



Town of Hamilton Select Board Monday, August 18, 2025

- Bill Olson,
Chair
- Bill
Wilson
- Rosemary
Kennedy
- Tom
Myers
- Benjamin
Galuza

6:30 p.m.

The Meeting Room
Hamilton-Wenham Library
14 Union St. Hamilton

AGENDA

This is an IN PERSON meeting. As courtesy for the public, zoom access will also be provided via the below link. However, the meeting will not be terminated in the event that technological issues disrupt the zoom broadcast.

Join Zoom Meeting

<https://us02web.zoom.us/j/86795288615?pwd=S1Mwbfb1t035NVHOJlSSmv9xbdXEaH.1>

Meeting ID: 867 9528 8615

Passcode: 940774

One tap mobile

+13052241968,,86795288615#,,,,*940774# US

+13092053325,,86795288615#,,,,*940774# US

6:30 p.m.	Call to Order – Roll Call Vote
ANNOUNCEMENTS & BOARD OPENINGS	
	Special Recognition and Presentation: <ul style="list-style-type: none">• Special Thanks and recognition of Police Chief Russ Stevens (Retired)• Presentation of Citations from the Massachusetts House and Senate – with State Senator Bruce Tarr and State Representative Kristin Kassner• Presentation of Citation from the Hamilton Select Board – with Select Board Chair Bill Olson
7:00 p.m.	Board and Committee openings: <ul style="list-style-type: none">• Affordable Housing Trust – 1 opening• Conservation Commission – 2 openings• Community Preservation Committee – 1 opening for member of Historic District Commission• Finance and Advisory Committee – 2 openings (through the Moderator)• Historic District Commission - 2 openings for 3-year terms, 2 openings for 2-year terms (one must be a resident of the Historic District and one must be a resident Realtor)• Human Rights Commission – 2 at-large openings• Hamilton Wenham Cultural Council – 1 Opening

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

	<ul style="list-style-type: none"> • Public Comment – Will be taken for a maximum of twenty (20) minutes, no speaker will be allowed to speak for more than three (3) minutes
CONSENT AGENDA	
	<ul style="list-style-type: none"> • Approve 14th Annual Coast to the Cure Ride for September 6, 2025 • Approve Annual Tour de Greenbelt Ride for September 20, 2025 • Approve minutes of August 4, 2025 Select Board meeting
AGENDA	
7:25 p.m.	<ul style="list-style-type: none"> • Approve appointment of Kim Dietel to the Hamilton Wenham Cultural Council – Discuss and Vote • Approve annual appointment of Election Workers as requested by Town Clerk Carin Kale – Discuss and Vote • Discuss Final Public Comment Policy – Discuss and Vote • Review proposed updates to EV Charging fees – Discuss and schedule for a vote • Review proposal for overlay zoning and development agreement for Gordon Conwell and Brown's Hill – Discuss possible Special Town Meeting for November 2025 • New Business • Adjourn

Cemetery Deed #1279

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

TOWN OF HAMILTON
APPLICATION FOR BOARD/COMMITTEE MEMBERSHIP

Board/Committee of Interest:

1. HW Cultural Council 2. _____
3. _____ 4. _____

Would you consider another Committee: yes no

For how long should we keep your application on file? 3 years

Full Name: Kimberly Dietel

Nickname: Kim Title (please circle) Mr. Msj/Mrs./Other: _____

Home Address: 4 Donald Road, Hamilton

Length of Residence in Hamilton: 19 years

Occupation: Attorney and Grant Writer

Phone: Home 978-468-8033 Cell _____ Work _____

E-mail: Home dietelorg@verizon.net Work _____

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

Community Preservation Commission

Special Training, Interests, Qualifications: Professional Grant Writer

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

No

How did you hear about the Committee?

Select Board Minutes

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

Signature: Kim Dietel Date: 29 July 2025

Received by
Signature: _____ Date: _____

29 July 2025

Ms. Peggy Roell
Chair, Hamilton Wenham Cultural Council
PO Box 429
South Hamilton, MA 01982

Dear Ms. Roell:

Please accept this letter of interest to serve as a member of the Hamilton Wenham Cultural Council.

I have an understanding about the function and importance of this committee. I wrote grants on behalf of the Winthrop School for a few years, and worked with the HWCC committee to secure funding for innovative and interesting programming for the students. In addition, I have successfully raised needed funds for North Shore nonprofits as a professional grant writer. Over the years, I have served on local boards and commissions, as Friends of the Hamilton Wenham Public Library, Hamilton Zoning Board of Appeals and the Hamilton Wenham Athletic Fields Improvement Committee

Culture is an important resource that often is the first to experience funding cuts when hard decisions need to be made. I imagine the requests that come to this organization are greater than the amount available to distribute. The committee may face hard decisions, and need to negotiate to make final decisions on the programs and initiatives to support our two towns. I am ready to navigate any challenges.

Should you have any questions about my submission, please contact me at dietelorg@verizon.net.

Sincerely,

Kim Dietel

Kim Dietel

South Hamilton, MA
dietelorg@verizon.net
617-448-3379

Summary:

- Licensed Massachusetts Attorney (focus: research, writing, general practice)
- Expert in fundraising program strategy and management
- Professional nonprofit grant writing success
- Ability and experience to work remotely and virtually

Experience:

Innovative Driven

February 2024 – July 2025

Document Review Attorney

- Performed electronic discovery and first level document review on Logikcull, Relativity and Disco platforms.
- Reviewed and determined if the document was responsive to the issues in the case and determined if any type of attorney-client privilege applied.
- Determined which issues applied to each document and coded the documents accordingly.
- Performed Second Level Privilege Log Review on Relativity.
- Provided quality control (QC) review for privilege log and redactions as needed.
- Mastered first level review, privilege log, redaction work and QC of documents in response to a Request from the U.S. Department of Justice on the Relativity platform regarding mergers.
- Completed PM-Red (Quality Assurance Project Management) training in May of 2024.

Consilio

November 2023 – January 2024; May 2024

Document Review Attorney

- Performed first level document review on Relativity platform.
- Reviewed and determined if the document was responsive to the issues in the case and determined if any type of attorney-client privilege applied.
- Determined which issues applied to each document and coded the documents accordingly.
- Analyzed complex legal documents including emails, contracts, spreadsheets and other financial documents.

Habitat for Humanity

February 2022 – April 2025

Grant Manager

- Conduct research to identify available probable grant opportunities for new affordable home builds and determine organization's eligibility.
- Develop fruitful relationships with established and new funders and secure funding that has increased the affordable housing stock in Essex County.
- Manage and track the grant cycle and grants management calendar using the organization's database and systems.
- Write and submit grant applications and reports in timely manner. Create strong narrative that identifies Habitat's mission and work and how it relates to the funder's giving guidelines.
- Create convincing case for funders to support our expanded Critical Home Repair program.
- Interact with local city and town government housing agency staff to navigate town zoning by-laws and secure local funding for housing projects.

Electric Insurance Company - Beverly, MA

September 2020 to August 2022

Document Review Attorney – Contractor

- Utilize the Relativity platform to perform electronic document review regarding complex contract, pension and employee retirement savings plan cases.
- Determine whether said documents were responsive or relevant to the issues involved in the case and whether the same documents were privileged.
- Create privilege review logs including crafting descriptions.

Beverly Bootstraps Community Services, Inc.

October 2013 – February 2022

Grant Writer

- Manage grant program for organization.
- Research and find new grant opportunities. Write and prepare grant applications and complete reports in timely and professional manner.
- Secured new funders for unrestricted supported to the agency and support to expand our food pantry reach, and funds to distribute for heat and utility assistance.

KAD Consulting

Fall 2009 - present

- Research prospective grant funding sources for arts, social service, community, religious, health care and education clients.

- Manage full cycle of programmatic requirements including preparing applications, proposals, and budgets; overseeing distribution of funds; coordinating progress reports; and orchestrating annual meeting with trustees and researchers .
- Run direct mail programs and design and create organizational copy and letterhead.

North Shore Medical Center Development Office
Annual Fund Director and Grant Writer

December 2002 - September 2009

- Oversight for all aspects of comprehensive annual giving plan for annual donors and physicians, including research and asset assessment, database strategy, programming, and reporting
- Designed and implemented creative plans to increase unrestricted contributions using gift clubs and selected recognition programs
- Accomplished year over year increased participation rates
- Planned and executed innovative fundraising programs including direct mail, phon-a-thons, golf tournaments, and employee giving programs
- Managed grant program and oversaw physician led research projects that were grant funded

Wadland & Ackerman
Associate Attorney

October 2001 - December 2002

- Practiced in all levels of litigation for personal injury, medical malpractice, intellectual property and zoning law, including discovery, legal research, document review and case management
- Drafted complaints, motions, legal memoranda, settlement proposals and client correspondence
- Prepared and represented clients for depositions and board hearings
- Incorporated small businesses

Maine Supreme Judicial Court
Judicial Law Clerk

August 2000 - July 2001

- Prepared bench memoranda and drafted opinions
- Verified citations and edited final opinions for certification
- Conducted legal research of applicable state, federal and agency law and of legislative history
- Acted as bailiff during Court proceedings

JFK Library Foundation

October 1995 - June 2000

- Oversight for corporate membership program and managed trust and bequest program, including partnering with donors and Foundation; planning and executing special events; reporting and database management; and authoring articles for newsletter

- Managed fund-raising logistics for annual dinner, including committee solicitation assignments, weekly goal reports and comparative analysis
- Prepared tax receipts indicating tax-deductible amounts in compliance with law
- Assisted Director with producing and monitoring donor relations and prospect research for individual, corporate and foundation support

Education

Suffolk University Law School, Boston, MA Juris Doctor, *cum laude*, Evening Division, top 8%, staff member of law review

Published: "Shadow on the Spotlight: The Right to Newsgather Versus the Right to Privacy"

University of Massachusetts Amherst, MA

Bachelor of Arts Degree, *cum laude*, *Phi Beta Kappa*

Community Engagement

- Attendee – Open Meeting Law Workshop presented by Massachusetts Office of the Inspector General, July 2023
- Member - Hamilton MA, Community Preservation Committee, 2020 to present
- Member – Hamilton Wenham Athletic Facilities Improvement Committee, 2023 to present
- Member – Hamilton Zoning Board of Appeals, 2013 to 2020

July 29, 2025

Good morning,

I am writing today to request the appointment of Hamilton resident, Kim Dietel, to become a member of the Hamilton Wenham Cultural Council. Her name and contact information are as follows:

Kim Dietel

Dietelorg@verizon.net

The HWCC currently has three open "Hamilton" positions. Please let me know if you have any questions or require any additional information.

Respectfully submitted,

Peggy Roell

Chair, HW Cultural Council



OFFICE OF THE TOWN CLERK

Carin A. Kale, CMMC, Town Clerk
PO Box 429, Hamilton, MA 01936
978-468-5570 x 3

August 13, 2025

Members of the Select Board,

I am submitting for your consideration the attached list of Election Workers/Poll Workers for appointment effective September 1, 2025 through August 31, 2026 for all elections and Town Meetings.

Pursuant to M.G.L. c. 54 § 12, I contacted the Chairs of the Republican and the Democratic Town Committees and asked for names of any members of their party who are interested in serving as poll workers by August 12, 2025. This year I did not receive any names.

The Election Workers on the attached list have been recommended to us, have worked with us in the past or have reached out to work with us.

Thank you for your attention to this matter.

Sincerely,

Carin A. Kale, CMMC
Town Clerk, Election Registrar

**Town of Hamilton Election Workers –
September 1, 2025 – August 31, 2026**

Sandy Barton
Margaret Brown
Mary Jane Brown
Cathy Butler
Charlie Chivakos
Fay Ciaramitaro
Frank Connell
Dusty Cookson
Mary Alice Cookson
Jo Anne Copeland
Tom Dooley
Kristine Ellis
Chris Galligan
Wendy Glidden
Peter Gourdeau
Natalie Hildreth
Brandon Hockle
Christina Holz
Anne Hutchins
Marc Johnson
Jane Kusel
Terry Mansfield
Jackie Martin
Wilma McDonald
Susanna McLaughlin
Ana Nardella
Fred Mills
Casey Ryder
Tracey Schwartz
Tricia Shamsuddin
Susan Shelby
Bethany Swanson
Ken Swanson
Elizabeth Taft
Ken Thompson
Judith Towler
Karen Wallace
Don Watson
Jeanne Whitman
Timothy Whitman
Laurie Wilson

I. PURPOSE

The Select Board ("Board") welcomes and encourages its residents to attend its public meetings, ~~excepting executive session meetings that are held in accordance with General Laws Chapter 30A, Section 21, (it is axiomatic that an executive session is not a public meeting)~~ so that ~~residents they~~ may become better acquainted with and provide feedback on the policies, operations, services, programs, ~~applications, and/or general~~ **or other** Town matters within the Board's jurisdiction.

To that end, the Board may ~~open up~~ **allow** ~~for residents~~ a limited public comment period **for residents** ~~on any or none of~~ **during its** ~~an~~ open session meeting ~~agendas~~. If the Board opens up such a period, the period shall be and is intended to be a limited public forum for the purpose of providing residents ~~with~~ an opportunity to comment on matters within the public body's jurisdiction and authority. All such comments are subject to reasonable time, place, and manner regulations as set forth in the following policy. This policy applies to public comment only. It does not apply to petitioners, applicants, or similar persons/entities who are required to appear before the Board in accordance with a statute, regulation, bylaw, or otherwise.

~~This policy is adopted to facilitate an a fair and open public comment period at meetings of the Board and to ensure that the Board has maintains the ability to conduct its business in an orderly fashion and efficient manner. To~~ **allow** speakers a fair opportunity to address the Board, and to ensure the Board may accomplish its stated business on matters within its jurisdiction in an efficient manner. **Therefore**, the following rules and procedures are adopted, consistent with the First Amendment to the United States Constitution, Article 16 to the Massachusetts Declaration of Rights, and the Massachusetts Open Meeting Law.

II. AUTHORITY OF CHAIR

Pursuant to General Laws Chapter 30A, Section 20(g), no person shall address a meeting of a public body without permission of the Chair, and all persons shall, at the request of the Chair without regard to the content of their speech but to promote an orderly meeting, be silent. Any person wishing to speak at an open meeting, during a limited public comment period, must first be recognized by the Chair, and all questions raised and comments made by ~~a duly-~~ **such** recognized speaker must be ~~directed~~ **addressed only** to the Chair ~~as opposed to individuals or other public body members~~, to ensure that a meeting is conducted in ~~(an orderly and peaceable manner)~~ and that comments can be made in an open and welcoming atmosphere without regard to the content thereof.

Neither the Chair of the meeting, nor any public body members, may interrupt speakers who have been recognized to speak except that the Chair may cut off a speaker whose time has run out, as detailed in Section III. The Chair also may terminate a speaker's comments when it falls within a category of unprotected speech because it constitutes a true threat, an incitement toward imminent lawless conduct, sexually explicit and obscene comments made to appeal to prurient interests with no literary, scientific, or artistic value, or comments that have already been found by a court of law to constitute defamation.

Commented (DB1): In general, there is no requirement to provide public comment at all. The Chair can decline to open it up. Once it is opened up, however, the Board may not impose any content-based restrictions. It may only impose certain time, place, and manner restrictions, such as "designating when public comment shall be allowed in the governmental meeting, the time limits for each person speaking, and rules preventing speakers from disrupting others, and removing those speakers if they do." Barron v. Kolenda, 491 Mass. 408, 410 (2023).

Commented (DB2): This policy currently applies only to the Select Board.

Note that some municipalities adopt a policy applicable to all public bodies in Town, due to the high level of risk posed by civil rights claims where a prevailing party can recover attorney's fees for public bodies who are violating free speech principles in public comment policies.

Although the Board may require all boards it appoints to utilize such a uniform policy, it may be difficult to enforce use of the policy by elected boards and committees. Importantly, in our opinion, consistent use of the policy by all boards and committees will better insulate the Town from potential civil rights claims, so the Board may wish to adopt a more uniform application to "all public bodies" in Town.

Commented (DB3): Notably, courts in other jurisdictions have concluded that conducting an efficient meeting is a "significant governmental interest" sufficient to regulate public comment. See, e.g., Grayned v. City of Rockford, 408 U.S. 104, 119 (1972) (city has compelling interest in undisrupted meeting sessions); Jones v. Heyman, 888 F.2d 1328, 1333 (11th Cir. 1989) (significant governmental interest in controlling agenda and preventing disruption of public meetings); Wright v. Anthony, 733 F.2d 575, 577 (8th Cir. 1984) (significant governmental interest in conserving time and allowing others opportunity to speak during public hearing). See also Spaulding v. Town of Natick School Committee, Sup. Ct. C.A. No. 2018-01115 (Nov. 21, 2018) (public body has "compelling interest" in "conducting the [public body's] meeting in an orderly and efficient fashion").

Therefore, this statement of purpose attempts to make clear that any regulation of public comment is to effectuate these interests.

Commented (DB4): Speech may be curtailed for violations of content-neutral reasonable time, place and manner restrictions, such as when a speaker has not been recognized, interrupts the recognized speaker, disrupts the meeting by talking to others, or in similar situations. See, e.g., White, 900 F.2d at 425 (moderator "certainly may stop [the speaker] if his speech becomes irrelevant" or if they are "speaking too long"); Eichenlaub v. Twp. of Indiana, 385 F.3d 274, 281 (3d Cir. 2004) (restricting public comments that are "repetitive and truculent, and [where speaker] repeatedly interrupted the chairman of the meeting ... is the sort of time, place, and manner regulation that passes muster under the most stringent scrutiny").

Because of constitutional principles governing freedom of speech, neither the Chair of the meeting, nor any public body members, have the authority to prevent comments that may be deemed highly offensive or upsetting, and therefore, a content warning or disclaimer may be made by the Chair at their discretion at the start of the public comment period.

III. PUBLIC COMMENT GUIDELINES

The limited public comment period provides an opportunity to address matters of public concern within the public body's jurisdiction to provide feedback or request future action or response. Public comment segments are listening sessions and the public body is there to listen. It will not engage in any attempt to initiate discussion, debate, or dialogue between and among the public body and an individual on any matter. If they are not recognized by the Chair or time does not permit, individuals always have the alternative forum of submitting a written statement to the public body.

1. All speakers are encouraged to present their remarks in a respectful and civil manner but cannot be required to do so.
2. Each speaker will may be asked to sign up on a sheet to speak, providing their full legal name and address, to promote order and efficiency, and will be recognized by the Chair in the order in which they are signed up. Sign up will be closed no later than 15 minutes after the start of the meeting.
3. Public comments will be taken first from individuals attending the public body's meeting and not from those accessing the meeting online or remotely, unless any speaker requires a special accommodation to speak from another location and notifies the public body by telephone or email at least 48-hours in advance of the meeting if they wish to request an extension of time or other accommodation for a disability.
4. Once recognized by the Chair, speakers will begin their remarks by stating their name for the record. Street addresses are not required to be stated verbally, but may be provided at the speaker's discretion, particularly if they are relevant to the public body's consideration and the weight to be accorded a particular matter.
5. Assuming that In the event that five (5) or fewer speakers sign up for public comment, each speaker will be limited to will be allowed three (3) minutes to present their remarks. If more than five (5) speakers sign up for public comment, then each speaker will be limited to two (2) minutes to present their remarks. The total public comment period prior to the beginning of specific agenda items shall not exceed thirty (30) minutes.
6. At the discretion of the Chair, additional time may be added in ten (10) minute increments for residents to provide comments during the discussion of specific agenda items. Each speaker remaining shall be limited to two (2) minutes to allow to reach an up to an additional thirty (30) minutes of public comment during the entirety of all posted agenda items. while not exceeding. Provisions in clauses 5 and 6 are intended to encourage and allow a total of sixty (60) minutes for public comment during the entirety of a public meeting.. prior to the start of the Agenda.
7. Large groups addressing the same topic are encouraged to consolidate their remarks and/or designate a spokesperson to comment on their behalf.

Commented [DB5]: See, e.g., Madison, Joint Sch. Dist. No. 8 v. Wisconsin Employment Relations Comm'n, 429 U.S. 167, 175 n.8 (1976) ("Plainly, public bodies may confine their meetings to specified subject matter ..."); Spaulding, supra (complaints made during public speak "must fall within the ... scope [of the public body's jurisdiction]"). Indeed, whenever a public body "is prevented from accomplishing its business in a reasonably efficient manner," the meeting has been disrupted and the body may reasonably limit its speakers to proceed with the actual business before it. See White v. City of Norwalk, 900 F.2d 1421, 1425 (9th Cir. 1990).

Commented [DB6]: This section provides that members of the public body will not respond to matters raised during public comment. Avoiding debate between the speaker and the board reduces the likelihood that someone will be cut short or feel as though they should stop talking based upon the content of their speech. Importantly, avoiding debate between speakers and the public body allows the board to address only the matters on its agenda and not weigh into topics that are not posted in accordance with the Open Meeting Law.

Commented [DB7]: The Barron court observed that "[a]lthough civility can and should be encouraged in political discourse, it cannot be required." Id. (emphasis added).

Commented [DB8]: Please revise accordingly for time per speaker and time for total public comment period, as desired by the Board.

Commented [DB9]: Be reminded that this is not required and, in our experience, can lead to issues outside of the general public comment period. Members of the public still can comment on particular agenda items during the general public comment period. Therefore, the Board may wish to consider, as a matter of policy, whether it wants to consider including a public comment period on specific agenda items or just include the general public comment overview at the beginning of a meeting.

Be reminded also that no public comment period is ever required. Once it is allowed, however, there can be no restriction on the content of the speaker's remarks. Only reasonable time, place, and manner restrictions are allowed.

8. Speakers may not assign their time to another speaker, and in general, extensions of time will not be permitted, when a speaker has thirty (30) seconds remaining, they ~~will~~ **may** be notified as such by the Chair. If a speaker's time is extended at the discretion of the Chair, all other speakers' comments in that public comment period ~~must~~ **will** be extended accordingly. An extension of the total public comment period on one occasion does not mean that ~~provide for~~ **it will be an** extended **comment period** at ~~another~~ **subsequent** meetings.



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

Phone
Fax
Web site

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

Memo

To: Joe Domelowicz, Town Manager
Eric Tracy, Superintendent of Schools
From: Victoria Masone P.E., Energy Manager
cc: Tim Olson, DPW Director
Peggy McLaughlin, Treasurer / Collector
Date: July 28, 2025
Re: Proposed FY26 Fee Structure for Town-owned EV Charging Stations

The Town owns and operates three public access electric vehicle charging stations; one Level 2 station at Town Hall, and two DC-Fast Charger (DCFC) stations at Patton Park. The Town Hall station has been online since 2020 and the DCFC stations have been online since 2023. An additional public access Level 2 station, owned by the Hamilton Wenham Regional School District (HWRSD) was recently placed online in the Miles River Middle School parking lot at 775 Bay Road.

The Hamilton Select Board voted to approve a fee structure for the Town-owned stations in March 2023, thereby authorizing the Town to “charge to charge” at the EV stations. The fee structure was designed to generate enough revenue to cover the cost to the Town of operating and maintaining the stations, and was intended to be revised annually as necessary to reflect current operating costs. This memo provides a proposed update to the existing fee structure based on present-day costs.

The current fee structure is as follows:

	Town Hall Level 2 Charger	Patton Park DCFC Chargers
Per-kWh charge	\$0.21/kWh	\$0.21/kWh
Parking Fee	\$1/hr	\$2/hr

The primary justification of the proposed increased fees is the increase in National Grid blended electric rate (supply + distribution) from \$0.21/kWh in 2023 to \$0.27/kWh in 2025. This increase is despite the stable electric rate achieved through Hamilton’s competitive energy supply contract which is locked in at \$0.1281/kWh through December 2027 and consists of 100% renewable energy.

An updated summary of the annual operating and maintenance costs of the stations is provided below, along with an FY25 revenue report. Hours utilized and kWh dispensed are based on actual FY25 data from the Town Hall and Patton Park stations.

Description of Annual Costs	Town Hall Level 2 Charger	Patton Park DCFC Chargers
Networking Fees (locked through 1/21/28)	\$ 730.00	\$ 2,400.00
Chargepoint Assure Warranty (locked through 1/21/28)	\$ 828.00	\$ 6,820.00
FY26 Maintenance Contract with Voltrek (through 6/30/26)	\$2,700.00	
FY26 Maintenance Costs	\$13,478.00	
Total MWh (FY25) Dispensed	4.081	117.219
NGrid Blended Electric Rate FY25	\$0.27/kWh	\$0.27/kWh
Estimated FY26 Operating Costs	\$1,101.87	\$31,649.13
Estimated FY26 O&M Costs	\$46,229.00	

Description of FY25 Revenue	Town Hall Level 2 Charger	Patton Park DCFC Chargers
Total Hours Utilized	686*	2,976
Total MWh (FY25) Dispensed	4.081	117.219
Total fees raised in FY25	\$678.85	\$29,550.26

* Town Hall Charger is offline during Town Hall Renovation

Given the above data and a survey of charging fees at surrounding Level 2 and DCFC stations, and in an effort to insulate the Town against future National Grid distribution fee increases, I recommend the following update to the fee structure.

Proposed FY26 Fee Structure	Town Hall Level 2 Charger	Patton Park DCFC Chargers
Per-kWh charge	\$0.35/kWh	\$0.40/kWh
Parking Fee	\$2/hr	\$3/hr

Assuming the same station usage in FY26 as in FY25, the estimated FY26 revenue generated by the proposed FY26 Fee Structure is shown below. The proposed fee structure will cover the annual O&M costs of the stations.

Estimated FY26 Revenue	Town Hall Level 2 Charger	Patton Park DCFC Chargers
Total Hours Utilized	686	2,976
Total MWh (FY25) Dispensed	4.081	117.219
Total Estimated FY26 Revenue	\$58,615.95	

The estimated FY26 revenue for all of the Town-owned public access EV charging infrastructure, utilizing the proposed fee structure, is \$58,615.95 which is greater than the estimated FY26 operating and maintenance costs of \$46,229.00 and allows for some uncertainty in electrical distribution rates which will impact the blended utility rate going forward. I recommend this fee structure be reviewed annually against actual station usage data.

9.9 BROWN’S HILL OVERLAY DISTRICT

9.9.1 PURPOSE AND APPLICABILITY.

9.9.1.1 *Purpose.* The general purpose of the Brown’s Hill Overlay District (BHOD) is to encourage planned and orderly development of land within its boundaries. The BHOD utilizes a variety of planning tools, including “as of right” development, site plan review, and special permitting requirements, that will ensure careful control of future development for the benefit of the Town of Hamilton and the community at large. The specific purposes of the BHOD are to:

1. Support land uses and activities that will promote economic development and allow for the phased development of new uses and activities that reflect traditional campus spatial layouts and/or New England building, street, and open space patterns;
2. Retain the Heritage Landscape, and encourage the permanent retention of historic buildings (e.g., the Retreat House and Pilgrim Hall) through their reuse;
3. Embrace open space, respect the natural environment, and maintain clear development edges with buffers or separation between areas of dissimilar character at the perimeter of the BHOD and within the site itself;
4. Utilize landscaping to create a walkable and inviting site for residents, occupants, and invitees;
5. Balance fiscal, social, and environmental benefits to the Town to create a resilient and sustainable development that will be integrated into the preexisting surrounding neighborhood.

9.9.1.2 *Interpretation of the BHOD Bylaw.* If a provision of BHOD allows the Planning Board to exercise discretion in the application of a specific standard or requirement, but does not identify specific criteria for a decision, the following criteria shall be used in exercising discretion:

1. The proposed project complies with all applicable provisions of the Hamilton Zoning Bylaw;
2. The exercise of discretion will act to ensure the compatibility of the proposed project with the site, with properties on the site, with properties in surrounding neighborhoods, and the community; and
3. The decision is consistent with the Town’s Master Plan.

9.9.1.3 *Applicability.* The BHOD is an overlay district included in §2.3 of the Hamilton Zoning Bylaw as the Brown’s Hill Overlay District. The BHOD replaces the applicable underlying zoning district and permits certain commercial and certain residential uses by right, and other enumerated uses by Special Permit. The BHOD shall not be applicable to the use of land for religious or educational purposes which remain subject to G.L. c. 40A, § 3.

9.9.1.4 *Administration*. The Planning Board shall act as the Special Permit Granting Authority and shall grant Special Permits as set forth in this Bylaw and pursuant to §10.5 of the Hamilton Zoning Bylaw in the BHOD. The Planning Board shall also be the Site Plan Review authority under §10.6 of the Hamilton Zoning Bylaw.

1. The Planning Board may adopt and from time to time may amend the BHOD Rules and Regulations to implement this Section. Such regulations shall include but will not be limited to submission requirements, plan requirements, such as size, form, number, and contents; development standards, site standards, and standards for building placement and design. Such rules and regulations are authorized under G.L. C. 40A, §9, and shall be adopted after vote by the Planning Board.

9.9.2 BHOD DISTRICTS AND ALLOWABLE USES WITHIN THOSE DISTRICTS.

9.9.2.1 *Districts*. The BHOD is divided into five districts: Upper Campus, Middle Campus, Lower Campus, the Heritage Landscape, and the Restricted Areas as set forth on the Brown's Hill Overlay District Map. The Brown's Hill Overlay District Map is adopted as an integral element of this Bylaw and identifies the boundaries of the districts described in Table 1.

ANNEX TABLE 1 - DESCRIPTION OF DISTRICTS

9.9.2.2 *Allowable Land Uses*. The uses of land permitted within the BHOD are listed in Table 2 annexed to this Bylaw and made part of it. Table 2 contains the list of permitted uses and accessory uses for each district either permitted by right and by Special Permit. A land use that is not listed in Table 2 is not allowed.

ANNEX TABLE 2 – BHOD TABLE OF USES

9.9.3 PREEXISTING STRUCTURES.

9.9.3.1 *Structures Lawfully in Existence as of the Effective Date of this Bylaw*. Structures within the BHOD lawfully in existence or lawfully begun as of the effective date of this Bylaw, for the purposes of Mass. Gen. Laws. Ch. 40A, §6, and §5.0 of the Hamilton Zoning Bylaw, shall be deemed lawfully conforming to the Hamilton Zoning Bylaw.

9.9.4 BUILDING TYPES AND BUILDING TYPE STANDARDS FOR DEVELOPMENT IN THE BHOD.

9.9.4.1 All building types in the BHOD shall conform to the building type and building types standards set forth in Tables 3A and 3B.

ANNEX TABLE 3A - BUILDING TYPES

ANNEX TABLE 3B - BUILDING TYPE STANDARDS

9.9.4.2 **BHOD SPECIAL DESIGN PROCESS**. The following design process must be followed for the Planning Board to determine whether the applicant has satisfied the all the findings for the issuance of a Special Permit.

1. *Identification of Protected Areas.* The applicant, as the first step in the design process, must identify and delineate on a map the following: 1) regulated conservation areas on the site, including any wetlands, riverfront areas, or floodplains subject to the Wetlands Protection Act, Mass. Gen. Laws Ch. 131, §40 or Hamilton's Conservation Bylaw (Chapter XVII) of the General Bylaw and regulations promulgated thereunder, or any other state, federal, or local law; 2) unregulated conservation areas such as unprotected natural landscape features, including steep slopes, as defined in §9.9.9, mature woodlands, wildlife habitats, and wildlife corridors; 3) cultural features, such as historic and archeological sites, and scenic views; and 4) recreational features, such as established trails used for horseback riding, walking, and cross-country skiing. To the maximum extent feasible, the identification and delineation of all conservation areas shall occur prior to the Pre-Application Conference.

2. *Identification and Delineation of the Proposed Development Area.* The applicant, as the second step in the design process, must define and delineate on a map the area that will contain buildings, roadways, other site improvements and amenities for residents of the development. To the maximum extent feasible, the proposed development area shall consist of land outside the areas set forth in §9.9.4.2.1.

3. *Location of Buildings or Dwelling Units.* The applicant, as the third step in the design process, must identify the location, size, and shape of existing structures on the applicable parcel, lot or district identified on the Brown's Hill District Map, and, if applicable, all existing structures or portions thereof, to be removed, and all buildings or dwelling units to be newly constructed. The location of buildings or dwelling units must account for proximity to common open space and other amenities, including, if applicable, community buildings for use by residents of the development. Toward this end, the number of dwelling units with direct access to the amenities of the development should be maximized.

4. *Roads and Trails.* The applicant, as the fourth step in the design process, must identify and delineate on a map the location of existing and proposed roads and ways serving the land to be developed and existing and proposed trails. Roads shall be aligned to access the buildings or dwelling units. The layout of new trails should anticipate internal and external connections to existing and/or potential future roads, trails, and sidewalks.

5. *Lotting.* If applicable, the applicant, as the final step in the design process, must identify the approximate location of lot lines and developable acres - the area of the tract of land, exclusive of wetlands subject to Mass. Gen. Laws Ch. 131, §40 as mapped by the applicant's consultant and approved by the Hamilton Conservation Commission and any land subject to a Conservation Restriction.

9.9.5 DEVELOPMENT STANDARDS.

9.9.5.1. General Requirements.

1. *Low Impact Development.* The use of low-impact development techniques is required, where applicable. The applicant shall employ meaningful low impact techniques which will result in less impervious area, direction of roof runoff toward rain gardens and swales, and plantings not limited to but including those indigenous to the area. The use of recycled or recaptured rainwater is encouraged.

2. *Minimizing Disturbance.* The applicant is encouraged to maintain as much of the site as possible in its natural state. The applicant is urged to incorporate horticultural and landscape design that reduces the need for supplemental irrigation and chemical fertilization, e.g. minimizing lawn area. Any new streets within the site shall be designed and located in such a manner as to maintain and preserve natural topography, significant landmarks and trees; to minimize cut and fill. Buildings shall be designed to relate harmoniously to the terrain.

3. *Location of Wastewater Treatment.* All wastewater shall be treated and discharged on-site.

9.9.5.2 *Specific requirements for new development or redevelopment of existing buildings.*

1. *Buffers.* The function of buffer areas is to provide attractive visual and spatial separation between adjacent land uses and public streets, as well as to soften potentially incompatible land uses and development from adjacent properties and public streets.

A. *Perimeter Buffers.* To the extent feasible, a perimeter buffer of 50 feet shall be maintained around the entire property and must remain untouched except to allow access to the site. The buffer shall consist of multi-layered vertical and horizontal plantings to achieve a consistent and dense visual buffer and structural buffering also may be required. Where the perimeter buffer consists of trees and native shrubs, their preservation is required. If the buffer needs to be modified it must be enhanced to soften the visual impact of structures or parking spaces from adjacent properties, the existing vegetation must be maintained and supplemented with trees and shrubs of a variety and species appropriate to the area.

2. *Open Space.* Where applicable in the event of the expansion of existing structures in excess of 10% of the existing footprint or new construction, the intent of this Section is to define and require open space types that are appropriate within a range of contexts on the Brown's Hill site.

A. *Open Space Requirement.* A development must include an open space component and must provide that the open space is permanently protected, and functional as common open space for the purposes set forth in Table 1. The common open space shall have no structures, parking, private yards, patios, or gardens that are restricted for the exclusive or principal use by occupants. Any common open space within a development shall be:

- i. Conveyed to the Town and accepted for park or open space use; and/or

ii. Conveyed to a non-profit organization, the principal purpose of which is the conservation of open space; and/or

iii. Conveyed to a corporation or trust owned or to be owned by the owners of lots or residential units within the plan, as provided by Mass. Gen Laws Ch. 40A, §8. In any case where the common open space is not conveyed to the Town, a perpetual restriction enforceable by the Town or the Conservation Commission shall be recorded providing that such land shall be kept in an open or natural state and not be built for residential use or developed for accessory uses such as parking or roadway.

B. Open Space Amount. For any new development within each district, regardless of the use, the minimum percentage of the gross acreage set forth in **Table 4** shall be specifically identified as common open space and accessible to the occupants or general public through deed restrictions, covenants, public dedication, or other method acceptable to the Planning Board, unless the required open space is reduced or waived by the Planning Board.

C. Use Shape, Location of Common Open Space. The common open space shall be undisturbed, unaltered, and left in its natural condition or existing condition. It shall be appropriate in size, shape, dimension, location, and character to assure its use as a conservation area, or where appropriate, a recreational area, and serve as a visual and natural amenity for the development and the Town.

i. The common open space shall be contiguous open space to the maximum extent possible.

ii. Common open space shall be for passive recreation, resource preservation, or equestrian uses.

iii. The location(s) and configuration of the common open space shall be subject to approval by the Planning Board.

iv. Each parcel of common open space shall be accessible to property owners or tenants of property owners on the site.

v. Land used for wastewater or stormwater treatment or disposal and any reserve areas shall not be counted toward the minimum common open space requirement, unless authorized by the Planning Board upon a showing that the land used provides an attractive vegetated area on the site.

vi. Not more than fifty (50) percent of the common open space shall consist of areas subject to the Wetlands Protection Act, Mass. Gen. Laws Ch. 131, §40 or Hamilton's Conservation Bylaw (Chapter XVII) of the General Bylaw and regulations promulgated thereunder, for reasons other than being subject to flooding.

vii. Up to five (5) percent of the minimum required open space may be used for gravel roadways, pavement or structures accessory to the dedicated use or uses of the common open space.

D. Types of Land Included. Lands included as open space may include the following:

- i. Active recreation areas such as playfields or tennis courts;
- ii. Central greens or neighborhood commons;
- iii. Parks, open fields, forested lands, and wetland resources, subject to the limitations set forth in §9.9.5.2.C.vi.
- iv. Stormwater detention areas designed and available for use as an integral part of the greenway trails and footpaths.

3. *Lighting.* Any new or replacement exterior lighting within all portions of the BHOD site shall follow Dark Sky provisions as established by the International Dark-Sky Association (IDA) to the extent practicable.

A. Lighting fixtures shall, to the extent feasible, shall be integrated into the architectural style of the development.

B. All exterior structural and site lighting (not including access road lighting) shall be localized and of full cut-off design. All exterior light sources shall be appropriately shielded from off-premise viewing.

C. Access road lighting shall be designed to prevent nuisance to abutting properties by reason of light and glare.

D. To conserve energy and reduce long-term costs, new or replacement lighting shall to the extent practicable, be energy-efficient.

E. Parking Lot Lighting for new or replacement lighting.

- i. All fixtures shall be full cutoff, downward facing.
- ii. Light fixtures located within the interior area of a parking lot shall not exceed 30 feet in height. Light fixtures located along the perimeter edge of a parking area within 50 feet of a property line shall not exceed 16 feet.

F. Pedestrian Walkway Lighting.

- i. New or replacement light fixtures located along pedestrian walkways adjacent to parking lots shall not exceed 16 feet in height.
- ii. New or replacement light fixtures located along internal pedestrian walkways or paths not adjacent to a parking area shall not exceed 10 feet in height.

G. Building and Security Lighting.

- i. All exterior building or security lighting must be full cutoff, shielded, and/or angled downward to focus the light only on the intended doorway or walkway as necessary.
- ii. Security lighting is encouraged to be provided with regular pedestrian light fixtures where visible from the street or public realm to match others used on site.
- iii. Building mounted architectural “accent lights” are encouraged to emphasize architectural character and signage.

4. *Thoroughfares.* All existing streets and any newly constructed streets, roadways or alleys shall remain private. The design of new streets, roadways, or alleys and modifications to existing streets shall require a Special Permit.

5. *Parking Requirements.*

A. Notwithstanding the requirements of §6.1 of the Hamilton Zoning Bylaw, the Planning Board is authorized to issue Site Plan Approval or Special Permits with fewer parking and loading spaces and areas if, in its sole judgment, the requirements of §6.1.1 are determined to be inconsistent with the planning and land use goals of the BHOD. When the Planning Board approves a Site Plan or Special Permit that deviates from the requirements of §6.1, the Planning Board shall include in its decision the basis for such deviation.

B. Parking shall be provided for each permitted use in a sufficient amount to serve the needs of the various uses based upon the nature of the use and the number of persons occupying and using the facilities. The required vehicle parking requirements may be modified or waived by the Planning Board if it determines that sufficient parking exists. All parking areas shall comply with applicable state laws and regulations regarding size and accessibility and shall:

- i. be located to serve the uses to which they are related;
- ii. be designed to serve more than one use or facility;
- iii. be located and laid out to provide turning radii, sight lines, and separation from through traffic, consistent with public safety;
- iv. be paved or, if approved by the Planning Board, surfaced with other non-dusting material; and,
- v. be striped with spaces of at least eight (8) feet width and nineteen (19) feet length, unless otherwise authorized by the Planning Board.

6. *Sidewalks.* Any newly constructed streets shall have sidewalks which are a minimum width of 5 feet, and have a continuous unobstructed path of a width no less than 60

inches. At-grade pedestrian crossings should be used where possible, eliminating the need for curb ramps. Bollards should be used at such crossings for pedestrian and vehicle separation.

7. *Signage*. Notwithstanding anything to the contrary in the Hamilton Zoning Bylaw, no approvals shall be required for any signage that is not visible from a public way outside of the BHOD. The provisions of §6.3 of the Hamilton Zoning Bylaw shall apply for all signage visible from a public way outside of the BHOD, subject to the following:

A. Site signage at entrances. For developments with multiple structures within the BHOD, site signage at the main entrance(s) to the entire project for identification of the project is permitted, to be located on a free-standing structure. Such sign shall not exceed thirty-six (36) square feet in size and shall be mounted a maximum of two (2) feet to the underside of the sign and a maximum of ten (10) feet to the top of the sign measured from the average of the locus of the sign.

B. Directories. A single project tenant directory sign is permitted, to be located on a free-standing structure. Such directory sign shall for each of the BHOD's commercial buildings' main tenants shall not exceed thirty-six (36) square feet in size and shall be mounted a maximum of two (2) feet to the underside of the sign and maximum of ten (10) feet to the top of the sign measured from the average grade of the locus of the sign.

C. Site directional signage. Site directional signage is allowed provided each such sign may be no larger than three (3) square feet in size. Such signs may be posted not closer than twenty (25) feet on center.

D. Additional Signage. No other additional signs or increases in sign dimensions are allowed except by Special Permit from the Planning Board.

8. *Tree Preservation and Landscaping*. A landscape plan shall be required and approved for the expansion of all existing structures and new construction.

A. General Standards.

i. Landscape design shall enhance the quality and character of the BHOD by coordinating public and private space, providing spatial definition to the public realm, screening undesirable places/sounds/odors, and increasing health and safety.

ii. Landscape design should maximize use of green infrastructure stormwater best management practices (BMPs) such as pervious paving, bioretention systems, rain gardens, bioswales, terraces, and stormwater planters to slow and treat stormwater runoff while providing multiple additional community benefits.

iii. Existing healthy trees and shrubs must be preserved to the maximum extent feasible. Unless waived by the Planning Board, the removal of trees

with a diameter of six inches or more must be mitigated by providing one or more replacement trees with a diameter at least equal to the trees that are removed.

iv. The use of turf shall be minimized and lawn seed mixes shall be drought resistant.

v. To promote sustainable landscape practices, plant varieties shall be selected for resistance to drought, moisture, salt, or insects and other pests. Plants shall be selected so that landscaping can be maintained with minimal care, and the need for watering, and the use of pesticides, or fertilizers minimized or eliminated.

B. Parking Lot Landscape Standards.

i. Unless waived by the Planning Board, the resurfacing of existing parking areas or new proposed parking areas of 6 spaces or more shall provide a minimum of 10 percent of landscaped open space within the area designated for parking inclusive of any landscaped borders surrounding the parking lot. Use of the provided landscaped open space for vegetated stormwater quality management is allowed and encouraged.

ii. Surface parking lot entrances shall be landscaped with a combination of trees, shrubs, walls, and other landscape features. No trees, shrubs, fences, walls, or other landscape feature shall be planted in a manner to obstruct sight lines of motorists.

iii. The ends of parking aisles in surface lots that are more than 15 spaces in length shall incorporate landscape islands at either end of the row. Each island shall include at least one tree. Where the length of a parking aisle exceeds 25 spaces, additional landscaped islands shall be installed at regular intervals. This interval shall not be more than every 13 spaces. The width of landscaped islands perpendicular to adjacent spaces shall be no less than 6 feet.

C. Street Trees. Existing street trees shall be preserved if practicable and new street trees shall consist of shade trees with a minimum 3-inch caliper at time of planting. Other accent plants and trees shall be permitted in addition to the required street trees. When planting street trees, all surrounding infrastructure, utilities, and pavements shall be protected.

9. Service Areas, Loading Docks, and Mechanical and Solar Equipment.

A. Trash. Trash and recycling dumpsters or similar collection areas shall be in the rear or to the side of buildings and screened from view from adjacent public rights-of-way, properties, and pedestrian walkways. Enclosure and/or screened

areas must have adequate storage space for landfill, compostable, and recyclable materials collection dumpsters and/or compactors.

B. Mechanical Equipment. Mechanical Equipment includes any heating, ventilation, air conditioning equipment (HVAC) or electrical machinery, as well as air compressors, hoods, mechanical pumps, exterior water heaters, water softeners, utility and telephone company transformers, meters or boxes, garbage cans, storage tanks, generators, electric vehicle (EV) chargers, geothermal wells, and similar elements. If mechanical equipment is located at-grade, and is visible from an adjacent street or sidewalk, it shall be screened by a fence or landscape material. All mechanical equipment or penthouse screening placed on a roof shall be set back from the roof line by a distance at least equivalent to the height of the screening to minimize visibility from surrounding streets.

C. Mounted Solar Energy Systems. A mounted system on or integrated into the construction of a structure, such as, but not limited to, a roof mounted solar energy system shall be permitted provided:

- i. They shall be mounted as flush as possible to the roof; and
- ii. Buildings must be physically and structurally designed to support rooftop solar energy systems.

D. Ground-Mounted Solar Systems. A ground mounted system on a rack or poles that rests on or is attached to the ground shall be permitted, subject to site plan review.

9.9.5.3 *Stormwater Management.* A stormwater management and erosion control system, if required by Chapter XXIX of the Hamilton General Bylaw, shall comply with Chapter XXIX and the Stormwater Permit Rules and Regulations. General soil erosion of the proposed development site shall be minimized by integrating the development into the existing terrain and by reasonably retaining natural grades and soil cover. During grading and construction of all improvements, including all structures and infrastructure improvements, erosion of soil shall be minimized using BMPs.

9.9.5.4 *Dimensional Standards.* The following dimensional and other standards set forth in Table 4, annexed to this Bylaw and made a part of it, shall apply.

ANNEX TABLE 4 -DIMENSIONALAND OTHER STANDARDS

9.9.6 PROCEDURES.

9.9.6.1 *Pre-Application Conference.* For any project that requires a Special Permit, an applicant shall request and attend one or more Pre-Application Conferences at a regular business meeting of the Planning Board. Meetings may be held by mutual agreement of the Planning Board and the applicant. The Planning Board shall invite the Board of Health, Select Board, Building Commissioner, Department of Public Works, Fire Chief, Police Chief, and Zoning Board of

Appeals to attend and to submit written statements about the proposed plan. The primary purpose of the Pre-Application Conference is to:

1. Provide the applicant with an information and feedback regarding the applicant's proposed plan; and
2. Set a timetable for submittal of a final plan.

9.9.6.2 Application Process. Every plan submitted for approval must be prepared by a Registered Professional Landscape Architect, Civil Engineer, or Architect, or by a multi-disciplinary team of which one (1) member must be a Registered Professional Landscape Architect, Architect, or Engineer, and shall include the information listed below. Where applicable, a plan shall be produced using the Special Design Process set forth in §9.9.4.5 and shall adhere to the Development Standards set forth in §9.9.5.2 and Table 3, and adhere to the Dimensional and Other Standards set forth in Table 4.

1. Title Block including the name of the Owner of record, name of applicant, address of the property, and the Assessors' Map and Lot Number; name of the company preparing the plan, address and phone number, signature and stamp of professional(s) preparing the plan, date of plan, scale;
2. The location of the proposed development;
3. The size of the site in acres;
4. An existing condition inventory;
5. A map identifying and delineating regulated and unregulated conservation areas and other resources as set forth in §9.9.4.5, as well as the location of the proposed development areas, and the total number and approximate locations of the proposed buildings, dwelling units, and the approximate size of each in square feet;
6. The acreage and proposed use(s) of permanently protected common open space;
7. A statement on the disposition or manner of ownership of the proposed open space;
8. The areas or approximate delineation of lots that will be used as building areas, and the areas or approximate delineation of lots that are to remain as permanently protected common open space;
9. An acknowledgement of the applicable provisions of Chapter XXIX of the Stormwater Management General Bylaw and a general description of how drainage will be handled, including a soils statement (a soil conservation survey is acceptable) and the general area of the site to be used for stormwater management facilities;
10. An assessment of water usage and evidence that drainage system will be adequate for any necessary treatment;

11. A preliminary traffic impact analysis that includes an estimated analysis of the full buildout of the BHOD based upon uses permitted by right and based upon an estimated range of Special Permits;

12. If the applicant proposes to demolish all or part of an existing building, the applicant shall be required to propose a plan for demolition and removal of all waste by a licensed and insured professional entity;

13. A written proposal from the applicant that addresses, but is not limited to, the following:

A. Payment for consultant review of plans and documents accompanying the plan; and

B. Payment for project impacts to municipal infrastructure, including but not limited to roadway, stormwater, and public safety.

9.9.7 GENERAL PROVISIONS.

9.9.7.1 *Prohibition.* Once an application has been submitted, the following activities are prohibited on any part of the site until the application has been reviewed and decided as provided by under this Section: tree removal, utility installation, ditching, grading, or construction of roads, grading of land or lots, excavation, except for purposes of soil testing, dredging, or filling, and construction of buildings or structures.

9.9.7.2 *Employment of Outside Consultants.* The Planning Board may employ outside consultants, at the applicant's expense, under the terms of Gen. Law. Ch.§44, to assist it in its decision making with respect to drainage, stormwater analysis, and other matters it deems material to its findings for site plan review or the issuance of a special permit, including but not limited to construction, inspections, traffic analysis and the like.

9.9.7.3 *Applicability of §8.3 (Inclusionary Housing) of the Hamilton Zoning Bylaw to the BHOD.*

1. The provisions of §8.3 of the Hamilton Zoning Bylaw shall not apply to residential uses permitted in the BHOD by right. Otherwise, where applicable, the provisions of §8.2 of the Hamilton Zoning Bylaw shall be superseded by the provisions of this Bylaw. Specifically, the following sections of §8.2 shall apply: §8.2.5, §8.2.7.2-11, §8.2.13, §8.2.14, §8.2.16.1-5, §8.2.19, and §8.2.21, unless waived by the Planning Board.

2. Senior Housing developments pursuant to §8.2, shall comply with the annual reporting requirements of §8.2.33.

9.9.8. PLANNING BOARD FINDINGS FOR SPECIAL PERMITS. The Planning Board must make written findings on the following standards for the proposed use, buildings, and structures.

1. The proposed development is compatible in size and scale with existing land uses on the site;

2. The proposed development mitigates impact to abutting land and natural resources by reason of the location of buildings or dwelling units in relation to one another and to abutters;
3. The proposed development mitigates impact to abutting land and natural resources by reason of air or water pollution, noise, dust, vibrations, or stormwater runoff;
4. The proposed development provides safe and convenient access to and within the site from existing or proposed roads, and to proposed structures thereon, with reference to pedestrian and vehicular safety, traffic flow and control, and access in case of fire or emergency;
5. The proposed development provides for adequate capacity for public services, facilities, and utilities to service the proposed development such as water pressure and sewer capacity;
6. The proposed development provides for visual and noise buffering of development to minimize impact to abutting properties;
7. Where applicable, the proposed development provides for the perpetual preservation and maintenance of open space, trails, and recreation areas;
8. Where applicable, the applicant has demonstrated compliance with §9.9.4.5 regarding the Special Design Process;
9. Where applicable, the proposed development complies with the Building Type Standards set forth in Table 3B and the Dimensional Standards set forth in Table 4.
10. The proposed development, to the extent feasible, incorporates energy saving and environmentally friendly building techniques.
11. The Planning Board may impose conditions, safeguards, requirements, and other standards as part of its approval.

9.9.9. DEFINITIONS -NOT REVIEWED VIS A VIS GCTS'S DEFINITIONS

Accessory Use or Building: An accessory structure is an above-ground structure that is clearly and customarily subordinate to a principal use or principal structure. An accessory structure is smaller in area, extent, or purpose to the principal use or principal structure served.

Building: A structure having a roof or cover and forming a shelter for persons, animals, or property. **Building Height:** Except as otherwise provided herein, building height shall be measured as the vertical distance from the average elevation of the finished lot grade at the front of the building to the highest point of the top story in the case of a flat roof, and to the mean height between the plate and the ridge in the case of a pitched roof. 1

Business or Professional Office: A business establishment, which does not offer a product or merchandise for sale to the public but, offers a professional service to the public. Personal service establishments are not to be included in the definition of business offices.

Building Height: The height of a Building shall be the vertical distance measured from the mean finished grade of the ground adjoining the front of the building, as determined by the Building Commissioner, to the top of the structure of the highest occupied floor in the case of a flat roof, to the deck line of a mansard roof, and to the top of the plate of a gable, hip, or gambrel roof.

Commercial/Institutional: Institutional buildings are used for public or semi-public purposes. They have a sense of prominence within their respective neighborhoods.

Dwelling: A building or part thereof designed, erected, and used for continuous and permanent habitation for one family or individual, excluding trailers or commercial accommodations offered for periodic occupancy.

Dwelling unit: One or more rooms designed, occupied, or intended for occupancy as separate living quarters, with cooking, sleeping and sanitary facilities provided within the dwelling unit for the exclusive use of a single family maintaining a household.

Dwelling Unit, Attached House (e.g., Duplex): Duplex houses are two dwellings that may be either stacked vertically or spread horizontally having the appearance of a large, detached house. They are suited for small lot sizes.

Dwelling Unit, Attached House (e.g., Triplex, Quadplex): Triplex and Quadplex houses have the outward appearance of detached estate houses but accommodate three or four separate dwelling units within one building. They are appropriate for a wide variety of lot sizes.

Dwelling Unit, Multi-Family (Multi-plex, Apartments, Condominiums): Multi-family buildings incorporate five or more dwelling units in a vertical arrangement within one building. Common

entrances and interior corridors serve multiple units. These buildings are a minimum of two stories with parking typically located behind the buildings.

Dwelling, Townhouse: A building containing three or more dwelling units in a row, in which each dwelling unit has its own front and rear access to the ground, no dwelling unit is located over another dwelling unit, each dwelling unit is separated from any other dwelling unit by one or more party walls, and each dwelling unit is occupied by not more than one household.

Townhouses are residential buildings with three or more dwelling units that share a common wall. Each unit is a minimum of two stories. Units are typically aligned close to the public sidewalk, although sometimes there are small variations in setback to provide landscaping or diversity in the streetscape.

Dwelling, Multi-Family (e.g., Apartments, Condominiums): Multi-family buildings incorporate five or more dwelling units in a vertical arrangement within one building. Common entrances and interior corridors serve multiple units. These buildings are a minimum of two stories with parking typically located behind the buildings. Student Housing is considered as Multi-Family.

Existing Student Housing: Student housing is contained within six (6) individual, 3-story structures (Units A & B, C & D, and E & F) at three different locations on the site. There are dormitory rooms and larger living spaces or apartments.

Existing Business / Commercial: Existing Business / Commercial buildings include Kerr Hall, the Retreat House and Pilgrim Hall.

Existing Institutional / Commercial: Existing Institutional buildings fit within the existing campus as integral and functional parts of the community. Their uses on the Upper Campus include the Chapel, Library, Academic Building, learning centers, and offices. Institutional buildings serve as landmarks and places of assembly.

Live / Work: Live/work buildings are designed to combine commercial and residential uses within a single building of two or more stories. They are like a townhouse, with a storefront on the ground floor and a residential unit above. Storefront space may be a home-based business or may be leased independently.

Lot: An area of land in one ownership with definite boundaries, used, or available for use, as site for one or more buildings.

Lot Frontage: Shall be measured along the property line of (i) a public way or a way which the Town Clerk certifies is maintained and used as a public way, or (ii) a way not less than fifteen feet (15) from the center line shown on a plan approved and endorsed in accordance with the subdivision control law, which shall thereafter be considered a street for the purpose of this Bylaw or (iii) a way in existence when the subdivision control law became effective in Hamilton (1955) having in the opinion of the Planning Board, sufficient width, suitable grades, and

adequate construction to provide for the needs of vehicular traffic and to provide adequate access for fire, police, and emergency vehicle.

Institutional: Institutional buildings are used for public or semi-public purposes. They have a sense of prominence within their respective neighborhoods.

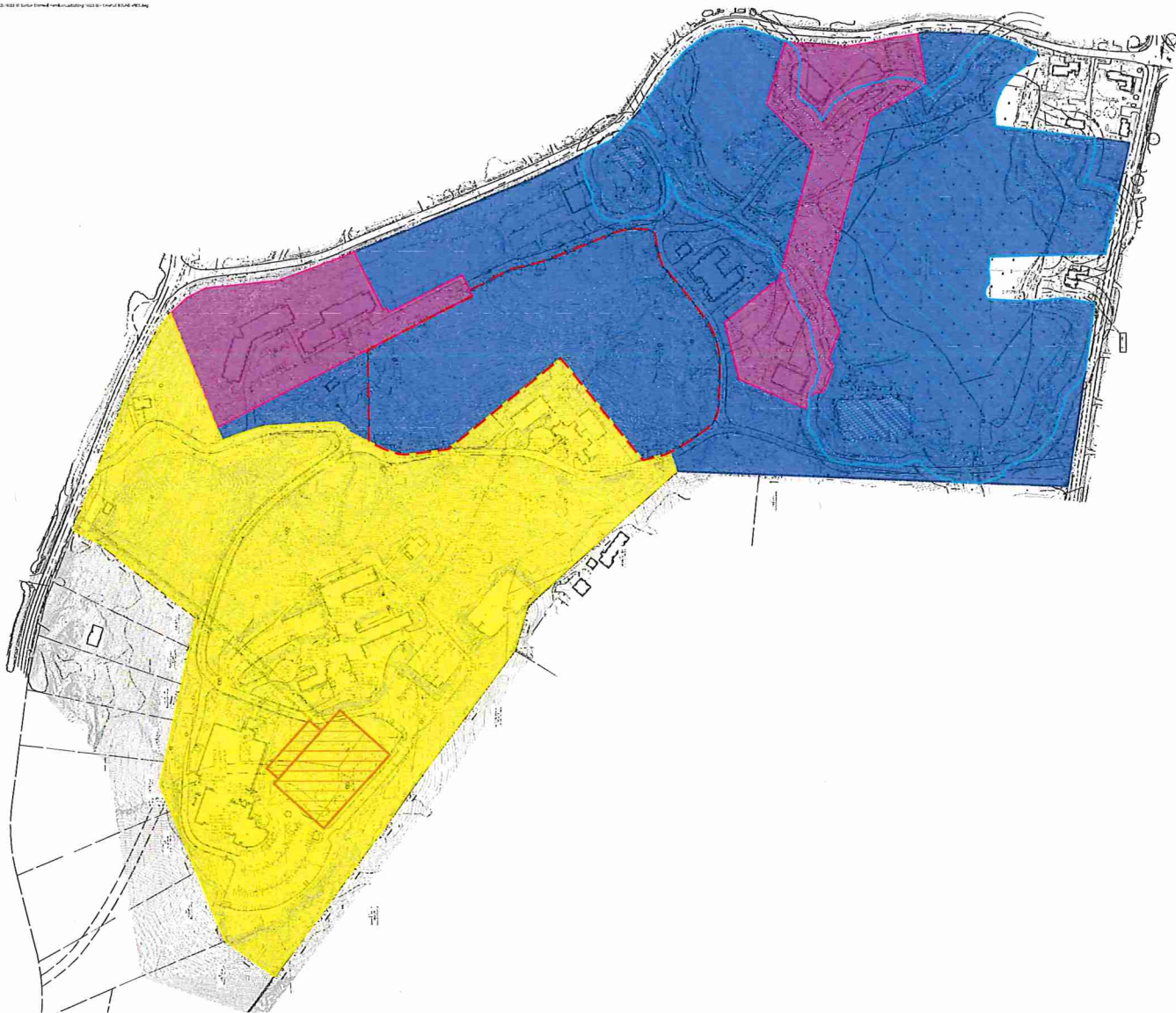
Medical Clinic: A facility as defined in 105 CMR 145.020, including a mobile clinic.

Medical Office: A building designed and used as an office by physicians, dentists, or psychotherapists for the diagnosis and treatment of human patients that does not include overnight care facilities or licensing as a clinic.

Mixed Use: Two or more uses on a single parcel as a part of a single development plan.

Steep Slopes: For purposes of this Bylaw, steep slopes shall be defined and governed by the provisions of

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- KEY**
- RESTRICTED PARCEL
 - UPPER CAMPUS:
1,761,789 SF
 - MIDDLE CAMPUS:
2,179,064 SF
 - LOWER CAMPUS:
522,169 SF
 - RESERVOIR RESTRICTION
 - 75' WETLAND BOUNDARY



**GORDON CONWELL
SEMINARY**
130 Essex Street
Hartford, MA
Date: _____
Scale: _____
Sheet: _____
Project: _____
Concept: _____
Pub. N. 2013

Campus Boundaries

C1.00

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NOTES

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BROWN'S HILL OVERLAY DISTRICT ZONING DIAGRAM

- LC LOWER CAMPUS
- MC MIDDLE CAMPUS
- UC UPPER CAMPUS
- HL HERITAGE LANDSCAPE
- RA RESTRICTED AREAS
(Wetlands and Buffers)

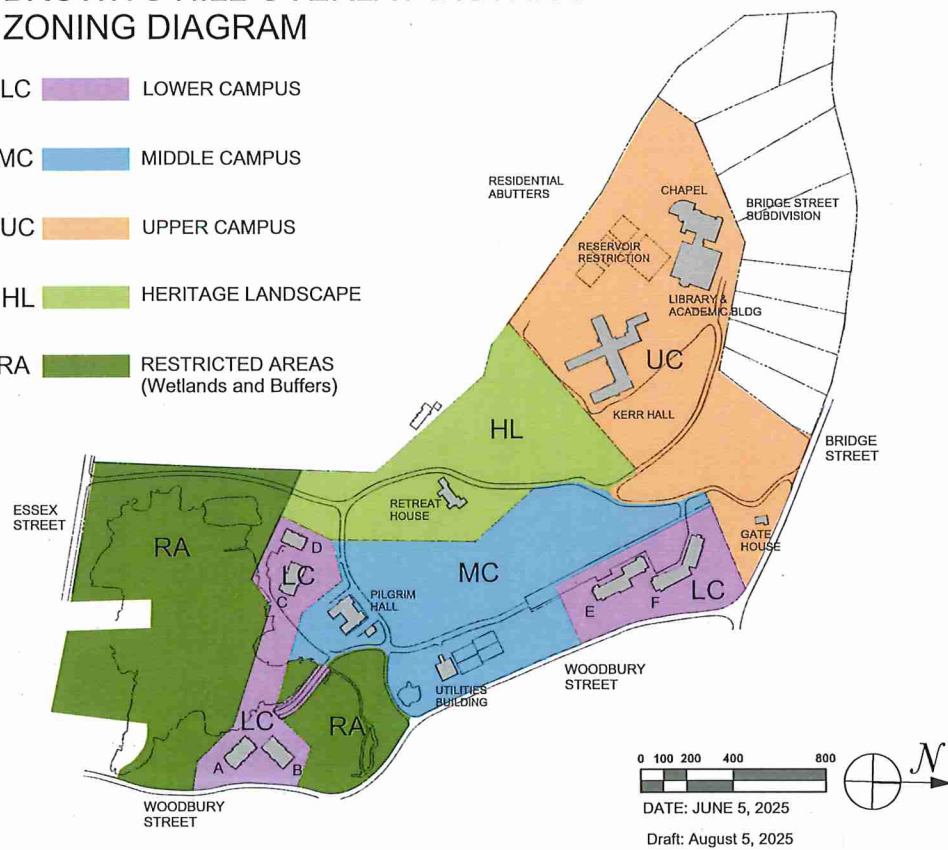


Table 1 - Descriptions of Districts and Densities

Districts	Descriptions	Development and Permitting Requirements Per District
LC Lower Campus	<p>High-density residential development area with six existing three-story Student Housing Units (Buildings A, B, C, D, E & F of Total 194,391-Gross SF) with a Total 209-Units. There is also a small leaching field in proximity to buildings C & D that is functional</p>	<p><i>Existing Student Housing Conversion:</i> Renovation, reuse with possible additions of up to 15% of existing Gross SF: Permitted By-Right</p> <p><i>Existing Student Housing Expansions:</i> Construction of additional area in excess of 15% of existing Gross SF: Permitted by Special Permit</p>
MC Middle Campus	<p>Pilgrim Hall (Total 15,351-Gross SF) originally animal stables with adjacent Garage that may be repurposed into small commercial/retail use. There is also an existing wastewater treatment structure and adjacent leaching field that currently functions as the only treatment facility on the entire site</p>	<p><i>Existing Historic Building Conversion:</i> Renovation and reuse of existing buildings: Permitted By-Right</p> <p><i>Existing Historic Buildings:</i> Construction of additional area in excess of 10% of existing Gross SF: Permitted by Special Permit</p> <p><i>New Residential/Institutional Facilities:</i> TBD-Dwelling Units; TBD-Gross SF: Permitted by Special Permit</p>
UC Upper Campus	<p>Existing office/institutional buildings include Kerr Hall, Goddard Library, the Academic Building & Chapel (Total 164,612-Gross SF), with substantial surface parking. A Gate House (Total 2,226-Gross SF) is used as a residential building and is located adjacent to Bridge Street. Also there are four town-owned, buried water tanks serviced by a right of way with water line to Bridge Street. Re-purposing existing structures or additions for commercial/life sciences or other new uses such as 55+ senior housing development may be options.</p>	<p><i>Existing Office/Institutional/Residential Buildings:</i> Renovation and reuse of existing structures: Permitted By-Right</p> <p><i>Office/ Institutional Expansion:</i> Construction of additional area in excess of 10% of existing Gross SF: Permitted by Special Permit</p> <p><i>New Uses and Additions:</i> Construction of additional area in excess of 10% of existing area: Permitted by Special Permit</p>
HL Heritage Landscape	<p>Preserved open space with sloping lawn as a defining landscape surrounding a single three story historic residence - the Retreat House (Total 14,723-Gross SF) with adjacent parking and summit trail. This area should remain an historic preserve.</p>	<p>Development of the district is limited to minor renovations to repurpose the historic building and to trails, educational signs, and similar improvements.</p>
RA Reserve Areas	<p>Permanently protected and/or preserved natural lands including wetlands and buffering areas.</p>	<p>N/A</p>

Table 2 - Allowable Uses in Districts

Allowable Uses	Districts				
	LC	MC	UC	HL	RA
RECREATION, EDUCATION & PUBLIC ASSEMBLY					
Conference/Convention Facility			SP		
Library, Museum, Art Gallery			SP		
Studio: Art, Dance, Martial Arts, Music		SP	SP		
Trail	P	P	P	P	P
RESIDENTIAL					
Two-Family Dwelling		SP	SP		
Three-Family Dwelling		SP	SP		
Four-Family Dwelling		SP	SP		
Multi-Family Dwelling (5 or more DU)		SP	SP		
Townhouse Dwelling		SP	SP		
Student Housing Conversion	P				
Live/Work Unit		SP			
Mixed-Use with Residential Component		SP	SP		
Senior Serviced Care, 7 or More Clients		SP	SP		
Second Unit or Carriage House		SP			
SERVICES - BUSINESS, FINANCIAL, PROFESSIONAL					
Reuse: Existing Office/Business Space ¹		P	P	P	
Expansion: Existing Office/Business ²		SP	SP	SP	
Business Support Services		SP	SP		
Medical Services: Clinic		SP	SP		
Medical Services: Doctor office		SP	SP		
Medical Services: Extended care		SP	SP		
New Office: Business, Service		SP	SP		
New Office: Professional, Administrative		SP	SP		
INDUSTRY & PROCESSING					
Laboratory - Medical, Analytical		SP	SP		
ACCESSORY USES					
Day Care Center : Child or Adult	SP	SP	SP		
Fitness/Health Facility	SP	SP	SP		
Meeting Facility	SP	SP	SP		
Home Occupation		SP			
Park, Playground	SP	SP	SP	SP	SP
Restaurant, Café & Coffee Shop	SP	SP	SP		

KEY TO SYMBOLS:

Permitting:

P = By-Right

SP = Special Permit

Districts:

LC = Lower Campus

MC = Middle Campus

UC = Upper Campus

HL = Heritage Landscape

RA = Restricted Areas

NOTES:

1. Reuse of existing occupancies and uses in Kerr Hall, Library, Academic Center & Chapel, The Retreat, Pilgrim Hall, Gate House, Wastewater Treatment Facility & Dormitories: **By Right (P)**.
2. Expansion of usable space in existing facilities as noted in Note 1: **Special Permit (SP)**.

Table 3A – Allowable Building Types

OVERVIEW

Building Types are used as a regulatory mechanism in this bylaw. Not all building types are permitted in all Districts. Additional design standards and requirements for each building type are in Section ???.

Whether or not a building type is permitted or required in a specific District is determined by Table 3B - Building Type Standards, associated with the respective Districts. Permitting of building uses in Table 3A - Allowable Building Types shall be interpreted as noted in Table 2 – Allowable Uses in Districts as:

P = Permitted by Right; SP = Special Permit

Building Types not listed in Tables 3A and 3B are presumed to be prohibited. Allowable Building Types are hereby established as noted here:

A. Attached House (Duplex, Triplex, Quadplex)

Attached houses have the outward appearance of detached houses but accommodate two, three or four separate dwelling units within one building. They are appropriate for a wide variety of lot sizes.

B. Multi-Family (Multiplex, Apartments, Condominiums)

Multi-family buildings incorporate five or more dwelling units in a vertical arrangement within one building. Common entrances and interior corridors serve multiple units. These buildings are a minimum of two stories with parking typically located behind the buildings.

C. Townhouse, Apartments, Condominiums

Townhouses are residential buildings with three or more dwelling units that share a common wall. Each unit has its own entrance and is a minimum of two stories. Units are typically aligned close to the public sidewalk, although sometimes there are small variations in setback to provide landscaping or diversity in the streetscape.

D. Live / Work

Live/work buildings are designed to combine commercial and residential uses within a single building of two or more stories. They are like a townhouse, with a storefront on the ground floor and a residential unit above. Storefront space may be a home-based business or may be leased independently.

E. Existing Business / Commercial

Existing Business / Commercial buildings include Kerr Hall, the Retreat House and Pilgrim Hall.

F. Existing Institutional

Existing Institutional buildings fit within the existing campus as integral and functional parts of the community. Their uses on the Upper Campus include the Chapel, Library, Academic Building, learning centers, and offices. Institutional buildings serve as landmarks and places of assembly.

G. New Business / Commercial

H. New Institutional

Institutional buildings are used for public or semi-public purposes. They have a sense of prominence within their respective neighborhoods.

I. Utilities Infrastructure

An existing wastewater treatment plant occupies a small part of the Central Campus along Woodbury Street.

J. Accessory Structure

An accessory structure is an above-ground structure that is clearly and customarily subordinate to a principal use or principal structure. An accessory structure is smaller in area, extent, or purpose to the principal use or principal structure served.

Table 3B - Building Type Standards

Building Types	Permitted in Districts	Building Floor Area (min. / max.)	Lot Size Width / Depth	Lot Coverage (max)	Height Stories (min. / max.)
Attached House (Duplex, Triplex, Fourplex)	M(C), (C)	1,600 / 3,000 SF	25' max / 150' max	60% max	2
Multi-Family (6 / 8 DU)	M(C)	6,000 / 6,600 SF or 2,500 / 3,200 SF	110' max / 110' max	60% max	2 / 3 / 4
Townhouse, Apartments, Condominiums	M(C)	3,200 / 3,000 SF	30' max / 110' max	60%	2
Live/Work	M(C)	1,200 / 2,500 SF	25' max / 150' max	60%	2
Existing Business / Commercial	(C)	25,000 / 100,000 SF	N/A	80%	2 / 3
Existing Institutional	(C)	20,000 / 100,000 SF	N/A	60%	3
New Business / Commercial	(C)	25,000 SF max	by permit	75%	2 / 3
New Institutional	(C)				
Utilities Infrastructure	M(C)	by permit	by permit	10% max	1
Accessory Structure	by permit	by permit	by permit	10% max	1
Civic / Recreational	(C), M(C), (C)	N/A	60' min / no max	30%	1

Existing Historic Buildings

The Retreat	(C)	11,733 gross SF	N/A	N/A	1
Pilgrim Hall & Accessory Garage	M(C)	11,331 gross SF	N/A	N/A	2
Gate House	(C)	2,961 gross SF	N/A	10%	2

Table 4 - Dimensional Standards

Dimensional Standards	Districts				
	LC	MC	UC	HL	RA
Allowable Density					
New Dwelling Units(DU) - Density	N/A	1 DU/1,500 SF	1 DU/1 Acre	4.2 DU/1/2 Acre	1.5 DU/1/4 Acre
No. DU-DU Area (max/min)	N/A	16 DU/1,500 SF (6000/3000 SF)	14 DU/1 (18000/4000 SF)	14 DU/1 (18000/4000 SF)	14 DU/1 (18000/4000 SF)
Total New Gross Square Footage	N/A	150,000 SF	30,000 SF	60,000	40,000 SF
Existing Business/Institutional	150,000 (15-30)	N/A	N/A	N/A	N/A
Additions to Business/Institutional	See Table 1	N/A	N/A	N/A	N/A
Senior Serviced Housing (Beds)	N/A	N/A	N/A	N/A	See Table 1 (Pg. 4)
Total Gross Square Footage	N/A	N/A	N/A	N/A	N/A
Lot and Block Standards					
Lot Width	Plane Required	100' min	50' min	20' min - 100' max	20' min - 100' max
Lot Depth	Plane Required	170' min	110' min	30' min	170' min
Lot Coverage		60% max	60%	70% max	70% max
Building Heights					
Principal Building (Stories/Height)	1/15' max	2/15' max	2/12/15' max	2/12/15' max	2/12/15' max
Ground Floor Elevation Above Sidewalk	0' max	0' min	-2' min	-15" min	-15" min
Ground Floor Ceiling Height (min.)	14'	9'	9'	9'	9'
Upper Floors Ceiling Height (min.)	9'	9'	8'	9'	8'
Parking Locations					
Front Setback (min.)	10'	10'	10'	10'	10'
Side Street Setback (min.)	5'	10'	5'	5'	5'
Interior Side Property Line Setback (min.)	0'	0'	4'	0'	0'
Rear Setback (Lot or Alley)	5'	5'	5'	5'	5'
District Specific Parking Requirements					
a. Parking shall be as established in Section 202					
b. Parking locations applies to location of garage or parking lot					
c. Parking shall be located behind the Front Facade of buildings and set back from the Rear, Alley or Side Streets.					
d. Garden Walls, Fences, or Hedges are required along publicly Owned Right-of-Way adjacent to parking					
e. Parking / Drive-way Curb Line Width 12' max					
Miscellaneous					
f. All buildings must have a Principal Facade along the Front Facade					

KEY TO SYMBOLS:

Districts:	LC = Lower Campus	HL = Heritage Landscape
	MC = Middle Campus	RA = Restricted Areas
	UC = Upper Campus	

**MEMORANDUM OF AGREEMENT BETWEEN THE TOWN OF HAMILTON
AND GORDON CONWELL THEOLOGICAL SEMINARY**

This Agreement ("Agreement") dated this __ day of March, 2025, by and between the TOWN OF HAMILTON, a Massachusetts municipal corporation with an address of 577 Bay Road, Hamilton, MA ("Hamilton" or "Town") and GORDON-CONWELL THEOLOGICAL SEMINARY, a Massachusetts nonprofit corporation with an address of 130 Essex Street, South Hamilton, MA ("GCTS"); together with Hamilton, "the Parties".

WHEREAS, GCTS is the owner of the Campus (as hereinafter defined) which contains approximately 102 acres of real property in the Town as shown on Attachment "A" ("Campus Plan"), currently used in a campus setting for religious and educational purposes such that the land and structures have been entitled to certain exemptions from the Town's Zoning Bylaw pursuant to G.L. c.40A §3;

WHEREAS, as indicated on the Campus Plan, the Campus contains three (3) subareas referred to herein as the "Upper Campus", "Middle Campus" and "Lower Campus";

WHEREAS, GCTS wishes to work with the Town to plan for and adopt amendments to the Zoning Bylaw and Zoning Map applicable to the Campus that will include permitting enumerated nonresidential uses and structures on the Upper Campus;

WHEREAS, GCTS wishes to restrict further development of a portion of the Middle Campus as shown as the "Restricted Parcel" on the Campus Plan and preserve the same ("Restricted Parcel") as set out herein;

WHEREAS, GCTS wishes to sever approximately 12 acres located in the Lower Campus containing the Apartment Lots (as hereinafter defined) historically used for student housing and convey the same to a third party for conversion of the structures into 209 privately-owned rental units (as hereinafter defined, the "Apartment Project");

WHEREAS, GCTS will agree that upon conveyance of the Apartment Lots to a private party no fewer than twenty-five (25%) percent of the apartments within the Apartment Project shall be available for rent by individuals and families that qualify for below market rate housing as set out herein;

WHEREAS, the Town desires that the Commonwealth of Massachusetts include the entirety of the units within the Apartment Project on the Subsidized Housing Inventory ("SHI") maintained by the Commonwealth of Massachusetts Executive Office of Housing and Livable Communities ("EOHLC");

WHEREAS, within the limits of the law, the Town supports and wishes to cooperate with GCTS in plans for the 102 acres, particularly the conversion of the Lower Campus Apartment Lots into private rental housing, the creation of the Restricted Parcel and the rezoning necessary to facilitate the Apartment Project and the redevelopment of the Upper Campus;

cooperatively in good faith to assist the Town in seeking such approval. In the event EOHLC refuses to include the Apartment Project in the Town's SHI by December 31, 2026, GCTS shall have no further obligations under this Section C.

D. Restriction on New Construction within the Middle Campus Restricted Parcel

Upon the satisfaction of the conditions precedent in Section II.H, GCTS agrees to subject the Restricted Parcel located in the Middle Campus to a mutually-agreeable deed restriction in favor of the Town of Hamilton as a named party and an intended beneficiary pursuant to G.L. c.184 §27 precluding construction of new structures, with the exception of utilities components and facilities (e.g. wastewater treatment, electric), parking areas, recreational uses (e.g. sports playing areas and fields and accessory structures thereto) and means of access (e.g. walking paths, driveways).

E. Monetary Contribution to Town of Hamilton

To offset a portion of the Town's consulting and legal expenditures in reviewing GCTS plans for the Campus, and consistent with prior offers made by GCTS, GCTS offers to donate to the Town Two Hundred Thousand (\$200,000.00) Dollars to be paid upon the conveyance of the Apartments and Apartment Lots to a third party (with deeds on record with all monies paid and received).

F. Zoning Overlay District

The Town will support a Zoning Amendment for the Campus containing at least the following provisions for the Upper, Middle and Lower Campuses.

1. Upper Campus

Permitted uses, by right:

- Uses and structures permitted pursuant to G.L. c.40A §3.
- Non-residential uses and structures as authorized within the planned Brown's Hill Overlay District (to be drafted and submitted to Town Meeting) which will include at least the following: Reuse of Preexisting Structures for Business, Commercial, Professional and Administrative offices (no retail); Restaurant, Café & Coffee Shop; Active and Passive Recreation; Trails.

Permitted uses, by special permit from the Planning Board:

- Non-residential uses and structures as authorized within the planned Brown's Hill Overlay District.
- Expansions to Preexisting Structures that result in an increase in the square footage or building footprint of a Preexisting Structure, unless otherwise permitted pursuant to G.L. c.40A §3.

2. Middle Campus:

Permitted uses, by right:

Commented [MW1]: After a close read, I think in order for it to make sense the Special Permit permitted uses on the Upper Campus should only include "Expansions" and not alterations or changes. Otherwise, the "reuse of preexisting buildings" as permitted without a special permit will have little to no value. I'm assuming that, say, a counseling office might want to make a few internal changes to demising walls etc. That shouldn't trigger the special permit process.

Commented [MW2]: I deleted "nonconforming". See below for the language brought over from the PB Overlay draft.

GCTS's permission provided hereunder may be modified, conditioned or terminated by GCTS only upon written notice to the Town.

I. Required Connection to On-Site Wastewater Treatment Plant

GCTS agrees that all residential and commercial wastewater generated on the Campus, including the proposed Apartments and those uses and structures entitled to protections pursuant to G.L. c.40A §3, shall be treated by means of an onsite wastewater treatment plant in full compliance with 314 CMR 5.00 et seq. and relevant regulations adopted by the Hamilton Board of Health generally applicable to all properties the Town.

J. No Change for Current Permitted Uses

This Agreement shall not operate or be interpreted to restrict any lawful or currently permitted uses of the Campus unless the same is expressly limited or prohibited by this Agreement.

K. Cooperation and Prompt Review Efforts by the Town

Cooperation: The Town, acting within the respective jurisdiction of Select Board, Planning Board, Zoning Board of Appeals, Conservation Commission, Board of Health, Building Department, Water Department, Fire Department and Police Department, to the extent permitted by law and with due regard to all relevant statutes, regulations and public policy, cooperate with and support GCTS in all aspects of the implementation of the redevelopment of the Campus, including the Apartment Project, and the terms of this Agreement, including where appropriate and consistent with the Open Meeting Law, among others, hosting forums, workshops and related public events to discuss the redevelopment of the Campus, including the Apartment Project, and the anticipated Zoning Amendment or other zoning options.

Prompt Review: To the extent permitted by law and with due regard to all relevant statutes, regulations and public policy, the Select Board shall facilitate prompt review of the Project and the cooperation of all Town Boards Commissions, Departments and staff in the review and implementation of the Project.

L. Successors and Assigns

This Agreement shall run with the Campus and shall be binding upon and inure to the benefit of the Town, and the burden of the GCTS, and its successors in interest and assigns and all persons claiming any rights under GCTS including its successors, assigns, mortgagees and all others taking title in fee or less than fee or otherwise acquiring an interest to a part or all the Campus. The parties further agree that this Agreement, once executed, may be recorded by either party in the Essex County Registry of Deeds against the title of the Campus.

II. Additional Terms and Conditions

shall be null and void and of no further legal effect on the parties. In the event that two Overlay Districts are presented to the Town Meeting, one for the Middle and Lower Campus and one for the Upper Campus, this Agreement will be in full force and effect if the Lower and Middle Campus Overlay District goes into effect with the one exception that, in that event, the waiver of G.L. c.40B under Section G above, will be in effect with respect only to the Lower and Middle Campuses.

- I. In the event that the Agreement is recorded and the Agreement is terminated, the parties agree to record a notice of termination of this Agreement at the Essex County Registry of Deeds.

6561453.7

GCTS and Hamilton Discussions regarding the 102 acre campus

Upper Campus:

1. Permitted uses, by right:

- Uses and structures permitted pursuant to G.L. c.40A §3.
- Non-residential uses and structures as authorized within the planned Brown's Hill Overlay District (to be drafted and submitted to Town Meeting).

2. Permitted uses, by special permit from the Planning Board:

- Non-residential uses and structures as authorized within the planned Brown's Hill Overlay District.
- Expansions, alterations or changes to preexisting non-conforming structures not otherwise permitted pursuant to G.L. c.40A §3.

Middle Campus:

1. Permitted uses, by right:

- Open space and passive recreational uses.
- Preexisting uses and structures permitted pursuant to G.L. c.40A §3 within current footprint/building envelope [or a predetermined footprint/building envelope].

2. Permitted uses, by special permit from the Planning Board:

- None.

Lower Campus:

1. Permitted uses, by right, subject to site plan review (Zoning Bylaw §10.6)

- Up to 209 rental dwelling units within preexisting structures.
- Structural improvements to the preexisting structures including physical connections between certain existing structures and improvements required by state or federal law regarding ADA compliance.

2. Permitted uses, by special permit from the Planning Board:

- Alteration or change to preexisting structures not otherwise permitted by right, above.

Rosie Kennedy

To:Jonathan Witten <jonathanwittenlawllc@gmail.com>;

?

Joe Domelowicz;

?

Caroline Beaulieu

Sun 3/2/2025 7:47 PM

Jonathan,

Thank you for this.

There are some issues with this plan. We have not agreed to these terms.

First of all we have not yet received a plot plan with metes and bounds to identify the middle campus. We have been asking for this since November and are continually assured it is coming. We have therefore no idea of their interpretation of what constitutes the open space on the middle campus.

Second ,

the seminary has reneged to not enlarge the footprint of any building on the middle campus. They originally agreed to this. (referring to retreat house, pilgrim hall , and the gate house, which now they say is not part of the middle campus)

Third,

They continue to insist on full Dover use to have absolute freedom to build and expand as they want in both the middle campus buildings and the upper campus. Understood this is not a high likelihood but still a concern and the risk should be mitigated to some degree.

If they can waive Dover rights and put a restriction on the middle campus they can also waive Dover rights to not expand the footprint of existing structures.

We need to define our terms simply, and to not conflate the DA terms with any future overlay language.

1. 25% of 209 apts restricted as affordable to 80% AMI. Use best efforts to assist Town to have all units eligible for SHI
2. once we have middle campus plot plan with metes and bounds, define open space/ conservation restriction and declare in perpetuity with Town as beneficiary.
3. Agree to not expand footprint of all existing buildings on campus, otherwise the uses as per Dover.
4. sum of money to the Town as agreed.
5. Town to have continued access and use of Brown's Hill town owned parcel for ongoing water supply needs and option to place communication equipment at site
6. (or some iteration of this statement)
7. overlay district for the 102 acres as developed by the planning board.

In reality we have no DA yet. Nor have we even agreed on terms . The terms as stated by GC are not in the best interest of the Town . They are one-sided and lack fairness.

We should not be bringing the full board into the conversation for a discussion until we, involved in the negotiations, have some clarity and agreement on the basics. It is premature. I am surprised it was suggested by Scott. It was an inappropriate suggestion. We would never presume to suggest he bring our terms to his board. It muddies the water and dilutes the atmosphere of direct negotiations.

I appreciate this is an extremely difficult process. It is made more so by a constantly changing goalpost initiated by GCTS. We know they have a history of behaving in this manner.



Marnie Crouch
Bill Olson <bolson@columbiacc.com>;Rosie Kennedy
Joe Domelowicz;Mark Connors;Emil Dahlquist
All:

Several months ago, I was contacted by Meirwyn Walters about resuming work on the Brown's Hill Overlay District (BHOD). As you may recall, in November 2023, the Planning Board suspended its work on the BHOD to permit GCTS to negotiate a development agreement with members of the Select Board. Caroline, Rosie, and Joe with Jon Witten's input spearheaded that effort on behalf of the Town.

Emil and I have been authorized by a vote of the Planning Board to discuss the BHOD with Meirwyn. Meirwyn produced a version of the BHOD predicated on 1) a map dividing the GCTS property into an Upper Campus, Middle Campus, and Lower Campus; and 2) the last version of the BHOD developed by the Planning Board which included the option to utilize one or more Illustrative Plans as alternatives to the production of concept plans.

With Meirwyn's April 23rd draft of the BHOD in hand, which retained references to the Illustrative Plans, and the latest version of the development agreement, Emil and I had a productive meeting with Meirwyn. Following that meeting, Emil and I agreed that in the interests of simplicity and expediency, the Planning Board should relinquish the prescriptive approach to the overlay district embodied in the Illustrative Plans. In addition, we agreed that simplifying the BHOD's provisions to the maximum extent possible was warranted. Accordingly, following the hiatus during which the Planning Board devoted its efforts to the STM to consider 3A/FBC, Emil and I met on Wednesday to assess the status of the BHOD. We are now working on a draft that provides that all development on the campus with certain exceptions for "by right" development subject to site plan review (i.e., reuse of the apartments, and certain other specified uses of existing structures), will require a special permit consistent with the Town's other bylaws.

At our meeting with Meirwyn, Emil and I raised the issue of the Conservation Restriction in the Middle Campus that is presently incorporated into the development agreement. GCTS proposed the restriction for a level portion of the Middle Campus. We countered that the restriction should be placed on the Heritage Landscape which the Planning Board identified at the outset of its work developing the overlay district in early 2023. The purpose of the proposed change in the location of the restriction is: 1) the Heritage Landscape has cultural significance as it contains the Retreat House, a scenic vista, and many mature and beautiful trees (see Hamilton Reconnaissance Report/Essex County Landscape Inventory produced in 2005 by the Massachusetts Department of Conservation and Recreation and the Essex National Heritage Commission); and 2) unlike the level part of the site where the Conservation Restriction is now proposed, the Heritage Landscape is unsuitable for future development owing to steep slopes. The location of the restriction as set forth in the development agreement essentially sacrifices what might potentially be an ideal site for future development of a variety of building types and uses including 55+ senior housing or a congregate care facility

such as the Residences at Riverbend which could provide much needed revenue for the Town. Accordingly, Emil is working on a Zoning Diagram that shows five zones instead of three. The two additional zones reflect a Restricted Area which includes all the undevelopable wetlands bordering Apartments A and B, and C and D, and the Heritage Landscape which draws from portions of the Middle Campus and the Upper Campus.

At our meeting yesterday, Emil and I discussed next steps. It is helpful to remember that the Town has attempted to constructively engage with GCTS since 2018 when a Task Force was formed with purposes that included researching and identifying potential Seminary assets that could address identified community needs and goals, and establishing a value for potential assets. Since that time, negotiations with GCTS have yielded no legally binding commitments about how the GCTS will be rezoned despite significant efforts by many dedicated individuals over the years.

Emil and I believe that because the development agreement and the BHOD are integrally related (as Jon Witten frequently reminds us) that a small group comprised of Planning Board and Select Board members should meet to nail down what terms are in the best interest of the Town based upon environmental, societal, and revenue considerations and what terms are nonnegotiable. Once the Town has identified how it sees the development of the site, particularly its future development when GCTS may not own the property, it can prepare drafts of both a development agreement and an overlay district that GCTS can accept or reject. Critical provisions must be identified and made immutable so that the process which commenced almost seven years ago can be concluded with a comprehensive development agreement and a workable overlay district. Continuing board efforts to reach agreements with GCTS in silos has not been successful and risks further delay with too many openings for confusion and disagreement even before further engagement with GCTS.

I would like to schedule a meeting to discuss a path forward as neither the Select Board nor the Planning Board can finalize documents with GCTS if the boards are not in lock step about what the Town would like to see as the result of this prolonged effort. I believe it would be most constructive if we could meet in person to review the BHOD as well as the development agreement.

Here is a list of topics to consider at a meeting:

- Whether the Conservation Restriction should protect the Heritage Landscape and afford GCTS the opportunity for future development of the site where the Conservation Restriction is now set forth in the development agreement – a change that has the potential to produce revenue for the Town and GCTS
- The duration of the Conservation Restriction
- Acceptable uses for existing buildings
- Acceptable uses for newly constructed buildings
- The effect of the Dover Amendment on new construction –I would propose that the development agreement provide that any new

additions or structures constructed in reliance on the Dover Amendment be required to be demolished upon a property transfer to prevent sanctioning the creation of “preexisting nonconforming structures and uses”

- A provision in the development agreement preventing GCTS from selling portions of the site piecemeal through a requirement that any sale be no less than ____ acres
- The elimination of “Part F. Zoning Overlay District” in the development agreement as those provisions will be part of the BHOD.

I look forward to your response about scheduling a meeting and proposed dates. In the meantime, Emil and I will be working to put the BHOD, its map and tables in the best possible order prior to a meeting.

I have not advised Meirwyn in advance of my intention to request a meeting. Nevertheless, I intend to inform him that I have requested such a meeting to coordinate the Town’s position to facilitate a clear path forward.

Best,
Marnie

RE: Fall Special Town Meeting Dates

From Cyndi Farrell <cfarrell@hamiltonma.gov>

Date Mon 8/11/2025 2:13 PM

To Joe Domelowicz <jdomelowicz@hamiltonma.gov>

From: Maidment, Patricia <p.maidment@hwschools.net>

Sent: Monday, August 11, 2025 12:47 PM

To: Cyndi Farrell <cfarrell@hamiltonma.gov>

Cc: Powers, Janell <j.powers@hwschools.net>; Menegoni, Bryan <B.Menegoni@hwschools.net>

Subject: External Email Warning RE: Special Town Meeting Date inquiries

Hi Cyndi,

How are you?

Here's what I'm seeing from our rental calendar:

October 25 – Auditorium OPEN

November 1 – Auditorium OPEN

November 8 – Auditorium OPEN

November 15 – Not Available

November 22 – Not Available

A couple of things to keep in mind:

We could potentially host playoff games the first or second week of November. (Definitely the first week; the second week would depend on how far we advance.) Dates and times for those are TBD and typically given to us by the MIAA at the last minute.

On October 25, we have a home JV football game at 10 a.m. It likely won't draw a large crowd, but it will be happening on campus.

Bryan – do you see anything I might be missing?

Thanks,

Trish

Tricia Maidment

Administrative Assistant to Athletic Director

District Building Use Coordinator

Go Generals!

From: Cyndi Farrell <cfarrell@hamiltonma.gov>

Sent: Monday, August 11, 2025 12:21 PM

To: Maidment, Patricia <p.maidment@hwschools.net>

Cc: Powers, Janell <j.powers@hwschools.net>

Subject: Special Town Meeting Date inquiries

Caution: This email comes from an external source and is not part of the hwschools.net email system. Exercise caution when clicking links, opening attachments, or responding—especially if the sender is unfamiliar or the message is unexpected.

Hi Trish,

Joe Domelowicz asked me to reach out and check to see if any of the following dates would work for a future special town meeting in the auditorium at the high school. He asked me to check with you first to see the available options.

Oct 25

Nov 1

Nov 8

Nov 15

Nov 22

--Cyndi Farrell

Assistant to the Town Manager/Grants and Communications

Office: 978-626-5202

Cell: 978-595-8817

Office Hours:

Monday - Thursday 8 A.M. - 12:30 P.M.; 1:30-4:30 P.M. (Tuesdays open until 6:30 P.M.)

Friday 8 A.M. - 12:30 P.M.



Town of Hamilton
Select Board
Meeting Minutes of August 4, 2025

Pursuant to the Open Meeting Law, MGL Chapter 30A, §§ 18-25, written notice posted by the Town Clerk delivered to all Select Board members, a meeting of the Hamilton Select Board was posted for August 4, 2025 at 7:00pm. This meeting was held at the Hamilton Wenham Library, 14 Union St in Hamilton and recorded.

The Select Board functions as the Chief Executive body of the Town. Its five members are elected to three-year terms with one or two seats up for election each year. The Board acts as the chief policy making body of the Town and directly supervises the activities of the Town Manager. The Select Board typically meets the first and third Monday evening at 7:00 p.m.
Select Board: Ben Galuza (2028); Thomas Myers (2028); Bill Wilson (2026); William Olson (2027); Rosemary Kennedy (2027).

Call to order: W.Olson, Chair, called the meeting to order at 7:00pm. Present: R.Kennedy, T.Myers, B.Wilson, Vice-Chair. Also present: Joe Domelowicz, Town Manager, and others as noted. Not present: B.Galuza.

The Chair announced Board and Committee openings as displayed on the agenda:

- Affordable Housing Trust – 1 opening
- Conservation Commission – 3 openings
- Community Preservation Committee – 1 opening for member of Historic District Commission
- Finance and Advisory Committee – 2 openings
- Historic District Commission - 2 openings for 3-year terms, 2 openings for 2-year terms
- Human Rights Commission - 2 openings
- Hamilton Wenham Cultural Council – 3 opening
- **Public Comment – Will be taken for a maximum of twenty (20) minutes, no speaker will be allowed to speak for more than three (3) minutes:**
 - **Tosh Blake, Sagamore St**, wanted to clarify his comments from the previous meeting to say that he is in favor of keeping the traditional policy, not the temporary one that is in place now. He also requested there be a time clock visible to help people keep to their time.
 - **Jenna Jones, Bradford Rd**, advocated for keeping comments at the end of agenda items so people can voice their opinions. She also advocated for keeping emergency dispatch local, as they are the first, first responders, and critically important. She believed them to be great people working hard for the town, and questioned whether the Board had gone in to meet them and talk to them.

CONSENT AGENDA

- Approve minutes of Select Board meeting for June 2, 2025; July 7, 2025; July 21, 2025
Vote: The Board voted unanimously to approve the June 2, July 7, and July 21 minutes as edited.

AGENDA:

- **Athletic Fields update: with Superintendent Eric Tracy** - Superintendent Tracy updated the Board on the athletic fields as the HW high school, saying construction is essentially complete, and the punch list is being addressed, in terms of finishing up final details. He said the stadium was beautiful, and he looked forward to welcoming the community. The fields will be ready for use by the school sports teams starting in August; the grand opening is scheduled for September 6 with a family day at the stadium. The first Friday night football game under the lights is Friday, September 5. All are welcome.
- **Town Hall construction update: with DPW Director Tim Olson** - T.Olson reported the construction work at Town Hall was progressing well. There was a foundation issue that had to be rectified and is well underway. Work continues inside with most of the systems installed, insulation is being done and the walls will be closed up. The work will shift to the exterior. He noted the project is slightly behind, but the building should be ready for occupancy in late spring. The work is within budget as planned. J.Domelowicz stated he toured it that day, and everything looks as expected. The contractor observed there are frequently unforeseen issues with historic buildings, but they are progressing well. The new addition with the elevator needed some additional structural work.
It was noted the new meeting room will fit approximately 88 people.

- **Set Limits for the Chapter 91 Senior Exemption Program: *with Principal Assessor Jane Dooley - Discuss & Vote***
J.Dooley noted every year the Select Board votes on a Chapter 91 senior exemption limits. Specifically, as of July 1, the age limit of 65 years or older can be increased to 70 or older. She recommended the town remain at 65. Total household income is \$47,520 for single person and \$71,280 for married couple. Total household assets are \$175,000 for a single person, and \$ 250,000 for married couple.

There is a pool of \$50,000 from the tax base that gets divided between the number of eligible applicants.

Vote: *The Board voted unanimously to maintain the senior tax exemption program as outlined, 65 years of age and older, total household income single: \$47,520, married: \$71,280, with total household assets single: \$175,000, and married: \$250,000.*

- **Discuss feasibility study from the North Shore Regional 911 center – *Discuss & Schedule for a vote***

B.Wilson noted at the previous meeting the Board discussed potentially joining the Regional 911 center in Middleton. During the meeting there were comments from the public and some of the workers. There are a number of documents he hoped everyone reviewed, i.e. the feasibility study and other materials provided by J.Domelowicz, including information on other towns' experiences. Chair Olson commended the staff of the 911 center, stating they have worked 24/7 to keep the center staffed and services covered. He explained it is part of the Town Manager's goals to look for ways to regionalize services in a cost-efficient manner for the town, which has worked well in many departments. He noted it is not about the people there; it is about fiscal responsibility for the town and looking at what is best overall in having a financially sustainable structure that is still able to provide services. The contract with the regional center would be a ten-year contract at no cost. Despite concerns costs would emerge over time, it has remained a free service to participating communities for the past 10-12 years. It costs the town approximately \$626,000 to staff and operate the current call center. J.Domelowicz mentioned Wenham transitioned to the regional center when it first opened and are largely satisfied with the services. The Board continued to discuss pros and cons and posed a number of questions about the call center costs and staffing models, technology, efficiency, potential grants, and the challenge of expanding the town call center to keep up with needs. John McGrath, Chair of the Finance Committee, recommended a phased approach of keeping some local employees as a buffer while phasing out the local call center; he did not recommend an abrupt change in services. The Finance Committee will be looking further at the financial details. If the Board votes to join the Regional Center, it would likely be implemented in 2026, and there would be a transition plan. The Board scheduled the vote for the meeting of September 8th.

- **Discuss amended Public Comment Policy – *Discuss & Schedule for a vote***

The comments from the last meeting were incorporated into the draft Public Comment policy, and Chair Olson read the changes out loud. It included adding a sign-up sheet for public comment, and timing and length of additional comment. Town Counsel has stated no public comment is required. The Board discussed how the timing of comments would be structured in the policy, and what people can speak about when. J.Domelowicz noted there cannot be proscriptions about topics, that once people can comment, they can speak on anything they choose. The Board was generally in favor of keeping more opportunity for public comment rather than less, and stated they are willing to put in the extra time to allow for it. The Board will vote on the policy at the next meeting.

- **Review progress of the North Shore Water Resiliency Task Force: *with Town Manager Joseph Domelowicz***

J.Domelowicz as a member of the Task Force provided an update on the latest work of the North Shore Water Resiliency Task Force group. He is part of a subcommittee working on a set of recommendations, for Town approval. There is an understanding for a need to identify a new water source and what it will take to operationalize the plan. This is anticipated to be an expensive plan, but a necessary one, and one that looks as far into the future as is feasible. The local legislators are very involved and participating in the Task Force, including Senator Tarr, Representative Kassner, and Representative Kerans.

- **Review agenda for meeting on August 13 -** The potential agenda for the annual workshop includes review prior year goals, discuss and assess progress toward goal completion, discuss time manager performance and contribution towards goal completion, discuss effectiveness, evaluation tool, and possible changes and discuss proposed goals for the coming year.

Adjournment Vote: *The Select Board voted unanimously to adjourn the meeting at approximately 8:40PM.*

Meeting Packet Enclosures:

- Meeting minutes of June 2, 2025
- Meeting minutes of July 7, 2025
- Meeting minutes of July 21, 2025

- Chapter 91 Special Act
- Regional 911 Feasibility Study, including letters of support from neighboring towns and draft Inter-municipal Agreement
- Ipswich River Lower Basin Subcommittee Meeting
- Select Board August 13 Draft workshop agenda

*Respectfully submitted by D. Pierotti, Recording Secretary, 8/11/25.
The minutes were prepared from video.*

Respectfully submitted as approved at _____ meeting.

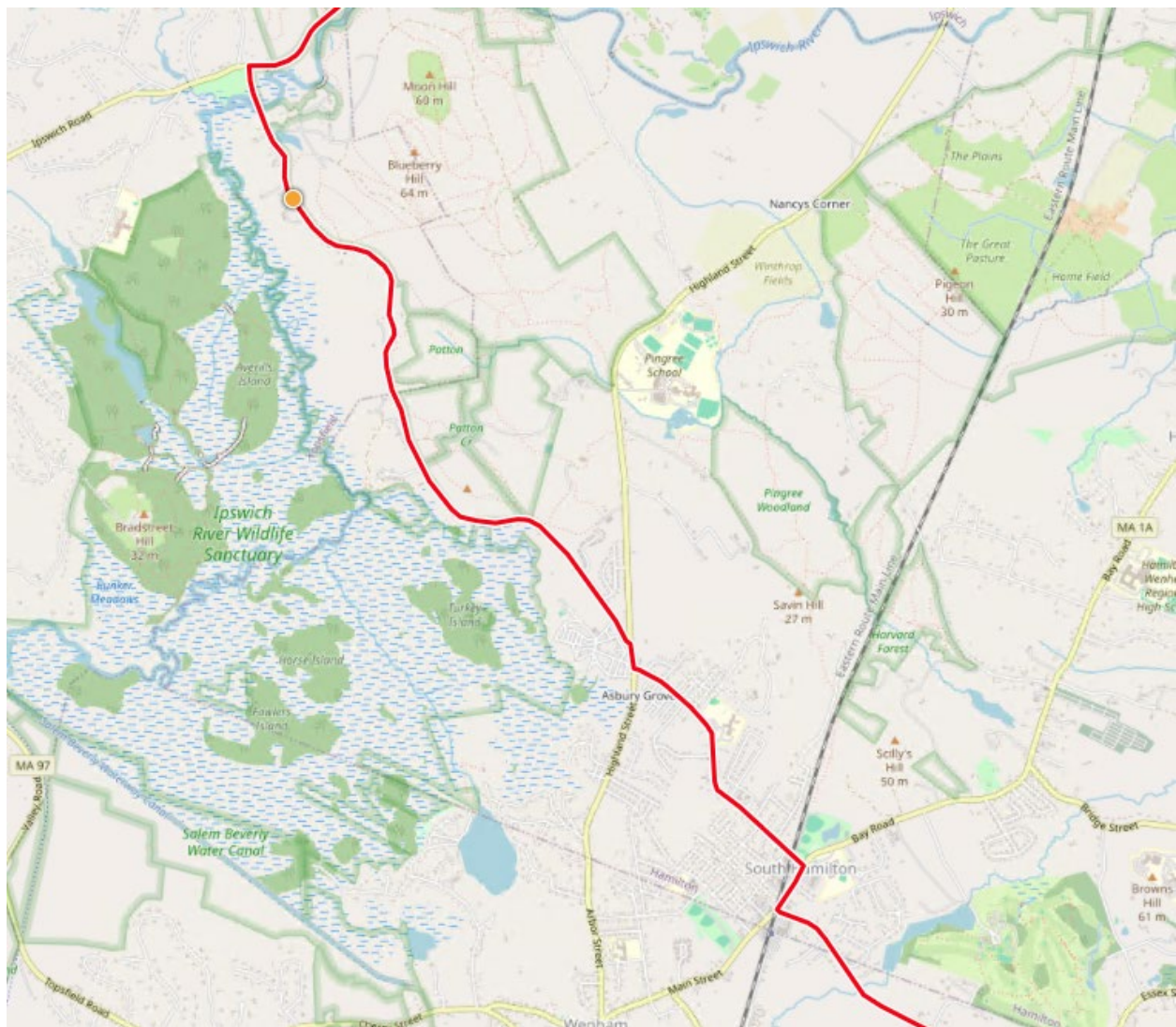
Rosemary Kennedy, Clerk

Good morning!

On behalf of Neurofibromatosis Northeast, I am seeking permission to include Hamilton once again on the route for the 14th Annual Coast to the Cure bike ride to benefit Neurofibromatosis Northeast. Coast to the Cure takes place on Saturday, September 6, 2025. The ride starts and finishes at Stage Fort Park in Gloucester. The event consists of three routes (24, 40, and 66 miles) encompassing Hamilton and 12 other communities

I can assure you that all participants will wear helmets, travel in an organized fashion on public roads, never on private property, and will obey the rules of the road. The cyclists will leave Stage Fort Park in staggered starts beginning at 7am. We anticipate approximately 50 riders in total traveling in packs of 3-6 people over a period of two hours through your community. The following streets in Hamilton are on the route: Walnut Road, Bay Road, Highland Street and Asbury Street

40-mile and 66-mile route:



40-mile route: <https://ridewithgps.com/routes/50231680>

66-mile route: <https://ridewithgps.com/routes/50231683>

In addition to including Hamilton on the 40 mile and 66 mile routes, I am also seeking permission to set up a rest stop at the Hamilton Cutler School as we did last year.

Proceeds from the event benefit Neurofibromatosis Northeast and support our mission of finding a cure and treatment for neurofibromatosis by promoting scientific research, creating awareness, and supporting those who are affected by NF.

Please don't hesitate to contact me if you have questions. I can be reached at (617) 797-5575 or ktrainor@nfnortheast.org.

Thanks so much for your consideration.

Sincerely,

Kim

Kim Trainor
Neurofibromatosis Northeast
9 Bedford Street
Burlington, MA 01803



August 1, 2025

Town of Hamilton
Board of Selectmen
577 Bay Road
Hamilton, MA 01936

Dear Board of Selectmen,

Essex County Greenbelt is a local, non-profit land trust headquartered in Essex, MA. We are having our annual road cycling event on Saturday, September 20th, whose course will pass through your town. As with last year, we have been in touch with your Police Department to make them aware of the event and have requested police detail at the intersection of Asbury Street and Highland Street. Please know that safety is our priority.

The ride will begin in Essex at 9:00 am. The route maps are enclosed. We anticipate 100 to 150 bike riders, who will thin out quickly after the initial start of the event.

Also enclosed is a Certificate of Insurance for the day of the event.

Please let me know if there is anything else you require from Greenbelt, and we will be happy to comply. Thank you very much. Please don't hesitate to contact me with questions.

Sincerely,

A handwritten signature in black ink, which appears to read "Jane Rumrill". The signature is fluid and cursive.

Jane Rumrill
Event & Outreach Manager
978-768-7241 x17
jane@ecga.org

encl.

Conserving local farmland, wildlife habitat, and scenic landscapes since 1961.



July 22, 2025



Town of Hamilton Police Department
265 Bay Road
South Hamilton, MA 01982
Attn: Christine Larcom

Dear Ms. Larcom,

I am writing to request one Hamilton police detail officer to be on duty to traffic for Essex County Greenbelt Association's annual *Tour de Greenbelt* event at the corner of Asbury and Highland Streets.

Saturday, Sept 20 9:30 am to 1:30 pm

Please feel free to call with any questions at 978-768-7241 ext 117. Thank you for your assistance.

Sincerely,

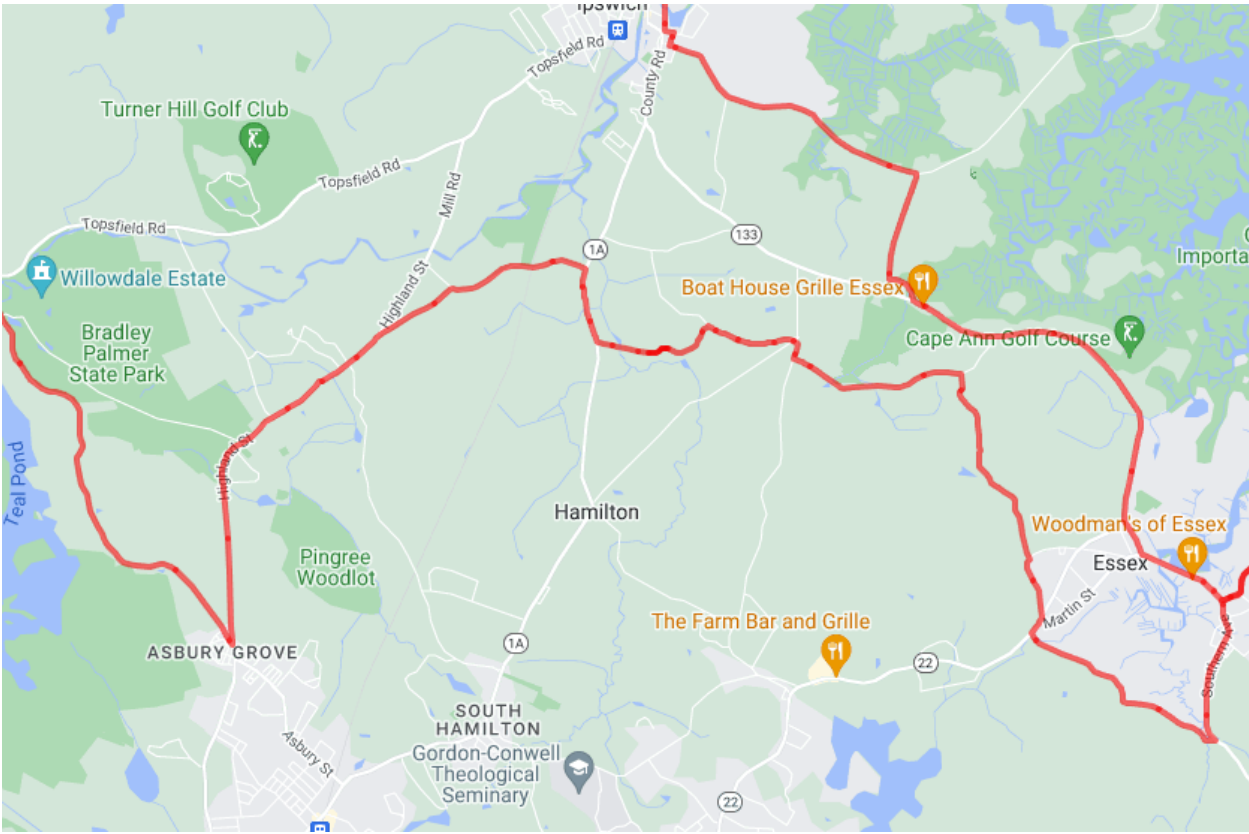
A handwritten signature in black ink, appearing to read "Jane Rumrill". The signature is fluid and cursive, with a large initial "J" and a stylized "R".

Jane Rumrill
Event & Outreach Manager
978-768-7241 x17
jane@ecga.org

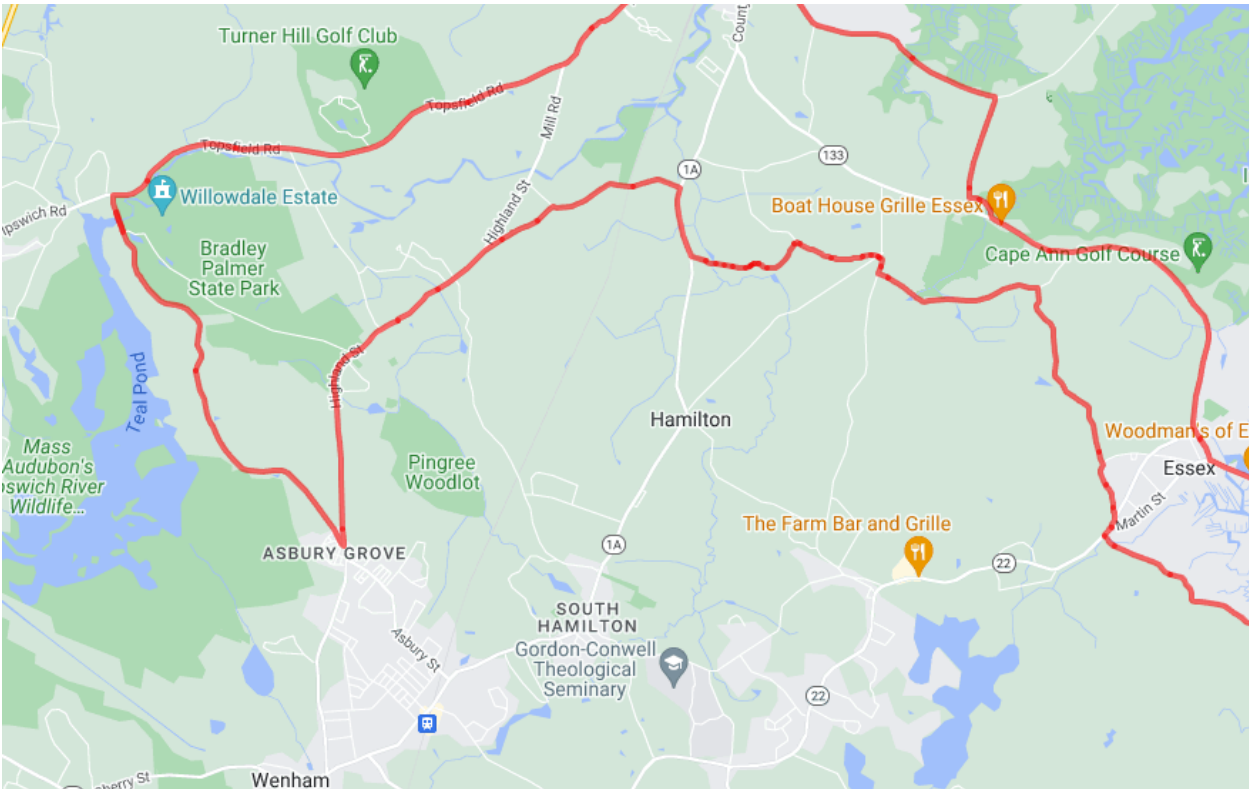
Conserving local farmland, wildlife habitat, and scenic landscapes since 1961.



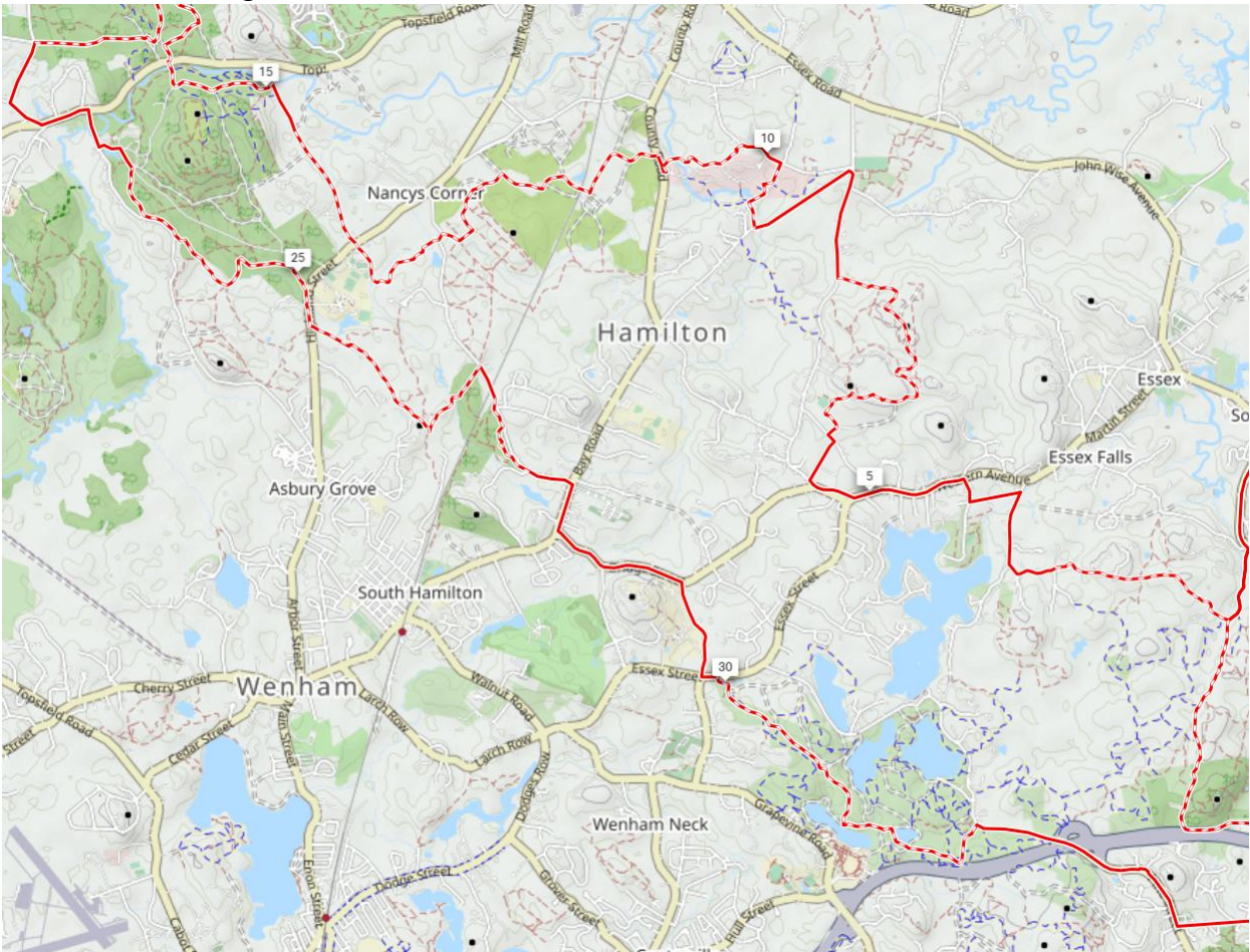
50 mile road route



25 mile road route



Gravel Grinder long route





ESSECOU-03

MGARCIA3

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/30/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Alliant Insurance Services, Inc. 4530 Walney Rd Ste 200 Chantilly, VA 20151-2285	CONTACT NAME: Balisha T Averhart	
	PHONE (A/C, No, Ext): (909) 886-9861 FAX (A/C, No): (909) 886-2013	
	E-MAIL ADDRESS: baverhart@alliant.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Pacific Indemnity Company	20346
INSURED Essex County Greenbelt Association, Inc. PO Box 1026 Essex, MA 01929	INSURER B : Federal Insurance Company	20281
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			35351933	12/1/2024	12/1/2025	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ Included
							\$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			35351933	12/1/2024	12/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$ 1,000,000
							PROPERTY DAMAGE (Per accident) \$
							\$
							\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			79756579	12/1/2024	12/1/2025	EACH OCCURRENCE \$ 3,000,000
							AGGREGATE \$ 3,000,000
							\$
							PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N <input type="checkbox"/> N / A If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
For owner of land: Tour de Greenbelt Saturday, Sept 20 2025

CERTIFICATE HOLDER

CANCELLATION

Town of Hamilton Attn: Cyndi Farrell 577 Bay Road Hamilton, MA 01936	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 