




# Town of Hamilton

## Town Manager Report

For March 20, 2023

Department/ Project	Weekly Update	Timeline	Status
<b>Town Manager</b>			
1. Annual Town Meeting April 1, 2023	1. Planning and preparation for the Annual Town Meeting is going well. The Warrant Book and Book of Recommendations are at the printer and will be mailed to homes on Thursday, March 23.	1. April 1, 2023	1. <i>On schedule</i>
2. New Finance Director starts	2. New Finance Director Wendy Markiewicz started in Hamilton on March 13.	2. Complete	2. <i>Complete</i>
3. Patton Park Master Plan Complete	3. CBA Architects has completed the Patton Park Master Plan and will review the plan with the Select Board on Monday, March 20, 2023.	3. Complete	3. <i>Complete</i>
4. ADA Accessibility Plan complete	4. The Collins Center at UMass Boston has completed Hamilton's ADA Self-Evaluation and Transition Plan (SETP). The Plan evaluated all public spaces and programs and makes recommendations for how to improve accessibility for all residents across all areas of programming and service delivery in town. Staff from the Collins Center will be invited to a future Select Board meeting to review the SETP and provide information for the Board on how to start implementing the recommendations of the Plan.	4. Complete	4. <i>Complete</i>
5. Master Plan Steering Committee	5. The Hamilton Master Plan Steering Committee continues to work with new consultants, The Barrett Group, and members of the MPSC are meeting with the Steering Committee of the Wenham Master Plan this week to ensure that the two plans are aligned when it comes to shared services and shared resources. The Hamilton MPSC will make a brief report at the Annual Town Meeting.	5. On-going	5. <i>Late summer or Fall 2023</i>

<p>6. EV Charging Stations at Patton Park</p>	<p>6. The two new EV Charging Stations at Patton Park have been installed and are being prepared to be brought on line. The Select Board will vote on Monday, March 23, 2023 on a fee schedule to ensure the town is not having to pay for electricity to charge private vehicles. The fee schedule, when adopted, will also be implemented on the 2 charging stations behind Town Hall and at any future public charging stations that are installed in town.</p>	<p>6. Nearly complete</p>	<p>6. <i>Spring or Summer 2023</i></p>
<p><b>Public Works</b></p> <p>1 GAC Filtration Project</p> <p>2 Asbury Grove Backflow</p> <p>3 Essex Street Drainage</p> <p>4 Chebacco Road Reconstruction</p> <p>5 PSB Recommissioning Project</p> <p>6 Fueling Facility</p>	<p>1. The exterior of the building has been completed and interior</p>  <p>2. All the installation work is complete with the final site restoration planned as soon as the weather breaks.</p> <p>3. Working with the engineering consultant on a redesign to present to the owner of 470 Essex Street for consideration as well as a reviewing possible alternatives to the drainage along Essex Street north of Appaloosa Lane. <b>No new update.</b></p> <p>4. The Order of Conditions for the Chebacco Road project has been appealed. This project has been put on hold until there is resolution. <b>No new update.</b></p> <p>5. The weatherization work at the Hamilton Public Safety Building is complete. The re-commissioning work, Phase 2, of the project will begin this spring and finish up in the summer.</p> <p>6. Funding for the Hamilton Fueling Facility is scheduled for this ATM, April 1st.</p>	<p>1 Fall/Win. '22</p> <p>2 April 2023</p> <p>3 On-going</p> <p>4 In progress</p> <p>5 Completed by June</p> <p>6 In progress</p>	<p>1 On-going</p> <p>2 On-going</p> <p>3 In progress</p> <p>4 On-hold</p> <p>5 On-going</p> <p>6 On-going</p>

7 CPC Project Patton Park Master Plan	7. The Patton Park Master Plan draft is complete and available on the Town of Hamilton website.	7 Spring 2023	7 In-progress
8 Employment	8. Hamilton DPW will be advertising for a new Heavy Equipment Operator for the Highway Department.	8 Open	8 In-progress
9 DPW Garage Updates	9. DPW has requested additional funding at ATM on April 1st to secure full funding for new bay doors for the DPW garage.	9. In-process	9. In-progress
10 EV Charging Station	10. New EV charging stations are installed at Patton Park and will be online very soon.	10. Complete	10. Complete
11. Lead and Copper Water Service Assessment	11. DPW and town's consultant Stantec have been gathering water data to help populate a service inventory and lead assessment.	11. October 2024	11. In-progress
12. Town Hall	12. The Town reengaged LLB Architects for assistance in reducing the scope of the Town Hall project to only include the high priority items. The revised project will require some re-design and plans are to have this ready for town meeting in June 2023.	12. On-going	12. In-progress
13. GIS Asset Management	13. The Town has contracted with Dewberry Engineers to assist with establishing a GIS asset management program, starting with the water system and then adding in other attributes in the future.	13. On-going	13. In-progress
14. Building Controls	14. The Town has contracted with Howse Corporation to upgrade the town's building control software and server. The upgrade will include the migration from Metasys over to Facility Explorer which provide an open-source solution for easier maintenance as well as alarm notifications.	14. June 2023	14. In-progress
15. Hamilton Downtown Streetscape Improvements	15. Hamilton DPW in partnership with the Hamilton Development Corp have engaged BSC Group for engineering services related to improvements to the Hamilton Downtown. BSC Group will assist the town with conceptual design improvements and pursuing grants for implementation.	15. June 2023	15. In-progress
16 ASR 2022	16. Hamilton Water has submitted the required Annual Statistics Report (ASR) for calendar year 2022 to MassDEP	16. Complete	16. Complete

<p><b>Police</b></p> <p>1. 2nd annual Fundraiser to benefit Hamilton Wenham Special Education</p>	<p>On April 25th, the Hamilton Police Department will once again participate in our annual fundraiser to benefit the Hamilton/Wenham Special Education Department. Hamilton Police and Fire Departments along with the Wenham Police and Fire Departments will be teaming up with Five Sons Pizza to raise money for this worthy cause. On April 25th, Five Sons Pizza will donate 20% of all proceeds to the Special Education Department. Police Officers and Firefighters will be volunteering their time to deliver food to local residents.</p>		<p>1. April 25th</p>

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<b>Fire Dept</b>				
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<p><b>Planning &amp; Inspectional Services</b></p> <p>1. Master Plan</p> <p>2. 133 Essex Street, Senior Housing Special Permit Application</p> <p>3. 421 Asbury St - 40b</p> <p>4. Planning Board consideration of zoning amendments</p> <p>5. Inspectional Services</p>	<p>1. Open Committee meetings are held second and fourth Thursdays of each month with the addition of special meetings and public events as needed. A website has been created (<a href="http://www.hamiltonmasterplan.com">www.hamiltonmasterplan.com</a>) which included project materials, report documentation, engagement and other items. An electronic survey form is available to obtain public input.</p> <p>2. 133 Essex Street still before the Planning Board. At the 4/21/22 meeting the review focus was on a construction management plan during the construction period. <b>Project denial by Planning Board - applicant court case began.</b></p> <p>3. 421 Asbury St. 40B Project - Formal submission to the ZBA has occurred for this 45 unit affordable housing project. The hearings process began April 6 with the ZBA. <b>Active project review has begun - traffic review to occur Aug. 3, 2022.</b></p> <p>4. GCTS campus</p> <p>5. 59-63 Willow St- <b>The 18 residential units were issued a Certificate of Occupancy on June 29, 2022. The 1st floor commercial space will be built out under a separate permit.</b></p> <p>6. <b>3 of the 9 lots on Bridge Street (land formerly owned by Gordon-Conwell) have been issued building permits and construction is underway.</b></p> <p>7. The online permitting system is getting closer to being a reality.</p> <p>8. 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 to be completed approximately June 2023</p> <p>2 On-going</p> <p>3 Spring 2023</p> <p>4. Sum. 2023/STM</p> <p>5. To request occupancy permit mid May. Commercial space to be followed afterward.</p>	<p>1. On-going</p> <p>2. On-going</p> <p>3. <b>ZBA Permitting Completed</b></p> <p>4. On-going</p> <p>4. On-going</p>
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<p><b>Public Health Department</b></p> <p>1. COVID</p> <p>2. Food Permitting and Inspection</p> <p>3. Septic</p> <p>4. Animals</p> <p>5. New Programs</p>	<ol style="list-style-type: none"> <li>1. Covid compliance is continuing to wind down with regard to state regulations. Wastewater data suggests a huge decline in numbers and currently new cases are down 20% over last week. We currently have approx. 1500 test kits and KN94 masks available at the COA if needed by the community. Public Health clinics for the flu and bivalent boosters are on-going every other Wednesday from 4:30-6:30 at the COA building for ages 5 and up (Primary booster - 6mo. And up).</li> <li>2. Permitting of food establishments has been completed. Round 1 of food establishment inspection is nearing completion in accordance with appendix 5 of the 2013 food code.</li> <li>3. Soil tests, plan reviews and septic inspections are on-going along with permitting of septic haulers. We have processed 582 septic pumping reports, licenced 39 septic installers, 9 septic haulers, 9 title inspectors and 6 maintenance providers. We have completed 59 plan reviews, 71 title 5 reports, 38 soil tests and issued 17 certificates of compliance..</li> <li>4. Permitting of animal keeping is complete. Barn inspections are complete and the barn book is complete and filed with the state.</li> <li>5. The Health Dept. is proud to announce a new sharps collection/disposal program for Hamilton residents. A sharps collection container can now be obtained from the Senior Center (299 Bay Road) taken home, filled and returned for disposal free of charge. Please contact the Health Dept. or the COA to take advantage of this program.</li> </ol>	<p>On-going</p>	




<b>Finance</b>				
1. Budget	1. Have completed their budget and appendices for Town Meeting warrant		1. Complete	
2. Financial Policy Implementation	2. Working with Town Manager to put together a plan to implement 2 or 3 of the prioritized financial policies (per guidance from SB, FinCom, and Administration) before end of Calendar 2022. Teams are being assembled for the various policy implementations, as each individual policy impacts different groups in different ways, and must be managed independently of each other.		2. Delayed due to staff changes	
3. FY22 Year End Closeout	3. Update - We plan to “close the books” on FY22 in late August. This is a process that requires a lot of attention and preparation in Munis, and once we close the books we will be able to make substantive progress on our audit of FY22.		3. Updated timeline - ongoing through late August	
4. Munis Upgrade	4. This has been re-scheduled to August 2023, due to staff turnover.		4. Rescheduled	
5. FY’22 Audit	5. CLA has completed the FY’22 Audit and will be scheduled to review the Audit with the Select Board in April.		5. April 2023	
<b>Treasurer/Collector</b>				
<b>1 Tax Title</b>	FY 22 Tax Title accounts have been recorded at the registry of Deeds. One bankruptcy account can now be taken into Tax Title. Advertisement has been completed now we can record at Registry and tax subsequent years as well Held our first Land Auction March 20th. We are in the process of completing all the paperwork for final closing. Final step will be to add back to our Tax role.			
<b>2 Billing</b>	1 st commitment of 2023 Motor Vehicle tax payments is still coming in at a steady pace.			

<p><b>Tailing</b></p>	<p>4th Qtr Real Estate and Personal Property tax bills are under review now and will be billed March 28th.</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>Mailed out our first round of tailings letters. Will begin the process of voiding and reissuing. Receiving responses from our letters. Leticia has started re-issuing checks.</p> <p>Have asked Sean to help. Have not received back any letters for Rec Refunds. There were quite a few of those due to Covid.</p> <p>Tails have been advertised and posted. Once Leticia gets back we will work on finalizing moving to our tailing account.</p>		
<p><b>4 Benefits /Payroll</b></p>	<p>4 Transitioning Benefits has also been completed. Sue has done a great job with organizing and cleaning up old outstanding issues.</p> <p>Knowing that Sue has Payroll and Benefits running smoothly I would like to have her start training Leticia as her back up for payroll.</p>		
<p><b>5 Annual Report</b></p>	<p>5 Working on FY2022 Annual Report for Continuing Disclosure.</p> <p>Due March 1st</p>		
<p><b>7 Misc</b></p>	<p>. Starting to try and clean up old files downstairs when we have a spare few moments. Storage is getting over run. Going to see if we can downsize some of our records that are permanent. Going to reach out to Records Management for advice.</p> <p>Files that have been approved to be disposed of have been so thanks to Andrew and Tim. Need to reorganize storage so we can move some boxes downstairs for permanent storage.</p>		

<b>Assessor</b>  1. Statutory exemption abatements/ Tax deferrals  2. FY2023 tax recap  3. FY2023 property record updates  4. Permits/growth  5. Motor vehicle/boat excise tax  6. GIS updates  7. Chapter land projects	1. The Assessors office mailed <b>120 FY2023 exemption applications to residents in July.</b> The Assessors <b>had one tax deferral paid in full.</b>  2. For FY2023 the Assessors office is <b>working with BLA advisor at DOR to begin meeting requirements for tax recap in the fall.</b>  3. Working with CAMA company to update current and add records in preparation for FY2023 new growth and interim year adjustment process. Also looking into requirements for FY2024 recertification.  4. <b>Patriot Properties has completed new growth data collection for FY2023 and will begin data entry. Assessors office keeping track of new construction for actual bills.</b>  5. The Assessors office <b>processed motor vehicle excise tax abatements for June and July. Residents are submitting boat ownership information re: boat excise.</b>  6. <b>Continue to work with CAI to ensure GIS maps are accurate and that GIS system maps parcels correctly</b>  7. <b>862 Bay Road is for sale and chapter land use is not going to continue..</b>		1. Ongoing  2. July 1 to December 1  3. In process  4. Ongoing  5. Ongoing  6. Ongoing  7. Ongoing	
<b>COA</b> 1 Programs	1a 1a Continue to offer Dementia Friends Training once a month in collaboration with Wenham COA.  1b Starting to plan programming for April and May. Our yoga class will continue. We are starting a guided meditation and reiki class. Balance Class started on Monday 2/6/2023 ( <b>continuing to grow-averaging 5 people a week</b> ). First lunch and learn series will be on March 13th ( <b>we had 6 residents come out for the first lunch and learn</b> ). We have a trip sponsored by the Friends that will run to Encore. 10 men showed up for breakfast on			

<p>2 Grants</p> <p>3 Volunteers</p>	<p>Thursday. Other upcoming program includes service dogs coming back, space exhibit, Mike Wilson coming to our Men's Group. We also offered a breakfast at our men's group that had 12 participants. We had 20 people for the St. Patricks Day Party.</p>  <p>1c. We are partnering with the Health Department to start offering sharps containers to town residents. Sharps containers were delivered recently. So far we have given out 6 containers. Residents are starting to return the sharps containers.</p> <p>1d. . Open Enrollment for Medicare was October 15th-December 7th-the month of November 40 residents were helped. In total 80 residents were helped during open enrollment. Continuing to get calls every week for SHINE appointments.</p> <p>2a. Funding for the Formula Grant has been released. Our funding has increased because of the 2020 census. We had an additional 648 residents on the census in 2020. Submitted the annual report to the state-which is in conjunction with the formula grant. Cultural council grant paperwork has been turned in for the 2023 year. Cultural Council Grant received. We will plan a spring trip on the Essex River Boat Cruise. Starting to plan the cruise.</p> <p>3. Friends has officially filed a 501c3 status. They can start fundraising asap. We are participating in the volunteer fair on Wednesday with the League of Women Voters. Hoping to get a good response from that. Friends met on Tuesday 3/7/2023 they talked about doing two fundraisers a year to help</p>	<p>2a. March &amp; ongoing.</p> <p>3a. Ongoing 3b. Ongoing. -Fall</p>	
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<p>4 Newsletter</p>	<p>offset the costs. Looking at a fundraiser in May. Started reaching out to the volunteers that expressed interest in volunteering during the Fair. We had 6 people respond.</p> <p>4a. Our target time to get the newsletter out to the printer is by the 10th of the month. Still trying to determine best timeline for sending out the newsletter. What is the best timeline so that residents don't get it too soon or too late. Newsletter has gone out early again this month. Volunteers were able to fold, seal and label in 3 hours. We have two new volunteers to help with getting the newsletter out.</p>	<p>4a. November</p>	
<p><b>Parks &amp; Recreation</b></p> <p>1.Spring/Summer program registration</p> <p>2.Veterans Memorial Pool</p> <p>3. Summer Recruitment</p> <p>4. Spring Sports</p>	<p><b>Patton Park Summer Program</b></p> <ul style="list-style-type: none"> <li>Registration for all of our Spring and Summer Programs, including camp and the pool started on March 6th. To date, we have had over 2400 unique registrations total the seasonal programs. Camp is at capacity as we had a record number of registrations in the first day.</li> <li>Site work has begun on the concrete deck expansion. We are lookgin forward to having more usable space on the pool deck this summer.</li> </ul>  <ul style="list-style-type: none"> <li>We are in the midst of our summer recruitment process. We have been interviewing for all of our summer positions and hope to have the process wrapped up by the end of the Month.</li> <li>Spring Sports will be starting soon. We are working with the DPW to ensure that the playing fields will be ready to go.</li> </ul>	<p>1. On-going</p> <p>2. On-going</p> <p>3. On going</p>	<p>1. On-going</p> <p>2. On-going</p> <p>3. On going</p>

	<ul style="list-style-type: none"> <li>•</li> </ul>			
<p><b>Human Resources</b></p> <p>1. Openings</p> <p>2. Collaboration</p> <p>3. New Location</p> <p>4. Employee Engagement</p>	<p>1. <i>Current Openings:</i></p> <ul style="list-style-type: none"> <li>• <b>Secondary Distribution Operator</b></li> </ul> <p>2. <b>Working with Recreation to present 'Interview Assistance' to teens for Employment or College Interviews.</b></p> <p>3. The Human Resources office can be found with the new Health and Human Services Department located on the second floor of the Hamilton Council on Aging building at 299 Bay Road.</p> <p>4. Creating monthly positive HR interactions: February 14, mini buckets with hershey kisses, March 17, mini pots filled with Hazel nut truffles and hershey gold nuggets with shamrocks. April is in process.</p>		<p>1.1 On-going</p> <p>2.Scheduled in Recreation Brochure</p>	

<p><b>Town Clerk's Office</b></p> <p>April 1 Town Meeting</p> <p>April 6 Local Election 7:00 am - 8 pm</p> <p>2023 Conflict of Interest Annual Filings</p> <p>2023 STREET LIST Census Forms and Voter Registration data maintenance</p> <p>2023 Dog License Renewals</p> <p>DBA</p>	<p>Poll workers have been scheduled. Vote certifications being drafted.</p> <p>No contested races. Ballots have arrived. Poll worker training held March 21. Ballot testing held March 22.</p> <p><b>New on-line portal</b> for completing the Ethics training. Paper copies of certificates are no longer necessary. All town hall employees received training info, in July same info will be sent to all board and committee members.</p> <p>STREET LIST aka Town Census forms = proof of residency = eligibility to vote!! 2822 Census Forms with dog license renewal forms and the 2023 trash schedule were mailed last week of Dec. As of March 20, 1835 have been processed</p> <p>In 2022 we issued 1131 licenses and 4 kennel licenses. We've issued <b>729</b> 2023 licenses. Renewals are due March 31, late fees (\$25 in addition to license fee) will be applied June 1.</p> <p>"Doing Business As" renewals due every 4 years; approx 36 to be renewed in calendar year 2023. <b>So far 17 NEW this year. Many more DBA's being filed because banks have</b></p>	<p>Jan - April</p> <p>January - July</p> <p>January - June</p> <p>January - December</p> <p>Jan - Dec</p>	<p>In process</p> <p>Ongoing</p> <p>Several more expected</p>
<p><b>Patton Homestead</b> 1 Event/Programing</p>	<p>1. Ongoing outreach is being done to coordinate workshops, and planning in partnership with the H-W Rec Department.</p> <p><b>Conversations with Merrohawke school and the YWCA are in process for adding spring nature programs. Several other programs are confirmed and offerings can be found on the H-W website <a href="http://hamiltonwenhamma.myrec.com">hamiltonwenhamma.myrec.com</a></b></p> <p><b>The Satellite book club hosted by H-W Library will Return for the 2023 season. <i>SPRING 2023 Dates</i></b></p>	<p>1 - on-going</p> <p><b>March</b></p> <p><b>Spring and summer 2023</b></p>	





	<p>Flag will be hung once again March 21. Plan to replace flag pole, pending budget availability is scheduled for early May 2023</p> <p>The Town and Incubate are in process of determining how to move forward with the idea of Patton Homestead being used temporarily as Town Hall. Special Town meeting planned for June. Discussions are still in progress.</p> <p>Director is still in touch with IRWA and planning to work with them to add educational content to the river access. 1) kiosk added at the Ipswich River Dock. 2) The Patton Homestead will be added to the IRWA Kyaking map + listed as a stop-over + launch point. 3) educational content will be added to the Greenbelt river overlook. Pending permission from Greenbelt - meeting scheduled for end of March</p> <p>Pavillion Planning- Director waiting for announcement from MCC re: grant recipients - announced in May 2023</p> <p>Crosswalk addition in need of a feasibility assessment from Hamilton Police Dept. and DPW. Gathering information for code requirements + cost</p>		<p>March 21st and ongoing</p> <p>March-June</p> <p>3/22</p> <p>May 2023</p> <p>March - April</p>	

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