



Town of Hamilton

Town Manager Report

For week of May 20, 2024

Department/ Project	Weekly Update	Timeline	Status
<p>1. June 12 public forum</p>	<p>1. The Town of Hamilton will sponsor the first of what will likely be a number of community wide public engagements on Wednesday June 12, at 7 p.m. at the Hamilton Wenham Library Meeting Room. The goal of these public forums is to share information and gather public input on a number of major projects and decisions that will be facing the community over the next year or so. The first of these forums - tentatively being called Challenges and Opportunities: A Community Forum about our Town Center and the Cutler School Project - will precede the town's planned year long engagement with consultants from Utile, aimed at developing a vision and new zoning for the Town Center that will ultimately be presented to Town Meeting for a vote next April. Subsequent forums may address issues such as growth and development, chapter 40B housing and Gordon Conwell site development.</p>	<p>1. June 12, at 7 pm</p>	<p>1. <i>Upcoming</i></p>
<p>2. Water planning grant</p>	<p>2. The Towns of Hamilton and Wenham and the Salem Beverly Water Supply Board were awarded a grant of \$232,490 to model a connection between the towns and SBWSB. This project will analyze, permit and design a new interim water supply connection between Hamilton and Wenham to ensure a supply from the SBWSB on an emergency and possibly a long-term basis. This project will also analyze and produce a conceptual design of available treatment strategies for removing PFAS from Wenham's two groundwater sources.</p>	<p>2. Awarded</p>	<p>2. <i>Project starting soon</i></p>

<p>3. Town Hall bids out</p>	<p>3. Construction bids for the Town Hall project are now being sought, with the public advertisement of the bid package this week. Sealed bids for sub-contractors will be opened on June 13 and the general construction bids will be opened on June 27. The goal is to award a contract to the lowest qualified bidder as soon as possible and have the actual construction begin before the end of summer.</p>	<p>3. June 27, 2024</p>	<p>3. <i>Out of bid</i></p>
<p>4. Highland and Goodhue traffic issues</p>	<p>4. A brief update for our residents on Highland Avenue, Goodhue Street and Waldingfield Road. The planners from the Central Transportation Planning Board have been working on analyzing data and traffic impacts on these streets since early February and have this week reported that they would like to meet with the DPW and public safety personnel in Hamilton and Ipswich to preview their findings, before finalizing a report to be delivered to the towns' Select Boards. We are planning for that meeting to take place the week of April 15. Recommendations from the CTPS planners will be taken to the Select Boards in Hamilton and Ipswich for consideration sometime in the late spring or early summer.</p>	<p>4. Spring/ Summer 2024</p>	<p>4. <i>On-going</i></p>
<p>5. Cutler School project</p>	<p>5. The Cuter School Feasibility Study is currently paused as the School Committee completes a public survey about residents' preferences for a new elementary school project. In the meantime the project team also continues to conduct outreach to the community, meet with community leaders and staff and provide information on the project as it becomes available through the website at:</p> <p>https://www.hwschools.net/about/hw-elementary-project</p>	<p>5. Paused</p>	<p>5. <i>On-going</i></p>
<p>6. Human Rights Commission upcoming</p>	<p>6. The Hamilton Human Rights Commission will be participating in or sponsoring several upcoming events in the town including: June 3 at 5:30 p.m., Pride Flag Raising at Patton Park; June 9, 12-4 p.m. Pride Picnic at Patton Homestead; June 12 at 6 p.m. Juneteenth Flag Raising in Wenham, Jointly with Wenham Human Rights Commission, and North Shore Juneteenth Association; and June 19 at 10 .am. Hamilton Juneteenth Flag Raising at Patton Park.</p>	<p>6. June 2025</p>	<p>6. <i>Upcoming</i></p>

<p>7. North Shore Water Resiliency Task Force</p>	<p>7. For several years now the Town of Hamilton has been working with our neighbors on the North Shore and Senator Bruce Tarr and other legislators and rivers advocates to fund a common, regional solution to our water sustainability - that group, the North Shore Water Resiliency Task Force has recently released a few documents that outline our efforts, frame our common challenges and demonstrates our willingness to work together on a sustainable, long-term solution for our water sustainability and resilient issues. I hope you will visit the Town Manager's page on the website and click on the link to the North Shore Water Resiliency Task Force documents. We will be sure to add more information about our efforts, and the water studies that are being conducted now - which are built on Hamilton's own Sustainable Water Management Initiative (SWMI) study and report that was completed in 2022. There is lots of work to do, but we believe Hamilton's goal of a more secure and sustainable water source, is more likely to succeed with the collaboration of our neighbors and environmental advocates.</p>	<p>7. <i>On-going</i></p>	<p>7 <i>On-going</i></p>
<p><u>Public Works</u></p> <p>Facilities</p> <p>DPW Administration</p> <p>Highway Dept</p>	<p>1. Hamilton Town Hall</p> <p>Construction bids are due June 27th, 2024 and work is planned to start soon after. This project will also include lightning upgrades and a geo-thermal heat system.</p> <p>2. Employment Opportunities</p> <p>The Town still has two Truck Driver/Laborer openings. If interested please email Tim Olson @ tolson@hamiltonma.gov or call 978-626-5227 for position details.</p> <p>1. Radio Upgrades</p> <p>Radio upgrades to DPW vehicles and offices have been completed.</p> <p>1. Essex Street Drainage</p> <p>DPW continues to communicate with the engineering consultant and owner of 470 Essex Street in hopes of a collaborative effort</p>	<p>Timeline</p> <p>Construction Start Summer 2024</p> <p>Open</p> <p>Completed</p> <p>On-going</p>	<p>Status</p> <p>Out for Bid</p> <p>Open</p> <p>Completed</p> <p>Waiting for owner and development submittal</p>

<p>Vehicle Maintenance</p>	<p>to address drainage upgrades along Essex Street near Appaloosa Lane. No new update</p> <p>2. Roadway and Sidewalk Improvements</p> <p>The TEC proposal has been accepted by Hamilton DPW and an agreement is being processed. Plans are to construct new sidewalks, repair existing, mill and overlay streets, and minor drainage improvements. The extent of this project is contingent on available funding and contractor bids. No new update.</p> <p>1. New Purchased Vehicles</p> <p>Hamilton received the new water utility truck and plans to have in operation over the next few weeks. The front line sander is estimated to arrive in Hamilton in June.</p> <p>2. ATM Town Vehicles</p> <p>Following the 2024 ATM the town will purchase a new Trackless Sidewalk Machine, the second front line sander, a new dump truck, and a new pick up truck, to replace our aging fleet. No new update.</p>	<p>Summer 2024 bid</p> <p>Water Truck received</p> <p>July 2024</p>	<p>In-progress</p> <p>Sander in June</p> <p>Pending</p>
<p>Cemetery</p>	<p>1. Annual Grub Treatment</p> <p>The annual grub treatment in the Hamilton Cemetery will be completed this spring. No new update.</p>	<p>Late May 2024</p>	<p>Perpetual Care Funding Approved</p>
<p>Sanitation</p>	<p>1. Leaf Pick Up Day</p> <p>Leaf pick up day is scheduled for May 25th, 2024. Please have your leaves curbside by 7am in paper bags. No plastic bags are allowed..</p>	<p>May 25th</p>	<p>Scheduled</p>
<p>Parks and Grounds</p>	<p>1. Patton Park Improvements</p> <p>The DPW and Rec Dept. have re-engaged CBA Landscape Architects to discuss the first phase of drainage and park improvements as outlined in the Patton Park Master Plan. Conceptual cost estimates were discussed at the May 6th Select Board meeting. High priorities from the Patton Park Master Plan were drainage improvements and pathways.</p>	<p>Fall/Winter 2024/2025</p>	<p>Preliminary Discussions</p>

<p>Energy</p>	<p>1. Solar on the DPW Garage</p> <p>The Town is actively pursuing the installation of a solar array on the DPW Garage. On 2/6/2024 DPW and HEIC met with Senator Bruce Tarr to discuss the solar project as well as the Town Hall Renovation project and the importance of each energy component in the whole project. No new update.</p>	<p>Spring 2024</p>	<p>Under design</p>
<p>Water</p>	<p>1. GAC Filtration Project</p> <p>The GAC filtration system has been on-line since 1/29/2024. The Hamilton Water Department will be collecting samples per MassDEP requirements over the next week which will provide the department with results to use as a benchmark for the filtration performance. Initial finished water test results have indicated high removal levels of organics and disinfection by-products indicated the GAC filtration is performing well. No new update.</p> <p>2. Lead Service Inventory and Assessment</p> <p>The Water Department and hired consultant, Stantec Engineers, have continued to populate a service line inventory as mandated by EPA and MassDEP. Efforts have been made on the public side of the service connection, but please understand the required assessment and inventory also include the information from the private end of the service. The Hamilton Water Department has issued a notice included in your February water bill that includes information regarding the program and instructions on how to assist the department. As of 5/17/2024, 617 locations uploaded to the MassDEP web application, an increase from 592 back on 4/18/2024. This represents approximately 25% of Hamilton Water users. Let's keep up the momentum. If unable to use the MassDEP Web Application please either email Hamilton's DPW Director at tolson@hamiltonma.gov or call the Hamilton Water Department at 978-626-5226 to schedule an appointment. Again, your participation is appreciated.</p>	<p>Complete</p> <p>In-process</p>	<p>MassDEP Final Approval given 1/19/2024</p> <p>Working on data from public side, will be reaching out to private owners for cooperation</p>

	<p>3. GIS Asset Management</p> <p>The town has contracted with Dewberry Engineers to assist with establishing a GIS water asset management program. This GIS will initially be geared to the Hamilton Water System but will then be populated with other attributes i.e. storm water, roadways etc. in the future. Currently our GIS consultant is working on a work order solution within the GIS platform that will allow citizen or department requests to be tracked and documented in GIS when completed. No new update.</p> <p>4. Well Maintenance</p> <p>The contractor has begun the annual redevelopment of our wells in the Idlewood Well Field. To date, Idlewood #2, Plateau Well, and Caisson Well have been redeveloped. No new update.</p> <p>5. Low Income Household Water Assistance Program (LIHWAP)</p> <p>The Hamilton Water Department has partnered with Action Inc. to implement the LIHWAP to qualifying residents of Hamilton. This program will provide financial assistance benefits to eligible residents. No new update.</p> <p>6. Phase 5 Water Improvements</p> <p>Hamilton Water will begin the preliminary design efforts for a Phase 5 Water System Improvement project. No new update.</p> <p>7. 2023 Consumer Confidence Report</p> <p>The Hamilton Water Department has begun formulating the 2023 Consumer Confidence Report. No new update.</p> <p>8. Water Treatment Plant Filter Media Replacement Project</p> <p>This project will be funded by the Ipswich River WMA grant and includes the replacement of the spent Filtronics filter media in the existing water treatment facility to optimize the removal of iron and manganese prior to the processed water</p>	<p>In-process</p> <p>On-going</p> <p>Implemented</p> <p>Design by Fall 2024 Construction TBD</p> <p>By June 30th</p> <p>Bid Awarded</p>	<p>Gathering field data for system wide information</p> <p>Idlewood 2, Plateau, and Caisson Well complete</p> <p>Available</p> <p>Seeking proposals</p> <p>Data Collection</p> <p>Construction planned to start at the end of May</p>
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	<p>entering the new GAC filtration system. This will help maximize the new carbon media. The Town has an agreement for this work with low bidder Carbon Filtration Systems, Inc. in the amount of \$69, 120. The Town had previously purchased the filter media from Filtronics for \$109,100.00. No new update.</p>		
<p><u>Police</u></p> <p>1. Full-Time Hire(s)</p> <p>2. Massachusetts Police Accreditation Commission</p> <p>3. Public Safety Camera System</p>	<p>With the transfer of Officer Roby Deshenes to the Middleton Police Department and the upcoming retirement of Lt. Stephen Trepanier, we will have two full-time vacancies. As a result, we will begin the recruitment and selection process for two new full-time hires.</p> <p>We have completed our first round of interviews for the full-time position(s) and will be starting the second round ASAP.</p> <p>The Hamilton Police Department has begun the re-accreditation certification process for our Massachusetts Police Accreditation. This is a mandated process which is completed every 3-years.</p> <p>The department on site accreditation assessment will commence on May 7th and end May 9th. At that time certified assessors will conduct an onsite inspection of all department policy and procedures as well as the physical building.</p> <p>The camera system has been successfully updated. The next step in the process will be a company provided hands-on training component.</p>	<p>April 1st - July 1st</p> <p>On-going</p> <p>May 7th, 8th and 9th</p> <p>On-going</p> <p>Month of April</p>	

<u>Fire Dept</u>			
1 Department Stats	1 The Hamilton Fire Department responded to the following calls along with other department activities. In the previous two weeks we responded to 15 fire alarm activations, 21 ambulance calls, 0 mutual aid calls, 1 MVA, 1 brush fires and 3 public assist. We also conducted the following fire prevention activities, 8 inspections.	1 On-going	
2. Safe Grant	2. The Hamilton Fire Dept applied for the DFS Safe grant and Senior Safe grant to help bring educational programs into our elementary schools and our Senior Center.	2. On-Going	
3. Maintenance	Duty crews have begun inspecting fire hydrants and will be cleaning/removing rust & painting yellow hydrants red in the coming weeks	3. On-Going	

Planning and Inspectional Services

1. Master Plan	1. MP Committee finished its work - document forwarded to Planning Board for review and adoption.	Mid '24	To start Apr/May '24
2. 133 Essex St Senior Housing Project	2. Applicant appealed Planning Board decisions; cases in Court	Ongoing	Ongoing
3. 133 Essex St 40B	3. Formal application received late March heard by ZBA May 1, 2024. ZBA voted to exercise Safe Harbor which is being reviewed by State	Six month review period plus likely 2 month safe harbor review	Ongoing
4. Planning Board considering Form Based Zoning (FBZ) along with 3A; consultant hired.	4. The work will include addressing 3A zoning as well. Engagement to begin shortly.	Roughly a year process	Ongoing
5. MassHousing Partnership providing grants for T Communities Zoning. Fall town meeting	5. Conceptual modeling / mapping work undertaken by MHP funded consultants. Town has received two grants from Mass Housing Partnership for early planning stages.	Work to assist/support FBZ/3A consultant team	Ongoing
6. Planning Board Site Plan review of HWRSD athletic fields project	6. Planning Board to vote on a decision April 18, 2024. Project approved with conditions.	6. 4 months	6. Imminent
7. Conservation Commission	7. seeking members (2) - pls contact if interested		

<u>Public Health Department</u>			
1. Health Related	<p>Currently we're experiencing 3 new cases of Covid having been reported. There are 6 confirmed cases of Lyme Disease, 1 confirmed case of Tuberculosis reported, 2 cases of influenza, 1 case of Hepatitis B and 2 cases of Campylobacteriosis.</p> <p>Public Health clinics for the flu and bivalent boosters have ended, residents are encouraged to seek vaccines from their health care provider or health care clinic. If a resident can't receive one elsewhere they can call the Public Health Nurse. In addition, the health department still has a limited supply of single use gloves and bandages for distribution to the community - please call 978 417-6118 to order.</p>	On-going	
2. Food Permitting and Inspection	<p>Permitting of food establishments/food trucks is on-going for the 2024 year. Round 1 of food establishment inspection, in accordance with appendix 5 of the 2013 food code is nearing completion.</p>		
3 Septic	<p>Soil tests, plan reviews and septic inspections are on-going along with permitting of septic haulers. We have processed 175 septic pumping reports, licenced 12 septic installers, 3 septic haulers, 2 title inspectors and 4 maintenance providers. We have completed 59 plan reviews, 5 title 5 reports, 7 soil tests and issued 8 certificates of compliance. The Health Dept. is on the verge of rolling out a new low interest betterment loan program that would benefit residents whose septic systems have failed and are in need of replacement. The application process will soon be complete.</p>		
4. Animals	<p>Permitting of animal keeping is on-going. Barn inspections have begun and the barn book is completed and filed with the state. In accordance with Board of Health regulations, the new expiration date for animal keeping is August 31st of each year and the Board of Health is in the process of updating the Keeping of Animals regulation (last updated in 1989), in collaboration with neighboring communities.</p>		

5. New Programs

The sharps collection/disposal program for Hamilton residents is on-going and a sharps collection container can 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.

Blood pressure screenings are on-going at Lamson Hall on the 2nd Wed. of each month from 3:30-5:30.

In an effort to update many out of date BOH regulations, the board is reviewing a new private well permitting program (details to follow). The Board has passed an updated and amended version of the Tobacco Regulation, more in line with state recommendations, effective April 1, 2024.

6. Public Health Concerns

There's been a nationwide health alert issued by the USDA for ground beef products over possible E. coli threat. A recall was not requested because the products are no longer available for purchase but some products may be in the freezers of consumers - please check yours and discard this product. The raw ground beef products were produced on March 28 and have a "best before" use/freeze date of Monday, April 22, and a packaging date of "032824". For more info;

[FSIS Issues Public Health Alert for Ground Beef Products Due to Possible E. Coli O157:H7 Contamination | Food Safety and Inspection Service \(usda.gov\)](#)

Also, If you haven't heard, Norovirus is up 10%. Please wash your hands frequently - hand sanitizer is NOT a substitute for proper hand washing. (no one has time to be sick...) Please stay2. The Accounting team is working to get all certified FY25 ATM Warrant Articles on the books to secure funding and budgeting in each area of the town. safe and healthy.

Finance

1. Year-End Budget Review

1. This is the time of year when each department takes a close look at their budget spending to ensure that transfers are not needed to cover unforeseen expenses throughout the year.

2. FY25 ATM Warrant Articles

2. The Accounting team is working to get all certified FY25 ATM Warrant Articles on the books to secure funding and budgeting in each area of the town.

3. Wage and Compensation Sheets

3. In collaboration with each department, Accounting ensures that each employee be assigned an approved wage and compensation rate. This tool helps payroll assign new FY25 rates and allows Accounting to ensure proper allocation of wages per department of the Town.

4. Intermunicipal Agreement Invoices

4. Accounting is working to finalize all Intermunicipal agreement invoices and deliver to associated towns for proper expense and revenue recognition within the FY24 fiscal year.

5. Financial Policies

5. With the guidance of DLS and Hamilton's auditors, Finance is working to review drafted financial policies, gain insight from FINCOM and present to the Select Board for adoption. A financial policy log has been created to help with the ongoing progress.

6. UMAS Training

6. The Finance Director and Town Accountant are currently engaging in a UMAS training to ensure continued compliance with Massachusetts General Laws related to Municipal Finance.

Treasurer/Collector

<p>1 Tax Title</p>	<p>We fell a little behind schedule with FY23 Tax Title we are down to just 3 parcels With being short staffed we have decided to wait and process FY23 & FY24 tax titles together.</p>		
<p>2 Billing</p>	<p>1st commitment of Motor Vehicle tax bill demands have gone out and May 1st Real Estate taxes are slowing down. Once we catch up we will look into sending out Real Estate demand bills. Water bills have been mailed and we have a steady flow of payments</p>		
<p>3. Munis</p>	<p>Working with Munis to add 5 new deferrals for FY24 tax year.</p>		
<p>4 Benefits /Payroll</p>	<p>Open Enrollment and Summer Staff members is a very busy time for Sue with payroll and benefits. She has a great handle on this process and she has worked hard to get a great system set up.</p>		
<p>5 Misc</p>	<p>Month end reporting and balancing for April is in process. I do want to thank Wendy and Diane for all their help with us being short staffed. Wendy is doing a great job making our Finance team a unit!</p>		

Parks & Recreation

1. Veterans Memorial Pool

Pool cover is scheduled to be removed on Tuesday, 5/21. Orientation for staff will be on Saturday, June 8th. The pool will open to the public on Saturday, June 15th.

Though slow at the start, staffing for the pool is slowly coming along. However, we are making the tough decision to not hold swim lessons this season. With our staff experience and swim instructor qualifications I do not believe we would have the consistency and continuity that is needed to offer quality lessons. That said, it does provide us with the opportunity to offer new programming. Though the details are still being finalized our department believes we can offer a “stand alone” lap swim program as well as expand our free senior swim times.

1. On-going

1. On-going

2. Patton Park Summer Park Program

We have finalized our staff for the upcoming summer and will be employing close to 50 seasonal employees for our camp program. This will reflect smaller counselor to camper ratios to ensure the best experience possible. Training for staff will be held on Saturday, June 8th and Sunday June 9th. The first day of camp is scheduled for Monday, June 24th

3. Spring Programming

We are in the midst of our Spring Programming and we are pleased with the participation amongst all of our classes. Spring programming will finish up in mid june and our summer programs will start.

4. Bike/Walk to School Day

Bike/Walk to school day was held this past Friday 5/17. We have over 260 children ride their bikes to school on Friday. Amazing numbers, amazing time.

Council on Aging

1. Programming

Recent programming has been successful. Today we welcomed Two Grannies on The Road. They were able to tour/film Hamilton and will be working on getting it onto the YouTube Channel. Other activities that we have coming up are a clock making program, we recently had an auctioneer here to talk about values of items that residents brought in.



Regular programming including the birthday party, bingo, arts and crafts, knitting, book club, and yoga continued. We continued to offer our Fit over 50 class, and Balance classes. Indoor bocce has come to end and moved back to Wenham. We will continue to hold the space on Thursday morning in case of rain. Indoor pickleball has also ended we will be starting outside at Patton Park on Wednesday May 15th.

Ongoing

2. Shine

In the past two weeks we have had a minimum of 4 SHINE appointments a week.

Shine certification has been completed. I passed the exam this year. And will be all set to continue to help residents throughout the year and during open enrollment. We had a couple residents that looked into becoming SHINE representatives but due to scheduling and location of training were unable too.

Ongoing

3. Grants

We had an introduction to the grant and received from interest in it. Hoping to continue to gain interest.

We have hired an instructor that will be helping at both Rowley and Hamilton. Residents will be able to go to either class. We are also looking into purchasing a drawing app

Ongoing

<p>4. Newsletter</p>	<p>and apple pencils through the grant so that we can offer more. Tablets have been purchased and should be here within the next couple of weeks. We are scheduling an information session the beginning of April so that we can distribute them to interested residents. There will be a sign out procedure. April 1st at 11:00 is the tablet talk.</p> <p>June newsletter just went to print. Second month of increased pages was more successful than last month.</p> <p>We are starting to work on the May newsletter. We will be increasing the page count by 4. It will offer the opportunity to have the lunch menu, an article from our Representatives/Senator as well as our Veteran's Agent.</p>		
<p><u>Human Resources</u></p> <p>1. Openings</p>	<p>1. Current Openings:</p> <ul style="list-style-type: none"> ● Regional Public Health Nurse: Towns of Hamilton, Essex, Wenham, and Rockport <ul style="list-style-type: none"> ○ Interviews scheduled week of 5/6/2024 and 5/13/2024. Working with the Regional Coordinator to encourage participation from the regional communities. ● Water Truck Driver/Laborer ● DPW Truck Driver/Laborer 		

<p>2. Collaboration</p> <p>Employee Engagement</p> <p>4. Notifications</p>	<ul style="list-style-type: none"> Accounts Receivable Specialist in the Treasure/Collector Office: Job re-posted. <p>2. Finalized Regional Health job descriptions will be posted with anticipated changes of position.</p> <ul style="list-style-type: none"> Regional Public Health Nurse Health Inspections (pending) <p>Working with Union and DPW on succession planning.</p> <p>3.</p> <ul style="list-style-type: none"> Planning for a Building Department open house. Developing an Employee Engagement survey focussed on team building and enrichment. <p>4 . Working with MIIA on Health and Wellness programs for town employees in the Spring/Summer.</p> <p>Attending a Racial Equity Advancement & Collaborative Hub (REACH) program in Boston. Hosted by the Metropolitan Planning Council.</p> <ul style="list-style-type: none"> Next meeting scheduled 5/8 		
<p><u>Town Clerk's Office</u></p> <p>Nov 6 Special Town Meeting Follow Through</p> <p>2024 Conflict of Interest Annual Filings MGL C. 268A</p>	<p>I have incorporated the Attorney General approved Stormwater Management Bylaw into the by-law document. It is now on the town website with a date of May 1, 2024.</p> <p>All municipal employees (including board and committee members) received an email from the State Ethics Commission regarding Ethics on-line training requirements. I followed up with an additional email reminder. While most completed the training in 2023 and will not need to take it again until 2025, EVERY</p>	<p>Jan - Dec</p>	<p>DONE</p> <p>Year round</p>

<p>2024 Dog License Renewals MGL C. 140 s.137, 137A</p>	<p>municipal employee MUST acknowledge receipt of the summary EVERY YEAR. On 5/14/24 I sent another reminder to Elected Officials that are behind. Next I will reach out to appointed officials.</p> <p>In 2023 we issued 1150 dog licenses. Anne has issued an additional 10 dog licenses bringing 2024 to 861. The processing of dog licenses (and the processing of Census forms) is not going as quickly as we would like due to competing election related activities. Late fees kick in in June.</p>	<p>Jan - Dec</p>	<p>Never ending!</p>
<p>DBA MGL C. 110 s.5</p>	<p>“Doing Business As” renewals due every 4 years; approx 40 to be renewed in calendar year 2024. We issued 49 in 2023. We have issued an additional 8 (15 total) in 2024.</p>	<p>Jan - Dec</p>	<p>Several more expected</p>
<p>Move to Patton Homestead</p>	<p>The Town Clerk’s office is stopping at the COA every day to gather all mail from the drop box and bring it to Town Hall and also to drop off and pick up mail at the post office.</p>	<p>November 2023</p>	
<p>Town Clerk Office Hours</p>	<p>Because we could not bring everything in the vault and could not bring all election related materials to the Homestead, Anne and I will dedicate the 8:00 - 8:30 am period to stop at Town Hall as needed to get documents or materials that are needed or requested. Our official opening hour at the Homestead will be 8:30. We want to avoid having someone drive to the Homestead and not have either of us there.</p>		
<p>2024 Election Season = 4 Elections [2 down and 2 to go] PLUS A RECOUNT</p>	<p>2024 election dates: March 5 Presidential Primary, April 11 Annual Town Election; State Primary Sep 3 (the day after Labor Day); Nov 5 State/Presidential Election.</p> <p><u>VOTE BY MAIL:</u> We have processed 1119 applications for mailed ballots in 2024. Each application for “All Elections” requires the completion of 3 separate early voting records in the voter system (including the local election) for a total of 3357 requests!</p> <p><u>IN PERSON EARLY VOTING:</u> All state elections will involve in-person early voting at the Patton Homestead. Only 57 voters voted</p>	<p>Nov 2023 - Nov 2024</p>	

<p>State (Sept) Primary Ballot - Nomination Papers for Congress, US Senate, State Senate, State Representative, Clerk of Courts, Registrar of Deeds, Governor's Council</p> <p>2024 Hamilton Census/Street List process MGL C.51 s.4</p> <p>April 6, 2024 Annual Town Meeting Follow Through</p>	<p>early in-person for the Pres Primary between Sat Feb 24 - Fri Mar 1.</p> <p>MARCH 5 PRES PRIMARY: A total of 1902 voters voted (691 or 36.3% voted by mail), Turnout was 32.89%. We mailed 1044 ballots, 353 or 33.8% were never returned. The recount for the race for Republican State Committee Man went well, not one vote changed in Hamilton.</p> <p>APRIL 11 ANNUAL TOWN ELECTION: Turnout was 783 voters, 13.5%. We mailed 1001 ballots to those who requested "all elections" on the postcard, 313, or 31%, were never returned. Official results have been posted to the town website. Some elected officials are delinquent on the filling of Campaign Finance Reports.</p> <p>Elected Officials are being sworn in and I am reviewing Open Meeting Law and Ethics training requirements with each.</p> <p>We received 87 pages of nomination papers and certified 790 voter signatures.</p> <p>The 2024 Census Form was mailed to 2822 households mid-January. Forms were due back in 10 days. The mailing included the dog license renewal form and the 2024 trash schedule. We have updated 1949 forms in the voter system but are behind due to competing elections requirements. Approximately 30% of forms have NOT been returned. We are now manually updating information for all residents living at the Gordon Conwell Theological Seminary.</p> <p>A total of 573 voters were checked in.</p> <ol style="list-style-type: none"> 1. All votes have been certified and delivered to the Dir of Finance and to the Treasurer. 2. Letters have been sent to Sen. Tarr, Rep. Kassner, Sen. Collins and Rep. Cabral regarding our support for a new Commonwealth flag. 3. Letter was sent to the Secretary of the Commonwealth regarding our acceptance of C.32 s. 4(2)(b) 4. ATM Minutes have been completed and are posted on the Town Clerk webpage. 	<p>Jan 2024 - Dec 2024</p>	<p>Not all have come to be sworn in.</p>
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ANNUAL FLAMMABLE STORAGE
PERMITS AND REGISTRATIONS

In coordination with Chief Brunet, we have sent out seven (7) applications for permits and registrations for Hamilton properties with a license to store and/or sell combustibles. Six of seven have been returned.

Apps due April
30.

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