



Town of Hamilton

Town Manager Report

Week of July 7, 2025

Department/ Project	Weekly Update (Newest Information in Green)		
<u>Town Manager's Office</u>		<u>Timeline</u>	<u>Status</u>
1. 2 Special Town Meeting - July 14	<p>1. A Special Town Meeting is scheduled for Monday, July 14 at 6:30 P.M. Check-In opens at 5 P.M. Visit hamiltonma.gov/STMJuly for More information >></p> <p>Have questions about the STM warrants and implications. Informed voting starts here - FAQ PDF file by Hamilton Planning Board.</p>	1. July 14, 2025	1. Posted
2. Select Board	<p>2. The Select Board meeting schedule is on the master calendar online. Next regularly scheduled meeting takes place July 21 at 6:30 P.M. This will be a joint meeting with the School Committee and the Community Preservation Committee.</p> <p>2a. The Select Board recently voted to affirm appointed board and committee reappointments for those with expiring terms on June 30, 2025. New terms start July 1. Thank you for continuing to serve on these appointed board and committee seats.</p> <p>Suzanne Soffa, AHT Giselle Perez, BOH Jean Ramsey, BOH Jennifer Drummond, HWCC Don Perkins, HEIC Emmett Holt, HEIC Jack Simons, HEIC Scott Maddern, HDC</p>	<p>2 June 21, 2025</p> <p>2 a. July 1, 2025</p>	<p>2. Scheduled</p> <p>2a. Confirmed</p>


<p>3. Conservation Commission - Urgent Call for Volunteers</p> <p>4. Stories of Impact</p> <p>5. Community Gatherings</p>	<p>Brian Stein, HDC John McGrath, FinCom Laura Lee Studley, COA Virginia Cookson, ConCom Jay Butler, CPC Heather Ford, CapCom Steve Loeper, CapCom Mike Twomey, CapCom Reggie Maidment, HWRC</p> <p>3. There are still vacancies on Hamilton's Conservation Commission. No experience needed. Contact planning@hamiltonma.gov for details.</p> <p>4. Hamilton's new Police Chief Edward Guy has wrapped his first week on the job. As he begins his tenure, Chief Guy is focused on building relationships within the department and throughout the community. Read more</p> <p>5. Military Service Day at the Patton Homestead is scheduled for July 19, 10 A.M. - 4 P.M. Hosted by the AL Gardner Post for details.</p>	<p>3. July 2025</p> <p>4. Interview complete</p> <p>5. July 19</p>	<p>3. Open vacancies</p> <p>4. Story online</p> <p>5. Story online</p>
<p><u>Assessor Office</u></p> <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><u>Timeline</u></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><u>Status</u></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>4. Newsletter</p> <p>5. Rides to STM</p>	<p>1. We've transitioned into planning for our Fall programming. We're currently collaborating with various groups to explore ideas and identify what they'd like to see offered at the Senior Center. If there's anything you'd like to see included in the upcoming schedule, please don't hesitate to let me know</p> <p>2. SHINE Open Enrollment begins in October. Please note that we will not be accepting appointments until the end of September. Appointment availability will be limited, so we encourage early scheduling once appointments open.</p> <p>3. Title III Grant was submitted to SeniorCare. The review and decision-making process is expected to take several months.</p> <p>4. Over the past several months, we've experienced a shortage of newsletters. I've reached out to the vendor in an effort to resolve the issue, but unfortunately, there hasn't been any progress. In the meantime, we will continue to order additional copies and hope for improvement. Copies are also printed at the Senior Center and are available on the front counter for your convenience.</p> <p>5. Do you need a ride to the next Special Town Meeting on July 14? Please contact the COA and we will try to assist in pre-booking transportation to and from the meeting.</p>	<p><u>Timeline</u></p> <p>1. September 2025</p> <p>2. Fall 2025</p> <p>3. Fall 2025</p> <p>4. Fall 2025</p> <p>5. July 14, 2025</p>	<p><u>Status</u></p> <p>1. In-Process</p> <p>2. On-Going</p> <p>3. On-Going</p> <p>4. On-Going</p> <p>5. On-Going</p>
<p><u>Department of Public Works</u></p> <p>1. Administrative</p>	<p>1. Employment Opportunities - <u>open positions</u></p> <p>Secondary Operator - Water Dept.</p> <p>Administration Assistant to the DPW Director.</p> <p>Email Michelle Maloney at <u>mmaloney@hamiltonma.gov</u> for position details.</p>	<p><u>Timeline</u></p> <p>1. On-going</p>	<p><u>Status</u></p> <p>1. Open</p>

2. Cemetery	2. Annual Grub treatment completed in June 2025	2. June 2025	2. Completed
3. Energy	3. Hamilton now purchases 100% renewable power with an electricity supplier. Learn more >>	3. March 5, 2025	3. On-going
	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 >>	3 a. Summer 2025	3 a. On-Going
4. Facilities	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.	4. Fall 2025	4. Ordered
	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.	4 a. Fall 2025	4 a. In-Process
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	5 c. Summer 2025	5 c. Agreement Signed

	<p>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.</p> <p>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.</p> <p>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, roadways, pedestrian crossings, etc. Kick-off meeting will be scheduled soon.</p> <p>5 f. Highland Street and Asbury Street Intersection - RRFB Installation - Installation of a crosswalk flashing beacon is complete south of the intersection</p>		
6. Parks & Grounds	<p>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.</p>	6. Summer 2025	6. On-going
7. Sanitation	7. <u>E-Waste</u> day scheduled for June 21, 2025	7. June 21, 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	<p>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.</p> <p>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</p> <p>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, 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>10. On-going</p> <p>10 a. Summer 2025</p> <p>10 b. TBD</p>	<p>10. Accepted by MassDEP</p> <p>10 a. Design Complete, Training to be scheduled</p> <p>10 b. Under Design</p>
<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>1. With ATM budget approval, Hamilton's GFOA budget is complete. 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><u>Timeline</u></p> <p>1. May 2025</p> <p>2. May 2025</p> <p>3. Spring 2025</p>	<p><u>Status</u></p> <p>1. On-Going</p> <p>2. On-Going</p> <p>3. On-Going</p>

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>		<u>Timeline</u>	<u>Status</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, awaiting reimbursement
	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	<p>1. Current Openings (descriptions online):</p> <p>Assistant Council on Aging Director / Social Services Specialist – 32 hours/Benefited; job offer pending.</p> <p>Secondary Treatment Operator for the Water Department – Full Time/Benefited - Interviews in process.</p>	1. April 2025	1. Open
1a. New Hires	<p>1a. Part-Time Health Inspector – Please welcome Josh Hunter, who started with us on June 27.</p> <p>Administrative Assistant to the Director of Public Works – Please welcome Kelly Fanning, who started with us on July 9.</p>	<p>1a. June 27 2025</p> <p>July 9, 2025</p>	<p>1a. Job filled</p> <p>Job filled</p>
2. Regional Collaboration	2. Regional Public Epidemiologist: Towns of Hamilton, Essex, Wenham, and Rockport - Interviews complete. Reference and background checks are in process on the final candidate.	2.	2. Ongoing
3. Employee Engagement	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.	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	<p>1. The Planning Board continued the public hearing for the draft Town Center and MBTA Communities compliant zoning to June 17, 2025. The proposed zoning includes substantial site and building design standards to better regulate the form and intensity of development in the Town Center and ensure it is consistent with the Town's vision. The draft zoning and associated materials can be reviewed at: https://hamiltonma.gov/town-center-zoning/</p> <p>You can learn more about the planning project at:</p>	1. April - July 2025	1. Pending

2. FEMA Flood Maps	https://storymaps.arcgis.com/stories/5ebfaf29795942a29999c96a1a599b4c 2. Updated FEMA Flood Maps for Hamilton and all of Essex County become effective on July 8, 2025. To review the existing and proposed flood maps, and for more information about the engineering behind the flood map update, visit: https://hamiltonma.gov/wp-content/uploads/2025/05/FEMA-Flood-Maps-Information-05.01.2025-1.pdf	2. Changes Pending	2. Pending
3. Welcome Alicia Brennan	The Planning Department is very happy to welcome Alicia Brennan, Planning and Conservation Assistant. Alicia will be working for the Town Mondays through Thursdays and comes to Hamilton most recently from the Massachusetts Department of Environmental Protection. Welcome Alicia!	3. Week of June	3. Employment Started
4. Accessory Dwelling Units	4. At Annual Town Meeting, Hamilton residents approved amendments to the Town's Accessory Dwelling Unit (ADU) Bylaw to make it easier for single-family property owners to construct attached or detached ADUs (sometimes referred to as accessory apartments) on their properties. The amendments are currently pending review with the Attorney General's office with an expected final approval date in July 2025. For more information about the requirements associated with ADUs, contact the Hamilton Planning or Building Departments.	4. July 2025	4. Pending final approval with Mass. Attorney General
5. Join the Conservation Commission	5. The Conservation Commission has openings for new members. This is a wonderful opportunity for residents to serve the community and protect our natural resources. The Commission meets conveniently over Zoom and the Commission is aided by a very capable Conservation Agent which makes for a very manageable volunteer workload. Interested? Contact planning@hamiltonma.gov for more information.	5. NOW	5. Immediate Openings
<u>Police Department</u>		<u>Timeline</u>	<u>Status</u>
1. Administrative	1. Police Chief Edward Guy was sworn in on June 25. Chief Guy's first official day started July 1.	1. July 1, 2025	1. Completed

2. Facilities	2. Evidence Room Repairs We are waiting for shelving/locker unit shipment and some miscellaneous equipment to bring the evidence and book rooms operational.	2. April 2025	2. On-Going
3. Events	3. Hamilton PD stood with SeniorCare Inc. and Hamilton Council on Aging to help spread awareness about Elder Abuse on June 17. If you suspect someone might be a victim, contact your local police department or the Elder Care Abuse Hotline at 800-922-2275.	3. June 17, 2025	3. Completed
4. Supervisory Staff Meeting	4. Initial Supervisory Staff Meeting to discuss expectations and any potential new initiatives to enhance police services for the community of Hamilton.	4. July 16, 2025	4. On-Going
5. Promotions	5. With the impending retirement of Captain Scott Janes, preparing for upcoming promotions.	5. End of August 2025	5. Pending
<u>Public Health Department</u>			
#1. KEEPING OF ANIMALS RENEWALS 2025	1, BoH regulation was revised in the spring. July 1 was the deadline for permit application submission and payment. The following summary is FYI as of July 9: 77 permit renewal letters sent 38 renewals have been received 39 renewals are outstanding Permits to be issued before expiration of current permits	<u>Timeline</u> 1. Spring 2025	<u>Status</u> 1. Completed
2. Board Update	2. Follow-up procedures are being considered with the director and the Board for those who have not submitted renewals in a timely manner. A warning letter will be sent before fines are enforced.	2. On going	2. On-going
3. Administrative	3. Janice Fahey is an Assistant AG. She's requesting an updated "Order to Correct" from Health. For example: 3a. If a dwelling unit is inhabited, an order to correct per 105CMR410.670 would be served to the owner.	3. Ongoing	3. On-going

<p>4. 29 OLD CART ROAD</p>	<p>4. This dwelling is uninhabited so I issued a condemnation per 105CMR 410.650.</p> <p>4a. The Town By-Law Chapter XXXVII, section 6 can now be the authority to cause corrective action to occur.</p> <p>4b. Town Counsel Nick has weighed in with me and is consulting with colleagues.</p>	<p>4. July 2025</p>	<p>4. Completed</p>
<p>5. QUICK FACTS - NALOXONE</p>	<p>5. Talks continue across the Hamilton/Wenham/Essex/Rockport Region to combine Opioid funding</p> <p>5a. H/W are the only communities that chose not to display branded Naloxone Boxes for public information</p> <p>5b. H/W Public Library has requested staff training and access to naloxone in the library</p> <p>5c. H/W Students interested in providing this tool in their community (see email below)</p> <p>5d. HPD has asked if there is local availability for Naloxone for residents</p> <p>5e. Naloxone is a lifesaving medication and will not harm someone if they are not overdosing on an opioid</p> <p>5f. Naloxone can be given safely to people of all ages, from infants to older adults, and includes someone who may have unintentionally taken an opioid.</p> <p>5g. Hamilton is one of the few local communities in Eastern Massachusetts that have not yet taken advantage of this life saving tool.</p>	<p>5. Summer 2025</p>	<p>5. On-Going</p>

4. 2025 Annual Town Meeting (ATM)	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.	4. April 2025	4. Pending Attorney General review
5. Hamilton Census/Street List process MGL C.51 s.4	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 1930 were returned.	5. January 2025	5. 65.8% Returned
	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."	5a. June 2025	5a. 25% of voters were inactivated
6. Special Town Meeting	6. The Clerk's Office has been focused on two unanticipated STM's. The warrants will be posted at least 14 days prior to the meeting. Poll workers have been scheduled to staff five (5) check in points.	6. June - July	6. Ongoing
7. Oath of Office/Swearing in	7. During the month of June, 18 police officers were sworn in for the period starting July 1.	7. June 2025	7. Complete
	7a. During the month of July, 20 newly appointed or reappointed Board/Committee members will be sworn in.	7a. July 2025	7a. Complete
8. Vital Record Processing	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.	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> <p>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</p>	<p>1. May 31, 2025</p> <p>1a.</p>	<p>1. Water Bill Due</p> <p>1a.</p>
2. Benefits /Payroll	<p>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 in process Sue has a great handle on the split payroll</p>	<p>2. June, 2025</p>	<p>2. On-Going</p>
3. New Hire	<p>3. The Office welcomes new hire Kim Falloni as the new AR/AP Coordinator. Training continues. Kim has settled in nicely and training is ongoing.</p>	<p>3. June, 2025</p>	<p>3. Complete</p>
4. 2025 Tax Rate	<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. June 2025</p>	<p>5. On-Going</p>
5. End of year	<p>5. All are working on end of year processes to prepare for the end of fiscal year.</p>		