



Town of Hamilton

Town Manager Report

For week of October 21, 2024

Department/ Project	Weekly Update		Timeline	Status
<p>1. Late Report from the Town Manager</p> <p>2. Welcome and Good Luck!</p>	<p>1. I'd like to offer a quick mea culpa that this week's Town Manager Report is late. It is my fault, as I got caught dealing with a few personal issues this week and I forgot to send the Report to my Department Heads for their updates. Hope you find the information we have included helpful, even if it didn't get to you before the weekend.</p> <p>2. Please welcome Mark Connors as the Town of Hamilton's new Planning and Land Use Director, beginning Monday, October 28, 2024. Marc will transition into his new role and overlap with Patrick Reffett who is our retiring Director of Planning and Inspections. Patrick's last day is in mid-November.</p> <p>I want to personally thank Patrick for his more than ten years of service to the Town of Hamilton and for helping me when I first started in Hamilton as a first time Town Manager six years ago. Patrick has been a knowledgeable and steady presence in the town and has overseen and helped the Planning Board many important zoning changes and updates and was a key part helping the Master Plan Steering Committee</p>		<p>1. Today, October 28, 2024</p> <p>2. October 28, 2024 start and November 15, 2024 Retirement</p>	<p>1. Late</p> <p>2. Transition</p>

<p>3. Signs on public property</p>	<p>over the last two years as well. His dedication and experience will be missed, but we are also excited to have the talented Mark Connors joining us from Stratham, New Hampshire, where he was the Planning and Development Director and previously served as the Associate Planning Director in Bedford, NH. We are confident that his calm demeanor and track record of success in New Hampshire will make him a positive addition to the Hamilton leadership team.</p> <p>3. I'd like to offers a quick explanation to folks who have been wondering about the various signs that had been popping up on public property around town (near sidewalks, and other spaces) and the recent removal of said signs. Unfortunately, this is a recurring problem and one that we have to visit every few years. Town by-laws and some state regulations restrict the display of various signs on public property within the town, without the express approval of the Select Board. Political and campaign signs are ever allowed to be displayed on public property - every few years signs start cropping up on town property, mostly near sidewalks in high traffic/visibility areas and after a certain amount of time town workers eventually are tasked with removing the signs. When they can, our town workers try to move the signs 10-feet or so toward the private property they are closest to, but this is not always possible and sometimes those property owners remove the signs themselves. We have done this in the past when we have had too many signs advertising businesses or school open houses and yes we are required to do this when it comes to political or campaign</p>		<p>3. On-going</p>	<p>3. <i>On-going</i></p>
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<p>4. Annual Veterans Day ceremonies</p>	<p>signage, as the town is not allowed to use public property to advocate for either side in any political discussion. The signs this year have been taken down and are stored in the stables building at the Patton Homestead. Any resident who has paid for and put signs up, which may have been taken down, is welcome to come to the Homestead to retrieve them.</p> <p>4. Monday, November 11, 2024 will once again feature our annual Veterans Day Ceremonies which are led by our friends from the American Legion Gardener Post 194. The day's events will begin with the annual Veterans Breakfast and keynote speech at the Gardener Post on School St beginning at 8 a.m. with the speaker starting at 9 a.m. Following breakfast, the Post's members and guests will form up at the Town Hall and march at 10:45 a.m. to the Hamilton Cemetery for the 11 a.m. ceremony - please join us.</p>		<p>4. November 11, 2024</p>	<p>4. <i>Planned</i></p>
<p>Public Works</p> <p>UpComing Events</p> <p>Facilities</p>	<p>E Waste Day 10/19/2024 Leak Pick Up Day 10/26/2024</p> <p>1. Hamilton Town Hall</p> <p>Funding was secured at the Hamilton Special Town Meeting on 9/23/2024 to allow the town to contract with low bidder Campbell Construction Group for the Hamilton Town Hall Renovation project.</p> <p>2. Replacement of AHU1 Cooling System</p> <p>DPW solicited bids for the replacement of the AHU1 cooling system at the PSB on 9/10/2024. The town received one bid from Ultra Services, Inc.</p>		<p>Timeline</p> <p>1. Construction Start Fall 2024</p> <p>2. October 2024</p>	<p>Status</p> <p>1. Funding Secured Agreement being processed</p> <p>2. Equipment ordered</p>

<p>DPW Administration</p>	<p>for \$66,384.00. Equipment has been ordered to convert the old R-22 system to R-410A.</p> <p>3. Patton Homestead Pavilion - Design Services</p> <p>DPW is assisting the Patton Homestead Director with obtaining Architectural Services to design the new pavilion at the Patton Homestead. Hamilton plans to bring EJ+P, Inc. on board to assist with the design.</p> <p>1. Employment Opportunities</p> <p>Truck Driver/Laborer - DPW has hired Ryan LeGault as the new DPW Truck Driver Laborer</p>		<p>3.Fall 2024</p> <p>1. Open</p>	<p>3.Under Agreement</p> <p>1. . Open</p>
<p>Highway Dept</p>	<p>OPEN - Secondary Operator - Water Dept</p> <p>If interested please email Tim Olson @ tolson@hamiltonma.gov or call 978-626-5227 for position details.</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 to address drainage upgrades along Essex Street near Appaloosa Lane. No new update</p> <p>2. Roadway and Sidewalk Improvements</p> <p>The Town has contracted with TEC for roadway improvements. Design plans are ready and will be advertised on 10/10/2024. Plans include resurfacing Bridge Street from School Street to Essex Street, reconstruction of a section of Greenbrook Road, new sidewalk along Essex Street, from School Street to</p>		<p>1. On-going</p> <p>2. Fall 2024 bid</p>	<p>1. Waiting for owner and development submittal</p> <p>2.. In-progress</p>

<p>Vehicle Maintenance</p>	<p>Forest Street, and some miscellaneous drainage improvements.</p>			
<p>Cemetery</p>	<p>3. Route 22 Paving</p> <p>I am pleased to announce that Hamilton was chosen as a community to have Route 22 paved under the MassDOT Municipal Pavement Program. The full extent of the project and schedule has not yet been released.</p>		<p>3. TBD</p>	<p>3. Selected by MassDOT</p>
<p>Sanitation</p>				
<p>Parks and Grounds</p>	<p>1. New Purchased Vehicles</p> <p>DPW is still waiting for both front line sanders to be delivered.</p> <p>2. Walker Mower</p> <p>The Select Board voted to approve the use of Perpetual Care funds to purchase a new Walker Mower for the Cemetery Department.</p>		<p>1. Ongoing</p> <p>2. Approved</p>	<p>1. On order</p> <p>2. Purchased</p>
<p>Energy</p>	<p>No Sanitation Updates</p> <p>1. Patton Park Improvements</p>		<p>1. Fall/Winter 2024/2025</p>	<p>1. Preliminary Discussions</p>
<p>Water</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>No new update.</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</p>		<p>1. Fall 2024 in conjunction with the Town Hall project</p>	<p>1. Under design</p>

	<p>documented in GIS when completed. No new update.</p> <p>4. Well Maintenance</p> <p>The Hamilton Water Department has contracted with Maher Services in the amount of \$91,000 for the FY25. Caisson Well was recently redeveloped and brought back on line.</p> <p>5. Phase 5 Water Improvements</p> <p>Hamilton has contracted with Stantec Consulting Services for the Phase 5 Water System Improvements that will be concentrated along Fox Run, Tally Ho, Oak, Plum, Chestnut, Pine, and other surrounding streets. The construction phase timeline will be contingent upon available funding and Town Meeting appropriation. Stantec has assisted the town with the first 4 successful phases. No New update.</p> <p>6. 2023 Consumer Confidence Report</p> <p>The Hamilton Water Department has begun formulating the 2023 Consumer Confidence Report. No new update.</p>		<p>4. Ongoing</p> <p>5. Design by Fall 2024 Construction TBD</p> <p>6. Completed and available on the Town Website</p>	<p>4. In progress</p> <p>5. Agreement Signed</p> <p>6. Complete</p>
<p><u>Police</u></p> <p>1. Full-Time Hire(s)</p> <p>2. Massachusetts Police Accreditation Commission</p>	<p>We have recently hired Officer Assagi (Guy) Wynter as our newest Hamilton full time police officer. Guy comes to us from the Boston University Police Department. Officer Guy has begun the Field Training (FTO) Program and is currently working the day shift. As part of the FTO program, he will be required to work all 3 shifts.</p> <p>2. We have successfully completed our accreditation assessment and have been</p>		<p>1. September 1st</p> <p>2. October 30th</p>	

<p>3. Good Citizenship Program</p>	<p>approved for State Re-Accreditation. We will receive our official award on October 30th.</p> <p>3. We are pleased to announce that the Hamilton Police Department has once again teamed up with Cherry Farm Creamery to hand out “Good Citizen” coupons to children exercising good judgment. Officers will be handing coupons to children using crosswalks to cross the streets, wearing bike helmets while riding their bikes etc. Coupons may be redeemed from the General Store at 63 Willow Street.</p> <p>This year's Good Citizenship Program was another success. Hamilton Officers handed out dozens of coupons throughout the summer to residents in town which allowed them to go to the General Store for an ice cream supplied by Cherry Farm Creamery.</p>			
<p>4. State Grant</p>	<p>4. We have recently applied for, and have been approved to receive \$11,488 in grant money for traffic/bike education/equipment.</p>			
<p>Fire Dept</p>				
<p>1 Department Stats</p>	<p>1 The Hamilton Fire Department responded to the following calls along with other department activities. In the previous two weeks we responded to 14 fire related calls, 19 medical calls, 2 mutual aid calls, 2 MVA, 1 brush investigation and 2 public assists. We also conducted the following fire prevention activities, 9 inspections.</p>		<p>1. On going</p>	
<p>2. Maintenance</p>	<p>Before winter our fire personnel will be checking hydrants throughout the Town for water that hasn't drained properly out</p>		<p>2. On going</p>	

3, DFS Grant	<p>of them. When a hydrant is found with water still in the barrel it will be pumped out and winterised for the season.</p> <p>The HFD Applied for a \$15,500.00 Department of Fire Services equipment grant. If we are awarded this, we will use the money to purchase specialized firefighting gear and equipment. We should know within the next three months if we will receive it or not.</p>		3 On going	
4. Hazardous Mitigation Grant	<p>4. Last year we applied for a grant to update the Towns' Hazardous Mitigation Plan and subsequently received it. This plan is designed to aid us in the response to all types of natural disasters and emergencies. The plan was last updated in 2019 and under the Hazardous Mitigation Act Of 2000 it must be updated every five years. We are presently working with a consulting firm to update this plan.</p>		4. On going	
5. Severe drought	<p>At the present time the entire State is under a severe drought condition and we are in a red flag warning for fire. Many communities around us have had extensive brush fires this week. All types of outside burning are prohibited at this time, this includes the use of SOLO stoves in your backyard. Please call 911 if you see and/or smell smoke in or around any wooded areas.</p>		5. On going	
6. Recruits	<p>Our newest hires, Nicolía Sims and Jack Hope, just started the Massachusetts Fire Academy Class 117. This is an intense part time program that ends on March 3, 2025. When they graduate from this program they will be Nationally Certified Firefighters.</p>		6. On going	

Planning and Inspectional Services

Master Plan

Planning Board considering Form Based Zoning (FBZ) along with 3A; consultant hired (Utile).

Planning Board evaluating various amendments to the zoning bylaw - inclusionary housing, accessory dwelling units, various other specifics as well as zoning bylaw text.

1. MP document has been reviewed/edited by Planning Board; text requires formatting by new staff.

2. The work will include a new zoning for downtown area, with public engagement along with an approach to 3A zoning as well. Public process has begun with public forums on June 12 and July 25 - more to come.

3. Expect town meeting zoning articles.

1. On-going

2. Two zoning articles for public/town meeting vote are expected April 2025. Planning Board meetings on 3A and Form Based Zoning starting 11/26/24; additional meetings 12/19/24, 1/7/25, 2/4/25 and 2/25/25.

3. On-going

1. On-going

2. Ongoing

3. On-going

Public Health Department

1. Health Related

Currently we're experiencing 1 case of influenza, 8 confirmed cases of Coronavirus and 1 case of Salmonellosis.
A Public Health clinic for the flu shot is scheduled for October 29th at the COA, 299 Bay Road from 1:30-4pm. Covid test kits are now available (in limited supply) at the COA building (1 kit per person). 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.

2. Food Permitting and Inspection

Permitting of food establishments/food trucks is on-going for the 2024 year. Round 2 of food establishment inspection is on-going in accordance with appendix 5 of the 2013 food code.

3 Septic

Soil tests, plan reviews and septic inspections are on-going along with permitting of septic haulers. We have processed 183 septic pumping reports, licensed 13 septic installers, 5 septic haulers, 8 title inspectors and 1 maintenance provider. We have completed 59 plan reviews, 25 title 5 reports, 4 soil tests and issued 9 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.

4. Animals/Tobacco

Permitting of animal keeping is on-going. Barn inspections have begun and the barn book will be 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

1. On-going

<p>5. New Programs</p>	<p>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. A draft regulation has been assembled and passed at the last BOH meeting.</p> <p>Also, In an effort to update our archaic Board of Health regulations, the board is investigating a draft private well regulation and will have a decision coming soon.</p> <p>Tobacco sales regulation has already been updated earlier this year - added recently is the ban on menthol flavored products (all tobacco sale permit holders have been inspected for such products)</p>		
<p>6. Public Health Concerns</p>	<p>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.</p> <p>Blood pressure screenings are on-going at Lamson Hall on the 2nd Wed. of each month from 3:30-5:30.</p> <p>There's been a recall of more than 600 varieties of frozen waffles, pancakes and Belgian waffles made by TreeHouse Foods because they may be contaminated with <i>Listeria monocytogenes</i>. Listeria infections can cause fever, muscle aches and fatigue and may in some cases lead to stiff neck, confusion, loss of balance and convulsions. Symptoms can occur quickly or up to 10 weeks after eating contaminated food. The infections are especially dangerous for older people, those with weakened immune systems or who are pregnant.</p>		

Retailers that sold the recalled items include: Albertson's, Aldi, Dollar General, Target, Trader Joe's, Whole Foods and Walmart. Please check your freezers for any of the products and throw out or return any recalled items for a credit. if questions call TreeHouse at 1-800-596-2903.

Also, Still a threat of mosquito borne illnesses until the winter season and looming both north and south of us, I'm slightly concerned for your safety. I'm sure you've all heard of the recent EEE fatality in Hampstead, NH and positive cases just south of us in Plymouth county. (although it is a rare illness, there is no treatment or cure for EEE and 30% of those who contract it don't survive.) I don't want you to be overly concerned but hope you'll remain vigilant and reduce your risk, wear repellant (with DEET) and long sleeves, and try to limit your outdoor activities between dusk and dawn. (and please care for your animals to prevent the contraction of this mosquito borne illness).

And finally, If you haven't heard, Norovirus is still up 5%. Please wash your hands frequently - hand sanitizer is NOT a substitute for proper hand washing. (no one has time to be sick...). I encourage you to call me if you have any health related questions at 978 417-6118 Dennis Palazzo, Director of Health. Please stay safe and healthy.

<p><u>Finance</u></p> <p>1. FY24 Audit</p> <p>2. FY24 Free Cash Certification</p> <p>3. FY26 Tax Rate Setting</p> <p>4. FY26 Budget Preparation</p> <p><u>Treasurer/Collector</u></p> <p>1 Tax Title</p>	<p>1. Clifton Larson Allen is finishing the final stages of the FY24 Audit to prepare the Audited Financial Statements and present them to the Select Board and FinCom.</p> <p>2. The FY24 Free Cash was certified by the MA DOR Division of Local Services in the amount of \$4,512,906 and Retained Earnings for the Water Enterprise of \$1,683,010.</p> <p>3. Finance is working on the FY26 estimated revenue in preparation to set the Tax Rate in early December.</p> <p>4. Finance is in the beginning stages of the FY26 Budget preparation.</p> <p>1. We fell a little behind schedule with FY23 Tax Title. We are down to just 3 parcels. With being short staffed we</p>			

<p>2 Billing</p>	<p>have decided to wait and process FY23 & FY24 tax titles together.</p>			
	<p>2. Real Estate and Personal Property tax bills are starting to come in. Also water demand bills are currently being processed as well. 04MV24 excise tax bills have been mailed as well</p>			
<p>3 Month-end</p>	<p>3. Balancing receivables, bank statements, and cash.</p>			
<p>4 Benefits /Payroll</p>	<p>4. Sue has been extremely busy with benefits with several new hires and people leaving</p>			
<p>5.Regional school</p>	<p>5. Working on the POS statement for the schools up coming Bonding. BOS statement has been sent in to Locke & Lord</p>			
<p>6 Town Borrowing</p>	<p>6. Working on requirement letter for BOND Council for upcoming CPA borrowing</p>			
<p>7 Misc</p>	<p>7. Still searching for a replacement for Leticia. Interviews two candidates both who seem qualified and would bring knowledge and fresh eyes to our department. We are very hopeful to finally fill our open position. We are very happy to announce we have filled the position in our office. Julie Petipas will be joining our finance team Nov 4th.</p>			

Parks & Recreation

1. Pumpkin Fest

Pumpkin Fest will be held on Saturday October 26th, 1:00 - 3:00pm at Patton Park. This includes music, pumpkin carving, trunk or treat, and pumpkin lighting around the pond @6pm

1. On-going

1. On-going

2. Fall Programs

2. Our Fall program season is starting to wind down and will conclude in the next few weeks. Our Fall lineup included the following program:

Adult:

- Pickleball
- Tennis
- Lap Swim @ Bennet Center
- Water Exercise @ Bennet Center
- Volleyball
- Co-Ed Softball League
- Floral Arrangement

Youth

- Tots Soccer
- Tennis
- Karate
- Basketball
- Micro Sport
- Drop in Play Group
- Ninja Warrior
- Ice Skating
- Archery
- Gymnastics
- Early Release Wednesday Program
- Nerf Wars
- Pokemon Club
- Dodgeball
- Sport Card Trading
- Running Club
- Golf Lessons
- Chess club
- Kids Test Kitchen
- Babysitting Training
- Spanish Lessons
- Lego Master Builders
- Pickleball

3. Winter Program Brochure

In total we had 1324 total registrations for our fall programs.

The winter brochure will be released next week with the majority of the programs beginning after the new year.

Council on Aging

1. Programming

1. October Programming is wrapping up. This month we offered a lunch with friends, KevTech, Balance, Yoga, Qigong classes. Intro to Medicare class welcomed 12 residents. We are averaging 21 residents coming through the door each day.



November is also filled with a lot of new activities. We will be holding a Felted Gnome Making Class, an Eye care talk, Pie Giving Day, Lunch with Friends KevTech, and a Health Fair.

2. Shine

2. Open Enrollment continues. We still have a full month left (ends December 8th). I encourage everyone to review their plans to see if there have been any changes. I will start accepting appointments in the middle of September.

Appointments will be available until the last week in November. We are now booking out until the middle of November. I am asking anyone that wants an appointment to start by filling out and returning the plan finder review paperwork so that we can determine if an appointment is needed. If changes are suggested than an appointment is scheduled.

Retirement calls continue to come in about shine sign ups. When people come in I remind them that space fills up fast from

<p>3. Grants</p>	<p>October-December so if they will need help with open enrollment they should call ahead.</p> <p>3. No change in grant. Quarterly report was completed and submitted to the state. We have given out an additional 5 chromebooks/ipads.</p> <p>We had an introduction to the grant and received from interest in it. Hoping to continue to gain interest.</p> <p>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 and apple pencils through the grant so that we can offer more.</p> <p>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 1t 11:00 is the tablet talk.</p>			
<p>4. Newsletter</p>	<p>4. Our second newsletter has been disrupted via mailchimp. If you would like to receive the newsletter via email please reach out to us. Paper copies were mailed out starting on Thursday. Unfortunately, we were short on newsletters so approximately 150 will go out on Monday.</p>			
<p><u>Human Resources</u></p> <p>1. Openings</p>	<p>1. Current Openings: for more information, see Career Opportunities on the Human Resources page of the Town Website</p> <ul style="list-style-type: none"> • Shared Principal Assessor (Hamilton/Wenham) • Land Use Clerk 		<p>Accounts Receivable/ Accounts Payable Coordinator : The town</p>	

<p>2. Collaboration</p> <p>3. Employee Engagement</p> <p>4. Notifications</p>	<ul style="list-style-type: none"> ● Conservation Agent (Shared service with Manchester-by-the-Sea) ● OPEN - Secondary Operator - Water Dept* ● Planning and CPA Coordinator ● Regional Public Health Nurse: Towns of Hamilton, Essex, Wenham, and Rockport* ● Health Inspections (pending) <p>*Working with the Regional Coordinator on the Regional Public Health Nurse position to make it more desirable. Will present ideas to the Hamilton Town Manager (regional lead)/ongoing.</p> <p>2. *Working with DPW Director on incentive options to attract qualified candidates.</p> <p>3. Creating Employee Engagement holiday recognition handouts focusing on team building and appreciation.</p> <p>4 . Working with MIIA on Health and Wellness programs for town employees in the winter.</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 11/13 		<p>has hired a full-time AR/AP Coordinator, the person starts on November 4.</p>	
<p><u>Town Clerk's Office</u></p> <p>2024 Conflict of Interest Annual Filings MGL C. 268A</p>	<p>All municipal employees (including board and committee members) received an email from the State Ethics Commission regarding Ethics on-line training requirements. EVERY municipal employee MUST acknowledge receipt of the summary EVERY YEAR.</p>		<p>Jan - Dec</p> <p>Jan - Dec</p>	<p>Year round</p> <p>Never ending!</p>

<p>2024 Dog License Renewals MGL C. 140 s.137, 137A</p> <p>DBA MGL C. 110 s.5</p> <p>Move to Patton Homestead</p> <p>2024 Election Season = 4 Elections [3 down and 1 to go!] plus a recount too! STATE ELECTION, TUES, NOV 5 EARLY VOTING STARTING OCT 19; LAST DAY TO REGISTER SAT OCT 26; LAST DAY TO REQUEST MAILED BALLOT TUE OCT 29</p> <p>2024 Hamilton Census/Street List process MGL C.51 s.4</p>	<p>Several are still delinquent!</p> <p>In 2023 we issued 962 dog licenses. Anne has issued 979 through September. Late fees kicked in in June. Some residents are delinquent.</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 24 in 2024.</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>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> Postcard applications were mailed out; we have processed 2152 requests. We mailed 1967 ballots for the State/Presidential Election.</p> <p><u>IN PERSON EARLY VOTING:</u> There is 2 weeks of in-person early voting at the Patton Homestead from Sat Oct 19 - Fri Nov 1</p> <p><u>NOV 5 ELECTION DAY:</u> At the Rec Center from 7:00 am - 8:00 pm</p> <p>Voters can go to www.VoteinMA.com to register to vote, apply for vote by mail, track their ballot and find other election info</p> <p>The 2024 Census Form was mailed to 2822 households mid-January. Forms were due</p>		<p>Jan - Dec</p> <p>November 2023</p> <p>Nov 2023 - Nov 2024</p> <p>Jan 2024 - Dec 2024</p>	<p>Several more expected</p>
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<p>Sep 23 Special Town Meeting</p>	<p>back in 10 days. The mailing included the dog license renewal form and the 2024 trash schedule. We have updated 1995 forms in the voter system. Approximately 30% of forms have NOT been returned. We have manually updated information for all residents living at the Gordon Conwell Theological Seminary.</p> <p>Minutes were completed and uploaded to the Clerk webpage</p>			<p>Sep 2024</p>	