



# Town of Hamilton

## Town Manager Report

Week of August 4, 2025

Department/ Project	Weekly Update (Newest Information in Green)		
<b><u>Town Manager's Office</u></b>  <b>1. Select Board</b>  <b>2. New Sidewalk - Highland St.</b>  <b>3.. Town Hall Holiday Closure</b>	<p>1. The next Select Board meeting takes place Monday, August 18, 2025.</p> <p>2. Hamilton has secured \$50,000 in state funding to plan a new sidewalk for a section of Highland Street. <a href="#">Read more &gt;&gt;</a></p> <p>3. Town Hall Offices will be closed on Monday, Sept. 1 for the Labor Day observed holiday.</p>	<b><u>Timeline</u></b>  <p>1. August 18, 2025</p> <p>2. July 31, 2025</p> <p>3. Sept. 1, 2025</p>	<b><u>Status</u></b>  <p>1. Posted</p> <p>2. Pending next steps</p> <p>3. Posted to website</p>
<b><u>Assessors office</u></b>  <b>1. FY2027 chapter land applications mailed to property owners</b>  <b>2. Select board approves Chapter 91 senior exemption income/asset limits</b>  <b>3. Boat excise tax forms mailed to boat owners who received a FY25 boat excise tax bill</b>  <b>4. Property records are being updated as part of interim year adjustment</b>	<p>1. FY2027 chapter land applications mailed to property owners.</p> <p>2. FY26 applications to be mailed to FY25 applicants. Any resident 65 or older can apply. The limits for the exemption are: total household income: \$47,520 for a single person, \$71,280 for a married couple; and total household assets: \$175,000 for a single person, \$250,000 for a married couple.</p> <p>3. The Assessors office mailed 93 boat excise tax forms to boat owners in order to receive up-to-date information on status of boats owned/stored in Hamilton.</p> <p>4. The Assessors office is inspecting and updating property records and maps as part of interim year adjustments.</p>	<b><u>Timeline</u></b>  <p>1. Due Dec. 1, 2025</p> <p>2. April 1, 2026</p> <p>3. August 29, 2025</p> <p>4. Summer/Fall 2025</p>	<b><u>Status</u></b>  <p>1. Ongoing</p> <p>2. Ongoing</p> <p>3. Ongoing</p> <p>4. Ongoing</p>

<b><u>Council on Aging</u></b>		<b><u>Timeline</u></b>	<b><u>Status</u></b>
<b>1. Programming</b>	1. Working in collaboration with other departments such as the health department, park and recs, and police department to organize programming for residents. Fall programming is being planned.	1. September 2025	1. In-Process
<b>2. SHINE Program</b>	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.	2. Registration opens late Sept.	2. Preparing for registration.
<b>3. Grants</b>	3. Continue to look for new grant funding opportunities to help pay for additional programming.	3. Fall 2025	3. On-Going
<b>4. Policies and Procedures</b>	4. Started to review policies and procedures and update as needed. Policies and procedures will be submitted to the town manager, and reviewed at monthly COA Board meetings. Currently, our behavior policy is on the table to be reviewed at the next board meeting, with new client registration and outreach policy to be reviewed and updated in August.	4. Fall 2025	4. On-going
<b><u>Department of Public Works</u></b>		<b><u>Timeline</u></b>	<b><u>Status</u></b>
<b>1. Administrative</b>	1. Employment Opportunities - <a href="#">open positions</a>  Secondary Operator - Water Dept.  Email Michelle Maloney at <a href="mailto:mmaloney@hamiltonma.gov">mmaloney@hamiltonma.gov</a> for position details.	1. On-going	1. Open
<b>2. Cemetery</b>	2. No new updates	2. N/A	2. N/A
<b>3. Energy</b>	3. Hamilton now purchases 100% renewable power with an electricity supplier. <a href="#">Learn more &gt;&gt;</a>	3. March 5, 2025	3. On-going
	3a. The EV Charging station at the high school/middle school remains closed due to	3a. Summer 2025	3a. On-Going

<b>4. Facilities</b>	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. <a href="#">Learn more &gt;&gt;</a>		
	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
	4a. Patton Homestead Pavilion—Hamilton has contracted with EJ+P, Inc. for design services necessary for the Homestead Pavilion project. Bids were received on July 17, 2025. Three bids were received. Unfortunately the low bidder decided to rescind their bid and the other two were well over budget.	4a. TBD	4a. TBD
	4b. COA Exterior Repairs - DPW is formulating an Invitation for Bid for exterior repairs to the Senior Center. Work will include painting, wood repairs, gutter replacement, and roofing.	4b. Fall 2025	4b. IFB creation
<b>5. Highway Department</b>	4c. Senior Center Walkway - Hamilton DPW has completed the replacement of a new walkway in the front of the senior center.	4c. Complete	4c. Complete
	5. A new sidewalk opened connecting the Forest Street neighborhood to town. <a href="#">Read more &gt;&gt;</a>	5. Complete	5. Complete
	5a. 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.	5a. Spring 2025	5a. On-going
	5b. 2024 Roadway and Sidewalk Improvements—The 2024 Roadway Improvements Project is nearing completion. Driveway cut backs and tie-ins are scheduled for next week.	5b. Summer 2025	5b. Near Completion
	5c. Route 22 Paving—Hamilton was chosen as a MA community to have Route 22 paved under the MassDOT Municipal Pavement Program. Route 22 has been resurfaced and roadway markings are complete. The Contractor plans to connect specific driveways into the new road surface.	5c. Summer 2025	5c. Near Completion

	<p>MassDOT plans to finish the work in the next few weeks.</p> <p>5d. 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. The town, and engineering consultant, are also evaluating the ability to construct a new sidewalk between Linden Street and Lake Drive.</p> <p>5e. 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. A kick-off meeting was conducted on July 7, 2025 to discuss next steps and focus points.</p> <p>5f. Chapter 90 - Town of Hamilton will receive a total of \$489,381.34 in state funding for local transportation and infrastructure improvements in Fiscal Year 2026, as part of an increase in Chapter 90 funding <a href="#">announced this week</a> by the Massachusetts Department of Transportation (MassDOT).</p>	<p>5d. Fall 2025/Spring 2026</p> <p>5e. Summer 2025</p> <p>5f. August 4, 2025</p>	<p>5d. Under Design</p> <p>5e. Under design</p> <p>5f. FY 2026</p>
<b>6. Parks &amp; Grounds</b>	<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>	<p>6. Summer 2025</p>	<p>6. Under design</p>
<b>7. Sanitation</b>	<p>7. <u>E-Waste</u> day scheduled for August 16, 2025</p>	<p>7. August 16,, 2025</p>	<p>7. Scheduled</p>
<b>8. Town Hall</b>	<p>8. Construction highlights: Currently the contractor is removing all the wood rot areas from the exterior in preparations for wood replacement and painting. The foundation penetration for the addition has been completed and the additional concrete foundation is scheduled for construction next week. Interior plumbing, electrical, HVAC, telecom, fire suppression, and insulation is complete. Drywall is scheduled for next week.</p>	<p>8. 2025-2026</p>	<p>8. May 2026</p>
<b>9. Vehicles</b>	<p>9. The new water pick up truck has been received, outfitted, and in use.</p>	<p>9. Delivered</p>	<p>9. In Use</p>

<p><b>10. Water Department</b></p>	<p>10. MassDEP 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 <a href="#">town website</a>. Hamilton Water Department can be reached at 978-626-5226 or email Hamilton's DPW Director at <a href="mailto:tolson@hamiltonma.gov">tolson@hamiltonma.gov</a>.</p> <p>10a. GIS Asset Management—A new work order GIS system has been built for Hamilton. The main focus at this time is continuing to build on our water information and plans are to deploy the information to the field crews to provide them up to date information in the field and improve efficiency during water emergencies.</p> <p>10b. 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.</p> <p>10c. GAC Media Change Out - The lead vessels (2) received the necessary media change out on 7/21. The (2) lag vessels will receive the media change starting 8/18. Evidence has proven that the forecasted 1 year life span of the media is accurate and the GAC will need to be exchanged yearly to continue to achieve optimum water quality.</p>	<p>10. On-going</p> <p>10a. Summer 2025</p> <p>10b. TBD</p> <p>10c. August 2025</p>	<p>10. Accepted by MassDEP</p> <p>10a. Complete</p> <p>10b. Under Design</p> <p>10c. Lead complete, lags scheduled</p>
<p><b><u>Finance Department</u></b></p> <p><b>1. FY2026 GOFA Award</b></p>	<p>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</p>	<p><b><u>Timeline</u></b></p> <p>1. July 2025</p>	<p><b><u>Status</u></b></p> <p>1. Complete</p>

<p><b>2. FY26 ATM Warrant Articles</b></p> <p><b>3. Closing FY25</b></p> <p><b>4. MADOR Recap</b></p>	<p>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.</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. Currently, Hamilton is operating under FY25 to reconcile and close the year while also working on FY26 for business continuity.</p> <p>4. Finance begins the Mass DOR submission requirements for the recap.</p>	<p>2. July 2025</p> <p>3. August 2025</p> <p>4. Spring 2025</p>	<p>2. On-Going</p> <p>3. On-Going</p> <p>4. On-Going</p>
<p><b><u>Fire Department</u></b></p> <p><b>1. Department Stats</b></p> <p><b>3. Community Outreach</b></p> <p><b>4. Model T Building project:</b></p>	<p>1. The Fire Dept responded to the following calls in the last 2 weeks: 10 Fire related calls, 17 Medical Calls, 2 MVA, 0 Brush Fires, 2 Mutual Aid and 7 Public Assists. Fire prevention performed 18 inspections.</p> <p>3 With repeated high temperatures this summer, the department has made surprise visits to local park programs, bringing our water truck for kids and campers to run through and cool off. These spontaneous events have been warmly received, providing relief from the heat and offering a fun way for us to engage with the community.</p> <p>The FD also continues to work closely with town communications to ensure our seniors are aware of available cooling stations during extreme weather events at the Senior Center and the Hamilton-Wenham Public Library.</p> <p>4. We have successfully compacted the foundation area, marked out the site, and poured the footing and foundation, marking key milestones in the progress of the Model T Building project. A big thank you to J Masterson Construction Company for making fantastic progress on the foundation excavation</p>	<p><b><u>Timeline</u></b></p> <p>1. August 2025</p> <p>3. July-August</p> <p>4. July 15, 2025</p>	<p><b><u>Status</u></b></p> <p>1. Reported</p> <p>3. As needed</p> <p>4. On-Going</p>

<u><b>Human Resources</b></u>		<u><b>Timeline</b></u>	<u><b>Status</b></u>
<b>1. Openings</b>	<p>1. Current Openings (descriptions online):</p> <p>Secondary Treatment Operator for the Water Department – Full Time/Benefited - Interviews in process.</p>	1. Ongoing	1. Open
<b>1a. New Hires</b>	<p>1a. Assistant Council on Aging Director / Social Services Specialist – Welcome Hannah Loneragan who starts with us on July 28.</p>	1a. July 28, 2025	1a. Job filled
<b>2. Regional Collaboration</b>	<p>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.</p>	2. July 2025	2. Ongoing
<b>3. Employee Engagement</b>	<p>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!</p>	3. July 2025	3. Ongoing
<b>4. CORI Checks</b>	<p>4. All new hires and volunteers will undergo a Criminal Offender Record Information (CORI) check before their first day of work.</p>	4. Spring 2025	4. Ongoing
<u><b>Planning and Land Use Department</b></u>		<u><b>Timeline</b></u>	<u><b>Status</b></u>
<b>1. Town Center Rezoning</b>	<p>1. With the Town Center Rezoning approved in July, the Planning Board is now focused on helping residents and property owners better understand the new zoning requirements. The Board will be working with staff on outreach materials and other resources for property owners over the coming months.</p>	1. Summer-Fall 2025	1. In Progress
<b>2. Brown's Hill Overlay District</b>	<p>2. The potential re-zoning of the Gordon-Conwell Theological Seminary for potential re-uses and redevelopment has long been a matter of discussion of the Planning Board. In the coming months, the Board will be re-evaluating this proposal for potential consideration at a Town Meeting.</p>	2. Summer-Fall 2025	2. In Progress
<b>3. Housing Production Plan</b>	<p>3. The Town will be working on a Housing Production Plan this year into next. A Housing Production Plan represents a proactive plan to meet the housing needs of a community with a particular emphasis on affordable housing.</p>	3. Through 2026	3. Issuance of RFP

<b>4. Board and Commission openings</b>	4. There are currently vacancies on both the Conservation Commission and the Affordable Housing Trust. If you are interested in natural resource or housing issues, serving on these bodies is a rewarding way to give back to the community. If you're interested in potentially serving on a Board or Commission, contact <a href="mailto:planning@hamiltonma.gov">planning@hamiltonma.gov</a> for more information.	4. Immediate Need	4. Two Open seats need filling
<b><u>Police Department</u></b>  <b>1. Retirement</b>  <b>2. Facilities</b>  <b>3. Supervisory Staff Meeting</b>  <b>4. Promotions</b>  <b>5. Police Officer Recruitment</b>  <b>6. Cameras at Patton Park</b>	1. Captain Scott Janes will be retiring at the end of this month after more than 40 years of dedicated service to the Hamilton Police Department. A retirement celebration will be held on Thursday, August 14, at the American Legion Post 195 in Hamilton. The event will be open-house style from 2:00 to 4:30 p.m. All are welcome to stop by and wish Captain Janes a well-deserved and happy retirement.  2. Evidence Room Repairs We are waiting for shelving/locker unit shipment and some miscellaneous equipment to bring the evidence and book rooms operational.  3. An initial Supervisory Staff Meeting was held with Chief Guy to continue discussions around leadership expectations and opportunities to enhance police services for the Hamilton community. These ongoing conversations aim to support a strong, community-focused approach to public safety.  4. Chief Guy is preparing for upcoming promotions within the department to ensure a smooth leadership transition and continued excellence in service to the community.  5. In preparation for Captain Scott Janes' retirement and the planned transfer of another officer to a different department, the Hamilton Police Department is actively recruiting two new officers to maintain staffing levels and continue providing high-quality service to the community.  6. The security company working in	<b><u>Timeline</u></b>  1. August 14, 2025  2. Summer 2025  3. Summer 2025  4. End of August 2025  5. September 2025  6. July 22, 2025	<b><u>Status</u></b>  1. Scheduled  2. On-Going  3. On-Going  4. On-Going  5. System working  6. Installed



<p><b>7. Community Outreach</b></p>	<p>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 throughout Patton Park. These cameras will provide a continuous live feed directly to the Public Safety Building, enhancing safety and security in the area.</p> <p>7. On July 30, Hamilton PD participated in the Touch-A-Truck community event at the Hamilton-Wenham Library, further strengthening our community connections.</p> <p>7a. Sgt. Girolimon, Officer Bertelli, and K9 Luca proudly represented the Hamilton Police Department at Essex County Corrections' Youth Leadership Academy Community Day. Local police departments were invited to connect with youth and answer questions about policing to engage with the next generation of leaders.</p>	<p>7. July 30 and</p> <p>7a. August 1, 2025</p>	<p>7. Completed</p> <p>7a. Completed</p>
<p><u><b>Hamilton Health Department /BOH</b></u></p> <p><b>1. Eastern Essex Regional Health</b></p> <p><b>2. Recent Advisories</b></p>	<p>1. We held an Advisory Board meeting on July 15, focusing on strategies to rebuild trust in public health through open and transparent communication with our partner towns. The meeting also included a review of IMA roles and responsibilities, along with a refresher on Open Meeting Law guidance.</p> <p>1a. The FY'25 End-of-Year Report has been completed and submitted to the state.</p> <p>1b. We're pleased to announce that the Regional Epidemiologist position has been offered to Kerra Washington, who is expected to start on September 8, pending final onboarding.</p> <p>2. Statewide Air Quality Alert – Canadian Wildfire Smoke. An active Statewide Air Quality Alert issued by the Massachusetts Department of Environmental Protection (MassDEP) for our region was posted on August 5 due to elevated levels of air pollutants. These conditions may affect sensitive groups, including children, the elderly, and individuals with respiratory or</p>	<p><u><b>Timeline</b></u></p> <p>1. July 15, 2025</p> <p>1a. August 1, 2025</p> <p>1b. Sept. 8, 2025</p> <p>2. August 4-5</p>	<p><u><b>Status</b></u></p> <p>1. On-Going</p> <p>1a. Completed</p> <p>1b. Pending final onboarding</p> <p>2. <a href="#">Posted online</a></p>



	<p>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><b>2. 2025 Dog License Renewals</b> <b>MGL C. 140 s.137, 137A</b></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>	2. 2025	2. On-going
<p><b>3. DBA</b> <b>MGL C. 110 s.5</b></p>	<p>3. "Doing Business As" renewals due every 4 years. Seventeen (17) filed including 13 first time businesses. (32 filed in 2024.)</p>	3. 2025	3. On-Going
<p><b>4. 2025 Annual Town Meeting (ATM)</b></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>	4. July 2025	4. Pending Attorney General review
<p><b>5. Hamilton Census/Street List process</b> <b>MGL C.51 s.4</b></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. 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
<p><b>6. Special Town Meeting</b></p>	<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>	6. June - July	6. Complete
<p><b>7. Oath of Office/Swearing in</b></p>	<p>7. During the month of June, 18 police officers were sworn in for the period starting</p>	7. June 2025	7. Complete

<b>8. Vital Record Processing</b>	<p>July 1.</p> <p>7a. During the month of July, 20 newly appointed or reappointed Board/Committee members will be sworn in.</p> <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>	<p>7a. July 2025</p> <p>8. June - forever</p>	<p>7a. Ongoing</p> <p>8. Ongoing</p>
<p><b><u>Treasurer/Collector's Office</u></b></p> <p><b>1. 2026 Preliminary Tax</b></p> <p><b>2. End of year</b></p> <p><b>3. Billing</b></p>	<p>1. The <u>FY 2026</u> Preliminary 1st qtr tax bills have been mailed and are due 8/1/2025</p> <p>2. All continue to work on end of year processes for the fiscal year of 2025.</p> <p>3. FY26 qtr 1 tax bills are coming in at a steady pace.</p> <p>3a. Motor Vehicle 2025 (Commitment 4) was billed with a due date of 8/27.</p> <p>3b. Water bills will be going out 8/1 with a due date of 8/2/25</p>	<p><b><u>Timeline</u></b></p> <p>1. August 1, 2025</p> <p>2. August 2025</p> <p>3. August 2025</p> <p>3a. August 27, 2025</p> <p>3b. August 2, 2025</p>	<p><b><u>Status</u></b></p> <p>1. Complete</p> <p>2. On-Going</p> <p>3. In-Process</p> <p>3a. Mailed</p> <p>3b. Mailed</p>