



Town Manager Report

Board of Selectmen Meeting

April 3, 2017

Council-on-Aging

Call to action for our seniors aged 60 to 69 to develop a focus group to determine their needs and find out the kind of programming they would like to have outside of regular Senior Center hours. Outreach is working to develop a database for this group of over 1,100 seniors through phone and greeting card contact.

On October 6th, the COA will be holding our first annual memory event that we are calling Shifting the Perspective: Memory, Aging and Your Brain. This will be for seniors dealing with memory issues as well as their family members and caretakers. We will be hosting a keynote speaker from the Alzheimer's community, sponsor games and events and vendors along with a free lunch for attendees through Senior Care.

Transportation issues for seniors and low-income residents came to the attention of COA Directors last week. Governor Charles Baker had proposed eliminating T-service on the weekends as well as doing away with "The Ride" throughout Massachusetts. His proposal to let the COA senior transportation services pick up this transportation service by allowing everyone, seniors and low-income residents, to use town-owned vans from 5 AM to 12 midnight. Over 40 COA's sent impact statements to the Massachusetts Councils on Aging as well as contacting our local legislators. A regional transportation meeting was held this past Monday in Boston where the decision to shelve the budget-cutting measure was made for a period of one year due to the impact statements received and a number of Directors who attended this meeting and let their feelings be known. While The Ride does not come into Hamilton proper, many of our seniors use this service jumping onto the bus in Wenham to go into Boston.

A wonderful group of young mothers' led by Martha Hale Farrell will be again providing Mother's Day Brunch to the senior women in Hamilton on Friday, May 12th at 11 AM. Please RSVP to Mary Beth Lawton at 978-468-5595. Seating is limited to 36.

The Council on Aging is working with Gordon College to create a town-wide volunteer bank to help seniors in Hamilton. Many of our seniors need help from time to time to do chores around the house which they can no longer handle. The COA will also be reaching out to the Rotary for their assistance with this project.

Several members of the community under the guidance of Martha Hale Farrell are forming a Friends group to support the efforts of the Hamilton Council on Aging. If you are interested in joining or volunteering your time to help make this group happen, please email her at: halefarrell@gmail.com.

The Council on Aging would like to advance the ability of Hamilton to move forward as an Age Friendly Community. Scott Maddern had brought this to my attention unaware that I had attended this focus group during my annual conference for Directors. Studies show that in supportive and enabling living environments, older people are a

resource for their families, communities and the local economy. Dr. Alice Bonner, Executive Secretary of Health and Human Services for the Commonwealth, who had attended our Go4Life Health Fair last year, spoke recently at a conference about the 8 pillars of what constitutes an age friendly community. An age friendly community is one that promotes a more thoughtful approach to the development of programs in a community that promote the health and well-being of our aging population. The eight components are: Outdoor spaces and buildings, Transportation, Housing, Social Participation, Respect and Social Inclusion, Civic Participation and Employment, Communication and Information and Community Health Services.

It's my hope that a town-wide dialogue can begin with the Board of Selectmen to create this "master plan" for seniors residing in Hamilton. The process can begin with a presentation from MCOA how to create an age-friendly community and the process from assessing the needs, turning that information into actionable steps and developing metrics by which to evaluate the success of the initiative.

Emergency Management

MUTUAL MD: Attached is the Statewide Mutual Aid and Public Works Mutual Aid. It gives an explanation of the program and includes the sign off

SHELTER TEAM: The Shelter Team has about 10 regular attendees and with the help of Public Health Nurse Christine Lee we run a drill every fall and a follow up meeting in the Spring.

We are set up as a Day Shelter. We have a full inventory of equipment stored in the portable classroom behind the COA Building.

Finance Department

Below are some of the key activities and projects for the finance department:

- Continued efforts to get us up to speed in relation to FY17 finances (i.e. reconciliations, departmental transfers, invoice maintenance, etc.)
- Accounts Payable and Contracts maintenance
- FY18 Budget
- FinCom requests
- Water Bills issues – about half of the accounts have been resolved and refunds issued
- Joint Program Billings – all programs have been billed to date
- Short-term and long-term debt issuances
- Continuing Disclosure and completion of Annual Report for FY16
- Finance Department webpage design
- Preparing for new OPEB Actuarial Valuation
- Working with State to complete application for FEMA/MEMA grants (in relation to January 2015 snowstorm)
- Health, Life and Unemployment Insurance reconciliations
- Working with individual departments to streamline procedures, policies and deadlines

Fire Department

FIRE DRILLS: The Fire Dept. conducted Fire Drills at the Winthrop School, High School, and Middle School this week.

FIRE AT MIDDLE SCHOOL: We had a fire at the Miles River Middle School on Thursday March 23 just as school was getting out. A student lit a toilet paper roll on fire in the girls' room on the second floor. It only burned paper but caused a lot of smoke. Police investigated, the student was suspended.

EXERCISE: We participated in a Bomb Threat Table Top Drill with the Police, High School, Middle School, and Salter Bus Co. The drill went very well.

EVACUATION DRILLS: We have been working with the Police on Evacuation Drills. We have worked with the schools and will be working with Town Hall.

MANPOWER: Available manpower is an ongoing issue. We have signed on five new call firefighters.

Kent Parsons

Chris Martin

Richard Villa Tim

Everitt

Chris Raymond

GRANTS: We have applied for a grant for \$236,432.00 to replace our self-contained breathing apparatus. It was applied for through Homeland Security Assistance to Firefighter Grant. If received there is a 5% match. We should hear within a few months.

CANCER IN THE FIRE SERVICE: A big topic right now is cancer in the fire service (See attached Article). They have been looking for ways to prevent it. One important way is cleaning Turnout Gear after it has been in a fire.

A washer extractor and dryer are about \$20,000 plus plumbing. Rep. Brad Hill is looking in to funding for this equipment.

In the attached article the Boston Firefighter started in Hamilton.

Planning Department

Staffing levels:

Building Dept Admin Assistant hired full time after many months without a full time person; Building Commissioner now on vacation – may need to get fill-in person. So far candidate has declined our salary number (James Bone, Newburyport, Wenham). Other possible candidates are ill (Essex) and yet others tell me they are out straight (Ipswich) and can't do it. Also need to get fill-ins for electrical and gas/plumbing inspectors as turn-over has occurred in the last few months and vacation season is coming.

Dept Issues:

ZBA hearing re 227 Willow project to consider Planning Board Cease and Desist Request. 242 Echo Cove Road – property is a constant source of friction and many calls to this office – it's contended that an unofficial B&B is being operated there.

Ongoing and Pending Projects:

Affordable housing related matters – you're aware of. HCA Companion Agreement element list prepared. Joint meeting between BOS and HAHT 4/4.

Planning Board efforts to revise certain zoning bylaw elements is on-going (cottage housing, special permit process, Great Estates, Willow St Overlay District).

I'm pursuing creation of a new zoning map – the existing one is illegible. It was part of Bobrowski's scope and he has a consultant/vendor to do it supposedly.

The AG's office is still reviewing the October town meeting ZBL text and expects an opinion to us 4/16.

BOH Chair David Smith is proposing a Nuisance bylaw for the Town – I have reviewed as has HPD Chief Stevens – we are to discuss Thursday April 6.

MCC Grant Application support letters (for Patton Homestead rehab) sent to Brad Hill and Bruce Tarr.

Patton Homestead involvement – RFP; staffing write-ups; parking lot; OSC desire for signage.

577 Cell Tower application was to have been submitted for April hearing – not received by Varsity yet.

Athletic Field Improvement Project by Pingree – expect a Site Plan Review submission within a couple of weeks.

Greenbelt/ Essex County Land Trust to submit a Site Plan Review in the next couple of weeks for a parking lot with associated additions.

Miscellaneous: Planning Board elections next week – outcomes uncertain.

Recreation Department

Veterans Memorial Pool

Staffing

We have been working very hard over the course of the last two months and a half to compile a staff for the upcoming summer. I'm happy to report that we are very close to finalizing our complete staff for the summer; we should have everyone in place by the end of next week. We have a good mix of experienced lifeguards as well as younger lifeguards who we hope will be with us for a many summers to come.

Staffing is also in place for our swim team as well as all of our swim lessons.

Registration

Pool Membership registration opened at the start of March and to date we have sold 54 family memberships so far. We will be extending our office hours once again on certain dates in April for those who are unable to purchase memberships during our normal business hours.

Pool Opening/Ceremony

We are in the process of finalizing the details for a ceremony and soft opening. Although the pool officially opens on June 10th, we plan to have our grand opening on June 3rd. The pool will then be open for the rest of the day for membership holders which will give us an opportunity to work out any kinks before the official open on June 10th.

High School Athletic Complex

I have been informed that the School Committee will be discussing this topic at their meeting on April 6th. I'm hopeful that the School Committee will agree to sign the application for site plan review as well as recommend that a committee be formed to shape the project into something that is functional as well as financially practical.

The entire layout will be part of the site plan review process to give everyone a clear picture of what can or cannot be built as part of the project. Main points of emphasis will be on the athletic lighting (which there is currently none) and conservation issues, as the site is surrounded by wetlands.

A decision will also have to be made on the type of infill that is used on the field, the cost estimates that Gale provided included an alternative infill which in some instances can lead to an extra 200-300k per field.

I have scheduled a Recreation Committee meeting for the week following the SC meeting to discuss the outcome the SC comes to on the 6th.

Programming

We just finishing up our winter programming and now are starting with our spring activities. I'm pleased with how our programs faired this winter as we were able to successfully run close to 30 programs.

Spring Sports/Fields

With the upcoming weather forecast field availability is starting to become a concern. Most youth sports are scheduled to start in the next week or so and the HS spring season has already begun. As soon as we are able to do so, we will have the baseball diamonds prepped for play as well as start our slice seeding, fertilizing, and lime program that we have been keeping up for the better part of 3 years now.

The overuse of our playing fields and field conditions are still a major concern for me. The fields really took a beating this past fall, as we were coming off the prolonged drought. "Town" fields are not only being used by our youth groups but are also being used by the some High School teams which greatly add to the wear and tear. Town fields in Hamilton and Wenham are currently home to seven HS teams for practices and games.

Town Meeting

Although it lies in Wenham, I am hopeful that CPA funds will be approved for the replacement of the Pingree Park Playground. If funding is approved by both Town's it will put us extremely close to our goal and allow us to stay on our schedule of having the playground complete by the start of the Fall '17 soccer season.

Police Department

Staffing:

- Full-time: Fully staffed at 13 officers.
- Part-time: We are currently staffed at 7 Reserve Officers.
(Due to the anticipated departure of 2 Reserve Officers, we will be starting a Reserve Recruitment and Selection process).

Equipment Issues:

- As discussed at a previous BOS meeting, I have put in a capital budget request for TASERS for all uniformed members of the HPD.

Union Issues:

- No Issues at this time, current contract expires on June 30, 2019.

Miscellaneous:

- Waiting for the results of the MRI ECO merger with Danvers and Manchester by the Sea.

Building Issues:

- Working with the DPW director regarding a replacement carpet for the Training Room.

Upcoming Police Related Events:

- N/A

Public Works

National Gird has conducted a Tree Hazard Assessment and has determined there are 21 town trees to be removed and 2 to be trimmed. DPW held a Tree Hearing for the 23 trees at 7pm on March 28th in the Hamilton Town Hall Memorial Room. No residents were in attendance. Proper notices were posted on the individual tree, notice was printed in the Salem News, on the Town website, and on Social Media.

The DPW received bids for the 2017 Sidewalk Reconstruction Project which includes removal and construction of new asphalt sidewalks along Maple Street, Park Street, and Hamilton Ave. Bids are under review and references are being check. Construction is planned this spring and to finish prior to FY end.

Greg Stevens retired on March 31st after 19 years with the Town. Peter Cobb has received the open position of PW Highway Foreman.

The Bridge Street Culvert replacement is anticipated to be complete by the end of April. The major culvert work is complete and the contractor has begun site restoration with guardrail installation, curb and sidewalk construction and final paving to follow. Asphalt plants will begin production on April 15th, maybe sooner depending on weather.

The Town Hall second floor renovation project is earmarked for late April/ early May. Renovation work will include new partitions and individual workspaces to help in noise reduction and privacy.

DPW has begun construction of additional space in the Hamilton Cemetery. This is currently Town owned land and is cleared for use. Once established this area will provide 400-500 graves.

The water department is continuing to reduce the estimated billings by installing new water meters as well as responding to mechanical or resident issues on a case by case basis.

DPW has requested a proposal from Dewberry Engineers to assist the town with the evaluation of the existing water plant, filter media conditions, RAW water analysis to develop a capital plan for upgrades and repairs to improve the treatment plants effectiveness and operations to treat Hamilton's water.

March 31, 2017

To: Hamilton Board of Selectmen

Fr: Michael Lombardo, Town Manager

Re: Town Manager Update

Landfill Capping Project: The construction phase of the landfill cap has been completed for several months. The next step in the process is for Mass DEP to certify the cap; this certification report has been submitted to DEP and we await their approval. On a parallel track, a post-closure use permit has been filed with DEP. The post-closure use permit identifies potential uses and projects that may occur at the landfill and establishes preliminary approval for said uses.

Solar Array Project: As previously reported, this project has been on hold since signing the letter of intent with Amaresco pending legislative action on the tax credits. A meeting is scheduled for the week of April 10th to discuss the status of the project and work out next steps which will include establishing a project scope and formal contracts between the Town and vendor.

Annual Compost for Residents: Together with the Town of Wenham, we are in negotiations with Brick End Farm over a contract for the disposal of organic waste at their facility. Part of the contract specifies the volume of Organic Compost that Brick End Farm makes available to residents in each Town. At the present time the amount is comparable to prior years. Please let me know if you would like to discuss this.

DPW Foreman:

Today marks the final day from Greg Stevens whom is retiring after 19 years of service with the Town of Hamilton. Greg is not one for making a fuss and asked that we not do anything big as a send-off. Honoring his wishes we celebrated Greg's service with cake and gifts in the DPW office. Peter Cobb will be the new Highway Foreman.

Solid Waste & Recycling Program:

PAYT Bag Revenues			Solid Waste		Recycling		Composting	
September	\$ 8,800	\$ 7,750	108	105	89	70	25	11
October	\$ 7,900	\$ 5,600	115	115	106	88	38	10
November	\$ 5,100	\$ 6,700	87	108	87	91	27	10
December	\$ 7,900	\$ 2,100	119	156	117	110	18	14
January	\$ 3,000	\$ 4,300	112	125	92	103	26	14
February			87	119	77	80	23	12
Total	\$ 32,700	\$ 26,450	629	728	567	542	158	71

Overall PAYT bag revenues have declined as anticipated with the return to weekly trash pickup. The decrease appears to have been moderated by the increase cost per bag and perhaps to some extent by the increase in solid waste tonnage.

The six month trend in solid waste, composting and recycling since returning to weekly trash collection is a bit concerning in that the tonnage for solid waste has increase by nearly 100 tons when compared to the same period in the prior year. This increase in tonnage is mirrored by an almost one-for-one decrease in recycling and composting.

Water Billing: The DPW/Water Department has completed adjustments to accounts where the customer was due a refund and is now working on the remaining bills that either require additional payment from the customer or may need a formal abatement. I have asked Tim Olson to provide a summary of the accounts and will provide that to you with the next update if not sooner.

Ticket Tracking System: Tim Olson is advocating for the replacement of Facility Dude with a more robust and useful package that integrates GIS; he is in the process of putting together a scope and estimates for replacing the program and as soon as we have a schedule for implementation I will let you know.

Code RED: The Public Safety department will be rolling out a new reverse 911 call system to replace Blackboard Connect. The Code RED system provides enhanced features for both the Town and residents and is much easier to use. Chief Russ Stevens is presently working with the vendor on the roll out and materials – I will keep you apprised of the timetable for rolling this out to the public.

Bridge Street Culvert: The project construction is 90% complete with final paving, loam and seeding the bulk of what is left.

Municipal Aggregation Program: John O'Rourke from Good Energy reports that all went well at the February 15 hearing before the Department of Public Utilities (DPU) and we now await their official approval of the project. Once this approval is received they will mount a public information campaign in concert with our energy manager, Vicky Masone. As soon as I receive additional information on the roll out I will pass that along and help get the word out to the public.

Ipswich River Watershed: For the past year, I have been working closely with neighboring towns and the Massachusetts Water Works Association (MWWA) to identify solutions to our long-term water needs. The Town of Hamilton along with several other Ipswich Basin communities applied for and received a grant from the State DEP – Water to assist in this endeavor; the Town of Danvers offered to be the fiduciary agent for the grant. The culmination of this work to date was to submit and successfully receive a DEP grant funding this effort and we are now working with Kleinfelder Engineering, CDM Smith, MWWA, and the Mass. Water Resources Authority to complete the study. Kleinfelder is also working on a cloud based dashboard to assist towns' in analyzing and comparing data. The data collection phase is nearly complete and the full report is due to DEP in June – I will provide copies of the report when available.

Regional Dispatch: The data collection and discovery phase of the project with the Town of Danvers and Manchester-by-the-sea is nearing completion and we expect to have draft reports available in approximately 6 weeks if not sooner. This study will identify the costs associated with the towns migrating to the Danvers facility for dispatch services, and examine inter-operability issues and potential governance models for this regional effort. We are also exploring prospects of Hamilton serving as backup to the Danvers facility which will allow the Town to maintain its PSAP.

New Web Page: Stirling Technologies will be rolling out the new web page design in a public input/focus group session on Tuesday, April 4 from 3:00 to 5:30. The public can drop in anytime during those hours – it will take approx. 20 minutes. Bobby Gates should be posting this very soon on FB.

Water Plant and Distribution System: The water main replacement program will commence in earnest in a few weeks; Tim Olson is completing final planning and will unveil a schedule to the public soon – I have asked him for specific dates when this will be available.

As I recently mentioned, the Water Treatment Plant filtration system is an ongoing maintenance problem and we are working with a consultant to identify long-term solutions which may require costly updates to the plant. The analysis is underway and we should have a draft report available within the next couple of months.

Camera inspection of the water storage tank is scheduled for the end of April; I will provide results as soon as they are available.

Chapter 90 Funds: Following is a schedule of the FY18 Chapter 90 awards; the amount for the coming year is approx. \$1,500 less than last year.

COMMUNITY	ADDRESS	CITY/TOWN	STATE	ZIP CODE	MONEY	HWY DISTRICT
Town of Boxford	7A Spofford Road	Boxford	MA	01921	\$ 415,615.46	4
Town of Newbury	12 Kent Way, Suite 101	Byfield	MA	01922	\$ 271,084.68	4
Town of Essex	30 Martin Street	Essex	MA	01929	\$ 129,965.82	4
Town of Georgetown	1 Library Street	Georgetown	MA	01833	\$ 303,799.56	4
City of Gloucester	9 Dale Avenue	Gloucester	MA	01930	\$ 665,844.64	4
Town of Groveland	183 Main Street	Groveland	MA	01834	\$ 213,674.46	4
Town of Hamilton	577 Bay Road, PO Box 429	Hamilton	MA	01936	\$ 243,630.03	4
Town of Ipswich	25 Green Street	Ipswich	MA	01938	\$ 441,276.42	4
Town of Manchester-by-the Sea	10 Central Street	Manchester-by-the-Sea	MA	01944	\$ 142,954.70	4
Town of Middleton	48 South Main Street	Middleton	MA	01949	\$ 298,710.74	4
Town of North Andover	120 Main Street	North Andover	MA	01845	\$ 815,312.72	4
Town of North Reading	235 North Street	North Reading	MA	01864	\$ 508,338.27	4
Town of Rockport	34 Broadway	Rockport	MA	01966	\$ 189,641.87	4
Town of Rowley	139 Main Street, P.O. Box 275	Rowley	MA	01969	\$ 231,697.80	4
Town of Wenham	138 Main Street, P.O. Box 576	Wenham	MA	01984	\$ 150,626.28	4
Town of West Newbury	381 Main Street	West Newbury	MA	01985	\$ 216,127.29	4
Town of Wilmington	121 Glen Road	Wilmington	MA	01887	\$ 761,621.23	4

Family Promise: Family Promise is a 501c3 non-profit that serves temporary homeless families on the North Shore. While they are based out of Beverly, they serve all 20 cities and towns that make up the North Shore and have many partners and volunteers in Hamilton/Wenham. Family Promise has been doing this work since May of 2013, taking in over 25 families into the program, stabilizing them in suitable employment, education, training and eventually sustainable homes.

Part of the core to their operations as a 501c3, are events and fundraising to pay for programs and operations. Following is a proposal that we recently received:

One proposal we have, that I mentioned yesterday, is holding a late summer 2017 event where volunteers and youth would create a "Cardboard City" for one night. To do this, we would need the use of a park, in a central location to our operations. The main aspect of the event is to raise awareness of the needs of homeless families on the North Shore by using cardboard boxes and creating a "city" out of them. The event would be overnight event where volunteers, youth, their parents etc would stay in the homes they created out of the cardboard boxes. There would be food provided that evening (i.e pizza, hot dogs, hamburgers etc), with some live entertainment from a band, an age appropriate movie, etc. We would hear from staff about the work we do, a story from a former family about the importance of our work, etc. The entire event would start around 4pm on a Friday and wrap up by 8am that next morning (Saturday), where we would be fully responsible to ensure that the Park is left just as we found it.

Family Promise has a 5K Walk in Beverly each October in which we use Lynch Park in Beverly as a start/end point. We carry all the necessary insurance policies, police details and abide by all local Board of Health rules and regulations.

We are hopeful that Patton Park would be available to use this summer. Hamilton happens to be a central location for our operations and the proximity to many youth organizations like church youth groups boys/girls scouts etc. would be a great way for us to energize and raise awareness to a growing need our own communities.

I have attached some information from a Jacksonville Florida affiliate of Family Promise about their own Cardboard City that they run each year. We would be adhering to a similar schedule.

I've attached additional information and query if this is something that the Board would like to discuss at an upcoming meeting; your feedback would be very helpful?

Labor Negotiations:

AFSCME – Administrative Unit: Tentative agreement has been reached on a successor contract based on the terms you have established. A redline version of the contract is being discussed with the union and I anticipate having this on the agenda for the Board to ratify at the April 18th meeting.

AFSCME – Public Works Employees: A preliminary meeting with representatives of the bargaining unit was held on March 27 to establish ground rules and a calendar for negotiations. Both parties hope to have a tentative agreement by the end of this month; the DPW collective bargaining agreement expires June 30, 2017.

AFSCME – Dispatch: We have yet to set a date to negotiate a new contract; I anticipate doing so beginning in May. The Dispatch collective bargaining agreement expires June 30, 2017.

Sidewalks: Sidewalks on Hamilton Street, Park Street, and Maple Street are scheduled for replacement; work will begin shortly. I have asked Tim for a calendar and we will post online and notify residents of the work.

Underground Gas Tank: We have initiated an internal discussion regarding the possibility of replacing our underground [fuel] tanks.