

2017



TOWN MANAGER REPORT

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June 9, 2017

To: Hamilton Board of Selectmen

Fr: Michael Lombardo, Town Manager

Re: Town Manager Update

Bridge Street Culvert: The contractor, UEL, continues to make [slow] progress on punch list items notwithstanding the recent demand letter for liquidated damages. Town Counsel and I have discussed timing of any additional action and will move forward at the end of the month; we have not received a response to date.

Tim Olson and I met with an abutter to the project to discuss final punch list items which include clean-up and repairing any damage to their property, as well as, moving forward in cooperation on a landscape plan.

5-Year Capital Plan: Departmental request have been compiled and I will be meeting with the finance director, Marisa Batista, to review the requests and pull together a draft CIP for consideration by the Board of Selectmen and the Fincom. My sense is that a joint meeting would be a more productive and efficient way to review the plan; please let me know if you are in agreement or if separate meetings are preferred.

Nuisance Bylaw: Several weeks ago, the Board of Health Chair, David Smith, provided a draft bylaw to address potential nuisances. Town Counsel and I are in the process of reviewing the draft and providing comments; once complete we will provide appropriate boards and committees a copy to review and identify a process for vetting this in the run up to STM.

Gordon Conwell Theological Seminary: As you are aware, the GCTS recently provide a check to the Town for \$35,000 in the wake of my recent meeting with their CFO. This amount represents \$40,000 less than what has been received in recent years. Hearing nothing to the contrary, the Town budgeted the full amount in anticipation of the full \$75,000. As the fiscal year comes to an end and FY18 begins, Finance Director, Marisa Batista and I will review how this may affect the Town budget and will work with the FINCOM to develop a solution as may be needed.

We recently became aware that the GCTS is renting some of the on-campus student housing to students from Gordon College, as well as, other non-students (faculty and staff.) We are vetting this with Town Counsel and the Board of Assessors to determine what affect this may have on the tax status of the housing.

Water Permit and Registration: While I have not received formal notification from MDEP, we have learned from MDEP Deputy Director, Beth Card that the State continues to assert that the Permit Extension Act applies to water registrations. I have a conference call with Special Counsel next week to discuss the implications of this decision in light of the lawsuit the Town of Hamilton won approx. 10 years ago.

Patton Homestead Inc.: I've met with members of the PHI board individually and with DW Director, Tim Olson, to discuss the process for reviewing RFQ's and selecting a vendor to perform various infrastructure work at the homestead including development of the new parking lot and building improvements. We are also collaborating on the development of a job description for a director.

Council-on-Aging

Key activities/projects for the Council on Aging: June, 2017

1. Anticipate putting in application for work to be done on the second floor of the Senior Center with the Community Preservation Committee. In order to use the second floor for activities, we need to install a small elevator for handicap accessibility as well as a second means of egress, a fire escape on the back of the building.
2. Call to action for our seniors aged 60 to 69 to develop a focus group to determine their needs and find out the kind of programming they would like to have outside of regular Senior Center hours. Outreach is working to develop a database for this group of over 1,100 seniors through phone and greeting card contact.
 - Since this project was started in February the COA has contacted approximately 39 seniors in this age group to determine their needs and requests. Five of this group have indicated they would be interested in being part of a focus group at the Senior Center.
3. On October 6th, the COA will be holding our first annual memory event that we are calling Shifting the Perspective: Memory, Aging and Your Brain. This will be for seniors dealing with memory issues as well as their family members and caretakers. We will be hosting a keynote speaker from the Alzheimer's community, sponsor games and events and vendors along with a free lunch for attendees through Senior Care.
 - Work has begun to reach out to vendors who will participate in this event.
 - Feature keynote speaker will be Judy Blackburn who is known for her work in helping seniors focus of the transition from their home to a facility for memory care.
 - The Council on Aging has this week partnered with The Atrium at Veronica Drive, as assisted living facility in Danvers, to provide a greater range of options for those attending the seminar.
4. The Council on Aging is working with Gordon College to create a town-wide volunteer bank to help seniors in Hamilton. Many of our seniors need help from time to time to do chores around the house which they can no longer handle. The COA will also be reaching out to the Rotary for their assistance with this project.
 1. Meeting with Provost Janel Curry at Gordon College week of 5/22 after commencement to meet with Gordon personnel and to map out project
5. Several members of the community under the guidance of Martha Hale Farrell are forming a Friends group to support the efforts of the Hamilton Council on

Aging. If you are interested in joining or volunteering your time to help make this group happen, please email her at: halefarrell@gmail.com.

2. FB posting was created and several women responded to Ms. Farrell's notice and indicated a desire to serve on the Board.
3. COA Board will receive update from Ms. Farrell 6/7 re: progress forming this group
6. As the result of 18 months collaboration between the Council on Aging Director's on the North Shore, a guidelines for participation/scope of services document was created to address and update residents using the Senior Center to let them know who we are, what we do, what we don't do, eligibility to participate, and guidelines for participation with a code of personal conduct. This document was given to the Council on Aging Board at their last monthly meeting 4/5 to review and discuss for our May 3rd. meeting.
7. Flag Day ceremony Wednesday, June 14th at 10:30 AM. The COA recently purchased a US flag as well as a Massachusetts flag for display at the Senior Center. The American Legion will be participating in the dedication of our flags that day. It is also anticipated that Public Safety will also join in with us on this ceremony.
8. The ACORD Food Pantry and the Hamilton Council on Aging will again be distributing free produce to our seniors starting the end of June. Distribution day and time will be Wednesdays at 11 AM. Produce will be available throughout the afternoon until it is gone. The COA will also be reaching out to other farms in the area to bring in surplus produce from their stands as well this summer.
 4. Director was in contact with both Tendercrop Farm as well as Green Meadow. Tendercrop already makes donations of unused produce but would be open to a one-time donation. Green Meadow indicated that there older produce is fed to their animals but would contact us for those people who will not be using their CSA share for that week.
9. "Feed the Hungry" boxes have been donated to the Senior Center and will be distributed in the next several weeks. Information will be posted to our Facebook page notifying residents that the boxes are available.
10. Plans are underway to create a low cost dental clinic this summer in collaboration with the Hamilton Board of Health. Details to follow.
11. The Council on Aging is looking forward to a presentation by the new sheriff in town, Kevin Coppinger, on Wednesday, June 28th to speak with our seniors about the mission of the Correctional Facility in Middleton and hopefully, bring a sweet treat for afterwards. Thank you, Sheriff Coppinger!
12. The Director will be attending Aging with Dignity Conference on Wednesday, June 7th at Holy Cross in Worcester. This is the annual conference where all groups dealing with senior transition issues meet each spring.
13. State Representative Brad Hill is sponsoring a summer BBQ for Hamilton seniors on Friday, June 16th at 10:30 at the Senior Center. Entertainment by

Mel Simons to begin at 10:30 and Hamilton's own Fire Department will be on hand to cook up hamburgers and hot dogs afterward. Cherry Farm Creamery has kindly offered to donate hot fudge sundaes for a sweet ending.

14. The COA is looking for a few good chess players to start a Chess Team. If you are interested please contact Mary Beth at 978-468-5595.

Finance Department

Ongoing and Pending Projects:

FY17 Community Compact Grant: Working in conjunction with the Town Manager on preparing the grant application for the FY17 Community Compact Grant.

Capital Improvement Plan: An initial draft of the Capital Improvement Plan has been emailed to Department Heads for their review. The next step will be meeting with the Town Manager and work on funding sources.

AFSCME Contract: The Administrative Staff collective bargaining agreement has been signed for the period of 7/1/16 – 6/30/19. Retro pay has been calculated and disbursed. Currently, we are working on the calculation of the transfer from Salary Reserve to cover the increases.

Year-End Procedures: Finance department has been working with individual departments on year-end procedures, transfers, reconciliations, etc.

Year-End Transfers: Working on year-end transfers to be presented to Finance Committee and Board of Selectmen. These year-end transfers are done in accordance with Massachusetts General Law Chapter 44 Section 33B and Chapter 77 of the Acts of 2006 (“CH44 S33B”). These types of year-end transfers require both Finance Committee and Board of Selectmen approval.

Real Estate Billings: Working on 1st quarter Preliminary Real Estate and Personal Property bills for FY18. Bills will be mailed out on June 30th and due on August 1st. Real Estate Demands will be sent out June 9th due on June 23rd.

Tailings: Reviewing of Tailings (stop payments & reissuing of checks).

Other: Payroll and accruals reconciliations.

Abatements: Preparing FY10 & FY11 abatements for Board of Assessors from settlement completed between Commissioner of Revenue and Verizon New England.

Fire Department

The Hamilton Fire Department responded to the following emergency and non-emergency calls for service.

- Eleven smoke alarm activations.
- Three motor vehicle accidents with injuries.
- Eighteen medical calls for service.
- Three electrical emergencies.
- Three water problems.
- Two electrical emergencies.
- One water Rescue.
- Two Public assists (non-emergencies).

Fire Prevention

- Five smoke and carbon monoxide inspections.
- Two re-inspections due to failing.
- One pre-smoke detector inspections.
- Four dumpster permits
- Three Plan reviews for upcoming building projects.
- Reissued fire work due to change of date Town of Hamilton's fireworks display permit approved and filed with the Department Of Fire Services.
- Eight installations of the rapid entry system a program for the senior citizens.

Other Services

- Five car seat installations.

Planning Department

The Director of Planning has been out of the office and will give us an update on the next Town Manager Report.

Police Department

Staffing (Police):

- Full-time: Fully staffed at 13 officers.
- Part-time: We currently are operating with 7 reserve officers. At this time we are establishing dates and times for oral boards with the intent of hiring 3 additional reserve officers.

(RESERVE HIRING PROCESS IS STILL ONGOING)

Staffing (ECO):

- Full-time: Fully staffed at 4 dispatchers.
- Part-time: Staffed at 2 dispatchers

Equipment Issues:

- We have started looking into different Tasers with the intent of conducting T&E. After the T&E phase has been completed, we will begin policy review, training and implementation.

Union Issues:

- No Union grievances or complaints at this time.
- Current Police contract expires on June 30, 2019.
- Current ECO Contract expires on June 30, 2020.

Miscellaneous:

- We currently have approximately 900 signups for CodeRed. We will continue to push this out through social media in attempts to have more people sign up.
- I am currently reviewing the rough draft of the MRI Dispatch Center merger study.

Pending Projects:

- N/A

Upcoming Police Related Events:

- N/A

Public Works

Highway:

1. National Grid Tree Work

Planned along Route 1A, Bridge Street, Miles River Road, Essex Street, and Woodbury Rd.

Ongoing: Work is scheduled for mid to late July 2017

2. Bridge Street Culvert

Update: Discuss landscaping plan and alternatives at the culvert and surrounding area with Town Manager and abutters

3. Pavement Management Plan

Update: The Town has hired BETA Group to perform a street condition rating study on the Town public roadways. This study will help generate a capital plan for roadway repairs.

4. Chebacco Road Paving

Update: The Town has hired Nocella Paving to reclaim and re-grade Chebacco Road. This will be a more significant grading project to help redevelop the roadway crown as well as remove the material on the roadside which prevents the roadway to shed the water off on to the shoulders.

Buildings:

Patton Homestead

1. Dirt Parking Lot Construction Summer 2017, either hired contractor of in-house

Ongoing: Working to design and layout parking lot for Planning Board approval. Once approved I will solicit for quotes to construct

2. Draft RFQ for Designer Services for the Patton Homestead Preservation to include numerous updates, interior and exterior repairs, and building system upgrades i.e. electrical, plumbing, security, fire etc.

Ongoing: RFQ draft is underway

Water Distribution:

1. Water Main Replacement Project

Update: Bids were opened on May 31st, 2017. Low bid was under engineering estimate. The Engineer is checking references and confirming time frame with the low bidder and will work to Notice of Award

2. Water Main Flushing

Update: There will be no flushing this year due to the current condition of the Water Treatment Plant and inability to provide adequate flushing volume and pressure from the hydrants. See Water Treatment Condition

Water Treatment:

1. Water Plant Current Condition

Update: In discussions with the Primary Operator, Dave Dolan, DPW feels that the current condition of the Water Treatment Plant is nearing CRITICAL. DPW is not confident with this plant and the treatment issues to meet the high demands in the near future. The raw water quality continues to diminish and the treatment plant operations are not adequate to produce optimum drinking water for the residents of Hamilton. Discolored water is imminent due to the level of the iron and manganese and the current poor filter media which will not be able to effectively treat.

For water production purposes, the operator has to decrease the raw water flow from the wells in order for the plant to be able to produce water for the consumers. The plant designed for 800 gpm, but due to the current poor filter media conditions, the plant has to be operated between 400-500gpm. Increasing the flow through the filters will result in higher iron and manganese levels and discoloration. Truth be told, even operating at 400-500 gpm still produces spikes of iron and manganese and colored water at times. Increasing the flow to adequately meet the demands of the public will increase the iron and manganese levels above DEP's allowable limit, Due to the operating flow of 400-500 gpm the plant cannot effectively produce the water to sufficiently perform the annual hydrant flushing. Typical flows from the hydrant are between 600-700 gpm. Producing this amount of flow from the plant will result in colored water and extremely stress on the plant filters.

DPW suggests the Board of Selectmen to enact the Town of Hamilton water restrictions in the near future to decrease the demand and stress on the plant filters. In discussions with Dave, DPW was originally looking at a rehabilitation project for Filter 1. The Town received quotes for approx. \$14K. In evaluating the benefits of this project versus the other issues faced at the treatment plant, DPW feels this may not be the best use of money, since Filter 2,3,4 are too not functioning efficiently and taking one filter off line with put a large amount of stress on those 3 other filters.

DPW recommends asking STM to include Water Treatment Upgrades within the language of the past two 5 million bonds for Water Distribution Upgrades. With this ability, the Town will allow funds to be spent on a larger project to make upgrades at the Water Treatment Facility Filters and processes to successfully treat the raw water entering the plant and be able to meet the demand of the consumers.

DPW has received a proposal from Dewberry Engineers to provide a more detailed look at the plant and its deficiencies. This operational analysis was funded at the last ATM. Our fingers point to the filters and incorrect filter media. Dewberry may find other issues to address or upgrade. This large project scope and cost is yet to be determined and we hope to have a scope of work within the next few months. Plant Upgrades, filter media change out, or repairs to the treatment process must be performed in the winter/low demand season. Obtaining the funding source at STM is crucial to make urgent and necessary repairs at the WTP.

Parks:

1. Patton Park Pool Parking Lot

Update: DPW is investigating improvements to the drainage at the Patton Park Pool Parking Lot. Presently the parking lot discharges storm water through a curb cut at the southwest corner of the parking lot. This water does not flow to the pond, but instead flows towards the playground area. Ideas to consider are increasing the height of the tree and playground area with timber ties and loam and seed, installation of a dirt berm with loam and seed between the playground and pond, splitting the two areas and forcing the runoff from the parking lot to the pond, or installing catch basins in the parking lot and filling in the curb cut

Recreation Department

Veterans Memorial Pool

The pool ribbon cutting and soft opening was held on Sunday, June 4th and was a great success. The Recreation board would like to thank everyone who came out and attended. The official opening date of the pool will be on Saturday, June 10th at 11am. We are looking forward to a great summer at the pool.

Summer Park Program

Staff Orientation will be held this Saturday at the Recreation Center. Our participation numbers continue to grow as we are well ahead of our numbers from a year ago. Due to the higher participation, we were able to hire more counselors this year to maintain our staff/camper ratios. The Park Program starts on Monday June 26th

Patton Playground

We have ordered new safety surfacing chips and hope to have them installed at the playground in the next couple of weeks. Our department will be coordinating with the DPW on the install.

Patton Tennis Courts

There are a couple of cracks in the tennis court surfacing near the nets. We are going to have a professional look at them and give us a quote to have the cracks repaired.

Town Clerk

The Clerk's office has made the final push for the 2017 census. It has now been sent out for the making of the Annual Street listing books. This process also allows getting our confirmation mailings out to all inactive voters. It helps clean up people that have moved and also allows us to activate voters that didn't return their census. This makes voting day easier for the voter.

We have been getting a number of marriage license requests. It's that time of year.

We sent out the late dogs so we are getting quite a few of those back, which is great.