



Town of Hamilton

Town Manager Report

Week of July 21, 2025

Department/ Project	Weekly Update (Newest Information in Green)		
<u>Town Manager's Office</u>		<u>Timeline</u>	<u>Status</u>
1. Select Board	1. The Select Board meeting schedule is on the master calendar online . Next regularly scheduled meeting takes place August 4, 2025 at 7 P.M.	1. August 4, 2025	1. Posted
2. Increased Water Restrictions	2. Recent water level measurements have implemented increased water conservation measures. All lawn and garden sprinklers are now prohibited. Hand watering is still permitted. Read more >>	2. July 21, 2021	2. Posted to website
3. HWRSD Appointment Confirmed	3. The HWRSD School Committee welcomes Meghan Bensen to the vacant school committee seat. Three applications were received and interviews were conducted on Sept. 2.	3. July 21, 2025	3. Appointment confirmed
4. Military Service Day	4. Special thanks to the local American Legion and volunteers for this year's Military Service Day at the Patton Homestead. This was the 10th anniversary of the event and organizers have requested to host the event again next year.	4. July 19, 2025	4. Completed
5. Town Hall Holiday Closure	Town Hall Offices will be closed on Monday, Sept. 1 for the Labor Day observed holiday.	5. Sept. 1, 2025	5. On Calendar
<u>Assessor Office</u>		<u>Timeline</u>	<u>Status</u>

<p>1. FY2026 senior exemption applications mailed</p> <p>2. FY2026 Q1 real estate and personal property tax bills were mailed</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. 115 FY2026 exemption applications were mailed to seniors.</p> <p>2. The Assessors office staff created 3135 bills for Q1 FY2026 which were mailed to residents and personal property owners.</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>1. July 2025</p> <p>2. July 2025</p> <p>3. Summer 2025</p> <p>4. Spring 2025</p> <p>5. Ongoing</p>	<p>1. Completed</p> <p>2. Completed</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. As summer winds down, the COA has shifted focus to planning an exciting lineup of fall programs. We're actively working with community groups to brainstorm new ideas and explore what offerings would be most meaningful for visitors. Have a suggestion or something you'd love to see this fall? We'd love to hear from residents.</p> <p>2. Medicare Open Enrollment begins in October, and our SHINE counselors are here to help. Please note that the COA will not be accepting appointments until late September. Once scheduling opens, availability will be limited, so book early. As in previous years, we will be using preregistration forms, which must be completed prior to your appointment. These forms help ensure your session is as efficient and helpful as possible. Stay tuned for more information on when and how to schedule your appointment.</p> <p>3. We are currently awaiting news on our Title III grant application and expect to hear back in the coming weeks. In the meantime, we continue to explore additional grant opportunities to help offset upcoming costs,</p>	<p><u>Timeline</u></p> <p>1. September 2025</p> <p>2. Registration opens late Sept.</p> <p>3. Fall 2025</p>	<p><u>Status</u></p> <p>1. In-Process</p> <p>2. Preparing for registration.</p> <p>3. On-Going</p>

<p>4. Newsletter</p> <p>5. General updates</p>	<p>particularly as our current hybrid programming grant nears its end.</p> <p>4. We are revamping the list for the newsletter. If you wish to be added to the email list please reach out.</p> <p>5. The COA welcomes Hannah L as the Assistant Director of the Hamilton COA. Hannah starts on July 28. Please stop by and say hello.</p>	<p>4. Fall 2025</p> <p>5. July 28, 2025</p>	<p>4. On-Going</p> <p>5. Start date confirmed</p>
<p><u>Department of Public Works</u></p> <p>1. Administrative</p> <p>2. Cemetery</p> <p>3. Energy</p> <p>4. Facilities</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>2. Annual Grub treatment completed in June 2025</p> <p>3. Hamilton now purchases 100% renewable power with an electricity supplier. Learn more >></p> <p>3 a. 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>4. Rec Center Rooftop Heating Units - Bids received for the replacement of two rooftop heating units at the Rec Center. USI, Inc. was the low bidder. Work scheduled for the fall.</p> <p>4 a. Patton Homestead Pavilion—Hamilton has contracted with EJ+P, Inc. for design services necessary for the Homestead Pavilion project. Design Plans are complete and the project will be advertised next week for public bid. Construction tentative Fall 2025.</p>	<p><u>Timeline</u></p> <p>1. On-going</p> <p>2. June 2025</p> <p>3. March 5, 2025</p> <p>3 a. Summer 2025</p> <p>4. Fall 2025</p> <p>4 a. Fall 2025</p>	<p><u>Status</u></p> <p>1. Open</p> <p>2. Completed</p> <p>3. On-going</p> <p>3 a. On-Going</p> <p>4. Ordered</p> <p>4 a. In-Process</p>

5. Highway Department	5. A new sidewalk opened connecting the Forest Street neighborhood to town. Read more >>	5. April 2025	5. Paving complete
	5 a. 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.	5 a. Spring 2025	5 a. On-going
	5 b. 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 finished the sidewalk along Essex Street from School Street to Forest Street. The Bridge Street mill and overlay project from School Street to Essex Street and the reconstruction of a portion of Greenbrook Road will begin the week of June 9th. Site contractor is D&R Paving.	5 b. Summer 2025	5 b. On-going
	5 c. Route 22 Paving—Hamilton was chosen as a MA community to have Route 22 paved under the MassDOT Municipal Pavement Program. Hamilton and MassDOT have signed the agreement for this work and town is waiting for the MassDOT schedule. Plans are to have work done Summer of 2025. Work will include mill and overlay of Route 22 as well as some intersection improvements at the Woodbury Street/Essex Street intersection.	5 c. Summer 2025	5 c. Agreement Signed
	5 d. 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.	5 d. Fall 2025/Spring 2026	5 d. Under Design
	5 e. Hamilton Downtown Streetscapes Project - Hamilton has contracted with 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,	5 e. Summer 2025	5 e. Agreement Signed

	roadways, pedestrian crossings, etc. Kick-off meeting will be scheduled soon.		
	5 f. Highland Street and Asbury Street Intersection - RRFB Installation - Installation of a crosswalk flashing beacon is complete south of the intersection	5 f. Spring 2025	5 f. Installed
6. Parks & Grounds	6. Patton Park Improvements— CBA Landscape Architects and design team are underway with park improvements. Design will include drainage improvements, pathways, and select renovation of the gazebo. Planned Summer 2026 construction.	6. Summer 2025	6. On-going
7. Sanitation	7. <u>E-Waste</u> day scheduled for August 16,, 2025	7. August 16,, 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. Accepted by MassDEP
	10 a. GIS Asset Management—Dewberry is nearly complete with the new GIS/Work Order software for Hamilton. The main focus of this GIS software is for water asset management	10 a. Summer 2025	10 a. Design Complete, Training to be scheduled
	10 b. 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,	10 b. TBD	10 b. Under Design

	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.		
<u>Finance</u> 1. FY26 GFOA Budget Award	1. The Town of Hamilton has been awarded the GFOA Distinguished Budget Award for the FY26 GFOA Budget report. This award signifies the incredible leadership and direction of the Town Manager, the Select Board, FinCom, the Finance Team and all Department Heads leading this town. It takes great effort and collaboration to ensure the report meets the standards set forth by GFOA. The UMASS Collins Center has been a great partner helping Hamilton reach the finish line.	<u>Timeline</u> 1. July 2025	<u>Status</u> 1. Complete
2. FY26 ATM Warrant Articles	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.	2. July 2025	2. On-Going
3. Closing FY25	3. Currently, Hamilton is operating under FY25 to reconcile and close the year while also working on FY26 for business continuity.	3. August 2025	3. On-Going
4. MADOR Recap	4. Finance will begin the Mass DOR submission requirements for the Recap.	4. Spring 2025	4. On-Going
<u>Fire Department</u> 1. Department Stats	1. The Fire Dept responded to the following calls in the last 2 weeks: 15 Fire related calls, 21 Medical Calls, 0 MVA, 0 Brush Fires, 0 Mutual Aid and 3 Public Assists. Fire prevention performed 10 inspections.	1. July 2025	1. Reported
2. Grants	2a. Firefighter Safety Equipment Grant Round 2 \$3715.37	2a. June 2025	2a. Equipment received
	2b. Safe Grant/Safer Grant - Award of \$6900.00	2b. June 2025	2b. Complete
3. Fire Academy	3. Caleb Leonard graduated from the Mass Fire Academy Call/Vol Recruit Program. Congratulations to Caleb and all of Class 120!	3. June 2025	3. Complete

<u>Human Resources</u>		<u>Timeline</u>	<u>Status</u>
1. Openings	1. Current Openings (descriptions online): Secondary Treatment Operator for the Water Department – Full Time/Benefited - Interviews in process.	1. Ongoing	1. Open
1a. New Hires	1a. Assistant Council on Aging Director / Social Services Specialist – Welcome Hannah Loneragan who starts with us on July 28.	1a. July 28, 2025	1a. Job filled
2. Regional Collaboration	2. 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.	2. July 2025	2. Ongoing
3. Employee Engagement	3. Emily Eagan from Beltone New England is offering free, on-site hearing screenings for Town of Hamilton employees. With early detection being key, she's happy to visit Town Hall — stay tuned for scheduling details!	3. July 2025	3. Ongoing
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. Spring 2025	4. Ongoing
<u>Planning and Land Use Department</u>		<u>Timeline</u>	<u>Status</u>
1. Town Center and MBTA Communities compliant Zoning	1. The Town approved the rezoning of the Town Center and MBTA Communities compliant zoning at a Special Town Meeting on July 14, 2025. Article I passed by a vote of 334 to 269 and Article II passed by a vote of 368 to 182. Staff will be working with the Town Clerk's office to submit the zoning articles for review by the State. The State's review process may take several months to complete.	1. July 14, 2025	1. Approved
2. Harborlight Affordable Housing Development	2. Staff is working with the Harborlight team on the permitting phase of the 45-unit affordable housing development. Construction is anticipated to begin in November of this year.	2. July - November 2025	2. Ongoing
3. Housing Production Plan	3. The Town will be working on a Housing Production Plan this year into next. A Housing Production Plan represents a proactive plan	3. Through 2026	3. Issuance of RFP

4. Conservation Commission members needed!	<p>to meet the housing needs of a community with a particular emphasis on affordable housing. The Town will issue an RFP for consulting assistance on the project next week.</p> <p>The Conservation Commission is recruiting new members. This is a wonderful opportunity for residents to serve the community and protect our natural resources. The Commission meets electronically over Zoom and is supported by a very capable Conservation Agent which makes for a very manageable volunteer workload. Interested? Contact planning@hamiltonma.gov for more information.</p>	4. Summer 2025	4. Seeking new members
<u>Police Department</u> 1. Facilities 2. Supervisory Staff Meeting 3. Promotions 4. Police Officer Recruitment 5. Cameras at Patton Park	<p>1. Evidence Room Repairs We are waiting for shelving/locker unit shipment and some miscellaneous equipment to bring the evidence and book rooms operational.</p> <p>2. Initial Supervisory Staff Meeting to discuss expectations and any potential new initiatives to enhance police services for the community of Hamilton.</p> <p>3. With the impending retirement of Captain Scott Janes, preparing for upcoming promotions.</p> <p>4. The Police Department will be posting for recruitment of two new officers with the impending retirement of Capt. Janes and transfer of another officer to another police department.</p> <p>5. The security company working in partnership with the Hamilton Police Department, Hamilton Department of Public Works and the Hamilton Wenham Recreation Department has completed the installation of live-surveillance cameras across Patton Park. These cameras will provide a continuous live feed directly to the Public Safety Building.</p>	<u>Timeline</u> 1. April 2025 2. July 16, 2025 3. End of August 2025 4. September 2025 5. July 22, 2025	<u>Status</u> 1. On-Going 2. Completed 3. Pending 4. On-Going 5. System working
<u>Hamilton Health and Human Services Department (HHHSD)/BOH</u>		<u>Timeline</u>	<u>Status</u>

1. Drinking Water Report	<p>1. Hamilton Drinking Water Update - The 2024 Annual Drinking Water Quality Report is available online. Here are some key facts in the report:</p> <p>No violations were found during the inspection by MassDEP.</p> <p>The report includes water quality results, including PFAS, lead, and copper levels, and how they compare to state/federal standards.</p> <p>All operations are overseen by a certified Massachusetts operator to ensure safe, clean drinking water. Read the report >></p>	1. Spring 2025	1. Completed
2. Renewals	<p>2. Permit renewal letters sent - 77</p> <p>Renewals received - 38</p> <p>Renewals outstanding - 37</p>	2. Summer 2025	2. On-Going
3. Septic Loan Program	<p>3.HHSD reminds residents about the Septic Loan Program, funded by the Massachusetts Clean Water Trust. This program offers low-interest loans (4%) for up to 20 years to homeowners needing to repair or replace a failed septic system following a Title V inspection. Learn more >></p>	3. 2025	3. On-Going
4. Heat Advisory	<p>4. The National Weather Service has issued an Excessive Heat Warning for our area, with heat index values forecasted to reach 103 degrees from 11 A.M. Thursday, July 24 through 8 P.M. Friday, July 25. Visit a Hamilton Cooling Station >></p>	4. July 24-25, 2025	4. Cooling Stations will be open
5. Chebacco Lake Advisory	<p>5. The Chebacco Lake Watershed Association July 23 newsletter reports residents living around the lake have reported the possible presence of <i>Microcystis</i>, a toxin-producing cyanobacteria, at very low levels in the lake. While not confirmed, this type of cyanobacteria can pose health risks to humans and pets. Visit BOH advisories >></p>	5. July 23, 2025	5. Testing continues
<u>Recreation Department</u>		<u>Timeline</u>	<u>Status</u>
1. Programming	<p>1. Summer programming had 933 total registrations between 4/1 - 6/30. Dept goal is</p>	1. June 2025	1. In-Process

<p>2. Patton Park Summer Park Program & Veterans Memorial Pool Pre-Season</p>	<p>to achieve at least 1,000 total registrations. Fall programming is in process.</p> <p>2. Patton Park Program - Hiring is complete and we have a full staff of 51 employees this summer at the Park Program.</p> <p>2a. Veterans Memorial Pool schedule is posted online. Passes are for sale online.</p>	<p>2. Summer 2025</p> <p>2a. Summer 2025</p>	<p>2. Completed</p> <p>2a. On-Going</p>
<p>3. Security Cameras</p>	<p>3. Security cameras have been installed at Patton Park and provide a live feed to Hamilton PD.</p>	<p>3. July 22, 2025</p>	<p>3. Complete</p>
<p><u>Town Clerk</u></p>		<p><u>Timeline</u></p>	<p><u>Status</u></p>
<p>1. Conflict of Interest Annual Filings, MGL C. 268A</p>	<p>1. 2025 Conflict of Interest Training All municipal employees (including elected and appointed 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>1. May 2025</p>	<p>1. On-Going</p>
<p>2. 2025 Dog License Renewals MGL C. 140 s.137, 137A</p>	<p>1a. 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 is monitoring compliance for 245 individuals and will contact those that are non-compliant. A new tracking spreadsheet has been created.</p> <p>2. 2025 dog licenses have been issued - 951 licenses. (983 in 2024) Renewal applications were included in the 2025 Census mailing. Late fees went into effect June 1.</p>	<p>1a. 2025-26</p> <p>2. 2025</p>	<p>1a. On-Going</p> <p>2. On-going</p>
<p>3. DBA MGL C. 110 s.5</p>	<p>3. "Doing Business As" renewals due every 4 years. Seventeen (17) filed including 13 first time businesses. (32 filed in 2024.)</p>	<p>3. 2025</p>	<p>3. On-Going</p>
<p>4. 2025 Annual Town Meeting (ATM)</p>	<p>4. All post-Town Meeting documentation and certifications have been completed. With help from the Planning Director, eight (8) zoning bylaw amendments were submitted to the Attorney General's office for review and approval. AGO response due by July 23. Response from AGO received on July 22. Article 4-5 (ADU's by right) decision is delayed until September. Constable will post the approved amendments at 5 locations around town on July 24.</p>	<p>4. July 2025</p>	<p>4. Pending Attorney General review</p>

5. Hamilton Census/Street List process MGL C.51 s.4	<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. A second census form was mailed to a random number of delinquent filers. Only 1937 were returned.</p>	5. January 2025	5. 65.8% Returned
	<p>5a. On June 2, 1470 voters who did not return a 2025 Census Form were inactivated in the voter registration system because we had not received proof of residency to remain on the voter list. As of July 8, 306 cards have been returned stating "I still live here." So far, 320 have been returned and processed in the voter registration system.</p>	5a. June 2025	5a. 25% of voters were inactivated
	6. Special Town Meeting	6. June - July	6. Complete
	<p>6. The <u>Clerk's Office</u> has been focused on two unanticipated STM's. The warrants were posted at least 14 days prior to the meeting. Minutes from June 9 have been posted to the website. Bylaw amendments from the July 14 meeting will be submitted to the Attorney General's Office within 30 days of town meeting.</p>		
7. Oath of Office/Swearing in	<p>7. During the month of June, 18 police officers were sworn in for the period starting July 1.</p>	7. June 2025	7. Complete
	<p>7a. During the month of July, 20 newly appointed or reappointed Board/Committee members will be sworn in.</p>	7a. July 2025	7a. Ongoing
8. Vital Record Processing	<p>8. On June 2, the Commonwealth implemented a new online system for the processing of burial certificates and death certificates. Known as MAVRIC, the MA Vital Records Information Collaborative, the system streamlines and improves the death registration process by linking all users of the system: the pronouncer, the funeral home, the Clerk of city/town of occurrence and the Clerk of the city/town of residence. Like any new system, the implementation effort has been time consuming.</p>	8. June - forever	8. Ongoing
<u>Treasurer/Collector's Office</u>		<u>Timeline</u>	<u>Status</u>
1. Billing	<p>1. 1st Quarter Real Estate tax bills were mailed out on June 27th and are beginning processing now</p>	1. May 31, 2025	1. Water Bill Due

	1a. Real Estate deferrals have been approved so we are in the process of moving them into our deferral status. Deferrals have been completed for FY25	1a. 2025	1a. On-going
2. Benefits /Payroll	2. Open Enrollment period closed May 23, 2025. Rates for FY 2026 were emailed to all employees. Sue is processing all new summer hires for recreation and the DPW as well as preparing for several upcoming retirements Year end payroll continues.	2. June, 2025	2. On-Going
3. New Hire	3. The Office welcomed new hire Kim Falloni as the new AR/AP Coordinator. Training continues.	3. June, 2025	3. Complete
4. 2025 Tax Rate	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.	4. 2025	4. Complete
5. End of year	5. All are working on end of year processes for the end of fiscal year.	5. July 2025	5. On-Going