



Town of Hamilton

Town Manager Report

For March 28, 2022

Department/ Project	Weekly Update	Timeline	Status
Town Manager 1 Cell Tower	1 Based on an email from Everest principal Chris Davis this week: “Unfortunately, the current delay is something that neither the Town nor Everest controls or can influence with the Carriers. It is a function of Verizon’s budgeting process, which can be frustrating at times. When a site is delayed in permitting and/or construction (as ours was in both instances), Verizon’s funding for that site is used elsewhere until the site is certain to be completed. In many instances the on-air date is pushed back several years. However, Verizon confirmed that the site is budgeted for an August 2022 on-air date. There is a chance it can be pulled forward sooner, however, covid and equipment supply chain issues continue to influence deployment timelines.”	1 Unknown	1 <i>On-going</i>
2 Health offices	2 Carpeting has been installed on the second floor this week and the furniture has been ordered and will be delivered in a week or so.	2 April	2 <i>On-going</i>
3 Annual Town Meeting	3 Annual Town Meeting was held on Saturday. There will be a report out on the meeting at the Select Board meeting.	3 Warrant to be mailed by March 25	3 <i>On-going</i>
4 Accessibility evaluation	4 The town’s consultant has begun the accessibility assessment and transition planning process for all town owned facilities. No update at this time.	4 Data collection has begun	4 <i>On-going</i>
5 Regional IT	5 Hamilton has joined with several other towns through the North Shore Regional IT Collaborative	5 Will complete the purchase	5 <i>On-going</i>

program	to improve the town's cybersecurity. The new cybersecurity initiatives will make the town more resistant to malware, ransomware and other IT security threats and reduce the town's risk of having our system infiltrated and compromised. The cost of the new equipment and software will be able to be absorbed in our existing budget in year one and have been accounted for in the FY 23 budget proposal, with negligible impact to the overall budget. No further update at this time.	and installation in early 2022	
6 SWMI grant to study water security	6 The town and our consultant will meet this week with Manchester to discuss their water supply, services, capacity and other key metrics for the on-going water study.	6 Work has begun, final report to be done by June 30, 2022.	6 On-going
7 MBTA service changes	7 The MBTA commuter rail service between Beverly and Newburyport will be provided by shuttle buses, while the T takes care of a signal upgrade. Commuters are encouraged to check out information on the MBTA website to learn where they can board shuttle buses during the scheduled interruption.	7 Service interruption began March 5 and ends March 31	7 On-going, but temporary
8. Regional Health partnership	8. The three towns partnering with the Town of Hamilton on a Public Health Excellence grant to provide a safety net of Public Health Nursing and Public Health Social Worker services for Hamilton, Wenham, Essex and Rockport, have all signed the Intermunicipal Agreement (IMA) that will serve as the basis of the operating relationship for the two grant funded positions. Next step is to have the Hamilton SB review the IMA at an upcoming meeting and execute it as well. This program provides additional public health services to the four towns in a partnership, at no cost to the four towns for at least two years.	8. IMA will be brought back to Hamilton SB on April 4	8. On-going
9. Regional Assessing	9. The Town Manager reviewed the draft IMA with the Wenham Interim Town Administrator and has referred a copy of an amended DRAFT IMA to the Wenham Select Board for their review.	9. Wenham Select Board reviewing the IMA	9. Expected completion by June 2022, for July 2022 implementation
10. Union contract negotiations	10. Town Manager has opened negotiations with three bargaining units and has reached a tentative agreement with the Police Union. Negotiation sessions with the Fire Union and Clerical Union are expected to take place beginning in April.	10 Negotiations are on-going	10. Expect to complete negotiations prior to the start of the

<p>11. Public safety chief contracts renewals</p> <p>12. Free Cash certified</p> <p>13. Asbury Grove backflow valve</p> <p>14. Pilgrim Hall Lease</p>	<p>11. As with three of our unions, both of our public safety chiefs' contracts expire at the end of June. The Town Manager has begun negotiations with both chiefs and has reached a tentative agreement with Chief Brunet and is nearing agreement with Chief Stevens. Tentative agreements will be brought to the Select Board for review and approval.</p> <p>12. The state reported that our free cash for FY'21 was certified at \$4.1 million, approximately \$500,000 more than we expected and due in large part to several unfilled positions during the course of FY'21 year.</p> <p>13. Town Manager and DPW Director met with Asbury Camp Meeting Corp Board of Directors to discuss costs associated with the need for a backflow device at the APMC Master Meter. Discussions were productive and the APMC board acknowledged the need for the device and will review the design and costs before a second meeting to determine how to pay for the device.</p> <p>14. Gordon Conwell Theological Seminary has offered the town a \$1 per year lease for two years with two options to renew for up to six months each, to utilize Pilgrim Hall as temporary Town Hall offices.</p>	<p>11. Contract negotiations are progressing well</p> <p>12 Complete</p> <p>13. Discussions have begun</p> <p>14. Reviewing lease proposal with Select Board</p>	<p><i>fiscal year on July 1, 2022</i></p> <p><i>11. Expect to complete negotiations prior to the start of the fiscal year on July 1, 2022</i></p> <p><i>12. Complete</i></p> <p><i>13. On-going</i></p> <p><i>14. On-going</i></p>
<p>Public Works</p> <p>1 Pre-Treatment</p> <p>2 Backflow Valve</p> <p>3 Highways</p>	<p>1. Contractor busy sending in material submittals and construction to start the second week in March. Construction start date has been delayed until April due to finishing another project and performing some additional pilot testing with Calgon.</p> <p>2. Bids were received on 2/17/22 and the low bid was \$138,000. Still waiting to hear back from the Asbury Grove Association regarding a potential cost share. Joe and I met with Asbury Grove on 3/23 to discuss the project, timeframe, and financing. The AG Board plans to discuss further and report back to the Town within the next few weeks.</p> <p>3. Still working towards a Spring/Summer drainage project. Owner at 470 Essex Street plans to submit for a 40B development and</p>	<p>1 Fall/Winter '22</p> <p>2 Spring 2022</p> <p>3 Summer '22</p>	<p>1 On-going</p> <p>2 On-going</p> <p>3 In progress</p>

4 Facilities	<p>the town may be able to work in conjunction with the owner for drainage improvements to Essex Street. No new update.</p> <p>4. Recommissioning project at the PSB is still on-going. Consultant has sub-consultants in to evaluate the existing HVAC and weatherproofing/insulation issues. I have reached out to the consultant for a timeframe on the building condition report. The consultant plans to have the report to the town mid April and has been working with NGrid on the Town's behalf to see what incentives NGrid can provide to help with the found deficiencies.</p>	4 Completed by June	4 On-going
5 Facilities	<p>5. Waiting on quotes for carpet. DPW will finish painting the extent of the 2nd floor this week, weather dependent. Painting is complete and carpet will be installed tomorrow 3/28.</p>	5 Complete with DPW work	5 Waiting on carpet and furniture
6 Fuel Facility	<p>6. Met with GSA contract vendor and received 2 quotes, both substantially less than the initial quote received. I have had talks with the Town Manager, Finance Director, FinCom, and Cap Com to potentially include warrant article at ATM '22. Decision has been made to defer the project for now. Plan is to bring back on the existing UST facility and secure proper insurance. No new update.</p>	6 In progress	6 On-going
7 CPC Project	<p>7. Received a unanimous vote for approval from the CPC for funding the Patton Park Master Plan. This will be an article at ATM. No new update.</p>	7 In progress	7 In-progress
8 Chebacco Rd	<p>8. Conducted a meeting with engineers and Town Manager to discuss next steps. Engineers are advancing the roadway design to stay within the existing roadway right of way. I had a meeting with the engineers on March 3rd to detail out the new design layout and stormwater improvements. The consultant is working on updating the design plans to bring to the Hamilton Conservation Commission</p>	8 In progress	8 In-progress
9 FEMA	<p>9. Working on Initial Damage Assessment Form and cost totals for FEMA for the Jan. 29th, 2022 blizzard has been completed. No new update.</p>	9 Due 2/8/22	9 Completed

3. Senior Alert Program.	Santarelli, is working on a “Silver Alert” Program for the senior population in town. Officer Santarelli will be working in collaboration with the COA Director on this worthy program. Officer Santarelli will be presenting this program to the BOS to explain how it works, as well as its importance to the town.		3. Working with the COA Director on a roll out plan
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Fire			1. Ongoing
1. COVID vaccinations	1.The staff of Hamilton Fire Department along with Rachel Lee, continue to collaborate with the Greater Cape Ann Community Collaborative. We are now offering just one COVID clinic per week. On Wednesdays we administer vaccine shots to 5-11 year old children from 3:30pm until 4:30pm and then to adults from 5:00 pm until 6:00 pm.		
2. COVID testing program	2. The fire department in conjunction with the Greater Cape Ann Community Collaborative and Rachel Lee. For the past two weeks we have handed out 32 COVID self test kits at the public safety building.		2. Ongoing
3. Federal Defibrillator Grant	3. I just filed a federal grant to replace one semiautomatic defibrillators. If we are awarded this grant, it would replace two older units presently in service on our fire apparatus. We are still awaiting the grant award letter from the Federal Government.		3. Ongoing
4.Open Burning Season	4. Open burning season starts on January 15, until May 1, 2022. Every year it takes considerable work to get the online application and burning system up and running for the season. I am in the process of turning over open burning payments weekly and will continue doing this through the burning season. Permits are still available online up until the end of April.		4. Ongoing
5.Squad 505	5. FY22 the town authorized the purchase of a new forestry brush truck. We ordered the Cab and chassis, and it was delivered in November, However, due to the COVID-19 pandemic and its associated delays we have been unable to finish it. We have ordered many Items for the vehicle to outfit it, which are now trickling in. The pump and body are scheduled to be built and installed at the end of March by CET in Canada. I continue to receive equipment for the squad build every week and I am sending the invoices to the lease company for payment. The Squad is now scheduled to have the work started on it the week of April 11th. While at CET it will have the body, tank and pump installed.		5. Ongoing
6 Firefighter Job posting	The fire department is in the process of hiring 4 replacement call firefighters. We have received ten job applications and have now scheduled job interviews for March 23rd.		6. ongoing
7. E1	Engine 1 is out of service due to a leaf spring issue and should be back in service on March 22nd at the latest.		

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<p>Planning & Inspectional Services</p> <p>1. Master Plan</p> <p>2. Planning - Essex St.</p> <p>3. Planning - Bridge St. Lots</p> <p>4 Planning - Asbury St</p> <p>5 Inspectional Services</p>	<p>1. The Master Planning Committee will meet on 3/4/22 to hear an economic conditions presentation from Fin Com member John Prullege. Public Survey form /substance being finalized. Open Committee meetings to be held second and fourth Thursdays of each month with the addition of special meetings and events as needed.</p> <p>2. 133 Essex Street still before the Planning Board. At the upcoming 4/5/22 meeting the review focus will be on landscape design, building design, and lighting.</p> <p>3. Bridge Street Lots Storm water Management Permitting - Before the Planning Board 2/15/22. Continued to April 5, 2022. Board to consider closing hearing and rendering decision 4.5. Possible withdrawal</p> <p>4. 421 Asbury St. 40B Project - Formal submission to the ZBA has occurred for this 45 unit affordable housing project. The hearings process will begin April 6 with the ZBA.</p> <p>5. 59-63 Willow St-The inspectors completed all rough inspections on the top 2 floors (18 res. units) and they are currently being plastered. A late spring/summer completion date is expected for this mixed use bldg. The online permitting system is getting closer to being a reality. We are anticipating a pre-construction meeting with Habitat for Humanity regarding the upcoming project at 434-436 Asbury Street (5 duplexes).</p>	<p>1 Project completion Dec. 2022</p> <p>2 Late winter/ Spring</p> <p>3 Unknown</p> <p>4 Unknown</p> <p>5. Summer 2022</p>	<p>1. On-going</p> <p>2. On-going</p> <p>3. On-going</p> <p>4. On-going</p> <p>5 On-going</p>
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<p>Public Health Department</p> <p>1. COVID</p> <p>2 Staffing</p> <p>3 Food Permitting and Inspection</p> <p>4 Septic</p>	<ol style="list-style-type: none"> 1. Although numbers are trending in the proper direction and many of the covid mandates have been lifted, covid compliance remains a priority for the department Through a regional grant the town currently has a limited number of at home test kits which are being distributed free to residents of the community. Vaccine clinics are on-going every Wednesday and Saturday although attendance is decreasing due to reduced demand 2. Requesting more hours for the administrative assistant 3. Permitting of food establishments has been completed. Round 1 of food establishment inspection has begun in accordance with appendix 5 of the 2013 food code. 4. Performed 2 soil tests for new septic designs and 2 septic inspections, reviewed 3 septic plan applications, processed 4 septic installer licenses and 1 septic hauler license, logged 20 septic pump reports 	<p>On-going</p> <p>Work performed since last meeting</p>	
<p>Finance</p> <p>1 Budget</p> <p>2 Schedule A</p> <p>3 Free Cash Certification</p>	<ol style="list-style-type: none"> 1. The FY23 Budget remains the main focus of the Finance Dept (along with all routine day to day operations). Preparing to publicly discuss any budget questions at ATM is the most current focus on this item. 2. The annual Schedule A has been submitted and is under review by the Commonwealth. 3. Free Cash was recently certified at \$4,178,072. This is an increase of \$834,249, up from \$3,343,823 at last certification, and leaves the Town with strong financial flexibility for future needs. The Finance Dept. currently anticipates using \$580,123 in free cash for the FY23 budget, leaving \$3,597,949 in projected free cash following the beginning of FY23. 4. ATM Preparations 	<ol style="list-style-type: none"> 1. This remains a work in progress 2. Review of Schedule A should be complete/certified soon 3. No timeline 	
<p>Treasurer/Collector</p> <p>1 Tax Title</p>	<p>1 The Treasurer/Collector's Office has been working diligently on our Tax title accounts trying to clean up a lot of our old accounts and worked to reduce the amount of tax title</p>		

<p>2 Billing</p> <p>3 Tailings</p> <p>4 Benefits</p> <p>5 Annual Report</p>	<p>accounts for FY21. We are also looking to move several properties into Land Court at this time.</p> <p>At this time 5 parcels are being moved to land court. Working with our attorney to move the process forward.</p> <p>Working with one of our seniors trying to get a payment plan that works for her.</p> <p>Reached out to Theresa at the Coa Jane & I are going to meet with Seniors in May hoping to explain programs we offer to help them with their taxes.</p> <p>2. The next few months are some of our busiest with Tax Billing, 2023 Excise Tax bills, and Water billing consecutively. Also just maintaining day to day operations in our office.</p> <p>With all the billing that is out there and the two water bills being mailed has really increased phone calls and confusion with paying both bills.</p> <p>Leticia is stilling digging out from all the payments received</p> <p>This week I will be working with our printing company to produce our 4th quarter Real Estate and Personal Property bill.</p> <p>3. One of our bigger upcoming projects will be our tailings account process for the Towns A/P account.</p> <p>Started the tailing process this week. Reviewing old checks and will be reaching out to departments for some help</p> <p>4 Transitioning Benefits has also been a big project in our office. Sue is slowly taking over this role from Finance.</p> <p>Sue is moving forward with the benefit side of payroll. Working with Dyan on paying the insurance bills for the Town. Would like that to be part of Sue's monthly routine of paying payroll vendors.</p> <p>5 Working on FY2021 Annual Report for Continuing Disclosure.</p> <p>Should be wrapping up our draft this week</p> <p>Waiting for Draft copy of the Annual Report should receive this week to review.</p>		
<p>Assessor</p> <p>1. Personal Property abatements</p>	<p>1. The Board of Assessors took no action on the remaining real estate abatement applications.</p>	<p>1. To be completed in 90 days.</p>	

<p>2. Statutory exemption abatements</p> <p>3. FY2021 annual report</p> <p>4. FY2023 tax preparation</p> <p>5. GIS maintenance</p> <p>6. FY2023 property record updates</p> <p>7. Permits/growth</p> <p>8. Abutters lists</p> <p>9. Excise tax abatements</p>	<p>2. The Assessors office continues to abate a few statutory exemptions and will issue certificates. It will begin work on FY2022 Chapter 91 abatements shortly.</p> <p>3. The Assessors office submitted the FY2021 annual report.</p> <p>4. For FY2023 the Assessors office is receiving Form of Lists, Income & Expense forms, Personal Property forms for horses, and 3ABC forms.</p> <p>5. Working with GIS mapping company to continually update records especially regarding new development</p> <p>6. Working with CAMA company to update current records in preparation for FY2023 interim year adjustment process and preliminary tax billing.</p> <p>7. The Assessors office is inputting permit information into the CAMA database in anticipation of growth inspections- tracking for FY2023.</p> <p>8. The Assessors office has been generating multiple abutters lists per month in regard to new construction and real estate growth including for the proposed Chapter 40B on Asbury Street.</p> <p>9. The Assessors office has processed 62 motor vehicle excise tax abatements since January 1st.</p>	<p>2. April 1st & June</p> <p>3. Completed</p> <p>4. March 2022</p> <p>5. Ongoing</p> <p>6. Ongoing</p> <p>7. Ongoing</p> <p>8. Ongoing</p> <p>9. Ongoing</p>	
<p>COA 1 Programs</p>	<p>1a. Yoga will be starting in April. 1b. Working on signing up for the Walk Ma. Challenge with Park & Rec. 1c. Starting to offer training with Dementia friends with the Wenham COA. First training is being held on 2/17/2022. We will reach out to community members to start to form an Action Team. Continue to hold two Dementia friend sessions a month 1d. We are looking at starting to plan some trips in the upcoming weeks/months. Reaching out to different trip companies to get information on trips that they are able to offer to smaller groups.</p>	<p>1a. Ongoing</p>	

<p>2 Grants</p> <p>3 Volunteers</p> <p>4 Newsletter</p>	<p>1e. 100 cups of coffee- I have started to schedule my 100 cups of coffee in the past week. I have already scheduled 4 of my 100 cups coffee.</p> <p>1f. Starting plan for Older Americans Month. Donation letters have gone out to local businesses for Older American months. Planning several different activities with other departments.</p> <p>2a. Formula Grant contracts has been released by the State, funding should follow shortly. We also received word that we had received the Cultural Council funding to cover the Down River Cruise.</p> <p>3a. 100 cups of coffee has brought up 2 new volunteers already. Hoping to find more volunteer opportunities for them in the center and in the community.</p> <p>3b. Friends group will hold their second meeting on April 5th to determine officers and file the paperwork to become an official group. Fundraising will be able to start once the paperwork has been filed.</p> <p>4a. Reaching out to newsletter companies to see about options with other companies.</p>	<p>2a. March & ongoing.</p> <p>2b. Starts in April</p> <p>2c. Started in January-Ongoing</p> <p>3a. Ongoing 3b. Ongoing.</p> <p>4a. Fall</p>	
<p>Parks & Recreation</p> <p>1. Spring Summer Registration Open</p> <p>2 Spring Sports starting soon</p> <p>3 Employment Recruitment</p>	<p>1.Registration for Spring/Summer Program is ongoing. At this point the camp program is about 90-95% at capacity. The hope is we can bring on more staff to move folks off the waitlist and into the program.</p> <p>We continue to take in registrations and are actively working to hire more staff.</p> <p>2. High School and youth spring sports will be starting shortly. I have been working with the DPW Directors, School AD, and school facilities director in order for the fields to be ready</p> <p>Continue to work with DPW to gets fields ready for play</p> <p>3. Have begun the recruitment process for the summer by posting job ads for both the Pool and Summer Camp. We will start interviewing after February Vacation and hope to have the process wrapped up by the end of March.</p>	<p>1. On-going</p> <p>2. Spring 2022</p> <p>3. Complete by end of April</p>	<p>1. On-going</p> <p>2. On-going</p> <p>3. On-Going</p>

<p>4 Camp and Pool Preparations</p> <p>5. Patton Park Master Plan</p> <p>6. HWRHS Athletic Complex Project</p>	<p>In the process of interviewing candidates as well as checking references. We do need more staff at both the pool and the camp for the summer of 2022</p> <p>Focus of work has largely shifted to recruitment of staff as we need both lifeguards and counselors. Will continue to make this our first priority as the summer nears</p> <p>4. Large focus of work has shifted to preparing for the summer. This includes ordering of supplies, uniforms, seasonal employment certification, recruitment, planning, etc... this will continue through the start of the summer</p> <p>5. The Hamilton CPC recommended the joint application (DPW/REC) to be brought forward to ATM.</p> <p>Looking forward to ATM with the hopes to get the procurement process started so we can get to work on this right away</p> <p>6. Continue to provide administrative support to the working group in any way possible. The working group seems to have made significant progress in the last few months</p> <p>The group is starting preparations to start the public input and outreach process after our meeting on 3/3.</p>		<p>4. 3/25</p> <p>6. TBD</p>	<p>4. on-going</p> <p>6. On-going</p>
<p>Human Resources</p> <p>1. Openings</p>	<p>1. <i>Current Openings:</i></p> <ul style="list-style-type: none"> ● Minute taker (Pending review of budget) ● Regional Social Worker -Town of Essex, Town of Wenham, Town of Hamilton & Town of Manchester-by-the-Sea ● DPW Water Distribution Foreman ● DPW Cemetery & Public Properties Truck Driver/Laborer ● Recreation Assistant Summer Director 		<p>1.1 On-going</p> <p>1.2 Interviews scheduled.</p> <p>1.3 On-going</p>	<p>1.2 Second round interviews scheduled.</p>

<p>2. New Hires</p> <p>3. Training</p> <p>4. Evaluations</p>	<ul style="list-style-type: none"> • Recreation Summer Director <p>2. <i>New Hires:</i> Gethin Cox - Contact Tracer Assistant</p> <p>3. <i>Training:</i> The HR Department has been working on a training module for Town Employees, Board Members and Volunteers. The current focus is Harassment & Inclusion, under that umbrella the goal would be to address Harassment & discrimination, Diversity and inclusion, Managing bias and sexual harassment. In collaboration with the Town Manager we have narrowed down the training to two companies and have requested a quote. I will be asking for support from the BoS in a future meeting.</p> <p>4. <i>Evaluations:</i> Admin 2019 - 2022 Labor Union Evaluations for all full-time and part-time members. Work with the Town Manager and Finance Director to review the suggested format from the membership before rolling anything out to department heads and employees.</p>	<p>3. On-going</p> <p>4. Feb./March</p>	
<p>Town Clerk's Office</p> <p>1 - April 7 Annual Town Election</p> <p>1 b - April 2 Town Meeting</p> <p>2 - 2022 Conflict of Interest Annual Filings</p> <p>3 - 2022 Census Forms</p>	<p>1 - Official and Absentee Ballots have arrived. Ballot testing taking place March 29. Poll workers have been scheduled. Will send out a reminder to all candidates that the next Campaign Finance Report is due March 30.</p> <p>1b - Ready for voter check in on poll pads; voter list based on March 11 last day to register to vote. Results will be posted prior to the posting of the completed minutes</p> <p>2 - Acknowledgements due annually. Decided to postpone sending to elected boards until after the election; will be sent out to all appointed members of Boards/Committees in March</p> <p>3 - 3000 Census Forms mailed last week of Dec; electronic message boards used to post a reminder to return the form</p>	<p>January - April</p> <p>March-April</p> <p>January - March</p> <p>January - March</p>	<p>On-going</p> <p>In process</p> <p>A long way to go</p>

	<p>1965 input; more received; every form that indicates someone has moved requires additional steps; need to decide if we will send out a second mailing to those not responding; those that have not submitted a Census form may arrive at the election and find that they are noted as an INACTIVE voter which means we have no proof that they live in town; they will have to sign an Affirmation of Residency and election workers will check their i.d. before the voter can vote</p>		
4 - 2022 Dog License Renewals	4 - Over 1200 licenses issued 2021; renewal form sent with Census Forms 900 have been issued along with 2 kennel licenses (more than four dogs)	January - December	Several more expected
5 - Precinct Changes resulting from 2020 US Census showing population decline in Hamilton; Moving from 3 precincts to 2	5 - Sec of State has updated all precinct assignments in the voter registration system; we are now officially a two (2) precinct town; everyone in Precinct #3 has been moved to #1 or #2; Bay Road marks the primary boundary between #1 (west side of Bay Rd) and #2 (east side of Bay Rd); we have sent precinct change notifications to 1030 impacted households.	January - March	A long way to go
6 - DBA Renewals	6 - "Doing Business As" renewals due every 4 years; approx 63 to be renewed 2022	Jan - Dec	
7 - 2022 State Election	7 - Sec of State issuing nomination papers for statewide elections; deadline to local Clerks early May; Clerk's office will have to certify signatures by end of May; Clerk's office will be certifying signatures on ballot initiative petitions	Feb - November	
Patton Homestead 1 Event/Programing	<p>1. Ongoing outreach is being done to coordinate workshops - March 24 workshop confirmed. Look out for self defense workshop slated for May</p> <p>Continued outreach to multiple community groups is ongoing.</p> <p>Talks with School liaison and various school committees have taken place in hopes of coming up with a Friday program to be included in the Town Memorial Day Events, or inviting future programming to the property</p> <p>HW Rec has added several youth programmes including "little tikes" and "archery" to the Spring calendar at the Homestead - very excited for this!</p> <p>Talks are in process about hosting a satellite book club hosted by the Hamilton Library. A Private Event</p>	1 - on-going	1 March and on-going

	<p>has been confirmed for the Library @ Patton on May 11th</p> <p>Sunset Music Series will kick off 4/28 with 6 weeks of food, drinks and music every Thursday from 5:30-8:30. This event is in the final stages of planning and will be announced in the coming weeks</p> <p>In talks with Acord re: two community events. Chopped will be coming back and is slated for 9/8. Stay tuned for details. Chili-cook-off is in planning stages, slated for 10/1. This is an event which is still pending, so stay tuned.</p> <p>Planning a Harvestestst for Fall - in talks with potential event partners. Slated for 10/14-10/16. Looking for sponsors, and in talks with local farmers, local brewers and entertainment.</p> <p>Mid-week informational meetings and weekend tours of the property are on-going for potential clients. There is quite a lot of interest in weddings and retreats</p> <p>Sunset Yoga is almost ready to be rolled out. It will be a ticketed event, however in talks with determining if it is available to a closed group or open to the public. Determination will be in the coming weeks.</p> <p>Spring Open House is in Progress - may be a joint collaboration with wellness vendors on a much larger level. Planned for 6/5 - details still in the works, but open to the public.</p> <p>Wenham Museum Archive is planning weekend tours and has implemented a Spring Speakers Series - ticketing through the Wenham Museum</p> <p>IncUbate private office spaces are fully rented, and members are using the space regularly to host workshops. New members are STILL being added every day...hope to evaluate adding several new private spaces.</p> <p>Ongoing plans are in place to roll out several late Spring repeating weekly programs, some will be open to the public and some will be ticketed enrichment workshops. <i>Inability to accept online payment easily continues to be a problem for planning ticketed events.</i></p>		
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