




# Town of Hamilton

## Town Manager Report

For week of November 4, 2024

Department/ Project	Weekly Update	Timeline	Status
1. Welcome!	<p>1. Please help us in welcoming Julie Petipas to the Treasurer's Office. Julie comes to us with a Bachelor's degree from Stonehill College and a Master's in Accounting from Bryant University. We have had a vacancy in the Treasurer's office since last Spring and in her new role Julie will be working with accounts receivables, some account payables work and some billing coordination with our Water Billing Clerk. We are excited to have Julie joining the team.</p>	1. Current	<i>1. Hired</i>
2. Kick-off coming	<p>2. The town has signed contracts with the construction teams managing the different aspects of the Town Hall project and we will mobilize a project kick-off on the site for all partners on November 20. The General Contractor will be providing the town with a project schedule and timeline within the next week and is currently projecting a 12-14 month construction schedule that if construction begins on December 1, would get us to a March - April of 2026 return to Town Hall. There is of course a great deal to do between now and then and we will be opening walls that haven't been touched in over 100 years, so some project delays may occur, but we are optimistic that town offices can return to Town Hall in the first half of 2026. More to come!</p>	2. 12-15 months	<i>2. Construction starting</i>
3. Staff Holiday Party	<p>3. The Annual Staff Holiday Party is planned for Thursday December 19, beginning at 12:30. As has been our practice, all town offices, except public safety will close at noon on that day and re-open the following day at 8 a.m.</p>	3. Dec. 19	<i>3. Planned</i>

Public Works		Timeline	Status
<b>UpComing Events</b>	<p>E Waste Day 11/16/2024 Leak Pick Up Day 12/7/2024</p>		
<b>Facilities</b>	<p>1. Hamilton Town Hall</p> <p>The Contractor, Campbell Construction Group, LLC officially will begin the project on 12/1/2024. The last office moves are taking place to complete the full relocation of town hall offices. There will be more information coming on the location of the DPW office. Please stay tuned.</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. <b>No new update.</b></p> <p>3. Patton Homestead Pavilion - Design Services</p> <p>Hamilton has contracted with EJ+P, Inc. for design services necessary for the Homestead Pavilion project. .</p>	<p>1.Const. Start 12/1/2024</p> <p>2. October 2024</p> <p>3.Fall 2024 Const. Spring 2025</p>	<p>1. Final Town Hall Cleaning Out</p> <p>2. Equipment ordered</p> <p>3.Under Agreement</p>
<b>DPW Administration</b>	<p>1. Employment Opportunities</p> <p><b>OPEN - Secondary Operator - Water Dept</b></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>	<p>1. Open</p>	<p>1. . Open</p>
<b>Highway Dept</b>	<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. <b>No new update</b></p> <p>2. Roadway and Sidewalk Improvements</p> <p>The Town recently bid out the 2024 Roadway Improvements project that will include mill and overlay of Bridge Street from School Street to Essex Street, reconstruction of a portion of Greenbrook Road, New sidewalk along Essex Street, between Forest Street and School Street, and some miscellaneous drainage</p>	<p>1. On-going</p> <p>2. Fall 2024 bid Spring 2025 Const.</p>	<p>1. Waiting for owner and development submittal</p> <p>2.. In-progress</p>

<p><b>Vehicle Maintenance</b></p>	<p>improvements. Two bids were received and DPW is reviewing bids and funding. Base bids received were ~\$820k with some additional alternatives for consideration and additional price.</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>1. New Purchased Vehicles</p> <p>DPW received the first front line sander. We are still waiting for the second sander.</p> 	<p>3. TBD</p> <p>1. Complete</p>	<p>3. Selected by MassDOT</p> <p>1. Received</p>
<p><b>Cemetery</b></p>	<p>1. Walker Mower</p> <p>DPW has purchased a new Walker Mower for the Cemetery using Perpetual Care Funds.</p>	<p>1. Complete</p>	<p>1. Purchased</p>
<p><b>Sanitation</b></p>	<p>No Sanitation Updates</p>		
<p><b>Parks and Grounds</b></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. <b>No new update.</b></p>	<p>1. Fall/Winter 2024/2025</p>	<p>1. Preliminary Discussions</p>
<p><b>Energy</b></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. <b>No new update.</b></p>	<p>1. Included in Town Hall project</p>	<p>1. Under design</p>

<p><b>Water</b></p>	<p>1. Lead Service Inventory and Assessment</p> <p>The Hamilton Water Department successfully submitted the mandatory Water Service Line Inventory to MassDEP prior to the October 16, 2024 deadline. However, there are still items to complete. Hamilton and its' hired consultant, Stantec Engineers, have complied all the inventory data which is available on the town website at <a href="https://www.hamiltonma.gov/government/water-department/lead-copper/">https://www.hamiltonma.gov/government/water-department/lead-copper/</a> Residents will receive 1 of 4 letters depending on the results from the inventory and the additional items still needed. Please read the received letter carefully. The first 3 paragraphs will include the information needed. As always, if you have any questions, please call the Hamilton Water Department at 978-626-5226 or email Hamilton's DPW Director at <a href="mailto:tolson@hamiltonma.gov">tolson@hamiltonma.gov</a>.</p> <p>2. 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. <b>No new update.</b></p> <p>3. Well Maintenance</p> <p>The HamiltonWater Department has contracted with Maher Services in the amount of \$91,000 for the FY25.. <b>Plateau Well and Idlewood #2 were recently redeveloped and brought back on line.</b></p> <p>4. Phase 5 Water Improvements</p> <p><b>Stantec Consulting Services is underway with the design for the Phase 5 Water System Improvements that will be concentrated along Fox Run, Tally Ho, Oak, Plum, Chestnut, Pine, and other surrounding streets.</b> 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.</p>	<p>1. In-process</p> <p>2. In-process</p> <p>3. Ongoing</p> <p>4. Design by Fall 2024 Construction TBD</p>	<p>1. Working on data from public side, will be reaching out to private owners for cooperation</p> <p>2. Gathering field data for system wide information</p> <p>3. In progress</p> <p>4. Agreement Signed</p>
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<p><b><u>Police</u></b></p> <p>1. Full-Time Hire(s)</p> <p>2. Massachusetts Police Accreditation Commission</p> <p>3. Congratulations!</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. <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>2. 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>3. We are pleased to announce the promotion of Sergeant Matt Donovan to the rank of Lieutenant. Lieutenant Donovan has been a member of the Hamilton Police Department for approximately 30 years and holds a Masters Degree in Criminal Justice. Lieutenant Donovan is replacing Steve Trepanier, who retired in July.</p>	<p>1. September 1st</p> <p>2. October 30th</p> <p>November 1st.</p>	
<p><b><u>Fire Dept</u></b></p> <p>1 Department Stats</p> <p>2. Maintenance</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 <b>14 fire related calls, 19 medical calls, 2 mutual aid calls, 2 MVA, 1 brush investigation and 2 public assists.</b> We also conducted the following <b>fire prevention activities, 9 inspections.</b></p> <p>2 Before winter our fire personnel will be checking hydrants throughout the Town for water that hasn't drained properly out 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><b>1. On going</b></p> <p><b>2. On going</b></p>	

<p>3, DFS Grant</p>	<p>3. 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>	<p>3 On going</p>	
<p>4. Hazardous Mitigation Grant</p>	<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>	<p>4. On going</p>	
<p>5. Severe drought</p>	<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>	<p>5. On going</p>	
<p>6. Recruits</p>	<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>	<p>6. On going</p>	

**Planning and Inspectional Services**

1. Master Plan

1. MP document has been reviewed/edited by Planning Board; **text is being formatted by staff and is to be available on the town website soon - likely November.**

1.  
On-going

1. On-going

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

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.

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.**

2. Ongoing

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

3. Expect town meeting zoning articles.

3.  
On-going

3. On-going

**Public Health Department**

1. Health Related

1. 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.

1.  
On-going

2. Food Permitting and Inspection

2. 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

3. 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

4. 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.



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. 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)

5. 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.

6. 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 *Listeria monocytogenes*. 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. 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 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).

5. New Programs

6. Public Health Concerns

	<p>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>		
<p><b><u>Finance</u></b></p> <p><b>1. FY24 Audit</b></p> <p><b>2. FY24 Free Cash Certification</b></p> <p><b>3. FY26 Tax Rate Setting</b></p> <p><b>4. FY26 Budget Preparation</b></p> <p><b><u>Treasurer/Collector</u></b></p> <p><b>1 Tax Title</b></p> <p><b>2 Billing</b></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 have decided to wait and process FY23 &amp; 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><b>3 Month-end</b></p>	<p>3. Balancing receivables, bank statements, and cash.</p>		
<p><b>4 Benefits /Payroll</b></p>	<p>4. Sue has been extremely busy with benefits with several new hires and people leaving</p>		
<p><b>5.Regional school</b></p>	<p>5. Working on the POS statement for the schools up coming Bonding. BOS statement has been sent in to Locke &amp; Lord</p>		
<p><b>6 Town Borrowing</b></p>	<p>6. Working on requirement letter for BOND Council for upcoming CPA borrowing</p>		
<p><b>7 Misc</b></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. Fall Programs

1. 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

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

2. Winter Program Brochure

2. The winter brochure will be released next week with the majority of the programs beginning. 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.

1. On-going

1. On-going

## Council on Aging



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.

### 1. Programming

1. 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. Appointments will be available until the last week in 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 then an appointment is scheduled.

### 2. Shine

2. Retirement calls continue to come in about shine sign ups. When people come in I remind them that space fills up fast so if they will need help with open enrollment they should call ahead.

### 3. Grants

3. No change in grant. Quarterly report was completed and submitted to the state. We have given out an additional 5 chromebooks/ipads. 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. Tablets have been purchased and should be here within the next couple of weeks. We are scheduling an information session at the beginning of April so that we can distribute them to interested residents. There will be a sign out procedure. April 1, 11A.M. is the tablet talk.

### 4. Newsletter

4. Our second newsletter has been distributed 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.

<p><b><u>Human Resources</u></b></p> <p>1. Openings</p> <p>2. Collaboration</p> <p>3. Employee Engagement</p> <p>4. Notifications</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>● Shared Principal Assessor (Hamilton/Wenham)</li> <li>● Land Use Clerk</li> <li>● Conservation Agent (Shared service with Manchester-by-the-Sea)</li> <li>● OPEN - Secondary Operator - Water Dept*</li> <li>● Planning and CPA Coordinator</li> <li>● Regional Public Health Nurse: Towns of Hamilton, Essex, Wenham, and Rockport*</li> <li>● Health Inspections (pending)</li> </ul> <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 &amp; Collaborative Hub (REACH) program in Boston. Hosted by the Metropolitan Planning Council.</p> <ul style="list-style-type: none"> <li>● Next meeting scheduled 11/13</li> </ul>	<p>1. The town has hired a full-time AR/AP Coordinator, the person starts on November</p>	
<p><b><u>Town Clerk's Office</u></b></p> <p>1. 2024 Conflict of Interest Annual Filings MGL C. 268A</p> <p>2. 2024 Dog License Renewals MGL C. 140 s.137, 137A</p>	<p>1.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. Several are still delinquent.</p> <p>2. 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>Jan - Dec</p> <p>Jan - Dec</p>	<p>Year round</p> <p>Year Round</p>

<p>3. DBA MGL C. 110 s.5</p>	<p>3. "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 27 in 2024.</b></p>	<p>Jan - Dec</p>	<p>Several more expected</p>
<p>4. Move to Patton Homestead</p>	<p>4. 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><b>5. 2024 Election Season is DONE = 4 Elections</b></p>	<p>5. 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>NOVEMBER 5 RECAP:</b> Unofficial results show voter turnout at 81% or 4764 voters. Early ballots (mailed and in-person) accounted for 50.5% of the ballots cast on election day. Ballots postmarked on or before Nov 5 can arrive up to 5:00 pm on Fri, Nov 8 and we will publicly count them on Wed Nov 13 and add the votes to the Nov 5 totals..</p> <p><b><u>VOTE BY MAIL:</u></b> <b>We mailed 1924 ballots for the election; 1524 (79%) were returned .</b></p> <p><b><u>IN PERSON EARLY VOTING:</u></b> Between Sat Oct 19 - Fri Nov 1 <b>890 residents voted early in person.</b></p>	<p>November 2023</p> <p>Nov 2023 - Nov 2024</p>	
<p>6. 2024 Hamilton Census/Street List process MGL C.51 s.4</p> <p><b>2025 Census process too!</b></p>	<p>6. 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 <b>1995</b> 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><b>I have received the draft 2025 Census form to review and approve. Forms will be mailed at the end of December.</b></p>	<p>Jan 2024 - Dec 2024 <b>And again for 2025</b></p>	