\$20,259.20	\$20,654.40	\$21,070.40	\$21,486.40	\$21,923.20	\$22,360.00	\$22,817.60	\$23,275.20				
	<b>Hrly</b>	<b>\$ 10.72</b>	<b>\$ 10.93</b>	<b>\$ 11.15</b>	<b>\$ 11.37</b>	<b>\$ 11.60</b>	<b>\$ 11.83</b>	<b>\$ 12.07</b>	<b>\$ 12.31</b>				
37.5/wk	\$402.00	\$409.88	\$418.13	\$426.38	\$435.00	\$443.63	\$452.63	\$461.63					
52/yr	\$20,904.00	\$21,313.50	\$21,742.50	\$22,171.50	\$22,620.00	\$23,068.50	\$23,536.50	\$24,004.50					
40/wk	\$428.80	\$437.20	\$446.00	\$454.80	\$464.00	\$473.20	\$482.80	\$492.40					
52/yr	\$22,297.60	\$22,734.40	\$23,192.00	\$23,649.60	\$24,128.00	\$24,606.40	\$25,105.60	\$25,604.80					
<b>2</b>	<b>Hrly</b>	<b>\$12.86</b>	<b>\$13.12</b>	<b>\$13.38</b>	<b>\$13.65</b>	<b>\$13.92</b>	<b>\$14.20</b>	<b>\$14.48</b>	<b>\$14.77</b>				
	37.5/wk	\$482.25	\$492.00	\$501.75	\$511.88	\$522.00	\$532.50	\$543.00	\$553.88				
	52/yr	\$25,077.00	\$25,584.00	\$26,091.00	\$26,617.50	\$27,144.00	\$27,690.00	\$28,236.00	\$28,801.50				
	40/wk	\$514.40	\$524.80	\$535.20	\$546.00	\$556.80	\$568.00	\$579.20	\$590.80				
	52/yr	\$26,748.80	\$27,289.60	\$27,830.40	\$28,392.00	\$28,953.60	\$29,536.00	\$30,118.40	\$30,721.60				
	<b>Hrly</b>	<b>\$16.08</b>	<b>\$16.40</b>	<b>\$16.73</b>	<b>\$17.06</b>	<b>\$17.40</b>	<b>\$17.75</b>	<b>\$18.11</b>	<b>\$18.47</b>				
37.5/wk	\$603.00	\$615.00	\$627.38	\$639.75	\$652.50	\$665.63	\$679.13	\$692.63					
52/yr	\$31,356.00	\$31,980.00	\$32,623.50	\$33,267.00	\$33,930.00	\$34,612.50	\$35,314.50	\$36,016.50					
40/wk	\$643.20	\$656.00	\$669.20	\$682.40	\$696.00	\$710.00	\$724.40	\$738.80					
52/yr	\$33,446.40	\$34,112.00	\$34,798.40	\$35,484.80	\$36,192.00	\$36,920.00	\$37,668.80	\$38,417.60					
<b>3</b>	<b>Hrly</b>	<b>\$19.14</b>	<b>\$19.52</b>	<b>\$19.91</b>	<b>\$20.31</b>	<b>\$20.72</b>	<b>\$21.13</b>	<b>\$21.55</b>	<b>\$21.98</b>				
	37.5/wk	\$717.75	\$732.00	\$746.63	\$761.63	\$777.00	\$792.38	\$808.13	\$824.25				
	52/yr	\$37,323.00	\$38,064.00	\$38,824.50	\$39,604.50	\$40,404.00	\$41,203.50	\$42,022.50	\$42,861.00				
	40/wk	\$765.60	\$780.80	\$796.40	\$812.40	\$828.80	\$845.20	\$862.00	\$879.20				
	52/yr	\$39,811.20	\$40,601.60	\$41,412.80	\$42,244.80	\$43,097.60	\$43,950.40	\$44,824.00	\$45,718.40				
	<b>Hrly</b>	<b>\$22.48</b>	<b>\$22.93</b>	<b>\$23.39</b>	<b>\$23.86</b>	<b>\$24.34</b>	<b>\$24.83</b>	<b>\$25.33</b>	<b>\$25.84</b>				
37.5/wk	\$843.00	\$859.88	\$877.13	\$894.75	\$912.75	\$931.13	\$949.88	\$969.00					
52/yr	\$43,836.00	\$44,713.50	\$45,610.50	\$46,527.00	\$47,463.00	\$48,418.50	\$49,393.50	\$50,388.00					
40/wk	\$899.20	\$917.20	\$935.60	\$954.40	\$973.60	\$993.20	\$1,013.20	\$1,033.60					
52/yr	\$46,758.40	\$47,694.40	\$48,651.20	\$49,628.80	\$50,627.20	\$51,646.40	\$52,686.40	\$53,747.20					

# FY19 Wage Grid

Grade	*****	Minimum							Maximum
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	
7	Hrly	\$23.28	\$23.75	\$24.23	\$24.71	\$25.20	\$25.70	\$26.21	\$26.73
	37.5/wk	\$873.00	\$890.63	\$908.63	\$926.63	\$945.00	\$963.75	\$982.88	\$1,002.38
	52/yr	\$45,396.00	\$46,312.50	\$47,248.50	\$48,184.50	\$49,140.00	\$50,115.00	\$51,109.50	\$52,123.50
	40/wk	\$931.20	\$950.00	\$969.20	\$988.40	\$1,008.00	\$1,028.00	\$1,048.40	\$1,069.20
	52/yr	\$48,422.40	\$49,400.00	\$50,398.40	\$51,396.80	\$52,416.00	\$53,456.00	\$54,516.80	\$55,598.40
8	Hrly	\$26.18	\$26.70	\$27.23	\$27.77	\$28.33	\$28.90	\$29.48	\$30.07
	37.5/wk	\$981.75	\$1,001.25	\$1,021.13	\$1,041.38	\$1,062.38	\$1,083.75	\$1,105.50	\$1,127.63
	52/yr	\$51,051.00	\$52,065.00	\$53,098.50	\$54,151.50	\$55,243.50	\$56,355.00	\$57,486.00	\$58,636.50
	40/wk	\$1,047.20	\$1,068.00	\$1,089.20	\$1,110.80	\$1,133.20	\$1,156.00	\$1,179.20	\$1,202.80
	52/yr	\$54,454.40	\$55,536.00	\$56,638.40	\$57,761.60	\$58,926.40	\$60,112.00	\$61,318.40	\$62,545.60
9	Hrly	\$27.50	\$28.05	\$28.61	\$29.18	\$29.76	\$30.36	\$30.97	\$31.59
	37.5/wk	\$1,031.25	\$1,051.88	\$1,072.88	\$1,094.25	\$1,116.00	\$1,138.50	\$1,161.38	\$1,184.63
	52/yr	\$53,625.00	\$54,697.50	\$55,789.50	\$56,901.00	\$58,032.00	\$59,202.00	\$60,391.50	\$61,600.50
	40/wk	\$1,100.00	\$1,122.00	\$1,144.40	\$1,167.20	\$1,190.40	\$1,214.40	\$1,238.80	\$1,263.60
	52/yr	\$57,200.00	\$58,344.00	\$59,508.80	\$60,694.40	\$61,900.80	\$63,148.80	\$64,417.60	\$65,707.20
10	Hrly	\$29.43	\$30.02	\$30.62	\$31.23	\$31.85	\$32.49	\$33.14	\$33.80
	37.5/wk	\$1,103.63	\$1,125.75	\$1,148.25	\$1,171.13	\$1,194.38	\$1,218.38	\$1,242.75	\$1,267.50
	52/yr	\$57,388.50	\$58,539.00	\$59,709.00	\$60,898.50	\$62,107.50	\$63,355.50	\$64,623.00	\$65,910.00
	40/wk	\$1,177.20	\$1,200.80	\$1,224.80	\$1,249.20	\$1,274.00	\$1,299.60	\$1,325.60	\$1,352.00
	52/yr	\$61,214.40	\$62,441.60	\$63,689.60	\$64,958.40	\$66,248.00	\$67,579.20	\$68,931.20	\$70,304.00
11	Hrly	\$31.49	\$32.12	\$32.76	\$33.42	\$34.09	\$34.77	\$35.47	\$36.18
	37.5/wk	\$1,180.88	\$1,204.50	\$1,228.50	\$1,253.25	\$1,278.38	\$1,303.88	\$1,330.13	\$1,356.75
	52/yr	\$61,405.50	\$62,634.00	\$63,882.00	\$65,169.00	\$66,475.50	\$67,801.50	\$69,166.50	\$70,551.00
	40/wk	\$1,259.60	\$1,284.80	\$1,310.40	\$1,336.80	\$1,363.60	\$1,390.80	\$1,418.80	\$1,447.20
	52/yr	\$65,499.20	\$66,809.60	\$68,140.80	\$69,513.60	\$70,907.20	\$72,321.60	\$73,777.60	\$75,254.40
12	Hrly	\$32.90	\$33.56	\$34.23	\$34.91	\$35.61	\$36.32	\$37.05	\$37.79
	37.5/wk	\$1,233.75	\$1,258.50	\$1,283.63	\$1,309.13	\$1,335.38	\$1,362.00	\$1,389.38	\$1,417.13
	52/yr	\$64,155.00	\$65,442.00	\$66,748.50	\$68,074.50	\$69,439.50	\$70,824.00	\$72,247.50	\$73,690.50
	40/wk	\$1,316.00	\$1,342.40	\$1,369.20	\$1,396.40	\$1,424.40	\$1,452.80	\$1,482.00	\$1,511.60
	52/yr	\$68,432.00	\$69,804.80	\$71,198.40	\$72,612.80	\$74,068.80	\$75,545.60	\$77,064.00	\$78,603.20

# FY19 Wage Grid

Grade	****	Minimum						Maximum	
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		Step 7
<b>13</b>	<b>Hrly</b>	<b>\$35.53</b>	<b>\$36.24</b>	<b>\$36.96</b>	<b>\$37.70</b>	<b>\$38.45</b>	<b>\$39.22</b>	<b>\$40.00</b>	<b>\$40.80</b>
	37.5/wk	\$1,332.38	\$1,359.00	\$1,386.00	\$1,413.75	\$1,441.88	\$1,470.75	\$1,500.00	\$1,530.00
	52/yr	\$69,283.50	\$70,668.00	\$72,072.00	\$73,515.00	\$74,977.50	\$76,479.00	\$78,000.00	\$79,560.00
	40/wk	\$1,421.20	\$1,449.60	\$1,478.40	\$1,508.00	\$1,538.00	\$1,568.80	\$1,600.00	\$1,632.00
	52/yr	\$73,902.40	\$75,379.20	\$76,876.80	\$78,416.00	\$79,976.00	\$81,577.60	\$83,200.00	\$84,864.00
<b>14</b>	<b>Hrly</b>	<b>\$35.88</b>	<b>\$36.60</b>	<b>\$37.33</b>	<b>\$38.08</b>	<b>\$38.84</b>	<b>\$39.62</b>	<b>\$40.41</b>	<b>\$41.22</b>
	37.5/wk	\$1,345.50	\$1,372.50	\$1,399.88	\$1,428.00	\$1,456.50	\$1,485.75	\$1,515.38	\$1,545.75
	52/yr	\$69,966.00	\$71,370.00	\$72,793.50	\$74,256.00	\$75,738.00	\$77,259.00	\$78,799.50	\$80,379.00
	40/wk	\$1,435.20	\$1,464.00	\$1,493.20	\$1,523.20	\$1,553.60	\$1,584.80	\$1,616.40	\$1,648.80
	52/yr	\$74,630.40	\$76,128.00	\$77,646.40	\$79,206.40	\$80,787.20	\$82,409.60	\$84,052.80	\$85,737.60
<b>15</b>	<b>Hrly</b>	<b>\$36.42</b>	<b>\$37.15</b>	<b>\$37.89</b>	<b>\$38.65</b>	<b>\$39.42</b>	<b>\$40.21</b>	<b>\$41.01</b>	<b>\$41.83</b>
	37.5/wk	\$1,365.75	\$1,393.13	\$1,420.88	\$1,449.38	\$1,478.25	\$1,507.88	\$1,537.88	\$1,568.63
	52/yr	\$71,019.00	\$72,442.50	\$73,885.50	\$75,367.50	\$76,869.00	\$78,409.50	\$79,969.50	\$81,568.50
	40/wk	\$1,456.80	\$1,486.00	\$1,515.60	\$1,546.00	\$1,576.80	\$1,608.40	\$1,640.40	\$1,673.20
	52/yr	\$75,753.60	\$77,272.00	\$78,811.20	\$80,392.00	\$81,993.60	\$83,636.80	\$85,300.80	\$87,006.40
<b>16</b>	<b>Hrly</b>	<b>\$37.63</b>	<b>\$38.38</b>	<b>\$39.15</b>	<b>\$39.93</b>	<b>\$40.73</b>	<b>\$41.54</b>	<b>\$42.37</b>	<b>\$43.22</b>
	37.5/wk	\$1,411.13	\$1,439.25	\$1,468.13	\$1,497.38	\$1,527.38	\$1,557.75	\$1,588.88	\$1,620.75
	52/yr	\$73,378.50	\$74,841.00	\$76,342.50	\$77,863.50	\$79,423.50	\$81,003.00	\$82,621.50	\$84,279.00
	40/wk	\$1,505.20	\$1,535.20	\$1,566.00	\$1,597.20	\$1,629.20	\$1,661.60	\$1,694.80	\$1,728.80
	52/yr	\$78,270.40	\$79,830.40	\$81,432.00	\$83,054.40	\$84,718.40	\$86,403.20	\$88,129.60	\$89,897.60
<b>17</b>	<b>Hrly</b>	<b>\$38.77</b>	<b>\$39.55</b>	<b>\$40.34</b>	<b>\$41.15</b>	<b>\$41.97</b>	<b>\$42.81</b>	<b>\$43.67</b>	<b>\$44.54</b>
	37.5/wk	\$1,453.88	\$1,483.13	\$1,512.75	\$1,543.13	\$1,573.88	\$1,605.38	\$1,637.63	\$1,670.25
	52/yr	\$75,601.50	\$77,122.50	\$78,663.00	\$80,242.50	\$81,841.50	\$83,479.50	\$85,156.50	\$86,853.00
	40/wk	\$1,550.80	\$1,582.00	\$1,613.60	\$1,646.00	\$1,678.80	\$1,712.40	\$1,746.80	\$1,781.60
	52/yr	\$80,641.60	\$82,264.00	\$83,907.20	\$85,592.00	\$87,297.60	\$89,044.80	\$90,833.60	\$92,643.20
<b>18</b>	<b>Hrly</b>	<b>\$41.28</b>	<b>\$42.11</b>	<b>\$42.95</b>	<b>\$43.81</b>	<b>\$44.69</b>	<b>\$45.58</b>	<b>\$46.49</b>	<b>\$47.42</b>
	37.5/wk	\$1,548.00	\$1,579.13	\$1,610.63	\$1,642.88	\$1,675.88	\$1,709.25	\$1,743.38	\$1,778.25
	52/yr	\$80,496.00	\$82,114.50	\$83,752.50	\$85,429.50	\$87,145.50	\$88,881.00	\$90,655.50	\$92,469.00
	40/wk	\$1,651.20	\$1,684.40	\$1,718.00	\$1,752.40	\$1,787.60	\$1,823.20	\$1,859.60	\$1,896.80
	52/yr	\$85,862.40	\$87,588.80	\$89,336.00	\$91,124.80	\$92,955.20	\$94,806.40	\$96,699.20	\$98,633.60

# FY19 Wage Grid

Grade	*****	Minimum							Maximum
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
19	Hrly	\$43.97	\$44.85	\$45.75	\$46.67	\$47.60	\$48.55	\$49.52	\$50.51
	37.5/wk	\$1,648.88	\$1,681.88	\$1,715.63	\$1,750.13	\$1,785.00	\$1,820.63	\$1,857.00	\$1,894.13
	52/yr	\$85,741.50	\$87,457.50	\$89,212.50	\$91,006.50	\$92,820.00	\$94,672.50	\$96,564.00	\$98,494.50
	40/wk	\$1,758.80	\$1,794.00	\$1,830.00	\$1,866.80	\$1,904.00	\$1,942.00	\$1,980.80	\$2,020.40
	52/yr	\$91,457.60	\$93,288.00	\$95,160.00	\$97,073.60	\$99,008.00	\$100,984.00	\$103,001.60	\$105,060.80
20	Hrly	\$46.38	\$47.31	\$48.26	\$49.23	\$50.21	\$51.21	\$52.23	\$53.27
	37.5/wk	\$1,739.25	\$1,774.13	\$1,809.75	\$1,846.13	\$1,882.88	\$1,920.38	\$1,958.63	\$1,997.63
	52/yr	\$90,441.00	\$92,254.50	\$94,107.00	\$95,998.50	\$97,909.50	\$99,859.50	\$101,848.50	\$103,876.50
	40/wk	\$1,855.20	\$1,892.40	\$1,930.40	\$1,969.20	\$2,008.40	\$2,048.40	\$2,089.20	\$2,130.80
	52/yr	\$96,470.40	\$98,404.80	\$100,380.80	\$102,398.40	\$104,436.80	\$106,516.80	\$108,638.40	\$110,801.60
21	Hrly	\$48.24	\$49.20	\$50.18	\$51.18	\$52.20	\$53.24	\$54.30	\$55.39
	37.5/wk	\$1,809.00	\$1,845.00	\$1,881.75	\$1,919.25	\$1,957.50	\$1,996.50	\$2,036.25	\$2,077.13
	52/yr	\$94,068.00	\$95,940.00	\$97,851.00	\$99,801.00	\$101,790.00	\$103,818.00	\$105,885.00	\$108,010.50
	40/wk	\$1,929.60	\$1,968.00	\$2,007.20	\$2,047.20	\$2,088.00	\$2,129.60	\$2,172.00	\$2,215.60
	52/yr	\$100,339.20	\$102,336.00	\$104,374.40	\$106,454.40	\$108,576.00	\$110,739.20	\$112,944.00	\$115,211.20
22	Hrly	\$52.57	\$53.62	\$54.69	\$55.78	\$56.90	\$58.04	\$59.20	\$60.38
	37.5/wk	\$1,971.38	\$2,010.75	\$2,050.88	\$2,091.75	\$2,133.75	\$2,176.50	\$2,220.00	\$2,264.25
	52/yr	\$102,511.50	\$104,559.00	\$106,645.50	\$108,771.00	\$110,955.00	\$113,178.00	\$115,440.00	\$117,741.00
	40/wk	\$2,102.80	\$2,144.80	\$2,187.60	\$2,231.20	\$2,276.00	\$2,321.60	\$2,368.00	\$2,415.20
	52/yr	\$109,345.60	\$111,529.60	\$113,755.20	\$116,022.40	\$118,352.00	\$120,723.20	\$123,136.00	\$125,590.40



**APPENDIX B**  
**Town Debt Service (excluding CPA and Water) for Fiscal Year 2019**

	FY2014 Actuals	FY2015 Actuals	FY2016 Actuals	FY2017 Actuals	FY2018 Budget	FY2019 Request	Variance \$	Variance %
<b>DEBT SERVICE</b>								
<i>Interest/Issuance Costs</i>								
Public Safety Bldg	147,858	134,558	121,258	69,044	78,600	67,000	(11,600)	-14.8%
ESCO	5,100	4,500	3,900	3,300	2,550	1,650	(900)	-35.3%
Library	20,225	17,725	15,325	12,925	10,050	6,600	(3,450)	-34.3%
Water (Town)	30,475	26,675	22,975	19,375	15,000	9,900	(5,100)	-34.0%
Ladder/Pumper Truck	-	-	24,780	23,800	21,700	19,600	(2,100)	-9.7%
Landfill Capping	-	-	37,463	36,258	33,558	30,858	(2,700)	-8.0%
Landfill Closure	-	-	-	-	7,680	3,000	(4,680)	-60.9%
Short-term (bond anticipation notes)	1,269	19,102	20,000	9,138	5,000	9,200	4,200	84.0%
<b>Total Interest/Issuance Costs</b>	<b>\$ 204,927</b>	<b>\$ 202,560</b>	<b>\$ 245,701</b>	<b>\$ 173,840</b>	<b>\$ 174,138</b>	<b>\$ 147,808</b>	<b>\$ (26,330)</b>	<b>-15.1%</b>
<i>Principal</i>								
Public Safety Bldg	325,000	325,000	325,000	335,000	290,000	290,000	-	0.0%
ESCO	30,000	30,000	30,000	30,000	30,000	30,000	-	0.0%
Library	125,000	120,000	120,000	115,000	115,000	110,000	(5,000)	-4.3%
Water (Town)	190,000	185,000	180,000	175,000	170,000	165,000	(5,000)	-2.9%
Ladder/Pumper Truck	-	-	72,000	70,000	70,000	70,000	-	0.0%
Landfill Capping	-	-	92,000	90,000	90,000	90,000	-	0.0%
Landfill Closure	-	-	-	-	42,000	40,000	(2,000)	-4.8%
<b>Total Principal</b>	<b>\$ 670,000</b>	<b>\$ 660,000</b>	<b>\$ 819,000</b>	<b>\$ 815,000</b>	<b>\$ 807,000</b>	<b>\$ 795,000</b>	<b>\$ (12,000)</b>	<b>-1.5%</b>
<b>TOTAL DEBT SERVICE (EXCLUDING SCHOOL DEBT)</b>								
	<b>\$ 874,927</b>	<b>\$ 862,560</b>	<b>\$ 1,064,701</b>	<b>\$ 988,840</b>	<b>\$ 981,138</b>	<b>\$ 942,808</b>	<b>\$ (38,330)</b>	<b>-3.9%</b>
<i>School Debt (Principal &amp; Interest)</i>								
Middle/High School	476,674	479,893	470,145	467,914	460,018	462,869	2,851	0.6%
Cutler Roof/Other	-	85,983	84,424	84,965	85,560	83,124	(2,436)	-2.8%
Baker & Winthrop Boilers & Windows	-	-	20,388	15,257	79,631	76,901	(2,730)	-3.4%
ENSATSD	5,155	19,031	30,536	24,082	25,692	25,692	-	0.0%
Short-term (bond anticipation notes)	-	-	-	-	-	16,163	16,163	0.0%
<b>Total School Debt</b>	<b>\$ 481,829</b>	<b>\$ 584,907</b>	<b>\$ 605,493</b>	<b>\$ 592,218</b>	<b>\$ 650,901</b>	<b>\$ 664,749</b>	<b>\$ 13,848</b>	<b>2.1%</b>
<b>TOTAL DEBT SERVICE</b>								
	<b>\$ 1,356,756</b>	<b>\$ 1,447,467</b>	<b>\$ 1,670,194</b>	<b>\$ 1,581,058</b>	<b>\$ 1,632,039</b>	<b>\$ 1,607,557</b>	<b>\$ (24,482)</b>	<b>-1.5%</b>



**APPENDIX B**  
**Town Capital Improvements for Fiscal Year 2019**

Department	Model/Items	Purchase Price	Planned Usage	Notes
Cemetery (DPW)	Cemetery Road Pavement for New Section	\$ 25,000	Installation of new bituminous asphalt pavement at the new section of the Hamilton Cemetery.	
Facilities (DPW)	Town Hall Preservation	\$ 100,000	Town Hall preservation; including but not limited to improvement of ADA access, office/meeting space, etc.	
Facilities (DPW)	Install Insulation	\$ 10,000	Install insulation at the Public Safety Building.	
Facilities (DPW)	Upgrades to the Ventilation and AC fans	\$ 10,000	Ventilation upgrades at ECO buildings (repairs to the existing HVAC system).	
Facilities (DPW)	Roof Repairs	\$ 10,000	Town Hall roof repairs, to include, flashing repairs or replacement, wood consolidation and shingle replacement.	
Facilities (DPW)	COA Partition Wall	\$ 5,800	Construction of partition wall at the Senior Center.	
Highway (DPW)	Road Repair Program	\$ 90,000	Repair Town roadways, drainage, sidewalks etc.	To supplement the MassDOT Ch 90 Program funds
Highway (DPW)	National Pollutant Discharge Elimination System - Phase II Compliance	\$ 60,000	General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems(MS4).	Environmental Protection Agency Mandated
Police	Police Cruiser	\$ 38,750	Line of operation cruiser.	Rotation replacement
Police	Magnetsic Swipe Card System	\$ 25,000	Purchase FOB Keyless system to replace the keyed system currently utilized.	
Police	Camera System	\$ 8,500	Replace outdated DVR camera/recording system in the interview room.	
<b>Sub-total</b>		<b>\$ 383,050</b>	<b>ARTICLE 2018/4 2-3</b>	
Fire	Fire Engine 1 & Equipment	\$ 66,433	Replace Fire Engine 1 and equipment.	Total estimated purchase price is \$550,000; the \$66,433 represents the estimated annual lease payment on a 10-year lease
<b>Sub-total</b>		<b>\$ 66,433</b>	<b>ARTICLE 2018/4 2-15</b>	

**Total \$ 449,483**



**APPENDIX B  
FY2019 GENERAL FUND BUDGET**

	FY2015 ACTUALS	FY2016 ACTUALS	FY2017 ACTUALS	FY2018 BUDGET	FY2019 PROJECTED	FY18/19 BUDGET Variance \$	Variance %
<b>GENERAL GOVERNMENT</b>							
<b>122 Selectmen</b>							
Personnel Expenses	25,951.82	28,895.85	31,232.98	39,655.00	32,135.00	(7,520.00)	-19.0%
Operating Expenses	5,062.50	6,437.50	1,574.00	13,525.00	15,850.00	2,325.00	17.2%
<b>Total Selectmen</b>	<b>31,014.32</b>	<b>35,333.35</b>	<b>32,806.98</b>	<b>53,180.00</b>	<b>47,985.00</b>	<b>(5,195.00)</b>	<b>-9.8%</b>
<b>123 Town Manager</b>							
Personnel Expenses	187,277.10	179,882.06	188,627.58	196,708.87	201,647.51	4,938.64	2.5%
Operating Expenses	109,441.01	76,004.58	93,884.74	103,336.88	112,068.60	8,731.72	8.4%
<b>Total Town Manager</b>	<b>296,718.11</b>	<b>255,886.64</b>	<b>282,512.32</b>	<b>300,045.75</b>	<b>313,716.11</b>	<b>13,670.36</b>	<b>4.6%</b>
<b>132 Fin Com/Reserve</b>							
Expenses	226.00	176.00	176.00	250.00	390.00	140.00	56.0%
Reserve Fund	-	-	-	100,000.00	100,000.00	-	0.0%
<b>Total Fin Com</b>	<b>226.00</b>	<b>176.00</b>	<b>176.00</b>	<b>100,250.00</b>	<b>100,390.00</b>	<b>140.00</b>	<b>0.1%</b>
<b>135 Finance/IT Dept</b>							
Personnel Expenses	152,358.41	167,090.49	124,852.66	193,539.97	220,871.01	27,331.04	14.1%
Operating Expenses	126,987.64	247,146.15	223,527.64	217,164.00	172,660.48	(44,503.52)	-20.5%
Capital Expenses	6,367.78	22,814.36	5,220.07	-	1,500.00	1,500.00	0.0%
<b>Total Finance/IT Dept</b>	<b>285,713.83</b>	<b>437,051.00</b>	<b>353,600.37</b>	<b>410,703.97</b>	<b>395,031.49</b>	<b>(15,672.48)</b>	<b>-3.8%</b>
<b>141 Assessor</b>							
Personnel Expenses	147,072.43	149,374.08	153,934.50	158,415.35	162,816.48	4,401.13	2.8%
Operating Expenses	12,008.27	17,787.18	15,789.11	22,566.00	21,566.00	(1,000.00)	-4.4%
<b>Total Assessor</b>	<b>159,080.70</b>	<b>167,161.26</b>	<b>169,723.61</b>	<b>180,981.35</b>	<b>184,382.48</b>	<b>3,401.13</b>	<b>1.9%</b>
<b>145 Treasurer/Collector</b>							
Personnel Expenses	168,694.12	176,559.43	173,224.31	187,060.72	194,316.68	7,255.96	3.9%
Operating Expenses	30,240.00	37,710.34	40,128.43	46,450.00	49,700.00	3,250.00	7.0%
<b>Total Treasurer/Collector</b>	<b>198,934.12</b>	<b>214,269.77</b>	<b>213,352.74</b>	<b>233,510.72</b>	<b>244,016.68</b>	<b>10,505.96</b>	<b>4.5%</b>

**APPENDIX B  
FY2019 GENERAL FUND BUDGET**

	FY2015 ACTUALS	FY2016 ACTUALS	FY2017 ACTUALS	FY2018 BUDGET	FY2019 PROJECTED	FY18/19 BUDGET Variance \$	FY18/19 BUDGET Variance %
<b>151 Town Counsel</b>							
Retainer	27,000.00	33,000.00	36,000.00	37,000.00	42,000.00	5,000.00	13.5%
Expenses	120,181.75	71,439.00	89,434.03	90,000.00	90,000.00	-	0.0%
<b>Total Town Counsel</b>	<b>147,181.75</b>	<b>104,439.00</b>	<b>125,434.03</b>	<b>127,000.00</b>	<b>132,000.00</b>	<b>5,000.00</b>	<b>3.9%</b>
<b>161 Town Clerk</b>							
Personnel Expenses	81,050.68	89,416.80	99,586.01	109,593.30	113,997.00	4,403.70	4.0%
Operating Expenses	25,501.87	19,509.14	10,703.64	20,920.00	13,920.00	(7,000.00)	-33.5%
<b>Total Town Clerk</b>	<b>106,552.55</b>	<b>108,925.94</b>	<b>110,289.65</b>	<b>130,513.30</b>	<b>127,917.00</b>	<b>(2,596.30)</b>	<b>-2.0%</b>
<b>162 Elections &amp; Registration</b>							
Personnel Expenses	10,449.14	10,246.72	17,212.24	8,915.11	21,167.80	12,252.69	137.4%
Operating Expenses	12,197.63	15,440.63	18,514.97	20,900.00	23,900.00	3,000.00	14.4%
<b>Total Elections &amp; Registration</b>	<b>22,646.77</b>	<b>25,687.35</b>	<b>35,727.21</b>	<b>29,815.11</b>	<b>45,067.80</b>	<b>15,252.69</b>	<b>51.2%</b>
<b>171 Conservation Commission</b>							
Personnel Expenses	27,804.77	28,254.08	29,524.32	30,607.20	32,538.13	1,930.93	6.3%
Operating Expenses	845.00	1,085.87	746.00	5,425.00	1,925.00	(3,500.00)	-64.5%
<b>Total Conservation Commission</b>	<b>28,649.77</b>	<b>29,339.95</b>	<b>30,270.32</b>	<b>36,032.20</b>	<b>34,463.13</b>	<b>(1,569.07)</b>	<b>-4.4%</b>
<b>172 Planning</b>							
Personnel Expenses	70,011.30	103,869.92	108,019.18	111,935.40	114,354.60	2,419.20	2.2%
Operating Expenses	3,412.00	38,293.92	1,810.12	4,850.00	4,850.00	-	0.0%
<b>Total Planning</b>	<b>73,423.30</b>	<b>142,163.84</b>	<b>109,829.30</b>	<b>116,785.40</b>	<b>119,204.60</b>	<b>2,419.20</b>	<b>2.1%</b>
<b>174 Chebacco Woods</b>							
Operating Expenses	1,705.00	784.99	2,500.00	2,500.00	2,500.00	-	0.0%
<b>Total Chebacco Woods</b>	<b>1,705.00</b>	<b>784.99</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>-</b>	<b>0.0%</b>
<b>192 Facilities</b>							
Personnel Expenses	26,459.70	59,652.79	68,781.30	90,700.00	87,275.00	(3,425.00)	-3.8%
Operating Expenses	238,486.00	193,907.95	233,185.87	198,892.99	202,946.00	4,053.01	2.0%
<b>Total Facilities</b>	<b>264,945.70</b>	<b>253,560.74</b>	<b>301,967.17</b>	<b>289,592.99</b>	<b>290,221.00</b>	<b>628.01</b>	<b>0.2%</b>
<b>Subtotal General Government</b>	<b>1,616,791.92</b>	<b>1,774,779.83</b>	<b>1,768,189.70</b>	<b>2,010,910.79</b>	<b>2,036,895.29</b>	<b>25,984.50</b>	<b>1.3%</b>

**APPENDIX B  
FY2019 GENERAL FUND BUDGET**

	FY2015 ACTUALS	FY2016 ACTUALS	FY2017 ACTUALS	FY2018 BUDGET	FY2019 PROJECTED	FY18/19 BUDGET	
						Variance \$	Variance %
<b>PUBLIC SAFETY</b>							
<b>210 Police Department</b>							
Personnel Expenses	1,309,823.10	1,344,799.20	1,382,633.90	1,449,506.82	1,502,071.06	52,564.24	3.6%
Operating Expenses	111,812.43	102,144.64	103,351.38	118,586.00	117,251.00	(1,335.00)	-1.1%
Capital Expenses	36,919.00	36,899.00	-	-	-	-	0.0%
<b>Total Police Department</b>	<b>1,458,554.53</b>	<b>1,483,842.84</b>	<b>1,485,985.28</b>	<b>1,568,092.82</b>	<b>1,619,322.06</b>	<b>51,229.24</b>	<b>3.3%</b>
<b>233 Emergency Report Center</b>							
Personnel Expenses	245,503.05	237,839.20	246,800.12	282,472.06	282,977.23	505.17	0.2%
Operating Expenses	22,109.05	41,272.22	50,277.46	38,779.00	39,108.75	329.75	0.9%
<b>Total Emergency Report Center</b>	<b>267,612.10</b>	<b>279,111.42</b>	<b>297,077.58</b>	<b>321,251.06</b>	<b>322,085.98</b>	<b>834.92</b>	<b>0.3%</b>
<b>220 Fire Department</b>							
Personnel Expenses	534,345.95	485,632.42	548,704.91	640,117.25	644,879.17	4,761.92	0.7%
Operating Expenses	98,784.77	72,241.69	66,753.75	86,023.60	82,855.60	(3,168.00)	-3.7%
Capital Expenses	52,631.71	27,818.74	3,810.98	1,500.00	1,500.00	-	0.0%
<b>Total Fire Department</b>	<b>685,762.43</b>	<b>585,692.85</b>	<b>619,269.64</b>	<b>727,640.85</b>	<b>729,234.77</b>	<b>1,593.92</b>	<b>0.2%</b>
<b>241 Inspectional Services</b>							
Personnel Expenses	111,545.09	118,369.86	88,291.41	102,074.09	48,283.00	(53,791.09)	-52.7%
Operating Expenses	3,545.66	5,378.46	1,758.30	7,850.00	5,000.00	(2,850.00)	-36.3%
Assessment	-	-	-	-	90,664.00	90,664.00	0.0%
<b>Total Inspectional Services</b>	<b>115,090.75</b>	<b>123,748.32</b>	<b>90,049.71</b>	<b>109,924.09</b>	<b>143,947.00</b>	<b>34,022.91</b>	<b>31.0%</b>
<b>291 Emergency Management</b>							
Operating Expenses	699.16	-	941.97	1,100.00	1,100.00	-	0.0%
<b>Total Emergency Management</b>	<b>699.16</b>	<b>-</b>	<b>941.97</b>	<b>1,100.00</b>	<b>1,100.00</b>	<b>-</b>	<b>0.0%</b>
<b>292 Animal Control</b>							
Personnel Expenses	5,466.67	26,050.84	28,338.54	17,800.00	17,800.00	-	0.0%
Operating Expenses	75.00	1,414.99	2,093.00	1,240.00	1,590.00	350.00	28.2%
<b>Total Animal Control</b>	<b>5,541.67</b>	<b>27,445.83</b>	<b>30,431.54</b>	<b>19,040.00</b>	<b>19,390.00</b>	<b>350.00</b>	<b>1.8%</b>
<b>919 Street Lights</b>							
Operating Expenses	57,770.39	33,677.31	1,076.00	20,000.00	20,000.00	-	0.0%
<b>Total Street Lights</b>	<b>57,770.39</b>	<b>33,677.31</b>	<b>1,076.00</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>-</b>	<b>0.0%</b>
<b>Subtotal Public Safety</b>	<b>2,591,031.03</b>	<b>2,533,518.57</b>	<b>2,524,831.72</b>	<b>2,767,048.82</b>	<b>2,855,079.81</b>	<b>88,030.99</b>	<b>3.2%</b>

**APPENDIX B  
FY2019 GENERAL FUND BUDGET**

DEPARTMENT OF PUBLIC WORKS	FY2015 ACTUALS	FY2016 ACTUALS	FY2017 ACTUALS	FY2018 BUDGET	FY2019 PROJECTED	FY18/19 BUDGET			
						Variance \$	Variance %		
<b>421 Public Works</b>									
Personnel Expenses	177,696.35	146,144.80	107,838.14	148,292.86	154,268.36	5,975.50	4.0%		
Operating Expenses	82,178.70	72,870.75	66,872.71	93,629.50	46,381.56	(47,247.94)	-50.5%		
<b>Total Public Works</b>	<b>259,875.05</b>	<b>219,015.55</b>	<b>174,710.85</b>	<b>241,922.36</b>	<b>200,649.92</b>	<b>(41,272.44)</b>	<b>-17.1%</b>		
<b>422 Highway</b>									
Personnel Expenses	248,554.57	266,932.52	269,841.13	323,772.69	233,799.05	(89,973.64)	-27.8%		
Operating Expenses	132,150.78	209,014.14	212,999.67	195,900.00	191,900.00	(4,000.00)	-2.0%		
Capital Expenses	339,194.40	72,367.00	43,900.00	-	-	-	0.0%		
<b>Total Highway</b>	<b>719,899.75</b>	<b>548,313.66</b>	<b>526,740.80</b>	<b>519,672.69</b>	<b>425,699.05</b>	<b>(93,973.64)</b>	<b>-18.1%</b>		
<b>423 Snow &amp; Ice</b>									
Personnel Expenses	112,788.74	58,386.17	78,323.19	86,700.00	89,175.00	2,475.00	2.9%		
Operating Expenses	367,925.80	120,781.94	173,821.02	175,200.00	179,250.00	4,050.00	2.3%		
<b>Total Snow &amp; Ice</b>	<b>480,714.54</b>	<b>179,168.11</b>	<b>252,144.21</b>	<b>261,900.00</b>	<b>268,425.00</b>	<b>6,525.00</b>	<b>2.5%</b>		
<b>425 Vehicle Maintenance</b>									
Personnel Expenses	-	-	-	-	84,772.60	84,772.60	-	0.0%	
Operating Expenses	-	-	-	-	57,695.00	57,695.00	-	0.0%	
<b>Total Vehicle Maintenance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>142,467.60</b>	<b>142,467.60</b>	<b>-</b>	<b>0.0%</b>	
<b>429 Cemetery</b>									
Personnel Expenses	75,859.83	73,809.91	81,149.14	76,335.09	81,364.67	5,029.58	6.6%		
Operating Expenses	6,844.96	9,291.34	8,945.39	9,700.00	9,700.00	-	0.0%		
<b>Total Cemetery</b>	<b>82,704.79</b>	<b>83,101.25</b>	<b>90,094.53</b>	<b>86,035.09</b>	<b>91,064.67</b>	<b>5,029.58</b>	<b>5.8%</b>		
<b>433 Waste, Recycling &amp; Landfill</b>									
Personnel Expenses	-	-	-	5,170.00	4,594.02	(575.98)	-11.1%		
Operating Expenses	10,041.89	-	24,000.00	591,272.00	628,176.00	36,904.00	6.2%		
Enterprise Subsidy	294,270.00	323,138.02	609,302.00	-	-	-	0.0%		
Prior Year Deficit	9,810.00	-	-	-	-	-	0.0%		
<b>Total Waste, Recycling &amp; Landfill</b>	<b>314,121.89</b>	<b>323,138.02</b>	<b>633,302.00</b>	<b>596,442.00</b>	<b>632,770.02</b>	<b>36,328.02</b>	<b>6.1%</b>		



**APPENDIX B  
FY2019 GENERAL FUND BUDGET**

	FY2015 ACTUALS	FY2016 ACTUALS	FY2017 ACTUALS	FY2018 BUDGET	FY2019 PROJECTED	FY18/19 BUDGET Variance \$	Variance %
<b>650 Parks &amp; Fields</b>							
Personnel Expenses	41,519.38	32,506.53	49,763.15	65,407.55	65,469.01	61.46	0.1%
Operating Expenses	67,969.50	9,044.51	26,284.03	8,350.00	8,750.00	400.00	4.8%
Capital Expenses	-	30,927.00	-	-	-	-	0.0%
<b>Total Parks &amp; Fields</b>	<b>109,488.88</b>	<b>72,478.04</b>	<b>76,047.18</b>	<b>73,757.55</b>	<b>74,219.01</b>	<b>461.46</b>	<b>0.6%</b>
<b>651 HWRSD Fields &amp; Grounds</b>							
Personnel Expenses	1,772.07	14,894.44	10,880.21	6,941.57	-	(6,941.57)	-100.0%
<b>Total HWRSD Fields &amp; Grounds</b>	<b>1,772.07</b>	<b>14,894.44</b>	<b>10,880.21</b>	<b>6,941.57</b>	<b>-</b>	<b>(6,941.57)</b>	<b>-63.8%</b>
<b>Subtotal Public Works</b>	<b>1,968,576.97</b>	<b>1,440,109.07</b>	<b>1,763,919.78</b>	<b>1,786,671.26</b>	<b>1,835,295.27</b>	<b>48,624.01</b>	<b>2.7%</b>
<b>HEALTH &amp; HUMAN SERVICES</b>							
<b>511 Public Health Dept</b>							
Personnel Expenses	110,320.80	110,369.56	113,625.34	125,853.50	131,784.00	5,930.50	4.7%
Operating Expenses	2,155.77	2,196.28	3,113.33	4,630.00	5,760.00	1,130.00	24.4%
<b>Total Public Health Dept</b>	<b>112,476.57</b>	<b>112,565.84</b>	<b>116,738.67</b>	<b>130,483.50</b>	<b>137,544.00</b>	<b>7,060.50</b>	<b>5.4%</b>
<b>541 Council on Aging</b>							
Personnel Expenses	58,178.09	61,857.63	70,353.13	78,675.70	82,776.20	4,100.50	5.2%
Operating Expenses	27,036.32	26,045.04	27,795.40	29,063.08	30,163.08	1,100.00	3.8%
<b>Total Council on Aging</b>	<b>85,214.41</b>	<b>87,902.67</b>	<b>98,148.53</b>	<b>107,738.78</b>	<b>112,939.28</b>	<b>5,200.50</b>	<b>4.8%</b>
<b>543 Veterans Benefits</b>							
Operating Expenses	12,299.91	18,091.75	33,019.80	35,000.00	30,000.00	(5,000.00)	-14.3%
Administration Fee	27,518.92	27,490.32	30,243.08	33,267.39	35,094.00	1,826.61	5.5%
<b>Total Veterans Benefits</b>	<b>39,818.83</b>	<b>45,582.07</b>	<b>63,262.88</b>	<b>68,267.39</b>	<b>65,094.00</b>	<b>(3,173.39)</b>	<b>-4.6%</b>
<b>Subtotal Health &amp; Human Services</b>	<b>237,509.81</b>	<b>246,050.58</b>	<b>278,150.08</b>	<b>306,489.67</b>	<b>315,577.28</b>	<b>9,087.61</b>	<b>3.0%</b>
<b>CULTURE &amp; RECREATION</b>							
<b>610 Library</b>							
Assessment	617,367.00	715,197.08	696,354.96	722,436.13	758,664.21	36,228.08	5.0%
Indirect Costs	19,293.00	21,072.00	22,718.03	22,411.00	22,235.77	(175.23)	-0.8%
State contribution	11,876.59	12,300.26	12,269.69	12,443.30	12,224.00	(219.30)	-1.8%
<b>Total Library</b>	<b>648,536.59</b>	<b>748,569.34</b>	<b>731,342.68</b>	<b>757,290.43</b>	<b>793,123.98</b>	<b>35,833.55</b>	<b>4.7%</b>

**APPENDIX B  
FY2019 GENERAL FUND BUDGET**

	FY2015 ACTUALS	FY2016 ACTUALS	FY2017 ACTUALS	FY2018 BUDGET	FY2019 PROJECTED	FY18/19 BUDGET Variance \$	FY18/19 BUDGET Variance %
<b>630 Recreation</b>							
Personnel Expenses	82,937.33	80,894.13	88,402.76	99,900.40	125,930.10	26,029.70	26.1%
Operating Expenses	26,314.01	18,897.36	18,146.36	19,920.00	26,105.00	6,185.00	31.0%
<b>Total Recreation</b>	<b>109,251.34</b>	<b>99,791.49</b>	<b>106,549.12</b>	<b>119,820.40</b>	<b>152,035.10</b>	<b>32,214.70</b>	<b>26.9%</b>
<b>Subtotal Culture &amp; Recreation</b>	<b>757,787.93</b>	<b>848,360.83</b>	<b>837,891.80</b>	<b>877,110.83</b>	<b>945,159.08</b>	<b>68,048.25</b>	<b>7.8%</b>
<b>UNCLASSIFIED</b>							
148 Salary Reserve	-	-	-	596.25	-	(596.25)	-100.0%
149 Capital Spending	-	-	210,993.18	754,961.35	449,483.00	(305,478.35)	-40.5%
692 Celebrations	2,982.64	2,867.27	3,853.74	2,300.00	2,945.00	645.00	28.0%
722 Debt Service	862,559.60	1,046,774.77	990,339.50	982,638.00	942,808.00	(39,830.00)	-4.1%
820 State Assessments	228,079.00	230,532.00	232,015.00	237,134.00	234,072.00	(3,062.00)	-1.3%
911 Retirement	704,356.00	721,863.00	794,132.00	789,304.00	921,648.00	132,344.00	16.8%
913 Unemployment	5,710.22	-	25,502.05	10,000.00	10,000.00	-	0.0%
914 Health & Life Insurance	729,544.92	800,985.73	738,329.07	876,158.85	874,142.00	(2,016.85)	-0.2%
916 Other Insurance	177,672.73	184,933.33	191,216.44	212,793.00	228,895.68	16,102.68	7.6%
917 Medicare Tax	52,081.46	50,762.37	54,615.41	79,077.37	71,674.00	(7,403.37)	-9.4%
992 Transfer to Special Revenue	44,583.75	-	-	22,422.42	-	(22,422.42)	-100.0%
994 Transfer to Capital Project	100,000.00	-	-	-	-	-	0.0%
996 Transfer to OPEB	25,000.00	25,000.00	75,000.00	100,000.00	125,000.00	25,000.00	25.0%
997 Transfer to Agency	65,000.00	65,000.00	65,000.00	65,000.00	65,000.00	-	0.0%
<b>Subtotal Unclassified</b>	<b>2,997,570.32</b>	<b>3,128,718.47</b>	<b>3,380,996.39</b>	<b>4,132,385.24</b>	<b>3,925,667.68</b>	<b>(206,717.56)</b>	<b>-5.0%</b>
<b>SCHOOLS</b>							
<b>300 Schools</b>							
HWRSD Assessment	16,302,008.00	16,417,016.00	16,837,974.00	16,776,063.00	17,746,437.94	970,374.94	5.8%
ENSATSD Assessment	163,748.00	197,798.00	227,628.00	205,594.00	191,079.00	(14,515.00)	-7.1%
HWRSD Debt Service	565,876.20	573,916.62	568,136.39	625,209.00	639,057.06	13,848.06	2.2%
ENSATSD Debt Service	19,031.00	30,536.00	24,082.00	25,692.00	21,877.00	(3,815.00)	-14.8%
<b>Total Schools</b>	<b>17,050,663.20</b>	<b>17,219,266.62</b>	<b>17,657,820.39</b>	<b>17,632,558.00</b>	<b>18,598,451.00</b>	<b>965,893.00</b>	<b>5.5%</b>
<b>TOTAL GENERAL FUND</b>	<b>27,219,931.18</b>	<b>27,190,803.97</b>	<b>28,211,799.86</b>	<b>29,513,174.61</b>	<b>30,512,125.41</b>	<b>998,950.80</b>	<b>3.4%</b>
<b>TOTAL TOWN (EXCLUDING HWRSD)</b>				<b>12,111,903.61</b>	<b>12,126,630.41</b>	<b>14,726.80</b>	<b>0.1%</b>

**FINANCIAL ARTICLES**

Capital Spending (ARTICLE 2018/4 2-3)	383,050.00
General Town Departmental Appropriations (ARTICLE 2018/4 2-4)	11,487,147.41
Hamilton Development Corporation (ARTICLE 2018/4 2-13)	65,000.00
OPEB Trust Fund (ARTICLE 2018/4 2-14)	125,000.00
Fire Engine Purchase (ARTICLE 2018/4 2-15)	66,433.00
<b>TOTAL</b>	<b><u>12,126,630.41</u></b>

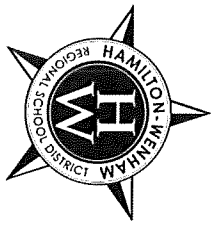




# FY19 Budget – District Totals

## Level Service PLUS Critical Priorities Net Assessment Budget

Total Expenses					
	FY17 BUD	FY18 BUD	FY19 BUD	Difference	
General Operating Expense (Before Offsets)	\$ 30,166,532	\$ 31,403,624	\$ 33,097,866	\$ 1,694,242	5.40%
Expense Offsets	\$ 1,016,500	\$ 1,203,808	\$ 1,203,808	-	0.00%
General Operating Expenses (After Offsets)	\$ 29,150,032	\$ 30,199,816	\$ 31,894,058	\$ 1,694,242	5.61%
Debt Service Expense	\$ 2,129,250	\$ 2,092,860	\$ 2,115,275	\$ 22,415	1.07%
<b>TOTAL EXPENDITURES</b>	<b>\$ 31,279,282</b>	<b>\$ 32,292,676</b>	<b>\$ 34,009,333</b>	<b>\$ 1,716,657</b>	<b>5.32%</b>
Total Funding Sources					
	FY17 BUD	FY18 BUD	FY19 BUD	Difference	
<i>Revenues</i>					
Chapter 70-Base Aid	\$ 3,457,966	\$ 3,554,656	\$ 3,606,706	\$ 52,050	1.5%
MSBA Debt Service Reimbursement	\$ 1,132,065	\$ 1,132,065	\$ 1,132,065	-	0.0%
State Transportation Reimbursement	\$ 331,304	\$ 340,686	\$ 330,837	\$ (9,849)	-2.9%
Medicaid Reimbursement	\$ 85,000	\$ 85,000	\$ 150,000	\$ 65,000	76.5%
Interest Income	\$ 4,000	\$ 4,000	\$ 4,000	-	0.0%
Prior Year Unexpended Encumbrances	\$ -	\$ -	\$ -	-	#DIV/0!
Other Non-recurring Income (Including Transp)	\$ -	\$ -	\$ -	-	#DIV/0!
Total Revenues	\$ 5,010,335	\$ 5,116,407	\$ 5,223,608	\$ 107,201	2.1%
<i>Transfers In From Other Funds</i>					
Excess and Deficiency	\$ 555	\$ 568,821	\$ 347,218	\$ (221,603)	-39.0%
Total Transfers	\$ 555	\$ 568,821	\$ 347,218	\$ (221,603)	-39.0%
<b>Total Funding Sources</b>	<b>\$ 5,010,890</b>	<b>\$ 5,685,228</b>	<b>\$ 5,570,826</b>	<b>\$ (114,402)</b>	<b>-2.0%</b>
Total Expenditures	\$ 31,279,282	\$ 32,292,676	\$ 34,009,333	\$ 1,716,657	5.3%
Less Total Funding Sources	\$ 5,010,890	\$ 5,685,228	\$ 5,570,826	\$ (114,402)	-2.0%
<b>NET ASSESSMENT including Debt Service</b>	<b>\$ 26,268,391</b>	<b>\$ 26,607,448</b>	<b>\$ 28,438,507</b>	<b>\$ 1,831,059</b>	<b>6.9%</b>
Total Town Assessments					
	FY17 BUD	FY18 BUD	FY19 BUD	Difference	
Hamilton	\$ 17,494,749	\$ 17,401,271	\$ 18,385,495	\$ 984,224	5.7%
Wenham	\$ 8,773,643	\$ 9,206,177	\$ 10,053,012	\$ 846,835	9.2%
<b>NET ASSESSMENT including Debt Service</b>	<b>\$ 26,268,391</b>	<b>\$ 26,607,448</b>	<b>\$ 28,438,507</b>	<b>\$ 1,831,059</b>	<b>6.9%</b>



# FY19 Budget – District Totals

## 5 Year Summary of Net Assessments to the Towns

	<u>FY15 BUD</u>	<u>FY16 BUD (1)</u>	<u>FY17 BUD (2)</u>	<u>FY18 BUD (3)</u>	<u>FY19 BUD (4)</u>
<b>Operations</b>					
Hamilton	\$16,302,008	\$16,417,016	\$16,837,974	\$16,776,063	\$17,746,438
Wenham	<u>\$7,338,512</u>	<u>\$7,724,443</u>	<u>\$8,433,233</u>	<u>\$8,870,590</u>	<u>\$9,708,859</u>
SubTotal	\$23,640,520	\$24,141,459	\$25,271,207	\$25,646,653	\$27,455,297
<b>Debt</b>					
Hamilton	\$565,876	\$574,956	\$656,775	\$625,208	\$639,057
Wenham	<u>\$272,451</u>	<u>\$286,487</u>	<u>\$340,410</u>	<u>\$335,587</u>	<u>\$344,153</u>
SubTotal	\$838,327	\$861,443	\$997,185	\$960,795	\$983,210
<b>Total</b>					
Hamilton	\$16,867,884	\$16,991,972	\$17,494,749	\$17,401,271	\$18,385,495
Wenham	<u>\$7,610,963</u>	<u>\$8,010,930</u>	<u>\$8,773,643</u>	<u>\$9,206,177</u>	<u>\$10,053,012</u>
Total	\$24,478,847	\$25,002,902	\$26,268,392	\$26,607,448	\$28,438,507

- (1) FY16 Assessment reduced by \$395,781 (return of Certified E&D) per School Committee Policy D4021.
- (2) FY17 Assessment reduced by \$555 (return of Certified E&D) per School Committee Policy D4021.
- (3) FY18 Assessment reduced by \$568,821 (return of Certified E&D) per School Committee Policy D4021.
- (4) FY19 Assessment reduced by \$347,218 (return of Certified E&D) per School Committee Policy D4021.



# FY19 Budget – District Totals

## 4 Year Impact Analysis of Net Assessments to the Towns

<b>Total Net Assessment:</b>	
FY15	\$ 24,478,847
FY19	\$ 28,438,507
4 Year Chg \$	\$ 3,959,660
4 Year Chg %	16.18%
<i>Avg Annual Chg</i>	<i>4.04%</i>
<b>Hamilton's Total Net Assessment:</b>	
FY15	\$ 16,867,884
FY19	\$ 18,385,495
4 Year Chg \$	\$ 1,517,611
4 Year Chg %	9.00%
<i>Avg Annual Chg</i>	<i>2.25%</i>
This 4 Yr Period includes a \$900K shift to Wenham (re: 3 Yr Enrollment)	
<b>Wenham's Total Net Assessment:</b>	
FY15	\$ 7,610,763
FY19	\$ 10,053,012
4 Year Chg \$	\$ 2,442,249
4 Year Chg %	32.09%
<i>Avg Annual Chg</i>	<i>8.02%</i>
This 4 Yr Period includes a \$900K shift from Hamilton (re: 3 Yr Enrollment)	

**Hamilton Wenham Regional School District  
5 Year Capital \* Improvement Program Summary as of February 13, 2018**

Department	Project	Location	Total Est Cost	FY19	FY20	FY21	FY22	FY23
Fac & Grds	New Roof	HS	3,000,000	-	-	-	-	3,000,000
Fac & Grds	Building Energy Management Systems	Elem Schools	210,000	210,000	-	-	-	-
Fac & Grds	Replace Recalled Sprinkler Heads	HS / MS	37,500	37,500	-	-	-	-
Fac & Grds	Replace Classroom Sinks, Countertops & Water bubblers	Elem Schools	61,000	-	25,000	36,000	-	-
Fac & Grds	Waste Water Treatment Plant	District	100,000	20,000	20,000	20,000	20,000	20,000
Fac & Grds	Repair, refinish & reline Gymnasium Floors	District	60,000	-	30,000	30,000	-	-
Fac & Grds	Install Keyless Entryway Swipecard Systems	District	35,000	-	-	-	-	-
Fac & Grds	Install Exterior Surveillance Cameras	District	30,000	30,000	-	-	-	-
Fac & Grds	Install Main Entry & Main Office Interior Surveillance Cameras	District	25,000	25,000	-	-	-	-
Fac & Grds	Interior Classroom & Hallway Painting	Cut	30,000	-	-	-	30,000	-
Fac & Grds	Replace Classroom Carpets with Tile (2)	Cut	10,000	-	10,000	-	-	-
Fac & Grds	Classroom Shades	Cut, Buk, HS & MS	135,000	135,000	-	-	-	-
Fac & Grds	Emergency Generator	Buk & Admin Bldg	40,000	40,000	-	-	-	-
Fac & Grds	Autoscrubbers (4)	District	60,000	-	15,000	15,000	15,000	15,000
Fac & Grds	Replace flooring in HS Fitness Center	HS	15,000	-	15,000	-	-	-
Fac & Grds	Equipment for HS Fitness Center	HS	20,000	-	20,000	-	-	-
Fac & Grds	Install ADA Accessible Handicap Lifts/Ramps for school stages	Win & Buk	30,000	30,000	-	-	-	-
Fac & Grds	Project Adventure Course Upgrades	HS / MS	15,000	-	15,000	-	-	-
Fac & Grds	Replace front sidewalks at Middle School	MRMS	60,000	60,000	-	-	-	-
Fac & Grds	Replace Ceiling Tiles in Primary Wing Classrooms & Hallway	Winthrop	10,000	-	-	-	10,000	-
Fac & Grds	Repair sidewalks and curbing at Admin Bldg	Admin	15,000	15,000	-	-	-	-
Fac & Grds	Upgrade, repair and install Intercom systems	Various	24,000	24,000	-	-	-	-
Fac & Grds	Replace Sound System in gymnasium	HS / MS	20,000	20,000	-	-	-	-
Fac & Grds	40' - 50' Scissor Lift w/ Trailer	District	25,000	-	25,000	-	-	-
Fac & Grds	Buker Drainage	Buker	20,000	20,000	-	-	-	-
Fac & Grds	Buker Side Entryway and Handicap Ramp (Replace)	Buker	80,000	80,000	-	-	-	-
Tech	iPads for Students on Scholarship and F&RL	District	87,500	17,500	17,500	17,500	17,500	17,500
Tech	Classroom Hardware Refresh 4 year cycle (IPads)	District	280,000	21,000	42,000	84,000	70,000	63,000
Tech	Classroom Hardware Refresh 7 year cycle (Laptops & Labs)	District	262,305	33,480	47,470	34,970	92,430	53,955
Tech	Classroom Chromebooks 4 year cycle	District	135,000	-	18,000	18,000	18,000	81,000
Tech	Upgrade Wireless Access Points including wiring	District	49,920	49,920	-	-	-	-
Tech	Replace Phone System with new VoIP system	HS / MS	47,000	47,000	-	-	-	-
Tech	Replace Backup Server / Services	District	52,000	52,000	-	-	-	-
Tech	Replace VMware Server and Licenses	District	113,000	113,000	-	-	-	-
Tech	Replace Network Area Storage Arrays	District	207,000	207,000	-	-	-	-
Tech	Replace Network IDF	District	72,000	72,000	-	-	-	-
Tech	Replace Classroom SMARTboards, Projectors, etc	District	232,600	37,216	65,128	65,128	65,128	-
Tech	Upgrade Auditorium Theatrical Electrical Systems	HS	75,000	75,000	-	-	-	-
Tech	Replace Auditorium Lighting Control Console	HS	17,000	17,000	-	-	-	-
Tech	Auditorium HD Projector, Projection Screen & Monitors	HS	50,000	-	-	50,000	-	-
Tech	Install redundant line for Internet Connectivity	District	32,000	32,000	-	-	-	-
Food Svc	Kitchen Equipment	District	373,575	373,575	-	-	-	-
<b>Subtotal Operating:</b>			<b>6,253,400</b>	<b>1,929,191</b>	<b>365,098</b>	<b>370,598</b>	<b>338,058</b>	<b>3,250,455</b>



**Hamilton Wenham Regional School District  
5 Year Capital\* Improvement Program Summary as of February 13, 2018**

Department	Project	Location	Total Est Cost	FY19	FY20	FY21	FY22	FY23
Fac & Grds	Building Fire Suppression System	Win	850,000	850,000	-	-	-	-
	<b>Subtotal Sprinklers:</b>		850,000	850,000	-	-	-	-
Master Plan	Classroom Furniture (Master Plan)	District	800,000	800,000	-	-	-	-
Master Plan	HS/MS Library Media Center Renovation (Master Plan)	HS / MS	2,460,000	-	-	-	-	2,460,000
Master Plan	Elementary Library Media Center Renovations (Master Plan)	Elem Schools	2,841,825	-	-	-	-	2,841,825
	<b>Subtotal Master Plan:</b>		6,101,825	800,000	-	-	-	5,301,825
Athletics	Turf Fields: Track & Field	District	3,671,863	-	-	-	-	3,671,863
Athletics	Turf Fields: Combination Baseball Field	District	3,051,365	-	-	-	-	3,051,365
Athletics	Turf Fields: Entrance Improvements & Amenities	District	2,024,928	-	-	-	-	2,024,928
	<b>Subtotal Athletics:</b>		8,748,156	-	-	-	-	8,748,156
	<b>Totals:</b>		\$ 21,953,381	\$ 3,579,191	\$ 365,098	\$ 370,598	\$ 338,058	\$ 17,300,436

\$ 129,196

\$ 850,000

\$ 2,599,995

- A "green" shaded entry in FY19 denotes an expense has been incorporated into the FY19 Operating Budget Recommendation.  
 - The "blue" shaded entry in FY19 denotes a Winthrop Sprinkler Project expense that will be presented at April 2018 Town Meeting as a Debt Exclusion.  
 - An "orange" shaded entry in FY19 denotes a Safety, Accessibility or Critical Infrastructure Project expense that will be presented at April 2018 Town Meeting as a Debt Exclusion.

\* - Tangible assets or projects that cost at least \$10,000 and have a useful life of at least 5 years.

Note - The final principal and interest payment for the HS/MS Project is due in May 2019. Net annual Debt Service Expense Costs associated with that Project are ~\$711,000.



**APPENDIX D**  
**Water Enterprise Capital Improvements for Fiscal Year 2019**

Water Department	Purchase Price	Planned Usage	Notes
Hydrant & Gate Valve Replacement Program	\$ 15,000	Develop a hydrant flushing and valve exercising program to improve quality of water and efficiency in the operational system	Replacement program
Meter Replacement Program	\$ 15,000	Purchase meters and associated components to replace faulty equipment	Replacement program
<b>TOTAL</b>	<b>\$ 30,000</b>		



**APPENDIX D**

<b>WATER ENTERPRISE</b>	<b>FY2015 Actuals</b>	<b>FY2016 Actuals</b>	<b>FY2017 Actuals</b>	<b>FY2018 Budget</b>	<b>FY2019 Request</b>	<b>Variance \$</b>	<b>Variance %</b>
<b>REVENUES</b>							
PENALTY & INTEREST WATER	3,101	4,884	7,177	3,500	4,000	500	14.3%
INCOME (usage & service charges)	1,097,448	1,649,396	1,712,592	1,800,571	1,712,500	(88,071)	-4.9%
WATER LIEN REVENUE	28,309	42,579	59,783	35,000	35,000	-	0.0%
EARNINGS ON INVESTMENTS	2,366	2,675	4,420	1,000	1,000	-	0.0%
BOND/BAN PREMIUM	168,236	-	-	-	-	-	0.0%
MISCELLANEOUS INCOME	9,113	21,057	8,278	10,000	7,500	(2,500)	-25.0%
OFS - TRANSFER FROM GENERAL FUND	-	-	100,000	-	-	-	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 1,308,573</b>	<b>\$ 1,720,591</b>	<b>\$ 1,892,250</b>	<b>\$ 1,850,071</b>	<b>\$ 1,760,000</b>	<b>\$ (90,071)</b>	<b>-4.9%</b>
<b>EXPENDITURES</b>							
<i>Personnel</i>							
SEASONAL WAGES	80	-	-	1,760	-	(1,760)	-100.0%
PERMANENT WAGES	200,804	204,132	212,381	229,018	283,932	54,914	24.0%
PERSONNEL/CONTRACT RESERVE	-	-	-	6,000	-	(6,000)	-100.0%
OVERTIME WAGES	40,056	44,945	54,162	70,213	64,621	(5,593)	-8.0%
LONGEVITY/STIPEND/DIFFERENTIAL	900	900	1,500	900	1,500	600	66.7%
MEDICARE	3,533	3,740	3,833	4,400	4,900	500	11.4%
WORKER COMPENSATION	-	3,242	-	-	-	-	0.0%
MEAL/UNIFORM/CLEAN ALLOWANCE	2,258	2,194	1,918	2,400	3,200	800	33.3%
<b>Total Personnel</b>	<b>\$ 247,631</b>	<b>\$ 259,153</b>	<b>\$ 273,794</b>	<b>\$ 314,691</b>	<b>\$ 358,152</b>	<b>\$ 43,461</b>	<b>13.8%</b>
<i>Expenses</i>							
UTILITIES/FUEL CHARGES	96,848	80,747	93,485	102,500	102,500	-	0.0%
REPAIR & MTC VEHICLES	264	-	100	1,000	1,000	-	0.0%
REPAIR & MTC PLANT	51,789	52,751	89,851	99,100	99,100	-	0.0%
REPAIR & MTC DISTRIBUTION SYST	30,818	19,060	16,879	20,000	20,000	-	0.0%
RENTAL/LEASE UNIFORMS	1,431	1,410	1,232	1,400	1,400	-	0.0%
PROFESSIONAL EMPLOY TRAINING	1,650	-	1,353	2,000	2,500	500	25.0%
LITIGATION SERVICES	1,621	4,464	19,729	5,000	5,000	-	0.0%
BILL COLLECT & DATA SERVICES	8,793	6,661	6,594	9,000	9,000	-	0.0%
CONSULTATIVE SERVICES	1,455	4,205	17,586	20,000	10,000	(10,000)	-50.0%
INSPECTONAL SERVICES	13,132	13,368	16,226	17,500	14,500	(3,000)	-17.1%
MIS & SOFTWARE SERVICES	-	-	1,666	1,300	11,500	10,200	784.6%
VOICE DATA & VIDEO SERVICES	9,757	9,922	9,772	11,000	11,000	-	0.0%
ADVERTISING & PRINTING SERVICE	6,554	700	617	2,500	2,500	-	0.0%
POSTAGE AND SHIPPING	601	1,950	26	1,500	1,500	-	0.0%
PUBLIC SAFETY DETAIL SERV	2,229	6,003	5,637	4,500	4,500	-	0.0%
HVAC/ELECT/PLUMB SUPPLIES	1,702	956	2,058	2,500	2,500	-	0.0%
CUSTODIAL SUPPLIES	342	243	334	500	350	(150)	-30.0%

**APPENDIX D**

	FY2015 Actuals	FY2016 Actuals	FY2017 Actuals	FY2018 Budget	FY2019 Request	Variance \$	Variance %
<b>WATER ENTERPRISE</b>							
VEHICLE & EQUIP SUPPLIES	1,381	1,767	2,706	2,500	2,500	-	0.0%
VEHICLE & EQUIP FUEL	7,652	4,569	6,325	9,000	8,800	(200)	-2.2%
SMALL EQUIP SUPPLIES	590	2,163	3,218	2,000	2,000	-	0.0%
FOOD SUPPLIES	591	387	-	700	700	-	0.0%
MEDICAL & EQUIP SUPPLIES	-	-	134	400	400	-	0.0%
WATER TREATMENT SUPPLIES	60,439	51,066	47,383	62,500	62,500	-	0.0%
UNIFORMS AND GEAR	477	183	582	300	300	-	0.0%
GOVERNMENTAL FEES	2,590	2,662	4,173	3,000	3,000	-	0.0%
IN STATE TRAVEL	-	-	-	400	400	-	0.0%
WATER EMERGENCY FUND	-	-	13,507	15,000	15,000	-	0.0%
DUES MEMBERSHIP ETC	829	908	590	850	1,500	650	76.5%
OFU - TRANSFER TO GENERAL FUND	328,982	334,307	414,489	386,157	406,078	19,921	5.2%
<b>Total Expenses</b>	<b>\$ 632,516</b>	<b>\$ 600,454</b>	<b>\$ 776,252</b>	<b>\$ 784,107</b>	<b>\$ 802,028</b>	<b>\$ 17,921</b>	<b>2.3%</b>
<b>Debt</b>							
DEBT SERVICE INTEREST	4,125	148,682	145,048	212,273	204,923	(7,350)	-3.5%
DEBT SVC PRINCIPAL	45,000	305,000	300,000	390,000	350,000	(40,000)	-10.3%
INTEREST ON TEMPORARY LOANS	35,618	-	-	-	43,656	43,656	0.0%
<b>Total Debt</b>	<b>\$ 84,743</b>	<b>\$ 453,682</b>	<b>\$ 445,048</b>	<b>\$ 602,273</b>	<b>\$ 598,579</b>	<b>\$ (3,693)</b>	<b>-0.6%</b>
<b>Capital</b>							
CAPITAL PLANT	10,195	12,886	-	160,000	30,000	(130,000)	-81.3%
CAPITAL DISTRIBUTION SYSTEM	24,894	4,796	22,635	-	-	-	0.0%
CAPITAL WATER METERS	9,509	34,919	10,738	15,000	-	(15,000)	-100.0%
REPLACEMENT EQUIPMENT - VEHICLE	77,500	31,667	-	-	7,012	7,012	0.0%
<b>Total Capital</b>	<b>\$ 122,097</b>	<b>\$ 84,268</b>	<b>\$ 33,373</b>	<b>\$ 175,000</b>	<b>\$ 37,012</b>	<b>\$ (137,988)</b>	<b>-78.9%</b>
PRIOR YEAR ENCUMBRANCE	\$ -	\$ 8,685	\$ 2,142	\$ -	\$ -	\$ -	0.0%
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 1,086,988</b>	<b>\$ 1,406,241</b>	<b>\$ 1,530,608</b>	<b>\$ 1,876,071</b>	<b>\$ 1,795,771</b>	<b>\$ (80,300)</b>	<b>-4.3%</b>
BEGINNING FUND BALANCE	\$ 357,580	\$ 579,165	\$ 893,516	\$ 1,255,158	\$ 1,229,158		
NET INCOME/(LOSS)	\$ 221,585	\$ 314,351	\$ 361,642	\$ -	\$ -		
RETAINED EARNINGS	\$ -	\$ -	\$ -	\$ (26,000)	\$ (35,771)		
ENDING FUND BALANCE	\$ 579,165	\$ 893,516	\$ 1,255,158	Projected \$ 1,229,158	Projected \$ 1,193,387		

**APPENDIX E**  
**COMMUNITY PRESERVATION COMMITTEE BUDGET**

**1) Open Space and Recreation - Project**

To appropriate \$42,400 from the Community Preservation Fund Balance to fund the debt service for the Donovan Acquisition.

**2) Open Space and Recreation - Project**

To appropriate \$114,000 (\$67,000 from the Community Preservation Fund Balance and \$47,000 from the FY19 Community Preservation Revenues) to fund the debt service for the Sagamore Hill conservation project.

**3) Historic Preservation - Project**

To appropriate \$200,000.00 (\$153,000 from the Community Preservation Fund Balance and \$47,000 from the FY19 Community Preservation Fund Revenues) as requested by the Town Manager for the Hamilton Department of Public Works to fund the restoration/renovation of the Patton Homestead, with the condition that if required by the nature of the restoration, architect stamped plans are submitted to the Hamilton Building Department and/or (in the case of work not requiring architectural plans) building permits are issued (which cannot be renewed) by July 1, 2020. *Note: The vote of the Community Preservation Committee was five in favor, with one abstention and none opposed.*

**4) Community Housing - Project**

To appropriate \$100,000 (\$53,000 from the Community Preservation Fund Balance and \$47,000 from the FY19 Community Preservation Revenues) to the Affordable Housing Trust for community housing purposes as required by G.L. c 44, § 55C(c)(1).

*Note: The vote of the Community Preservation Committee was seven in favor, with none opposed.*

**5) Community Housing - Project**

To appropriate \$30,000 (from the Community Preservation Fund Balance) to the Hamilton Planning Board to update the Housing Element of the Hamilton Comprehensive Plan.

*Note: The vote of the Community Preservation Committee was eight in favor, with none opposed..*

**6) Administration - Expense**

To appropriate \$23,500 of FY19 Community Preservation Fund Revenues for administration costs including, but not limited to, annual Community Preservation Coalition membership fees, signs publicizing CPA projects and salary for part-time Community Projects Coordinator position.





## **TOWN of HAMILTON, MASSACHUSETTS -- TOWN BYLAWS**

### **BYLAW FOR THE IMPROVEMENT OF BLIGHTED OR UNSAFE STRUCTURES OR PROPERTY AND THE MAINTENANCE OF VACANT BUILDINGS - DRAFT 2.28.2018**

#### 1. AUTHORITY AND PURPOSE

Pursuant to the general powers granted to towns by Article 89 of the Amendments to the Massachusetts Constitution, and the specific powers granted by Massachusetts General Laws, Chapter 139, Sections 1-3A, this Bylaw is adopted for the prevention of any unreasonable interference with the common interest of the general public in maintaining decent, safe, and sanitary structures. The provisions of this Bylaw shall be applicable to any building or structure or property that meets any one of the three sets of conditions set forth herein under the definitions of "Blighted Structure or Property", "Unsafe Structure or Property," or "Vacant Buildings".

#### 2. DEFINITIONS

A. Building - A structure, whether portable or fixed, with exterior walls or firewalls and a roof, built, erected or framed, of a combination of any materials, to form shelter for persons, animals, or property.

B. Structure - A combination of materials, whether wholly or partially level with, above or below the surface of the ground, whether permanent or temporary, assembled at a fixed location to give support, shelter, or enclosure such as a building (see above), framework, retaining wall, platform, bin, fence, parking area, sign, flagpole, or mast for antenna or the like.

C. Enforcement Authority – This Bylaw shall be enforced by the Building Commissioner or his qualified designee.

D. Interested Parties - In connection with the enforcement and notification requirements of this Bylaw, Interested Parties are: the Enforcement Authority; any Responsible Party; owners and occupants of property abutting the subject property; owners and occupants of property directly opposite the subject property on any public or private street or way; and a person filing a complaint under this Bylaw.

E. Occupant - A person who occupies real property with the consent of the owner as a lessee, tenant at will, licensee, or otherwise. The singular use of the term includes the plural when the context so indicates.

F. Owner - Every person who alone or jointly or severally with others (a) has legal title to any building, structure or property; or (b) has care, charge, or control of any such building structure or property in any capacity including but not limited to agent, executor, executrix,

administrator, administratrix, trustee or guardian of the estate of the holder of legal title; or (c) is a mortgagee in possession; or (d) is an agent, trustee or other person appointed by the courts.

G. Responsible Party - The owner or occupant (in the case of real property) of property that is the subject of proceedings under this Bylaw. The singular use of the term includes the plural when the context so indicates.

### 3. BLIGHTED STRUCTURE OR PROPERTY

Blighted is a condition of structure or property that by reasonable determination displays physical deterioration that renders the structure unfit for human habitation, in need of major maintenance or repair, or lacks ventilation, light or sanitation facilities, and that contributes to detrimental effects to safety or health and unreasonably interferes with the common interest of the general public in maintaining decent, safe, and sanitary structures. This definition of the term "blighted" is based on Massachusetts General Laws Chapters 121A and 121B and the implementing regulations which provide guidance regarding the definition of blighted structures. Blighted does not constitute a condition that merely adversely affects property values. The term blighted includes, but is not limited to:

- (a) property having deteriorated roofs, foundations, walls, or floors, including broken or inadequately secured windows or doors;
- (b) burned structures not otherwise lawfully habitable or usable;
- (c) property that attracts or harbors vermin or rodents or wild animals; or
- (d) garbage and rubbish.

### 4. UNSAFE STRUCTURE OR PROPERTY

Unsafe is a condition of a structure or structures or personal property that exposes persons to unreasonable risk of injury or harm, or exposes property to unreasonable risk of damage, loss or destruction.

### 5. VACANT BUILDINGS

Vacant buildings or structures are ones which (a) are or will be unoccupied, i.e., not inhabited or lived in, by a Responsible Party for a period of one-hundred-and-eighty (180) consecutive days or more and (b) which appear to manifest blighted or unsafe conditions as defined in Sections 3 and 4, and (c) for which the Responsible Party has failed to do any of the following:

- (a) comply with all applicable sanitary, building, and fire codes and orders issued pursuant thereto;
- (b) secure the premises to prevent unauthorized entry and exposure to the elements;
- (c) maintain the premises in a manner that ensures their external/visible maintenance, including but not limited to the maintenance of major systems, the removal of trash and debris, and the

upkeep of lawns, shrubbery, and other landscape features;

(d) repair or replace broken windows or doors within thirty (30) days. Boarding up any doors or windows is prohibited except as a temporary measure for no longer than thirty (30) days, and;

(e) for properties vacant for six months or more at which the utilities have been shut off, remove or cut and cap such utilities to prevent accidents.

## 6. VIOLATIONS

If the Enforcement Authority is informed of or has reason to believe that blighted or unsafe conditions, as defined in Sections 3 and 4, or that vacant buildings, as defined in Section 5, exist on any real property in the Town, he may make or cause to be made an investigation of the facts, including an inspection of the property where the condition may exist. In making such inspection, the Enforcement Authority shall have such right of access to premises that may be lawfully exercised by him under the laws and constitution of the Commonwealth and/or of the United States.

## 7. PROCEDURES FOR ENFORCEMENT

A. Procedures – During his investigation of the matter, the Enforcement Authority shall make reasonable efforts to consult with the Responsible Party for the purpose of obtaining voluntary compliance with this Bylaw before initiating any enforcement action.

If, after inspection, the Enforcement Authority confirms the existence of blighted or unsafe conditions or vacant buildings in violation of this Bylaw and the Responsible Party fails to voluntarily comply, he shall issue a Notice of Violation and may make and issue such Orders as he deems necessary to correct or eliminate the blighted or unsafe conditions or obtain compliance with the requirements for vacant buildings. Said Notice and Orders shall be in writing and shall be served upon all Responsible Parties as can be determined after reasonable inquiry.

Any Interested Party who has filed a written complaint of blighted or unsafe conditions or vacant buildings to the Enforcement Authority upon which complaint the Enforcement Authority has determined that the conditions do not exist, or the Enforcement Authority has taken action that the Interested Party claims is inadequate, shall have a right to a review of the matter by the Town Manager. At the request of such an Interested Party, the Town Manager shall confer with the Enforcement Authority and may confer with other appropriate agencies of Town government such as the Council on Aging, Assessors Department, and Building Department. The Town Manager shall make a decision and recommend appropriate action in writing to the Interested Parties, the Responsible Parties, the Enforcement Authority, and the Board of Selectmen.

Any person aggrieved by the decision and recommendation of the Town Manager may request a hearing before the Board of Selectmen. Said request shall be in writing and received by the Board of Selectmen within ten (10) business days of issuance of the Town Manager's decision. A copy of the hearing request shall also be delivered to the complainant, if any, and to all

Interested Parties. It shall be the responsibility of the person requesting the hearing to show that all Interested Parties have been notified of the request. If no such request is received within the time specified herein, the order of the Enforcement Authority shall be final.

A request for hearing shall not constitute a stay of the Enforcement Authority's Order unless the Enforcement Authority so orders.

Upon receipt of a timely request, the Board of Selectmen shall convene a public hearing, which may include an examination of any complainant or Responsible Party, under oath, to determine whether conditions under this Bylaw exist. Based on the evidence and testimony presented at said public hearing, the Board of Selectmen may affirm the Enforcement Authority's Order, reverse and nullify the Order, or issue any such Order as it deems necessary to ensure the protection of public safety and/or eliminate blighted or unsafe conditions. The determination of the Board of Selectmen after a hearing shall be final.

Fines for non-compliance with the Enforcement Authority's or Board of Selectmen's Order may be assessed as a non-criminal disposition pursuant to M.G.L. Chapter 40, Section 21D and Article XIII of the Town's Bylaws in the following amounts:

- i. First offense, \$100.00
- ii. Second offense, \$200.00
- iii. Third and successive offenses, \$300.00 each

Each violation of this Bylaw shall constitute a separate offense. Each day that any such violation continues shall constitute a separate offense.

The Enforcement Authority may require that a complaint be made in writing subject to the penalties of perjury. If the Enforcement Authority determines that a reported condition may warrant immediate action, or constitutes a substantial violation of this Bylaw, the Enforcement Authority may seek authority to file for injunctive relief in court without first holding a hearing or providing prior notice to the Responsible Party and without requiring the disclosure of the identity of the complainant.

If the Enforcement Authority determines that the condition is subject to the jurisdiction of the Board of Health or is a violation of the State Sanitary Code or any health regulation, in addition to enforcing this Bylaw, he shall refer the matter to the Board of Health for action.

B. Notice to Complainant - In any matter in which a complaint has been made by a person other than the Enforcement Authority, the Enforcement Authority shall notify the complainant in advance of all conferences or proceedings concerning resolution of the complaint or of any enforcement action and the complainant shall be allowed to be present.

C. Removal of Blighted or Unsafe Conditions or Vacant Buildings by Selectmen - If the Responsible Party fails to remedy the conditions upon notice and order from the Enforcement Authority to do so, the Board of Selectmen may cause corrective action for the conditions as provided in General Laws c. 139.

E. Reports by Enforcement Authority - The Enforcement Authority shall file with the Town Manager each month a report that shall include all complaints under this Bylaw made to him during the prior month; all proceedings begun by him under this Bylaw; all pending complaints and all investigations and enforcement actions taken by him or referred to the Board of Health. The report shall state the location of the premises, a summary of the nature of the complaint, the name of the Responsible Party(ies), and the disposition or the status of the matter.

8. OTHER LAWS

Compliance with this Bylaw shall not relieve the Responsible Party of any applicable obligations set forth in any other codes, regulations, covenant conditions or restrictions, and/or homeowner or condominium association rules and regulations.

Approved at Town Meeting (date)

Approved by Attorney General's Office (date)



## Chapter XXXI, Section 8: Preservation of Historically Significant Buildings

### **Purpose and Intent**

This bylaw is adopted for the purpose of preserving and protecting significant historic buildings, as defined herein, within the Town of Hamilton and encouraging owners of such buildings to seek out alternatives so as to preserve, rehabilitate, or restore such buildings rather than to demolish them or alter them in a detrimental way. Such buildings constitute or reflect distinctive features of the architectural, cultural, economic, agricultural, political, or social history of the Town. Further, through the bylaw, residents of the Town are alerted to impending demolition or alteration of significant buildings. By preserving and protecting significant buildings, streetscapes, landscapes and neighborhoods, this bylaw promotes the public welfare by making the Town a more attractive and desirable community.

To achieve these purposes, the Hamilton Historic District Commission, exercising its powers and duties as the Historical Commission, shall advise the Building Inspector with respect to applications for demolition permits, as defined herein. The issuance of demolition permits is regulated as provided by this bylaw.

**Definitions** – As used throughout this bylaw, the terms defined below have the following meanings:

**APPLICANT** - Any person or entity who files an application for a demolition permit. If the applicant is not the owner of the premises upon which the building is situated, the owner must indicate on or with the application his/her assent to the filing of the application.

**APPLICATION** - An application for the demolition of a building.

**BUILDING** - Any combination of materials having a roof, whether partial or full, and regardless of the presence or absence of walls or sides, and which is intended for shelter, housing, or enclosure of any person, process, equipment, animals, or goods, including a structure.

**BUILDING INSPECTOR** - The person occupying the office of Building Inspector or otherwise authorized to issue demolition permits.

**COMMISSION** – The Hamilton Historic District Commission, as defined by Chapter XXXI of the Town Bylaws, or its designee.

**DEMOLITION** - Any act of pulling down, destroying, removing, dismantling, or razing a building or commencing the work of total or substantial destruction with the intent of completing the same. The removal, whether in one project or more than one project over the course of a twenty-four (24) month period, of 50% or greater of a building involving the removal of historically significant character-defining exterior features as determined by the Commission

shall constitute demolition. Normal repairs or maintenance in kind that is identical to the original structure does not constitute demolition.

DEMOLITION/ALTERATION PERMIT - The building permit issued by the Building Inspector as required by the State Building Code for demolition, substantial demolition, alteration, renovation or removal of a building, excluding a building permit issued solely for the demolition of the interior of a building. HISTORIC DISTRICT - a defined district, such as the existing Hamilton Historic District, that has been established under the Historic Districts Act, General Laws, Chapter 40C.

PREFERABLY PRESERVED - Any significant building or structure that the Commission determines, following a public hearing, should be preserved or rehabilitated rather than demolished. A preferably preserved building or structure is subject to the 12-month demolition delay period of this bylaw.

SIGNIFICANT BUILDING – Any building or portion thereof within the Town constructed prior to 1940 and which has been determined by the Commission or its designee to be significant based on any of the following criteria:

- The building is listed on, or is within an area listed on, the National Register of Historic Places; or
- The building has been found, by the Massachusetts Historical Commission, to be eligible for the National Register of Historic Places; or
- The building is importantly associated with one or more historic persons or events, or with the broad architectural, cultural, political, economic, or social history of the Town, the Commonwealth or the nation; or
- The building is historically or architecturally important (in terms of period, style, method of building construction or association with a recognized architect or builder) either by itself or in the context of a group of buildings.

If a building is of an unknown age, it shall be presumed to be constructed prior to 1940.

**Procedure**

No Demolition/Alteration Permit for a significant building shall be issued until the provisions of this bylaw have been satisfied.

An application for a Demolition/Alteration Permit for a building regulated by this bylaw is to be submitted to the Building Inspector, who shall within seven (7) calendar days of receipt transmit a copy thereof to the Commission. No Demolition/Alteration Permit shall be issued during this time.



An applicant who requires a Special Permit from the Planning Board or from the Board of Appeals in order to perform any activity subject to the requirements of this bylaw may, at the time of filing an application for said Special Permit, file with the Building Inspector a Notice of Intention to apply for a Demolition/Alteration Permit. Such Notice shall be filed in the same manner, and contain the same documentation, as an application for a Demolition/Alteration Permit for a building that was, in whole or part, built prior to 1940. The purpose of the Notice is to allow, if necessary, the applicable boards to hear and decide historic preservation and Special Permit matters contemporaneously. Once filed, such Notice shall be treated for the purpose of Historic Preservation review by the Commission and the special permit granting authority as an application filed pursuant to this section. In the event that the required Special Permit issues to the applicant, the Building Inspector may treat such Notice as an application for a Demolition/Alteration Permit.

An applicant may withdraw an application without prejudice at any time prior to a decision by the Commission.

The Building Inspector shall, within seven (7) calendar days of receipt of such application, forward a copy thereof to the Commission.

Within ten (10) business days of the receipt of the Application by the Commission, the Commission staff in consultation with the Chair of the Commission shall make an initial determination as to whether the building falls into one or more of the categories listed as (a) through (d) below, and shall notify in writing the Commission, the Building Commissioner, Town Clerk, Planning Director, the Applicant, and the owner of record if different from the Applicant, of the initial determination. The categories are as follows:

- a. The building is located in the Historic District;
- b. The building is listed on or is within an area listed on the National or State Register of Historic places; is eligible for listing on either Register; or is a building for which a preliminary determination of eligibility has been made by the Massachusetts Historical Commission;
- c. The building is associated with one or more significant historic persons or events, or with the broad architectural, cultural, political, economic, or social history of the Town, Commonwealth, or nation; or
- d. The building is historically or architecturally significant in terms of its period, style, method of building construction, or its association with a significant architect or builder, either by itself or as part of a group of buildings.

If the building does not fall into any of these categories, the Chair and Commission Staff may determine that the building in question is not preferably preserved and not subject to the public hearing process. Within five (5) business days of the filing of the initial determination with the Town Clerk, any person aggrieved by the determination may file with Commission Staff and the Town Clerk an appeal of the Chair and Commission Staff's determination and the application

will require review by the full Commission. The Building Inspector may not issue the demolition permit until the expiration of the five (5) business day appeal period.

Within twenty one (21) calendar days of receipt of the application from the Building Inspector, the Commission shall hold a meeting to determine if a public hearing will be required to determine whether the significant building is preferably preserved. If it is determined that no public hearing is required, the Building Inspector is authorized to issue the demolition permit. If it is determined that a public hearing is required, the Commission will hold a public hearing as specified in this bylaw.

Within forty five (45) calendar days of the determination that a public hearing is required, the Commission shall hold a public hearing to determine if it is in the public interest for a significant building to be preserved or rehabilitated rather than demolished, and, based on such determination, whether the significant building is a preferably preserved building.

No less than fourteen (14) calendar days prior to the hearing date, the Commission shall transmit written notice of the meeting time and place to the applicant, owner of record (if different from the applicant), the owners of all properties within 300 (three hundred) feet of the subject property, the Building Inspector, the Hamilton Historical Society, and any others the Commission deems necessary to notice. The Commission shall give notice of the public hearing by publishing once at least fourteen (14) calendar days before the hearing a notice in a newspaper of general circulation in the town of the time, place, and purpose of the hearing. The applicant shall be responsible for the payment of the cost of publication.

In cases where it is known that additional approvals will be required for the proposed redevelopment of the premises, including zoning variances, special permits, and/or subdivision approvals, notice of the Commission's public hearing shall be provided to the authority responsible for granting said approvals.

If, following the public hearing, the Commission determines that:

1. The building is historically or architecturally significant; and
2. The demolition of this historically or architecturally significant building would be detrimental to the historical or architectural resources of the Town,

the Commission shall declare the building a preferably preserved significant building.

If, following the public hearing, the Commission determines that the building proposed for demolition is not historically or architecturally significant, or that the proposed demolition of the building would not be detrimental to the purposes protected by this bylaw, the Commission shall notify the Building Inspector. The Building Inspector may then issue the Demolition/Alteration Permit.

The Commission shall file written notice of its decision with the Town Clerk within thirty (30) calendar days of its vote. A copy of the decision shall also be mailed to the applicant and provided to the Building Inspector.

Failure to open the hearing or file its decision with the Town Clerk within these prescribed time periods shall be deemed to constitute constructive approval by the Commission, and in such case, the Building Inspector shall, subject to the requirements of the State Building Code and any other applicable laws, by-laws, rules and regulations, issue the Demolition/Alteration Permit.

Upon a determination by the Commission that any building which is the subject of an application is a preferably preserved building, no permit for new construction or alterations of the premises shall be issued for a period of twelve (12) months from the date of the receipt of the application of the Demolition/Alteration Permit to the Building Inspector unless otherwise agreed to by the Commission. The time period for delay shall be extended until the final resolution of any appeal of the Commission's decision to delay filed by the applicant, if the appeal is not resolved by the end of the twelve month period.

If twelve (12) months (if no appeal by the applicant) or the extended time period as set forth in the preceding paragraph have passed since the Demolition/Alteration Permit application was submitted to the Building Inspector, a Demolition/Alteration Permit shall be promptly issued by the Building Inspector.

Notwithstanding the above, the Building Inspector may issue a Demolition/Alteration Permit for a preferably preserved building after receipt of written notice from the Commission that:

1. The building has been fully documented to the satisfaction of the Commission,
2. All salvageable and valuable artifacts and materials have been or will be removed and preserved to the satisfaction of the Commission, and
3. Any of the following applies:
  - a) The Commission is satisfied that there is no reasonable likelihood that the applicant, owner, or some other reasonable person or group is willing to purchase, preserve, rehabilitate, restore, or relocate said building; or
  - b) The Commission is satisfied that for at least 12 (twelve) months, including periods of time prior to the date of submission of an application for demolition permit, the owner has made continuing, bona fide, and reasonable efforts to locate a purchaser to preserve, rehabilitate, restore, or relocate said building or structure, and that such efforts have been unsuccessful; or
  - c) The Commission is satisfied that the proposed demolition may be conducted in a manner that is not detrimental to the historical or architectural resources of the town.

The Building Inspector may issue a demolition permit or a building permit for a preferably preserved building within the 12 (twelve) months if the Commission notifies the Building Inspector in writing that the Commission finds that the intent and purpose of this bylaw is served even with the issuance of the demolition permit.

No permit for demolition of a building determined to be a preferably preserved building shall be granted until all plans for future use and development of the site have been filed with the Building Inspector and have been found to comply with all laws pertaining to the issuance of a building permit. All approvals necessary for the issuance of such building permit including without limitation any necessary zoning variances or special permits must be granted and all appeals from the granting of such approvals must be concluded prior to the issuance of a demolition permit under this bylaw.

A decision by the Commission expires two (2) years from the date of the decision. If demolition has not occurred prior to the expiration of the Commission's decision, a new application for a demolition permit must be filed with the Building Inspector, and reviewed by the Commission in accordance with the provisions of this section, prior to any subsequent demolition.

### **Application Contents**

An applicant proposing to demolish a building subject to this bylaw shall file with the Building Inspector an application containing the following information:

1. The address of the building to be demolished.
2. Map showing location of the building or portion thereof to be demolished, with reference to the lot lines and to neighboring buildings and structures.
3. Written description of the building or portion thereof to be demolished sufficient to identify the nature and extent of the proposed demolition.
4. Photographs of all elevations.
5. The owner's name, address and telephone number, and e-mail address.
6. Construction date of building and source for information.
7. The reason for requesting a Demolition/Alteration Permit.
8. A brief description of the proposed reuse, reconstruction or replacement.
9. Authorization for a site visit by the Commission.

### **Administration**

The Commission may adopt such rules and regulations as are necessary to administer the terms of this bylaw, but may not increase the length of the delay period stated herein.

In computing any period of time prescribed in this bylaw, the day of the act, event, or default after which the designated period begins to run shall not be included. The last day of the period so computed shall be included, unless it is a Saturday, Sunday, or legal holiday, in which event the period runs until the end of the next business day.

The Commission is authorized to adopt a schedule of reasonable fees to cover the costs associated with the administration of this bylaw, including the retention of consultants deemed necessary to assist the Commission in its review of an application.

The Commission may delegate authority to make initial determinations of significance to one or more members of the Commission or to a municipal employee.

The Commission may proactively develop a list of significant buildings that will be subject to this by-law. Buildings proposed for the significant building list shall be added following a public hearing, with notice to the record owners of any building proposed to be included on the list.

### **Responsibilities of the Owner**

The owner of a significant building for which a Demolition/Alteration Permit is being sought shall:

1. Provide such information as is reasonably requested by the Commission in connection with its consideration of whether the significant building is a preferably preserved building.
2. Allow exterior access to the property on which the significant building is located, as reasonably requested by the Commission; and
3. Secure the significant building.

An applicant who has applied for a Demolition/Alteration Permit for a preferably preserved building shall:

1. Participate in the investigation of preservation options for the preferably preserved building; and
2. Reasonably cooperate with the Commission and any interested parties seeking alternatives to the demolition of the preferably preserved building.

Once a significant building is determined to be a preferably preserved building, the owner shall be responsible for properly securing the building, if vacant, to the satisfaction of the Building Inspector.

Should the owner fail to secure the building, a subsequent destruction of the building at any time during the demolition delay period, which destruction could have been prevented by the required security measures, shall be considered a demolition in violation of this bylaw.

### **Emergency or Hardship Demolition**

If after an inspection the Building Inspector finds that a building subject to this bylaw is found to pose an immediate threat to public health or safety due to its deteriorated condition and that there is no reasonable alternative to the immediate demolition of the building, then the Building Inspector may issue an emergency demolition permit to the owner.

The Building Inspector shall then prepare a report explaining the condition of the building and the basis for his decision, which shall be forwarded to the Commission, within five (5) calendar days.

If the owner of the building suffers from financial hardship such that sale of the building to a buyer who wishes to demolish the building is the only option to provide the owner with financial support to preserve or protect the owner's health, safety or well-being, the Chair and the Commission staff may file with the Town Clerk and the Building Inspector a determination of financial hardship. Within five (5) business days of the filing of the determination of financial hardship with the Town Clerk, any person aggrieved by the determination may file with Commission Staff and the Town Clerk an appeal of the Chair and Commission Staff's determination and the application will require review by the full Commission. The Building Inspector may not issue the demolition permit until the expiration of the five (5) business day appeal period. In reviewing a request for a determination of financial hardship, the Chair and Commission staff may consider the sale price, the identity of the buyer, and the buyer's relationship with the owner, if any, to ensure that the purchase is not an effort to evade the provisions of this bylaw.

Nothing in this bylaw is intended to conflict with or abridge any obligations or rights conferred by G.L. c. 143, §§ 6-10 regarding removal or demolition of dangerous or abandoned structures. In the event of a conflict, the applicable provisions of Chapter 143 shall control.

Nothing in this bylaw shall be deemed to conflict with or abridge the authority of the Board of Health pursuant to G.L. c. 111, § 127B or the Board of Selectmen pursuant to G.L. c. 139, §§ 1 – 3A. The Board of Health or the Board of Selectmen is encouraged to consult with the Commission prior to taking action against a building constructed prior to 1940.

Nothing in this by-law shall be deemed to conflict with the provisions of the Historic Districts Act, Massachusetts General Laws, Chapter 40C, with respect to requirements of notice, hearing and issuance by the Commission of a Certificate of Appropriateness, a Certificate of Non-Applicability or a Certificate of Hardship prior to demolition of any building in the historic district.

## **Enforcement and Remedies**

Permits and determinations under this bylaw shall run with the land.

The Commission and Building Inspector are each specifically authorized to institute any and all actions and proceedings as either of them may deem necessary and appropriate to obtain compliance with the requirements of this bylaw or to prevent a threatened violation thereof.

Any owner of a significant building that is demolished without first obtaining a Demolition/Alteration Permit in accordance with the provisions of this bylaw shall be subject to a penalty of \$100 (one hundred dollars). Each day the violation exists until a faithful restoration of the demolished building or other remediation plan has been approved by the Commission shall constitute a separate offense. The Building Inspector may enforce this section by noncriminal disposition as provided by MGL c. 40, § 21D.

If a significant building is voluntarily demolished without first obtaining a Demolition/Alteration Permit, no building permit authorizing construction on the lot on which the building was located or on any adjoining lot under common ownership therewith shall be issued for a period of two (2) years from the date of the demolition on the subject parcel of land or any adjoining parcels of land under common ownership or control, unless the building permit is for the faithful restoration of the significant building or unless otherwise agreed to by the Commission.

## **Appeals**

A person aggrieved by reason of their inability to obtain a Demolition/Alteration Permit may appeal to the Board of Selectmen. The appeal shall be filed with the Town Clerk within twenty-one (21) calendar days after the date that the Commission's decision is filed with the Town Clerk. The Petitioner shall transmit a copy of the Commission's decision, with the date of filing certified by the Town Clerk, to the Board of Selectmen. The Board of Selectmen shall hold a public hearing within thirty (30) calendar days of the receipt of the petition and shall render a decision within sixty (60) calendar days from the date of filing. Failure by the Board of Selectmen to take final action upon a petition within the sixty (60) day period shall be deemed to be a grant of the appeal.

A person aggrieved by a decision of the Board of Selectmen may appeal to a court of competent jurisdiction within twenty-one (21) calendar days after the Board's decision has been filed with the Town Clerk. Notice of such action with a copy of the complaint shall be filed with the Town Clerk within the same twenty-one (21) days.

## **Historic Districts Act**

Following a determination that the building is significant and preferably preserved, the Commission may recommend to Town Meeting that the building be protected through the provisions of Massachusetts General Law, Chapter 40C, the Historic Districts Act. The steps

required under M.G.L. Chapter 40C shall be followed prior to the expansion of the local historic district. Nothing in this by-law shall be deemed to conflict with the provisions of the Historic Districts Act, Massachusetts General Laws Chapter 40C. If any of the provisions of this by-law do so conflict, that act shall prevail.

**Severability**

If any provision of this bylaw shall be found invalid for any reason, such invalidity shall be construed as narrowly as possible, and the balance of the bylaw shall be deemed to be amended to the minimum extent necessary so as to secure the purposes of this bylaw.

DATE \@ "M/d/yyyy"



## Ch. XXXVII

### BYLAW FOR THE IMPROVEMENT OF UNSAFE STRUCTURES OR PROPERTY AND THE MAINTENANCE OF VACANT BUILDINGS

#### 1. AUTHORITY AND PURPOSE

Pursuant to the general powers granted to towns by Article 89 of the Amendments to the Massachusetts Constitution, and the specific powers granted by Massachusetts General Laws, Chapter 139, Sections 1-3A, this Bylaw is adopted for the prevention of any unreasonable interference with the common interest of the general public in maintaining decent, safe, and sanitary structures. The provisions of this Bylaw shall be applicable to any building, structure, or property that meets any one of the two sets of conditions set forth herein under the definitions of "Unsafe Structure or Property," or "Vacant Buildings".

#### 2. DEFINITIONS

- A. Building - A structure, whether portable or fixed, with exterior walls or firewalls and a roof, built, erected or framed, of a combination of any materials, to form shelter for persons, animals, or property.
- B. Structure - A combination of materials, whether wholly or partially level with, above or below the surface of the ground, whether permanent or temporary, assembled at a fixed location to give support, shelter, or enclosure such as a building (see above), framework, retaining wall, platform, bin, fence, parking area, sign, flagpole, or mast for antenna or the like.
- C. Enforcement Authority – This Bylaw shall be enforced by the Building Commissioner or his qualified designee.
- D. Interested Parties - In connection with the enforcement and notification requirements of this Bylaw, Interested Parties are: the Enforcement Authority; any Responsible Party; owners and occupants of property abutting the subject property; owners and occupants of property directly opposite the subject property on any public or private street or way; and a person filing a complaint under this Bylaw.
- E. Occupant - A person who occupies real property with the consent of the owner as a lessee, tenant at will, licensee, or otherwise. The singular use of the term includes the plural when the context so indicates.
- F. Owner - Every person who alone or jointly or severally with others (a) has legal title to any building, structure or property; or (b) has care, charge, or control of any such building structure or property in any capacity including but not limited to agent, executor, executrix, administrator, administratrix, trustee or guardian of the estate of the holder of legal title; or (c) is a mortgagee in possession; or (d) is an agent, trustee or other person appointed by the courts.

G. Responsible Party - The owner or occupant (in the case of real property) of property that is the subject of proceedings under this Bylaw. The singular use of the term includes the plural when the context so indicates.

### 3. UNSAFE STRUCTURE OR PROPERTY

Unsafe is a condition of a structure or structures or personal property that exposes persons to unreasonable risk of injury or harm, or exposes property to unreasonable risk of damage, loss or destruction.

### 4. VACANT BUILDINGS

Vacant buildings or structures are ones which (a) are or will be unoccupied, i.e., not inhabited or lived in, by a Responsible Party for a period of one hundred eighty (180) consecutive days or more and (b) for which the Responsible Party has failed to do any of the following:

- (a) comply with all applicable sanitary, building, and fire codes and orders issued pursuant thereto;
- (b) secure the premises to prevent unauthorized entry and exposure to the elements;
- (c) maintain the premises in a manner that ensures their external/visible maintenance, including but not limited to the maintenance of major systems, the removal of trash and debris, and the upkeep of lawns, shrubbery, and other landscape features;
- (d) repair or replace broken windows or doors within thirty (30) days. Boarding up any doors or windows is prohibited except as a temporary measure for no longer than thirty (30) days, and;
- (e) for properties vacant for six months or more at which the utilities have been shut off, remove or cut and cap such utilities to prevent accidents.

### 5. VIOLATIONS

If the Enforcement Authority is informed of or has reason to believe that unsafe conditions, as defined in Section 3, or that vacant buildings, as defined in Section 4, exist on any real property in the Town, he may make or cause to be made an investigation of the facts, including an inspection of the property where the condition may exist. In making such inspection, the Enforcement Authority shall have such right of access to premises that may be lawfully exercised by him under the laws and constitution of the Commonwealth and/or of the United States.

### 6. PROCEDURES FOR ENFORCEMENT

A. Procedures – During his investigation of the matter, the Enforcement Authority shall make reasonable efforts to consult with the Responsible Party for the purpose of obtaining voluntary compliance with this Bylaw before initiating any enforcement action.

If, after inspection, the Enforcement Authority confirms the existence of unsafe conditions or vacant buildings in violation of this Bylaw and the Responsible Party fails to voluntarily comply, he shall issue a Notice of Violation and may make and issue such Orders as he deems necessary to correct or eliminate the unsafe conditions or obtain compliance with the requirements for vacant buildings. Said Notice and Orders shall be in writing and shall be served upon all Responsible Parties as can be determined after reasonable inquiry.

Any Interested Party who has filed a written complaint of unsafe conditions or vacant buildings to the Enforcement Authority upon which complaint the Enforcement Authority has determined that the conditions do not exist, or the Enforcement Authority has taken action that the Interested Party claims is inadequate, shall have a right to a review of the matter by the Town Manager. At the request of such an Interested Party, the Town Manager shall confer with the Enforcement Authority and may confer with other appropriate agencies of Town government such as the Council on Aging, Assessors Department, and Building Department. The Town Manager shall make a decision and recommend appropriate action in writing to the Interested Parties, the Responsible Parties, the Enforcement Authority, and the Board of Selectmen.

Any person aggrieved by the decision and recommendation of the Town Manager may request a hearing before the Board of Selectmen. Said request shall be in writing and received by the Board of Selectmen within ten (10) business days of issuance of the Town Manager's decision. A copy of the hearing request shall also be delivered to the complainant, if any, and to all Interested Parties. It shall be the responsibility of the person requesting the hearing to show that all Interested Parties have been notified of the request. If no such request is received within the time specified herein, the order of the Enforcement Authority shall be final.

A request for hearing shall not constitute a stay of the Enforcement Authority's Order unless the Enforcement Authority so orders.

Upon receipt of a timely request, the Board of Selectmen shall convene a public hearing, which may include an examination of any complainant or Responsible Party, under oath, to determine whether conditions under this Bylaw exist. Based on the evidence and testimony presented at said public hearing, the Board of Selectmen may affirm the Enforcement Authority's Order, reverse and nullify the Order, or issue any such Order as it deems necessary to ensure the protection of public safety and/or eliminate unsafe conditions. The determination of the Board of Selectmen after a hearing shall be final.

Fines for non-compliance with the Enforcement Authority's or Board of Selectmen's Order may be assessed as a non-criminal disposition pursuant to M.G.L. Chapter 40, Section 21D and Article XIII of the Town's Bylaws in the following amounts:

- i. First offense, \$100.00
- ii. Second offense, \$200.00
- iii. Third and successive offenses, \$300.00 each

Each violation of this Bylaw shall constitute a separate offense. Each day that any such violation continues shall constitute a separate offense.

The Enforcement Authority may require that a complaint be made in writing subject to the penalties of perjury. If the Enforcement Authority determines that a reported condition may warrant immediate action, or constitutes a substantial violation of this Bylaw, the Enforcement Authority may seek authority to file for injunctive relief in court without first holding a hearing or providing prior notice to the Responsible Party and without requiring the disclosure of the identity of the complainant.

If the Enforcement Authority determines that the condition is subject to the jurisdiction of the Board of Health or is a violation of the State Sanitary Code or any health regulation, in addition to enforcing this Bylaw, he shall refer the matter to the Board of Health for action.

B. Notice to Complainant - In any matter in which a complaint has been made by a person other than the Enforcement Authority, the Enforcement Authority shall notify the complainant in advance of all conferences or proceedings concerning resolution of the complaint or of any enforcement action and the complainant shall be allowed to be present.

C. Removal of Unsafe Conditions or Vacant Buildings by Selectmen - If the Responsible Party fails to remedy the conditions upon notice and order from the Enforcement Authority to do so, the Board of Selectmen may cause corrective action for the conditions as provided in General Laws c. 139.

E. Reports by Enforcement Authority - The Enforcement Authority shall file with the Town Manager each month a report that shall include all complaints under this Bylaw made to him during the prior month; all proceedings begun by him under this Bylaw; all pending complaints and all investigations and enforcement actions taken by him or referred to the Board of Health. The report shall state the location of the premises, a summary of the nature of the complaint, the name of the Responsible Party(ies), and the disposition or the status of the matter.

## 7. OTHER LAWS

Compliance with this Bylaw shall not relieve the Responsible Party of any applicable obligations set forth in any other codes, regulations, covenant conditions or restrictions, and/or homeowner or condominium association rules and regulations.