



# Town of Hamilton

## Town Manager Report

For week of October 8, 2024

Department/ Project	Weekly Update	Timeline	Status
<p>1. Thank you!</p>	<p>1. By now, most people know that the Special Town Meeting on Monday, Sep. 23 approved the town's request for an extra \$2 million in funding for the previously approved Town hall project. The combination of available unspent funds and new bonding through the Community Preservation Committee, means that the town's historic Town Hall preservation and decarbonization projects can commence. At the moment, the town is working with representatives for both the general contractor (Campbell Construction) and the Energy Services Group, to get both companies under contract and starting the project with an anticipated start of construction for early November and lasting 15-18 months.</p>	<p>1. 18 months</p>	<p>1. <i>Contracting</i></p>
<p>2. Saying Goodbye!</p>	<p>2. It is with some sadness that we formally announce the departures of two of our valued staff. Laurie Wilson who has served as the Assistant to the Town Manager and staff to several important committees for the past three plus years will be leaving to devote her full energies to her grandchildren - we will miss her, but wish her well. Also leaving us will be Director of Assessing Todd Laramie, who has served both Hamilton and Wenham very well for the past almost two years. Todd has accepted the same position in his hometown of Marblehead. Again we are sorry to lose Todd, as he has done great work in professionalizing and standardizing the assessing function in Hamilton. We wish him luck in Marblehead.</p>	<p>2. October 2024.</p>	<p>2. <i>Completed</i></p>

<p>3. Indigenous People's Day event</p> <p>4.</p>	<p>3. On Monday, October 14 the Hamilton Human Rights Commission will be leading a gathering and recognition of the native people's of Hamilton beginning at 11 a.m. at Masconomet Burial Ground at Sagamore Hill. Folks can gather at Masconomet Playing Fields (formerly Donovan Fields) on Nasco Road and joining the walk up to Masconomet's resting place. Please see the full announcement on the Hamilton Human Rights Commission's web page on the town website.</p> <p>4.</p>	<p>3. October 14 at 11 a.m.</p> <p>4.</p>	<p>3. <i>Planned</i></p> <p>4.</p>
<p><b><u>Public Works</u></b></p> <p><b>UpComing Events</b></p> <p><b>Facilities</b></p> <p><b>DPW Administration</b></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. 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>Timeline</p> <p>Construction Start Fall 2024</p> <p>October 2024</p> <p>Fall 2024</p> <p>Open</p>	<p>Status</p> <p>Funding Secured Agreement being processed</p> <p>Equipment ordered</p> <p>Under Agreement</p> <p>Open</p>

<p><b>Highway Dept</b></p>	<p>Truck Driver/Laborer - DPW has hired Ryan LeGault as the new DPW Truck Driver Laborer</p> <p>OPEN - Secondary Operator - Water Dept</p> <p>If interested please email Tim Olson @ <a href="mailto:tolson@hamiltonma.gov">tolson@hamiltonma.gov</a> or call 978-626-5227 for position details.</p> <ol style="list-style-type: none"> <li>Essex Street Drainage</li> </ol> <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. <b>No new update</b></p> <ol style="list-style-type: none"> <li>Roadway and Sidewalk Improvements</li> </ol> <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 Forest Street, and some miscellaneous drainage improvements.</p> <ol style="list-style-type: none"> <li>Route 22 Paving</li> </ol> <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>On-going</p> <p>Fall 2024 bid</p> <p>TBD</p>	<p>Waiting for owner and development submittal</p> <p>In-progress</p> <p>Selected by MassDOT</p>
<p><b>Vehicle Maintenance</b></p>	<ol style="list-style-type: none"> <li>New Purchased Vehicles</li> </ol> <p>DPW is still waiting for both front line sanders to be delivered.</p>		<p>Ongoing</p>	<p>On order</p>
<p><b>Cemetery</b></p>	<ol style="list-style-type: none"> <li>Walker Mower</li> </ol> <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>Approved</p>	<p>Purchased</p>
<p><b>Sanitation</b></p>				



	<p>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. <b>No new update.</b></p> <p>3. Well Maintenance</p> <p>The Hamilton Water Department has contracted with Maher Services in the amount of \$91,000 for the FY25. <b>Caisson Well was recently redeveloped and brought back on line.</b></p> <p>4. 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. <b>No New update.</b></p> <p>5. 2023 Consumer Confidence Report</p> <p>The Hamilton Water Department has begun formulating the 2023 Consumer Confidence Report. <b>No new update.</b></p>	<p>Ongoing</p> <p>Design by Fall 2024 Construction TBD</p> <p>Completed and available on the Town Website</p>	<p>In progress</p> <p>Agreement Signed</p> <p>Complete</p>
<p><b><u>Police</u></b></p> <p>1. Full-Time Hire(s)</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.</p> <p><b>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.</b></p>	<p>September 1st</p> <p>October 30th</p>	

<p>2. Massachusetts Police Accreditation Commission</p> <p>3. Good Citizenship Program</p>	<p>We have successfully completed our accreditation assessment and have been approved for State Re-Accreditation. We will receive our official award on October 30th.</p> <p>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><b>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.</b></p>		
<p>4. State Grant</p>	<p>We have recently applied for, and have been approved to receive \$11,488 in grant money for traffic/bike education/equipment.</p>		
<p><b><u>Fire Dept</u></b></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 11 fire related calls, 14 medical calls, 5 mutual aid calls, 2 MVA, 0 brush fires and 6 public assists. We also conducted the following fire prevention activities, 7 inspections.</p>	<p><b>1. On Going</b></p>	
<p>2. Maintenance</p>	<p>Hydrant cleaning &amp; painting has been completed for the season. We cleaned, prepped and repainted 78 hydrants this season.</p>	<p><b>2. Complete</b></p>	



3, Grant

The HFD received an EMPG grant through the Mass Emergency Management Agency (MEMA). The grant funded the purchase of (3) new cold water rescue suits. These suits have been purchased and put into service.

3.Complete

**Planning and Inspectional Services**

Master Plan

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

On-going

On-going

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

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.

Two zoning articles for public/town meeting vote are expected April 2025. Planning Board hearing likely in Feb/Mar 25.

Ongoing

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

Expect town meeting articles.

On-going

On-going



<b><u>Public Health Department</u></b>			
1. Health Related	<p>Currently we're experiencing 5 confirmed cases of Lyme Disease, 1 case of influenza, 2 cases of Campylobacteriosis, 8 confirmed cases of Coronavirus and 1 case of Salmonellosis. Public Health clinics for the flu and bivalent boosters will begin soon (an announcement will be made). 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.</p>	On-going	
2. Food Permitting and Inspection	<p>Permitting of food establishments/food trucks is on-going for the 2024 year. Round 2 of food establishment inspection has commenced in accordance with appendix 5 of the 2013 food code. Summer camp and pool inspection has been completed.</p>		
3 Septic	<p>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.</p>		
4. Animals	<p>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 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>5. New Programs</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>6. Public Health Concerns</p>	<p>Walmart has recalled nearly 10,000 cases of apple juice sold in stores across the U.S. that were found to contain potentially harmful levels of inorganic arsenic. The affected product may temporarily cause adverse health consequences. The recall applies to 9,535 cases of Great Value brand apple juice sold in 25 states, the contaminated six-packs of 8-ounce juice bottles after discovering levels of the chemical contaminant that exceeded industry standards and can cause symptoms such as vomiting, abdominal pain, diarrhea, numbness and muscle cramping. The EPA has labeled inorganic arsenic a carcinogen, or a substance that causes cancer.</p> <p>Also, With the threat of mosquito borne illnesses 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 repellent (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).</p>		

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

**1. FY24 Audit**

1. Patton Homestead was extra busy this past week with auditors from Clifton Larson Allen on site to perform the FY24 audit testing. They will continue to request testing documents virtually in hopes to have a full presentation to the Select Board in November.

It is important to understand that although an audit is driven by finance, it takes great leadership from the Select Board, Town Manager, FinCom, and all Department Heads to implement best practices of internal controls to continue to promote fiscal responsibility and financial management while working to minimize or eliminate a high risk environment.

**2. New OPEB Actuarial Valuation**

2. For compliance purposes related to GASB 74 & 75, Hamilton engaged the services of Odyssey Advisors for a renewed Actuarial valuation of Other Post Employment Benefits Plan (OPEB) through June 30, 2023. The timing of this valuation helps the success of the timeliness of audit results.

**3. Financial Policies**

3. With advice from Hamilton's auditors, Finance worked with the FinCom and the Select Board to adopt a Grants Management Policy, a Procurement Conflict of Interest Policy, and a Comprehensive Public Records and Technology Policy. These policies were officially adopted on August 5th.

**4. DLS/Gateway Submission**

4. Finance worked to finalize the Department of Revenue submission of the FY24 Balance Sheet and all requirements involved in such. Those requirements are related to Cash, Accounts Receivables,

	<p>Water Enterprise, Special Revenue Accounts, Grants and Trusts, Capital accounts, deficits waiting for reimbursement at year end, Statement of Indebtedness, Cherry Sheets, Snow &amp; Ice and the General Fund Free Cash calculation as well as the Water Enterprise Retained Earnings calculation for certification. A successful submission could mean a quick turnaround in Free Cash and Retained Earnings certifications.</p>		
<p><b><u>Treasurer/Collector</u></b></p>			
<p><b>1 Tax Title</b></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 &amp; FY24 tax titles together.</p>		
<p><b>2 Billing</b></p>	<p>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><b>3 Month-end</b></p>	<p>Balancing receivables, bank statements, and cash.</p>		
<p><b>4 Benefits /Payroll</b></p>	<p>Sue has been extremely busy with benefits with several new hires and people leaving</p>		
<p><b>5.Regional school</b></p>	<p>Working on the POS statement for the schools up coming Bonding</p>		
<p><b>6 Misc</b></p>	<p>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 final fill our open position</p>		

**Parks & Recreation**

1. Fall 2024 Programs

Registration for Fall Programming opened on Tuesday, August 20th. To date we have had over 900 unique registrations for our fall activities. Our first session of fall programs started this week with fall programs continuing through early december.

1. On-going

1. On-going

2. Gymnasium Floor Refurbishment

As we do each year around this time, our gym floor was refurbished or “screened”. This maintenance helps maintain the “stickiness” to the floor as well as helps from further deterioration. The work is complete in one day with the floor being unavailable for two days after. The gym was back available for use on Sunday, September 8th.

3. Winterization of Pool

The pool is scheduled to be winterized (drained, covered, chemicals) in about 2 weeks time. In order to keep the integrity of the pool itself it will run until it is closed, but it not open to the public

4. Camp Registration Numbers

- 2, 121 unique registrations
- 528 different campers
- 224 campers per week on average

5. Pool Statistics

- 392 memberships sold
- 88 participants on swim team

Pool Attendance

- 6,804 membership scan-ins
- 863 drop-ins
- Average 100 swimmer per day during open swim

**Council on Aging**

**1. Programming**

September programming was successful. Our most successful programming was KevTech, World Immigration day (we had a immigration Lawyer talk) and our round table to discuss new ideas to bring to the center. Our exercise classes continue to grow in numbers. During the month of September we had 132 patrons visit us for a total of 375 visits.



October we have a lot on the books. We had a lunch with friends on Monday, which is always successful and continues to gain. Pedicures with Dr. Van Ness is on a waiting list, a Baseball presentation with Wenham, National Dessert Day, 2 Intro to Medicare talks, 2 Flu Clinics (the 15th & 29th-reservations are requested) and Halloween Party.

**2. Shine**

Open enrollment starts on October 15th. 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 will be hosting an Intro to Medicare hour on October 21st starting at 3:00pm. I am now scheduling Medicare review meetings into November. I am booked for the last two weeks in October. Retirement calls continue to come in about shine sign ups. When people come in I remind them that space fills up fast from October-December so if they will need help with open enrollment they should call ahead.

Ongoing

Ongoing

<p>3. Grants</p> <p>4. Newsletter</p>	<p>Meeting with Rowley to discuss Grant and how to have more residents utilize it. A press release will be going out to the local newspapers, we are also hoping to have someone be able to do one on one lessons with residents with special focus on getting onto health charts, scheduling appointments with internet, phone providers, reserving library books, facetime, etc.</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 at 11:00 is the tablet talk.</p> <p>We have started using mailchimp to send out our newsletter. I am hopeful that we can start sending out a weekly newsletter as well as using this to add more people to the email list from the paper copy of the newsletter.</p>	<p>Ongoing</p>	
<p><b>Human Resources</b></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"> <li>• Conservation Agent (Shared service with Manchester-by-the-Sea)</li> <li>• Truck Driver/Laborer - DPW has hired Ryan LeGault as the new DPW Truck Driver Laborer</li> <li>• OPEN - Secondary Operator - Water Dept</li> </ul>	<p><b>Accounts Receivable/Accounts Payable Coordinator</b> : The pre-screen interviews</p>	



<p>2. Collaboration</p> <p>3. Employee Engagement</p> <p>4. Notifications</p>	<ul style="list-style-type: none"> <li>• Planning and CPA Coordinator</li> <li>• Regional Public Health Nurse: Towns of Hamilton, Essex, Wenham, and Rockport*</li> <li>• <b>Accounts Receivable/Accounts Payable Coordinator</b></li> <li>• Health Inspections (pending)</li> </ul> <p><b>*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).</b></p> <p><b>*Working with DPW Director on incentive options to attract qualified candidates.</b></p> <p>3.</p> <ul style="list-style-type: none"> <li>• Developing an Employee Engagement survey focussed on team building and enrichment.</li> </ul> <p>4 . Working with MIIA on Health and Wellness programs for town employees in the fall/winter.</p> <p>Attending a Racial Equity Advancement &amp; Collaborative Hub (REACH) program in Boston. Hosted by the Metropolitan Planning Council.</p> <ul style="list-style-type: none"> <li>• <b>Next meeting scheduled 10/9.</b></li> </ul>	<p>with the Town Accountant and Assistant Treasurer/Collector are complete. The second interviews with the Finance Director and Treasurer/Collector are scheduled for 10/8/2024.</p>	
<p><b><u>Town Clerk's Office</u></b></p> <p>2024 Conflict of Interest Annual Filings MGL C. 268A</p> <p>2024 Dog License Renewals MGL C. 140 s.137, 137A</p> <p>DBA MGL C. 110 s.5</p>	<p>All municipal employees (including board and committee members) received an email from the State Ethics Commission regarding Ethics on-line training requirements. <b>EVERY municipal employee MUST acknowledge receipt of the summary EVERY YEAR. Several are still delinquent!</b></p> <p>In 2023 we issued 962 dog licenses. Anne has issued 979 through September. Late fees kicked in in June. <b>Some residents are delinquent.</b></p> <p>“Doing Business As” renewals due every 4 years; approx 40 to be renewed in calendar year 2024. We issued 49 in 2023. <b>We have issued an additional 24 in 2024.</b></p>	<p>Jan - Dec</p> <p>Jan - Dec</p> <p>Jan - Dec</p>	<p>Year round</p> <p>Never ending!</p> <p>Several more expected</p>

<p>Move to Patton Homestead</p> <p>2024 Election Season = 4 Elections [3 down and 1 to go!] plus a recount too!  <b>STATE ELECTION, TUES, NOV 5</b>  <b>EARLY VOTING STARTING OCT 19;</b>  <b>LAST DAY TO REGISTER SAT OCT 26;</b>  <b>LAST DAY TO REQUEST MAILED BALLOT TUE OCT 29</b></p> <p>2024 Hamilton Census/Street List process  MGL C.51 s.4</p> <p>Sep 23 Special Town Meeting</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><b><u>VOTE BY MAIL:</u></b> Postcard applications were mailed out; we have processed 2152 requests. We mailed 1646 ballots for the State/Presidential Election.</p> <p><b><u>IN PERSON EARLY VOTING:</u></b> There will be 2 weeks of in-person early voting at the Patton Homestead from Sat Oct 19 - Fri Nov 1</p> <p><b><u>NOV 5 ELECTION DAY:</u></b> At the Rec Center from 7:00 am - 8:00 pm</p> <p>Voters can go to <a href="http://www.VoteinMA.com">www.VoteinMA.com</a> 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 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>November 2023</p> <p>Nov 2023 - Nov 2024</p> <p>Jan 2024 - Dec 2024</p> <p>Sep 2024</p>	