



Town of Hamilton

Town Manager Report

Week of MAY 5, 2025

Department/ Project	Weekly Update (New Information in Green)	Timeline	Status
<u>Town Manager's Office</u>		<u>Timeline</u>	<u>Status</u>
1. Special Town Meetings	<p>1. The Consolidated Schools vote will return to a special town meeting warrant in June - The draft warrant is posted in the upcoming SB meeting packet for May 13. View meeting packet >></p> <p>The Select Board voted on March 10, to schedule a Special Town Meeting for Thursday, June 26 beginning at 6:30 p.m. regarding 3A.</p>	<p>1. May 13, 2025</p> <p>June 26</p>	<p>1. Posted</p> <p>Scheduled</p>
2. Select Board	<p>2. Meetings - Meeting schedule confirmed through June 2025. See the master calendar online. Next meeting is scheduled for May 13th.</p>	<p>2. May 13, 2025</p>	<p>2. Scheduled</p>
3. Office Hours	<p>3. Ben Galuza, Hamilton Select Board, will hold in-person office hours every other Monday at the Patton Homestead, from 8:30 A.M. to 9:30 A.M. Learn more >></p> <p>David Wanger, Esq., is volunteering to assist residents who have questions or concerns or need assistance through regular open office hours each Wednesday, starting May 14, 2025, from 11 A.M. to 12 P.M. at the Patton Homestead. Learn more >></p>	<p>3. May 19, 2025</p> <p>May 14, 2025 May 21, 2025 May 28, 2025</p>	<p>3. Scheduled</p> <p>Scheduled</p>
4. In the News	<p>4. The Beacon featured the Hamilton Town Hall project in the May 2025 issue of MMA's latest legislative news. See page 23, Vol 52., No. 5. Link to PDF >></p> <p>Quick Chronicles feature story, "A Thank-You Note and a Legacy: Reflections on Police Chief Stevens 15 Years in Hamilton." Link to story >></p>	<p>4. May 2025</p> <p>May 8, 2025</p>	<p>4. Published</p> <p>Published</p>

5. Memorial Day Holiday	<p>5. Town Offices will be closed on Monday, May 26 in observance of Memorial Day.</p> <p>This year's Memorial Day parade, hosted by the AP Gardner Post, begins at 8:30 A.M. View the calendar for details >></p>	<p>5. May 26, 2025</p> <p>May 26, 2025</p>	<p>5. Scheduled</p> <p>Scheduled</p>
<p><u>Assessor Office</u></p> <p>1. Administrative Assistant interviews</p> <p>2. Building permit inspections</p> <p>3. Motor vehicle and boat excise</p> <p>4. Keeping property records and maps up-to-date, new sales inspections</p> <p>5. Chapter land</p>	<p>1. The Assessors office is conducting interviews with 3 finalists for the Administrative Assistant position.</p> <p>2. The Assessors office staff will be conducting building permit inspections throughout the Town.</p> <p>3. The Assessors office is receiving multiple calls/visits from residents and is processing abatements on motor vehicle and boat excise tax for 2025.</p> <p>4. The Assessors office updates property records and maps with deed transaction information, property map changes, and results of new sales and general inspections.</p> <p>5. The Assessors 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.</p>	<p><u>Timeline</u></p> <p>1. Ongoing</p> <p>2. Ongoing</p> <p>3. Spring 2025</p> <p>4. Spring 2025</p> <p>5. Ongoing</p>	<p><u>Status</u></p> <p>1.Ongoing</p> <p>2. Complete</p> <p>3. On-Going</p> <p>4. On-Going</p> <p>5. On-Going</p>
<p><u>Council on Aging</u></p> <p>1. Programming</p> <p>2. SHINE Program</p> <p>3. Grants</p>	<p>1. May calendar is filled up. We have a couple of special talks with Town Manager Joe Domeloqicz, the Public Health Nurse and the Regional Social Worker. We had a wonderful presentation of cooking for 1 that was enjoyed by all. National Pizza Party Day is coming up and Seniors Helping Seniors.</p> <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>COA Director SHINE recertification.</p> <p>3. Funding for the Formula Grant has been distributed. And annual report was completed and submitted to the state for</p>	<p><u>Timeline</u></p> <p>1. May 2025</p> <p>2. Summer 2025</p> <p>April 2025</p> <p>3. April 2025</p>	<p><u>Status</u></p> <p>1. In-Process</p> <p>2. On-Going</p> <p>Complete</p> <p>3, Complete</p>

4. Newsletter	<p>both the FORMula Grant and the technology grant.</p> <p>4. Still working on bridging the two residents lists that we have. We are hoping that this will be complete in the next month or so. If you would like to receive your newsletter via email, please let us know.</p>	4. Spring 2025	4. On-Going
<p><u>Department of Public Works</u></p> <p>1. Administrative</p>	<p>1. Employment Opportunities - open positions</p> <p>Secondary Operator - Water Dept.</p> <p>Administration Assistant to the DPW Director.</p> <p>Email Michelle Maloney at mmaloney@hamiltonma.gov for position details.</p> <p>Retirement News: Gary Kureta, Hamilton Parks Department, retires after 20+ years of service. We all wish Gary Happy Retirement!</p> <p>New Hires: Dave Rafter was hired on April 7, 2025 as a Truck Driver/Laborer in the Highway Department</p> <p>Ben Mastrangelo was hired on April 23, 2025 as a Truck Driver/Laborer in the Hamilton Water Department</p>	<u>Timeline</u> 1. April 2025	<u>Status</u> 1. Open
2. Cemetery	2. Annual Grub treatment to begin May 2025	2. May 2025	2. Scheduled
3. Energy	<p>3. Hamilton now purchases 100% renewable power with an electricity supplier. Learn more >></p> <p>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. Learn more >></p>	<p>3. March 5, 2025</p> <p>Summer 2025</p>	<p>3. On-going</p> <p>On-Going</p>
4. Facilities	4. Rec Center Rooftop Heating Units - Bids received for the replacement of two rooftop	4. Fall 2025	4. Ordered

5. Highway Department	heating units at the Rec Center. USI, Inc. was the low bidder. Work scheduled for the fall.		
	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.	Spring 2025	In-Process
	5. A new sidewalk opened connecting the Forest Street neighborhood to town. Read more >>	5. April 2025	5. Paving complete
	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. Catch basins have been installed to stay ahead of the MassDOT Route 22 paving project.	Spring 2025	On-going
	2024 Roadway and Sidewalk Improvements—The 2024 Roadway Improvements Project is underway. Drainage structures have been installed along Essex Street near 470 Essex to reduce flooding. The contractor has begun the sidewalk along Essex Street from School Street to Forest Street. Following that work Bridge Street will be milled and overlaid from School Street to Essex Street and then reconstruction of a portion of Greenbrook Road. Site contractor is D&R Paving.	Spring/Summer 2025	On-going
	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.	Summer 2025	TBD
	2025 Roadway and Sidewalk project - Preliminary discussions for the 2025 Roadway and Sidewalk project are underway. High 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.	Summer/Fall 2025	On-Going
	Hamilton Downtown Streetscapes Project -	Summer/Fall 2025	Agreement being formulated

	<p>Received proposal from BSC Group to perform a detailed survey of the downtown area, including Asbury Street, Railroad Avenue, and Willow Street with plans to evaluate upgrades to the sidewalks, roadways, pedestrian crossings, etc.</p> <p>Highland Street and Asbury Street Intersection - RRFB Installation - Installation of a crosswalk flashing beacon is scheduled for late May for the crosswalk south of the intersection</p>	May 2025	Scheduled Planning Cont.
6. Parks & Grounds	6. 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.	6. Summer 2025	6. On-going
7. Sanitation	7. <u>E-Waste</u> day is scheduled for May 17, 2025	7. May 17, 2025	7. Scheduled
8. Town Hall	8. Construction highlights: The construction addition is underway with the elevator shaft currently being formed. Repairs to the 2nd floor meeting space ceiling. Geothermal wells have been drilled, rough carpentry, HVAC, Electrical, and Plumbing is nearing completion.	8. 2025-2026	8. May 2026
9. Vehicles	9. The second front line sander was received by DPW on 5/8/2025	9. Delivered	9. Complete
10. Water Department	10. MassDEP Lead Service Inventory & 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 . Hamilton Water Department can be reached at 978-626-5226 or email Hamilton's DPW Director at tolson@hamiltonma.gov .	10. On-going	10. Inventory Submitted and accepted by MassDEP
	GIS Asset Management—Town staff discussed the final asset management and	Summer 2025	Underway

	<p>work order GIS software with Dewberry. A proposal for the GIS hosting and Workforce software was received and accepted by the town.</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>	TBD	Under Design
<p><u>Finance</u></p> <p>1. FY26 GFOA Budget Report</p> <p>2. FY26 ATM Warrant Articles</p> <p>3. Intermunicipal Agreement Invoices</p> <p>4. MADOR Recap</p>	<p>1. With ATM budget approval, Hamilton's GFOA budget is complete! Please visit the Town website to review the document. It takes great collaboration and effort to create this detailed document.</p> <p>2. The Accounting team is working to get all certified FY26 ATM Warrant Articles on the books to secure funding and budgeting in each area of the town.</p> <p>3. At this time, Accounting will begin creating final invoices for Intermunicipal Agreements with other Towns to ensure funds are received in the proper fiscal year.</p> <p>4. Finance will begin the Mass DOR submission requirements for the Recap.</p>	<p><u>Timeline</u></p> <p>1. May 2025</p> <p>2. May 2025</p> <p>3. Spring 2025</p> <p>4. Spring 2025</p>	<p><u>Status</u></p> <p>1. On-Going</p> <p>2. On-Going</p> <p>3. On-Going</p> <p>4. On-Going</p>
<p><u>Fire Department</u></p> <p>1. Department Stats</p> <p>2. Grants</p>	<p>1. The Fire Dept responded to the following calls in the last 2 weeks: 11 Fire related calls, 20 Medical calls, 0 MVA, 1 Brush Fires, 1 Mutual aid and 5 Public assists. Fire prevention performed 14 inspections.</p> <p>2. Firefighter Safety Equipment Grant Round 1 Program for Fiscal Year 2025 \$15500.00</p>	<p><u>Timeline</u></p> <p>1. April/May 2025</p> <p>2. April 2025</p>	<p><u>Status</u></p> <p>1. Reported</p> <p>2. Awarded, contract signed, equipment ordered and received,</p>

2a.	2a. Firefighter Safety Equipment Grant Round 2 \$3715.37	2 a. June 2025	awaiting reimbursement 2a. Contract signed, equipment ordered
2b.	Safe Grant/Safer Grant - Award of \$6900.00	2 b. June 2025	Contract signed & submitted awaiting funding
<u>Human Resources</u> 1. Openings 1. Current Openings (descriptions online): Assistant Council on Aging Director / Social Services Specialist – 32 hours/Benefited Part-Time Health Inspector – Approximately 275 hours annually; on-call availability required for inspections Administrative Assistant to the Director of Public Works – 37.5 hours/Benefited Administrative Assistant – Assessor's Office – 37.5 Hours/Benefited Planning and Conservation Coordinator – 24 hours/Benefited Secondary Treatment Operator for the Water Department – Full Time/Benefited Regional Public Epidemiologist: Towns of Hamilton, Essex, Wenham, and Rockport		<u>Timeline</u> 1. April 2025	<u>Status</u> 1. Open
2. Regional Collaboration	2. Working with the Regional Coordinator on the Regional Public Health Nurse recruitment. Job description updated from Public Health Nurse to Public Health Epidemiologist.	2. Spring 2025	2. On-Going
3. Employee Engagement	3. Working with MIIA on Health and Wellness programs and virtual events for town employees, combining efforts with the Town of Wenham to meet the criteria for certain programs.	3. Spring 2025	3. On-Going

4. CORI Checks	4. All new hires and volunteers will undergo a Criminal Offender Record Information (CORI) check before their first day of work.	4. This Day Forward	4. Town Manager Approved
5. Promotions	5. Ryan LeGault was promoted from Truck Driver/Laborer to HOE.	5. May 5, 2025	5. Completed
<u>Planning and Land Use Department</u> 1. Town Meeting Zoning Bylaw Amendments 2. Town Center and MBTA Communities compliant Zoning 3. Master Plan (MP) 4. New Conservation Agent	<p>1. All eight proposed Zoning Bylaw amendments were passed at Annual Town Meeting. This week staff worked with the Town Clerk to submit the associated documents to the Attorney General's office. The Town expects a determination from the Attorney General by July. When approved by the Attorney General, the bylaw amendments become effective.</p> <p>2. The Planning and Select Boards will meet jointly on April 29 at 7 pm via Zoom (log-in information included on meeting agenda) to review proposed new draft zoning for the Town Center and to comply with the MBTA Communities requirements. The proposed zoning includes substantial site and building design standards to regulate development in the Town Center and ensure it is consistent with the Town's vision. The draft zoning can be reviewed at: https://hamiltonma.gov/town-center-zoning/</p> <p>3. Hamilton's Master Plan 2024, the town's primary long range planning document, is online >>. The Planning Board is now working with the Select Board to pursue implementation efforts.</p> <p>4. Bethany Barstow recently started as the Town's Conservation Agent. Bethany most recently worked for the Town of Carlisle in a similar role. Bethany works from the Patton Homestead on Mondays and Wednesdays. Welcome Bethany. Learn more >></p>	<u>Timeline</u> 1. April - July 2025 2. April - July 2025 3. Through 2025 4. N/A	<u>Status</u> 1. Pending 2. Pending 3. Complete 4. N/A
<u>Police Department</u> 1. Administrative	<p>1. The Town of Hamilton has selected Edward Guy as its next Police Chief. The Select Board voted to approve the nomination on March 3, 2025. More >></p>	<u>Timeline</u> 1. April 1	<u>Status</u> 1. Contract Negotiations In-Process

<p>2. Bike/Walk to School Day</p> <p>3. Patton Park Summer Park Program & Veterans Memorial Pool Pre-Season</p>	<p>933 total registrations for programs running between 4/1 - 6/30. Our goal is to achieve at least 1,000 total registrations by the end of the Spring.</p> <p>2. The annual Bike/Walk to school event was held today, Friday, May 9th. This was our third year running this event.</p> <p>3. Patton Park Program Hiring is complete and we will have a full staff of 51 employees this summer at the Park Program.</p> <p>Very few spots are still available for participants in the Summer Park program, mostly in Session 2, the July 4 holiday.</p> <p>Work is ongoing to prepare for Staff Orientation, and eventually the first week of the program</p> <p>Veterans Memorial Pool Staffing is nearing completion, we are still in the market for 2-3 more guards to fill out our staff.</p> <p>The cover to the pool will be taken off in ~ 4 weeks, at which time we will focus a lot of time and energy to make the pool "swim ready."</p>	<p>2. May 9, 2025</p> <p>3. Spring 2025</p> <p>Summer 2025</p> <p>Spring 3035</p> <p>Spring 2025</p> <p>Summer 2025</p>	<p>2. Completed</p> <p>3. Completed</p> <p>On-Going</p> <p>On-Going</p> <p>On-Going</p> <p>Scheduled</p>
<p><u>Town Clerk</u></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>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. 2025 dog licenses have been issued -776 licenses. (983 in 2024) Renewal applications were included in the 2025 Census mailing.</p> <p>3. "Doing Business As" renewals due every 4 years. Nine (9) filed. (32 in 2024.)</p>	<p><u>Timeline</u></p> <p>1. May 2025</p> <p>2025-26</p> <p>2. April 2025</p> <p>3. 2025</p>	<p><u>Status</u></p> <p>1. On-Going</p> <p>On-Going</p> <p>2. Complete for 2025</p> <p>3. On-Going</p>

<p>4. 2025 Annual Town Election (ATE) and Annual Town Meeting (ATM)</p>	<p>4. 950 (16%) voters attended the ATM on Sat, April 5.</p> <p>All post-Town Meeting documentation and certifications are being completed. With help from the Planning Director, eight (8) zoning bylaw amendments will be submitted to the Attorney General's office for review and approval. 2058 (36%) voters voted in the ATE. All but one elected official has been sworn in. All are compliant with Campaign Finance filings due April 2. The second Campaign Finance Report is due Monday, May 12. A reminder email will be sent. The debt exclusion question passed and the election ballot showing the 1014 - 1000 vote count has been certified and submitted to the Dept of Revenue.</p>	<p>4. April 5, 2025</p> <p>April 2025</p>	<p>4. Results Certified</p> <p>Results Certified</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. 1798 returned and processed.</p>	<p>5. January 2025</p>	<p>5. 62% Returned</p>
<p><u>Treasurer/Collector's Office</u></p> <p>1. Billing</p> <p>2. Benefits /Payroll</p> <p>3. New Hire</p> <p>4. 2025 Tax Rate</p> <p>5. End of year</p>	<p>1. Water bills were mailed out May 1st and are due May 31st. Payments may be made online or in person.</p> <p>4th Quarter Real Estate tax bills were mailed out on March 28 and are processed.</p> <p>2. Open Enrollment period for insurance is underway and started pm May 1, 2025. We are accepting applications and changes from May 1, 2025 until May 23, 2025. Rates for FY 2026 were emailed to all employees.</p> <p>3. The Office welcomes new hire Kim Falloni as the new AR/AP Coordinator. We are in training and getting her up to speed.</p> <p>Workers Comp audit was submitted.</p> <p>4. The FY 2025 Tax Rate has been set by the Massachusetts Department of Revenue at \$15.65 for Hamilton. This is an increase of \$0.54 per thousand over the FY 2024 rate.</p> <p>5. All are working on end of year processes to prepare for the end of fiscal year.</p>	<p><u>Timeline</u></p> <p>1. May 1, 2025</p> <p>2. May 2025</p> <p>3. April 22, 2025</p> <p>March 2025</p> <p>4. January 2025</p> <p>5. May 2025</p>	<p><u>Status</u></p> <p>1. Complete</p> <p>2.On-Going</p> <p>3. Complete</p> <p>Complete</p> <p>4. Complete</p> <p>5. On-Going</p>

