



# Town of Hamilton

## Town Manager Report

Week of March 10, 2025

Department/ Project	Weekly Update (New Information in Green)	Timeline	Status
<b><u>Town Manager's Office</u></b>			
1. Annual Town Report and Budget Document	1. We are pleased to announce that the brand new 2024 Annual Town Report and 2026 Budget document is available for our residents to review on-line and print out. This year, the town opted to merge the Annual Town Report and the Proposed budget into one document, in an effort to provide residents with one place to go, to review all information about town operations, covering the major significant events of calendar year 2024 and the proposed budget for Fiscal 2026, which will begin in July 1. The new ATR and Budget Document is available <a href="#">online</a> .	1. Available now	1. Completed
2. Support Water Conservation with Rain Barrel Discount	2. The Select Board has approved a \$2,000 subsidy, offering residents a \$40 discount on rain barrels. Orders must be placed online by midnight on May 18, 2025 on the Great American Rain Barrel website.	2. Now -May 18, 2025	2. Limited Time Officer - Starts Now
3. MBTA Communities Zoning Update	3. The Select Board voted on Monday night, March 10, to schedule a Special Town Meeting for Thursday, June 26 beginning at 6:30 p.m. The intent is for TownMeeting to consider a proposal to comply with the MBTA/3A Community Housing law. A schedule of meetings and preparations for the June Special Town Meeting will be published next week, alerting residents to important hearing dates and opportunities to provide feedback to the proposal prior to the Town Meeting vote.	3. June 26, 2025	3. On-going

4. Subscribe to Events Calendar	4. Residents now have two new ways to stay informed about meetings across town. They can subscribe to the Events Calendar or connect an RSS feed to their personal Google or Outlook calendar.	4. March 2025	4. Pilot phase launched
5. New Director of Assessing	5. I am pleased to announce the promotion of longtime employee and Hamilton resident Jane Dooly to the position of Director of Assessing. Jane has already begun in her new role and we are actively seeking a new clerk/assistant assessor in that department now.	5. Completed	5. Promoted
6. Hamilton Police Chief Selection Process	6. A total of 8 candidates have been asked to complete a written exercise, responding to various scenarios and situations. The written assessment will be used to pare the group down to 3-4 who will be put through an intensive situational screening process with current experienced police chiefs from around the North of Boston region in the coming weeks.	6. March 2025	6. On Going

<u>Public Works</u>		<u>Timeline</u>	<u>Status</u>
<b>1. Town Hall Renovation</b>	1. The Town Hall renovation began in December. Demo is near completion, interior walls and structural work have been completed and numerous trade work has begun. The new addition construction is planned to start mid-March.	1. Start Dec 2024	1. May 2026
<b>2. Facilities</b>	2. Replacement of AHU1 Cooling System. Materials have been received by the low bid contractor and work is planned for early spring 2025.  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. Spring 2025  Spring 2025	2. Ordered  Under Design
<b>3. DPW Administration</b>	3. Employment Opportunities OPEN - Secondary Operator - Water Dept. OPEN - Water Dept Truck Driver/Laborer. Email Tim Olson, <a href="mailto:tolson@hamiltonma.gov">tolson@hamiltonma.gov</a> for position details.	3. Open	3. Open
<b>4. Highway Department</b>	4. Essex Street Drainage—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.  2024 Roadway and Sidewalk Improvements—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 is set to begin this spring. This project was awarded to D&R Paving in the amount of \$871,972.56.  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. A tentative summer 2025 date has been discussed.  2025 Roadway and Sidewalk project - Preliminary discussions for the 2025 Roadway and Sidewalk project are underway. High	4. On-going  Spring 2025 Const.  Summer 2025	4. Pending development submittal  In-progress  Selected by MassDOT

	<p>priorities are Bridge Street from Bay Road to the Miles River culvert and Miles River Road. Both of these streets have an element of drainage that will require coordination and permitting through the conservation commission. If funding allows, additional roads will be addressed.</p>		
<b>5. Vehicle Maintenance</b>	<p>5. New Purchased Vehicles DPW expects to receive the second front line sander this spring.</p>	5. Complete	5. Received
<b>6. Cemetery</b>	<p>6. No new updates</p>	6. N/A	6. N/A
<b>7. Sanitation</b>	<p>7. E Waste is scheduled for March 15th, 2025</p> <p>A new compost disposal agreement has been finalized with Black Earth. Hamilton curbside compost will continue to be collected by Casella and transported to the Black Earth facility via Route 128. Brick End farms will continue to accept yard waste from residents for a fee.</p>	7. 3/15/2025	7. Scheduled
<b>8. Parks and Grounds</b>	<p>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.</p>	8. Winter 2024/25	8. Preliminary Discussions
<b>9. Energy</b>	<p>9. The EV Charging station at the high school/middle school remains closed 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. The EV Charging stations located at Patton Park are available.</p>	9. On-going	9. Patton Park EV Charging - Active
<b>10. Water Department</b>	<p>10. MassDEO Lead Service Inventory &amp; Assessment—The Hamilton Water Department successfully received approval from MassDEP on the Lead Service Line Inventory that was submitted on October 16, 2024. Currently Hamilton is waiting for additional direction from MassDEP and the EPA on the next steps in this program. Once Hamilton receives this information, Hamilton will release more information to residents. To access the inventory data, please visit the town website at</p>	10. In-process	10. On-going

<p><a href="https://www.hamiltonma.gov/government/water-department/lead-copper/">https://www.hamiltonma.gov/government/water-department/lead-copper/</a>  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—Town staff discussed the final asset management and work order GIS software with Dewberry and anticipate a proposal from Dewberry to activate this software for town use.</p> <p>Well Maintenance—The Hamilton Water Department has completed well developments for the following wells: Caisson Satellite, Idlewood #1 Satellite, Plateau Well, Idlewood #2. The town is in discussions with our contractor regarding redevelopment methods for Idlewood #1</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 town has received 60% design plans for review. Stantec will provide an estimate for this work that will allow Hamilton to develop a funding strategy for consideration. Stantec has assisted the town with the first 4 successful phases.</p>	<p>In-process</p> <p>On-going</p> <p>60% Design Completed</p> <p>Construction TBD</p>	<p>Finalizing software package</p> <p>In-progress</p> <p>Agreement Signed</p>

<b><u>Police</u></b>		<b><u>Timeline</u></b>	<b><u>Status</u></b>
1. Full-Time Hire	1. Edward (Ted) Wilson — has completed the Field Training Program for ECO and is now operating as a solo dispatcher.		
2. Evidence Room Repairs	2. We are waiting for the shelving/locker units to be installed prior to the evidence room becoming fully functional again. The initial damage was caused by in the final stages of repair to the evidence room from damage caused by a frozen/Busted sprinkler line.	2. On-going	
<b><u>Fire Dept</u></b>		<b><u>Timeline</u></b>	<b><u>Status</u></b>
1. Department Stats	1. The Hamilton Fire Department responded to the following calls over the previous 2 weeks: 8 fire related calls, 12 medical calls, 3 mutual aid calls, 1 MVA, 0 brush and 3 public assists. We also conducted 7 inspections.	1. On-going	
2. DFS Grant	2. 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.	2. On-Going	
3. DFS Grant Supplemental	3. HFD has applied for a supplemental DFS Equipment grant for up to \$7750. If awarded the money will be used to purchase additional 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. Still looking for resident feedback and participation.	5. On-Going	


<b><u>Planning and Inspectional Services</u></b>		<b><u>Timeline</u></b>	<b><u>Status</u></b>
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 welcomed a new Conservation Agent.	6. February 12	6. Complete
<b><u>Public Health Department</u></b>		<b><u>Timeline</u></b>	<b><u>Status</u></b>
1. Health Related	1. Report from Judith Ryan, Public Health Nurse that there are 7 COVID cases (down from 13 the previous month) and currently 39 Influenza cases (up from 16 last month). Flu vaccinations have dropped compared to last month.	1. On-going	
2. Food Permitting and Inspection	2. Permitting of 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	<p>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.</p> <p>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.</p>	3. On-going	
4. Animals/Tobacco	<p>4. Permitting of Animals—Barn inspections are on-going 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 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.</p>	4. On-going	
5. Program Initiatives:	<p>5. We continue to offer free sharp boxes in coordination with the Council on Aging. Once filled containers can be brought back to the COA for proper disposal.</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>5. On-going</p> <p>On-going</p>	



<b><u>Finance</u></b>		<b><u>Timeline</u></b>	<b><u>Status</u></b>
1. FY26 GFOA Budget Report	1. We continue to work on the final deliverables with our team from the UMASS Collins Center for a GFOA Budget report.		
2. ATM Warrant Articles	2. We are working on the warrant compensation tables, prior year invoices and language relative to budget reports.		
3. MMAA	3. Diane Sawyer and I will be attending the Massachusetts Municipal Auditors and Accountants Education Program at UMass Amherst from March 16th to March 19th.		
<b><u>Treasurer/Collector</u></b>		<b><u>Timeline</u></b>	<b><u>Status</u></b>
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 parcels outstanding at this time. Hoping to generate a response before legal letters are required.	1. In-process	
2. Billing	2. Water bills and 1st commitment of 25 excise tax bills are coming in now. Very busy billing period for us	2. On-going	
3. Month-end	3. Balancing receivables, bank statements, and cash for January 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.	6. On-going	

<b><u>Assessors</u></b>		<b><u>Timeline</u></b>	<b><u>Status</u></b>
1. RE/PP Abatements	Sent in the Towns POS Statement for Fiscal Year FY24. Also preparing for upcoming borrowing for the Town Hall Project.  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 exemption applications for veterans and seniors.	2. April 1st deadline	
3. Boat excise	3. The Assessor's office processed the boat excise tax file with bills to be mailed in early March.	3. Complete	
4. Motor vehicle excise	4. The Assessor's office is receiving multiple calls for abatements on motor vehicle excise tax for 2025.	4. Ongoing	
5. Keeping property records and maps up-to-date, new sales inspections	5. The Assessor's office updates property records and maps 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>Recreation Department</u>		<u>Timeline</u>	<u>Status</u>
1. Spring/Summer Brochure	1. The Spring/Summer Brochure was released this week (2/26) the brochure includes all of our activities, programs and events for the seasons. Registration for our Spring and Summer programs will open on Tuesday March 11 for residents of Hamilton and Wenham.	1. On-going	1. On-go
2. Summer Recruitment	2. The process for interviewing applicants for our summer openings has begun. Job opportunities include camp counselors, lifeguards, and pool gate staff. Job descriptions and directions of how to apply can be found on our website. The application period will end on March 7th and review of applications is on-going.	2. On-going	2. In-Process
3. Veterans Memorial Pool	3. Information for the Veterans Memorial Pool will be released in mid-March. This will include information on Swim Team, Senior Free Swim, Swim Lessons, & Public Open Swim.	3. March 2025	3. Coming Soon
<u>Council on Aging</u>		<u>Timeline</u>	<u>Status</u>
1. Programming	1. March programming is ongoing.. On March 11, the Friends of the Hamilton Council on Aging hosted a beach picnic-themed lunch, free to attend with required reservations. Then, on March 25, a Musical Bingo event and lunch will be held in partnership with the Community House and the Wenham Council on Aging. A suggested donation is requested, and reservations are also required. COA regular programming continues as scheduled.	1. March 2025	1. On-Going
			

2. SHINE Program	<p>2. Shine informational appointments are available on a limited basis. Medicare planning should start three months prior to turning 65 or your retirement date.</p> <p>Appointments are on an ongoing basis. Should call the COA to schedule an appointment.</p>	2. March 2025	2. On-Going
3. Grants		3. April 2025	3. On-Going
4. Newsletter	<p>3. The Annual Report for the Formula Grant is due in mid-April. This report will provide an overview of the number of residents COA served over the past year.</p> <p>4. COA received an updated resident list from the Town Clerk's office and are working to update our newsletter distribution to include those who've turned 60 recently. If you prefer not to receive the newsletter or would like it via email, contact COA.</p>	4. On-going	4. On-going

<p><b><u>Human Resources</u></b></p> <p>1. Openings</p> <p>2. Collaboration</p> <p>3. Employee Engagement</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>● A/R A/P Coordinator</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. Combining</p>	<p><b><u>Timeline</u></b></p> <p>Principal Assessor, second round interviews, scheduled Monday, February 24.</p> <p>Regional Health Inspector starts Monday, February 24.</p> <p>New Health Director starts Monday, February 24.</p> <p>A/R A/P pre-screen interviews scheduled.</p> <p>Police Chief candidate review complete. Step 2 of the application process started.</p> <p>2.</p> <p>3.</p>	<p><b><u>Status</u></b></p> <p>1. On-going/dates as noted.</p> <p>2.</p> <p>3.</p>

4. CORI Checks	<p>efforts with the Town of Wenham to meet the criteria for certain programs.</p> <p>4. All new hires and volunteers will undergo a Criminal Offender Record Information (CORI) check before their first day of work.</p>	4.	4.
<p><b><u>Town Clerk's Office</u></b></p> <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>4. 2025 Annual Town Election (ATE) and Annual Town Meeting (ATM)</p> <p>5. Hamilton Census/Street List process MGL C.51 s.4</p>	<p>1. 2025 Conflict of Interest Training All municipal employees (including board and committee members) are subject to Conflict of Interest (Ethics) training every two years and must ANNUALLY complete the acknowledgement of receipt of the summary of the law.</p> <p>In Jan, 2025 the State Ethics Commission sent emails to all employees, appointed, and elected officials regarding the 2025 training requirements. The Clerk's office will monitor compliance and contact employees as needed.</p> <p>2. 653 2025 dog licenses have been issued. (962 in 2023 and in 983 in 2024) Renewal applications were included in the 2025 Census mailing.</p> <p>3. "Doing Business As" renewals due every 4 years. Six (6) filed. (49 in 2023 and 32 in 2024.)</p> <p>4. ATM will be held Sat, April 5; 2025 ATE will be held Thu, April 10, 2025. <b>ATE VOTE BY MAIL APPLICATION DEADLINE IS APRIL 3 AT 5:00 PM.</b> All election dates and deadlines are posted on the Clerk webpage.</p> <p>Ballots have been ordered. There are 11 positions on the ballot: Select Bd 2 (4 candidates); Planning Bd 3 (3 candidates); School Committee 3 (5 candidates); Moderator; Assessor; and Library Trustee.</p> <p>Candidates required to file Campaign Finance Reports, the first is due April 2.</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. 1720 have been processed with approximately 200 more to be processed.</p>	<p><b><u>Timeline</u></b></p> <p>1. Jan - Dec</p> <p>Jan - Dec</p> <p>2. Jan - Dec</p> <p>3. Jan - April</p> <p>4. April 5</p> <p>5. Jan. 2025</p>	<p><b><u>Status</u></b></p> <p>1. Year round</p> <p>Year round</p> <p>2. Year Round</p> <p>3.</p> <p>4.</p> <p>5.</p>