



# Town of Hamilton

## Town Manager Report

Week of February 3, 2025

Department/ Project	Weekly Update (New Information in Green)	Timeline	Status
<p><b><u>Town Manager's Office</u></b></p> <p>1. Hamilton Police Chief Selection Process</p> <p>2. Subscribe to Calendar</p> <p>3. Meetings</p> <p>4. Improving the Website</p> <p>5. Phone system reorganization</p>	<p>1. The application period for the Hamilton Police Chief position closed on January 30 after a 30-day advertisement. A total of 15 candidates applied, all meeting the minimum qualifications. A resume review will be conducted to rank candidates, determining who will advance in the next step of the process.</p> <p>2. A new subscribe feature is available for the event calendar to get meeting dates delivered straight to an email inbox.</p> <p>3. Visit the master calendar on the town website for upcoming meeting dates, agendas and packets.</p> <p>4. We continue to make updates and improvements to the website. In the last 3 months, the online Directory has been reorganized and updated to reflect recent changes in offices and departments and phone system improvements. The Town Manager's page, DPW pages and appointed Committee descriptions have been standardized to improve readability and we are working on new code to track and promote board and committee openings.</p> <p>5. All Office extensions have been updated from 6 digit-extensions to 4-digit extensions and now coincide with the external number 4 digits.</p>	<p>1. February 2025</p> <p>2. February 2025</p> <p>3. On-going</p> <p>4. Feb-April</p> <p>5. January 2025</p>	<p>1. On-going</p> <p>2. Complete</p> <p>3. On-going</p> <p>4. On-Going</p> <p>5. Completed</p>

6. Annual Town Report 2024 and FY 2026 Budget	6. This year, the Annual Town Report (ATR) and Budget will be combined into one document, following a recommendation from UMass Boston’s Edward J. Collins Center for Public Management. Thanks to our Committee and Board Chairs for their ATR letters and submissions.	<u>Timeline</u> January 2025	<u>Status</u> On-Going
7. Cyber Security Training	7. In partnership with KnownBe4 and community partners, we’ve completed cybersecurity training for all boards, committees, and employees for 2025. The Town also participated in the Cyber251: Incident Response Planning Forum at UMass Lowell, hosted by the Executive Office of Public Safety and Security. The conference, attended by Hamilton Police, Fire Department, and the Town Manager’s Office, focused on preparing for cyberattack	7. October 2024--January 2025	7. Completed
8. Special Town Meeting	8. June dates are being discussed and identified for a potential special town meeting.	8. Feb 2025	8. On-Going
<u>Public Works</u>		<u>Timeline</u>	<u>Status</u>
1. Town Hall Renovation	1. The Town Hall renovation began in December and the demo continues.	1. Start Dec 2024	1. May 2026
2. Facilities	2. Replacement of AHU1 Cooling System—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.  Patton Homestead Pavilion—Hamilton has contracted with EJ+P, Inc. for design services necessary for the Homestead Pavilion project. Design Plans are underway for site plan review.	2. Winter 2025  Spring 2025	2. Ordered  Under Agreement
3. DPW Administration	3. Employment Opportunities OPEN - Secondary Operator - Water Dept. Email Tim Olson, <a href="mailto:tolson@hamiltonma.gov">tolson@hamiltonma.gov</a> for position details.	3. Open	3. Open
4. Highway Department	4. Essex Street Drainage—DPW continues to communicate with the engineering	4. On-going	4. Pending

	<p>consultant and owner of 470 Essex Street in hopes of a collaborative effort to address drainage upgrades along Essex Street near Appaloosa Lane.</p> <p>Roadway and Sidewalk Improvements—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, a new sidewalk along Essex Street, between Forest Street and School Street, and some miscellaneous drainage improvements. This project was awarded to D&amp;R Paving in the amount of \$871,972.56. Work is planned for this spring.</p> <p>Route 22 Paving—Hamilton was chosen as a MA community to have Route 22 paved under the MassDOT Municipal Pavement Program. The full extent of the project and schedule have not yet been released from MassDot.</p>	<p>Spring 2025 Const.</p> <p>Spring/ Summer 2025</p>	<p>In-progress</p> <p>Selected by MassDOT</p>
<b>5. Vehicle Maintenance</b>	5. New Purchased Vehicles DPW received the 1st of two front-line sander.	5. Complete	5. Received
<b>6. Cemetery</b>	6. Mower - DPW has purchased a new Walker Mower for the Cemetery using Perpetual Care Funds.	6. Complete	6. Received
<b>7. Sanitation</b>	7. No Sanitation Updates		
<b>8. Parks and Grounds</b>	8. Patton Park Improvements—The DPW and Rec Departments 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 6 Select Board meeting. High priorities from the Patton Park Master Plan were drainage improvements and pathways.	8. Winter 2024/25	8. Preliminary Discussions
<b>9. Energy</b>	9. The EV Charging station at the high school/middle school is closed temporarily due to safety precautions related to the proximity of the temporary boiler for the High School/Middle School. The EV Charging station at Town Hall is closed temporarily due to construction.	9. On-going	9. On-going

<p><b>10. Water Department</b></p>	<p>10. MassDEO Lead Service Inventory &amp; Assessment—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 received 1 of 4 letters depending on the results from the inventory and the additional items still needed. The first 3 paragraphs include the information needed. 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> with questions.</p> <p>GIS Asset Management—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.</p> <p>Well Maintenance—The Hamilton Water Department has contracted with Maher Services in the amount of \$91,000 for FY25. Plateau Well and Idlewood #2 were recently redeveloped and brought back online.</p> <p>Water Improvements (Phase 5)—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. 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>10. In-process</p> <p>In-process</p> <p>On-going</p> <p>Design by Fall 2024 Construction TBD</p>	<p>10. On-going</p> <p>Gathering field data for system wide information</p> <p>In-progress</p> <p>Agreement Signed</p>
------------------------------------	--	--	---

<u>Police</u>		<u>Timeline</u>	<u>Status</u>
1. Full-Time Hire	1. Edward (Ted) Wilson — Ted has been hired as a Full-Time Dispatcher for ECO. He previously worked as a dispatcher for both Newbury and Rowley Police Departments. Ted has begun the Field Training (FTO) Program and is currently working the day shift.	1. Sept. 1	
2. Evidence Room Repairs	2. We are in the final stages of repair to the evidence room from damage caused by a frozen/Busted sprinkler line.	2. On-going	
3. Annual Town Report	3. 2024 Annual Town Report letter submitted.	3. January 2025	3. Completed
<u>Fire Dept</u>		<u>Timeline</u>	<u>Status</u>
1. Department Stats	1. The Hamilton Fire Department responded to the following calls over the previous 2 weeks: 11 fire related calls, 25 medical calls, 2 mutual aid calls, 2 MVA, 0 brush and 3 public assists. We also conducted 3 inspections.	1. On-going	
2. Maintenance	2. Fire personnel will be checking hydrants throughout the Town for water that hasn't drained properly. When a hydrant is found with water still in the barrel it will be pumped out and winterized for the season.	2. On-going	
3. DFS Grant	3. HFD has been awarded a \$15,500 Department of Fire Services equipment grant. The money will be used to purchase specialized firefighting gear and equipment.	3. On-going	
4. Safe Grant	4. The HFD applied for a SAFE (Student Awareness of Fire Education) grant and a Senior SAFE grant in the amount of \$6800. These funds are used to promote fire safety programs for students and senior citizens.	4. On-going	4. Waiting for contract from state
5. Misc.	5. The Town of Hamilton is developing an update to their Hazard Mitigation Plan. f potential actions to mitigate those risks.	5. On-Going	
6. Annual Town Report	6. 2024 Annual Town Report letter submitted.	6. Feb 2025	6. Completed

<u>Planning and Inspectional Services</u>		<u>Timeline</u>	<u>Status</u>
1. New Home for the Building Department	1. After more than a year of hard work and sweat, renovations to the building housing the Building Department have been completed. The facility is conveniently located directly behind the Council on Aging building at 299 Bay Road to assist the public. Staff appreciates the efforts of DPW who assisted with the work.	1. Completed	1. Completed
2. Fire Safety for Solar Panels and Generators	2. Dennis Curran, Hamilton's Electrical Inspector, will be presenting to the Fire Department regarding the fire and electrical safety of solar panels and generators.	2. On-going	2. Short-term
3. Master Plan (MP)	2. The Planning Board is working with staff to place finishing touches on the Master Plan so that the exciting work of implementation can begin. The Master Plan is the Town's comprehensive long-range planning document.	3. January	3. On-going
4. MBTA Communities zoning	4. The Supreme Judicial Court issued a decision this week in the Attorney General v. Town of Milton case involving the MBTA zoning requirements. The Planning Board will be coordinating with the Select Board in regard to next steps moving forward.	4. January	4. On-going
5. Zoning Amendments for Town Meeting	5. The Planning Board is hard at work preparing articles for consideration at April Town Meeting. A complete list of articles will be finalized in January.	5. Jan April 2025	5. On-going
6. Conservation Commission	6. The Town is anxious to welcome a new Conservation Agent. A candidate has been identified and is anticipated to start in February.	6. February	6. On-going

<u>Public Health Department</u>		<u>Timeline</u>	<u>Status</u>
1. Health Related	1. Reported 4 case of influenza, 5 confirmed cases of Coronavirus and 1 case of Salmonellosis.	1. On-going	
2. Food Permitting and Inspection	2. Permitting food establishments/food trucks is on-going for the 2025 year. Round-2 of food establishment inspection is completed in accordance with appendix 5 of the 2013 food code.	2. On-going	
3. Septic	3. Soil tests, plan reviews and septic inspections are on-going along with permitting 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. rolled out a low-interest betterment loan program for 2025 that would benefit residents whose septic systems have failed and are in need of replacement. Contact <a href="mailto:bohadmin@hamiltonma.gov">bohadmin@hamiltonma.gov</a> for information.	3. On-going	
4. Animals/Tobacco	4. Permitting of Animals—Barn inspections are on-going, and the barn book will be completed and filed with the state. In accordance with the Board of Health regulations, the new expiration date for animal keeping is August 31. BOH has updated 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. In an effort to update Board of Health regulations, the board is investigating to draft a private well regulation and will have a decision coming soon.  Tobacco sales regulation updated in 2024 includes a ban on menthol flavored products (all tobacco sale permit holders have been inspected for such products).	4. On-going	
5. Program Initiatives:	5. Sharps—Collection containers can be obtained at the COA (299 Bay Road) taken home, filled and returned for disposal free.	5. On-going	

<p>6. Public Health Concerns: Norovirus across US</p> <p>7. Annual Town Report</p>	<p>Blood pressure screenings take place on the 2nd Wed. of each month from 3:30-5:30 P.M. at Lamson Hall.</p> <p>6. Norovirus cases are up 30% in parts of the U.S., per the CDC. Visit BOH on the website for full details and symptoms.</p> <p>7. 2024 Annual Town Report letter submitted.</p>	<p>6. On-going</p> <p>7. Jan 2025</p>	



<u>Finance</u>		<u>Timeline</u>	<u>Status</u>
1. FY24 Audit	1. Zack Fentross from Clifton Larson Allen presented the FY24 Audited Financial Statements to the Select Board on February 3rd. There were no material findings, and it is a clean audit for the Town of Hamilton.		
2. FY26 Budget Preparation	2. Hamilton presented the proposed FY26 Budget to the Select Board and FinCom on January 21st. We presented a balanced budget that continues to remain in compliance with all financial policies.		
3. FY26 GFOA Budget Report	3. We continue to work on the final deliverables with our team from the UMASS Collins Center for a GFOA Budget report.		
<u>Treasurer/Collector</u>		<u>Timeline</u>	<u>Status</u>
1. Tax Title	1. We fell a little behind schedule with FY23 Tax Title. We are down to just 2 parcels. We will process FY23 & FY24 tax titles together. Working on a small balance letter for FY24 Real Estate & Personal Property preparing to start Tax Title. Also paying close attention to new legislation regarding Tax Titles. We have sent out the first letters in our tax title process. We have decided to send letters to all outstanding parcels to generate a response before legal letters are required.	1. In-process	
2. Billing	2. Water bills are past due but our staff is working to keep up with late payments in anticipation of outstanding water bills being liened and moved to 3rd & 4th qtr. Real Estate tax bills.  FY 2025 Actual tax bills have been mailed. Taxpayer should have received bills at this time. The FY 2025 Tax Rate: \$15.65	2. On-going  December 27, 2024	
3. Month-end	3. Balancing receivables, bank statements, and cash for December 2025.	3. On-going	
4. Benefits /Payroll	4. The Assistant Treasurer/Collector has been busy establishing benefits with new hires and departures. Working on year-end payroll preparing for W2's for calendar year 2024. Workers Comp audit began this week and is on-going.	4. On-going	

5. Regional school	5. Working on the POS statement for the school's upcoming Bonding. BOS statement has been sent to Locke & Lord. Received continuing Disclosure for Town starting to work on that project	5. On-going	
6. Town Borrowing	6. Working on a requirement letter for BOND Council for upcoming CPA borrowing for 2025. Bond Council had a few follow up questions that they hoped to wrap up this week. Bond council is all set with our requirement letter. Just need to mail all original documents at this point.	6. On-going	
<b><u>Assessors</u></b>		<b><u>Timeline</u></b>	<b><u>Status</u></b>
1. RE/PP Abatements	1. The Board of Assessors is acting on real estate and personal property abatements for FY2025.	1. Submission deadline was Feb. 1, 2025	
2. Exemptions	2. The Assessor's office is processing 74 exemption applications for veterans and seniors.	2. April 1st deadline	
3. Motor vehicle excise	3. The Assessor's office reviewed 6,693 motor vehicle excise tax bills for 2025 mailing.	3. Complete	
4. Explaining tax process to residents	4. The Assessor's office speaks with residents on a daily basis about their assessments and tax bills.	4. Ongoing	
5. Keeping property records and maps up-to-date, new sales inspections	5. The Assessor's office updates property records with deed transaction information, property map changes, and results of new sales inspections.	5. Ongoing	
6. Chapter land	6. The Assessor's office manages receipt of applications and changes to properties relative to their chapter land status. Including recording and releasing tax liens at the Registry of Deeds.	6. Ongoing	

<u>Parks &amp; Recreation</u>		<u>Timeline</u>	<u>Status</u>
1. Patton Park Summer Program Registration	1. The 2025 Patton Park Summer Park Program Information Packet is online.	1. On-going	1. On-go
2. Patton Homestead Pavilion	Registration for the Summer Park Program opened Tuesday, February 4. As of (2/7) we had ~2000 unique registrations on opening night.	2. On-going	2. In-Process
3. Patton Park Master Plan	2. The pavilion was approved at the Site Plan review with the Planning Board on 2/4. We are now finalizing construction documents for the public bidding process. Funding comes from private fundraising, a Mass Cultural Council grant, and ARPA funds.	3. January 2025	3. Complete
4. Annual Town Report	3. The Town has contracted with CBA Landscaping Architects for the next phase of the Patton Park Master Plan, focusing on the gazebo, drainage, and accessibility improvements.	4. February 2025	4. Completed
4. Annual Town Report	4. 2024 Annual Town Report letter submitted.	4. February 2025	4. Completed
<u>Council on Aging</u>		<u>Timeline</u>	<u>Status</u>
1. Programming	1. February programs are in full swing, including a movie screening of <i>Boys in the Boat</i> , with the possibility of a guest speaker. Upcoming events include KevTech, Lunch with Police, and regular programs. We are currently finalizing the February and March schedules. Due to the holiday, there will be only one Acord event this month.	1. February 2025	1. On-Going
2. SHINE Program	2. Shine appointments continue to be scheduled. Appointment availability is limited, and a wait list is available.	2. February 2025	2. On-Going
3. Owl System	3. The Owl System is set up and will be used for the first time in our computer classes, allowing participants to join from home.	3. On-going	3. On-Going
4. Grants	4. The grant has funded several purchases, including Chromebooks and iPads. We still have plenty available for loans.	4. On-going	4. On-going
5. Newsletter	5. We're working on the March newsletter and have seen more residents requesting it via email, helping reduce mailing costs.	5. Feb. 2025	5. On-going
6. Annual Town Report	6. 2024 Annual Town Report letter submitted.	6. Feb. 2025	6. Complete

<u>Human Resources</u>		<u>Timeline</u>	<u>Status</u>
<p>1. Openings</p> <p>2. Collaboration</p> <p>3. Employee Engagement</p> <p>4. CORI Checks</p>	<p>1. Current Openings (descriptions online):</p> <ul style="list-style-type: none"> <li>● Police Chief</li> <li>● Principal Assessor</li> <li>● OPEN - Secondary Operator - Water Dept*</li> <li>● Planning and Conservation Coordinator</li> <li>● Regional Public Health Nurse: Towns of Hamilton, Essex, Wenham, and Rockport*</li> <li>● Regional Health Inspector: Towns of Hamilton, Essex, Wenham, and Rockport*</li> </ul> <p>2. Working with the Regional Coordinator on the Regional Public Health Nurse recruitment.</p> <p>3. Working with MIIA on Health and Wellness programs and virtual events for town employees coming in March.</p> <p>4. All new hires and volunteers will undergo a Criminal Offender Record Information (CORI) check before their first day of work.</p>	<p>1. Principal Assessor interviews scheduled Wednesday, February 12.</p> <p>Regional Health Inspector Interviews complete. Recommendation made to Region.</p>	<p>1. On-going/dates as noted.</p>
<u>Town Clerk's Office</u>		<u>Timeline</u>	<u>Status</u>
<p>1. Conflict of Interest Annual Filings, MGL C. 268A</p> <p>2. 2025 Dog License Renewals MGL C. 140 s.137, 137A</p> <p>3. DBA MGL C. 110 s.5</p>	<p>1. 2025 Conflict of Interest Training All municipal employees (including board and committee members) are subject to Conflict of Interest (Ethics) training.</p> <p>In Jan 2025 the Office sends emails to all employees, appointed, and elected officials regarding the 2025 training requirements.</p> <p>2. In 2023 we issued 962 dog licenses and in 2024 issued 983 in. Renewal applications were included in the 2025 Census mailing.</p> <p>3. "Doing Business As" renewals due every 4 years. We issued 49 in 2023 and 32 in 2024.</p>	<p>1. Jan - Dec</p> <p>Jan - Dec</p> <p>2. Jan - Dec</p> <p>3. Jan - April</p>	<p>1. Year round</p> <p>Year round</p> <p>2. Year Round</p>

<p>4. 2025 Town Election (ATE) and Town Meeting (ATM)</p>	<p>4. ATM will be held Sat, April 5; 2025 ATE will be held Thu, April 10, 2025. Vote by mail will be available for the ATE. There will be 11 positions on the ballot: Select Bd 2; Planning Bd 3; School Committee 3; Moderator; Assessor; and Library Trustee. Election dates and deadlines are posted on the Clerk webpage.</p> <p>Emails were sent to all elected officials with expiring terms. Nomination papers will be available Mon, Jan 13.</p>		
<p>5. Hamilton Census/Street List process MGL C.51 s.4</p>	<p>5. The 2025 Census Form was mailed to 2,894 households late Dec. Forms were due back Jan 31. The mailing included the dog license renewal form and the 2025 trash schedule.</p>	<p>5. Jan. 2025</p>	