

2017



TOWN MANAGER REPORT

Index

Town Manager-----	2
Council-on-Aging-----	3
Finance-----	4
Fire-----	5
Planning-----	6
Police-----	8
Public Works-----	9
Recreation-----	11

July 7, 2017

To: Hamilton Board of Selectmen

Fr: Michael Lombardo, Town Manager

Re: Town Manager Update

Town Manager on vacation week of July 7th, 2017

Council-on-Aging

Key activities/projects for the Council on Aging: July 10, 2017

1. POLISHED PROGRAM, Wednesday, July 26th, 9:00am - 5:00pm. Polished, a Preventative Dental Care Program, will be at the Hamilton Public Safety Building, Conference Room, behind the Senior Center, on Wednesday, July 26th from 9am to 5pm. This program will be providing adult dental screenings and cleanings for \$49 by appointment only. This program is free for children.
2. The Council on Aging is working with the Hamilton Housing Authority to improve activities and programs at Lamson Hall for the seniors living there. Director will be attending next Housing Authority monthly meeting to review which programs would be appropriate.
3. Looking for Class Photos: If you have visited the Senior Center in the last two years, you will have noticed that we are collecting class photos from our Senior Citizens. Please contact Mary Beth at 978-468-5595 if you have a have a picture we could borrow.
4. The COA will be looking to erect signage for the front of the senior center this summer. Current sign is too small and in disrepair.
5. Director will be attending a motor vehicles and seniors meeting in Beverly to discuss Driving Decisions and Older Drivers for providers, support staff and families.
6. The Council on Aging is looking for an individual to serve on the Council on Aging Committee due to a recent vacancy. If you would like to know more about what this important Board does, please call Mary Beth at 978-468-5595.

Finance Department

Ongoing and Pending Projects:

Year-End Procedures: The main focus of the Finance department has been on year-end procedures (i.e. final vendor and payroll warrants, transfers, encumbrances, payroll adjustments and accruals, 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.

Capital Improvement Plan: The first draft of the Capital Improvement Plan has been completed (with some pending projects). A meeting with Department Heads will be scheduled for the week of July 17th to discuss the projects and requests.

FY17 Audit: Preliminary fieldwork has been scheduled for the week of July 17th and primary fieldwork for the week of August 28th.

Accounting Part-Time Position: Interviews have been completed and finalists have met with the Town Manager. Currently we’re checking references and should have a decision by the end of the week.

Other: Continued to work on projects mentioned on previous updates.

Fire Department

INSPECTIONS: The following inspections were done between June 21 and July 4:

- (4) Smoke Detector and Carbon Monoxide inspections
- (1) Occupancy Permit
- (1) Propane Tank Inspection
- (2) Dumpster Permits
- (1) Oil tank removal and install
- (1) Tent Inspection at Groton House Farm (3 Day Event)
- (2) Lock Boxes installed (Rotary Senior Program)

Dept. of Fire Services inspected the Fireworks.

The Fire Dept. had a detail at the fireworks and Two-Town Block Party.

We were part of the Summer Park Program on June 28th. A lot of children participated.

CAR SEATS:

They did 5 car seat installations. We have 3 Firefighters that are certified to install car seats.

CALLS FOR ASSISTANCE: The Fire Department responded to 36 calls for assistance from May 10 to May 24. We responded to (19) fire calls and (17) medical calls.

The night of the fireworks we were busy. Just before the fireworks we responded to a boat collision on Chebacco Lake. Engine 1 responded and Squad 7 with Boat 510.

Boats left on their own power, no injuries.

While returning we responded to an alarm at 460 Bridge Street.

The July 4th weekend was busy. Sunday they responded to 7 calls and 3 on Monday. On the 4th we responded to a fire alarm on Autumn Lane. A pot had been left on the stove.

Planning Department

Staffing levels:

Planning – 1 FTE
Building – 1 FTE; 4 PTE
Health - 1 FTE; 3 PTE
Con Com – 1 PTE
CPC – 1 PTE
Minutes – 2PTE

Dept Issues:

Working out storage issues, etc. Provided Fin Director with draft RFP for document scanning which requires editing and refinement. Reviewing /evaluating departmental fees.

Ongoing and Pending Projects:

Affordable housing related matters and involvement ongoing. Affordable Housing Trust meeting 7/11.

Planning Board efforts to revise certain zoning bylaw elements is on-going (cottage housing, special permit process, Great Estates, Willow St Overlay District). Expert on Cottage Housing Rob Brennan to attend and present techniques with his architectural team on July 11 as part of a planning board meeting. Chief Russ Stevens to request (July 25) that the Planning Board advance an article regarding management of recreational marijuana.

ANR proposed for 28-48 Meyer Lane – continues to ask Planning Board for continuances. Continued neighborhood concern.

BOH Chair David Smith is proposing a Nuisance bylaw for the Town – I have reviewed as has HPD Chief Stevens, Town Health Agent, Town Manager and Town Counsel – internal discussion on-going. A major issue is having the ability to appropriately enforce such an article with only part time staff.

Patton Homestead involvement. Related topic - received an AS-Built plan from Berry Properties (re Patton Ridge) as part of project permitting.

577 Bay Road Cell Tower special permit application was presented at posted planning board public hearing (6/20/17). Balloon occurred on June 19, and 20 in the AM (from 9AM – 12PM). Receiving significant public opinion (both ways) regarding proposed project.

Active construction of cell tower at 434 Asbury is on-going. An amendment to the special permit may be made to allow another receiver array. Service by Verizon to begin summer 2017.

Cell tower for MBTA Right of Way is being pursued at the federal level (FCC) to allow a tower to be constructed on State owned property which would improve T patron cell coverage, rider info, etc.

Athletic Field Improvement Project by Pingree School – Site Plan Review submission has occurred and the Planning Board review began on 6/20/17. A site visit occurred June 28. Review will continue.

Athletic Field Improvement Project for H-W Regional High School – Synthetic fields and associated improvements to be presented to the Planning Board at their August 1, 2017 meeting for Site Plan Review.

Greenbelt/ Essex County Land Trust submitted a Site Plan Review to Planning Board for a parking lot with associated the Sagamore Hill open space reserve. Board approved the parking lot on 6/20/17.

Discussing potential of regulating short term residential rentals internally and with planning board.
Reviewing Manchester –By-The –Sea bylaw. Planning Board to discuss. Public outreach and opinion would be useful.

Planning Board to discuss and vote upon Associate members to fill two vacancies.

CPC grant applications for fall town meeting consideration/funding – Eligibility grant applications due 8/4/17. Funding applications due 9/1/17.

Police Department

Staffing (Police):

- Full-time: Fully staffed at 13 officers.
- Part-time: As previously mentioned, we are looking to hire three reserve officers. With that in mind, we have scheduled oral board interviews for reserve officers on 08/02/17. At that time we will be interviewing six candidates.

(RESERVE HIRING PROCESS IS STILL ONGOING)

Staffing (ECO):

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

Equipment Issues:

- N/A

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 have initiated our Sunday Police Bike Patrol Program. This program affords us the ability to provide high visibility while continuing our commitment to Community Policing.
- As part of our Community Policing initiative, we have patterned with Chis Lee, from the Board of Health, along with Café Shishco to promote bicycle safety. Children in the community seen wearing a bike helmet, will be given a card for a “Free Frozen Yogurt” at Café Shishco.

Upcoming Police Related Events:

- Currently waiting for MRI to provide us with an updated study of the Hamilton, Manchester by the Sea and Danvers ECO merger report.

Public Works

DPW Administration:

1. GIS
Update: DPW plans to contract with PeopleGIS to implement the online/mapping GIS program as a well as other suites that will improve efficiency, documentation, and communication for DPW divisions and other Town departments.

Highway:

2. 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
3. Bridge Street Culvert
Update: DPW met with the Contractor on 7/6 to coordinate completing the punch list and close out the construction phase.
4. Pavement Management Plan
Update: BETA and the Town are working to schedule a presentation of their report. This report will allow the Town to build a 5 to 10 year capital plan for roadway projects.
5. Cutler, Winthrop, and Chebacco Road Reclaiming and Re-Grading
Update: Roads will be reclaimed and graded starting July 12th and finishing July 14th. The Town will utilize social media and the website to notify the residents of the project. Roadways will remain open to traffic and a police detail will be requested.
6. Truck Driver/Laborer Highway Position
Update: DPW plans to advertise this position this week and hopefully have a new hire by late July.

Buildings:

Patton Homestead

1. Dirt Parking Lot Construction Summer 2017, either hired contractor or in-house
Update: Formulating Solicitation for Quotes for Dirt Parking Area using Geo-Grid technology
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.
Update: Comments have been received from the Patton Homestead Inc. and DPW is finalizing the RFQ for distribution and planning to advertise in the next few weeks.
3. Patton Homestead Facility Use
New: The Patton Homestead will be used by the Wenham Museum this Saturday July 15th for the annual Military History Day and then the following Saturday July 22nd by the West Point Alumni.
4. Town Hall Kitchen
New: DPW has received quotes to renovate the kitchen area in the basement of Town Hall. Renovations will include new cabinets, sink, dishwasher, countertop, and upgrades to the electrical and plumbing. DPW plans to have this work done late summer/early fall 2017.

Water Distribution:

1. Water Main Replacement Project

Update: Notice of Award was issued to Robert B. Our, Inc from Harwich, MA in the amount of \$2,858,660.00. The Town is working to schedule a Pre-Construction meeting with the Contractor and Engineers. Project to start mid-summer through the Spring of 2018.

Water Treatment:

1. Water Plant Current Condition

Update: Met with Dewberry and Filtronics representative to discuss project and formulate scope of work. On 6/21/2017 DPW was approved for a Finance Committee reserve for \$100k to purchase media, which has a 8 week lead time, During the 2 month period the Town will work with Dewberry to finalize the scope of work and logistics to keep the plant in operation and file necessary permits and prepare bid documents for a Fall/Winter 2017 project, This Wednesday DPW is meeting with Aztec and Dewberry to discuss SCADA upgrades and how to incorporate in the project.

Parks:

1. **Patton Park Lot Berm**

New: DPW plans to remove approximately 80 LF of asphalt berm at the Patton Park pool parking lot to improve site drainage and reduce impacts at the swing set area

Cemetery:

1. **On-going:** Routine cemetery maintenance and grounds keeping

Solid Waste:

1. **Bulky Sticker Program**

New: DPW intends to implement the “Bulky Sticker” program that will require residents to purchase a bulky item sticker for \$25/EA to place on large items for curb side pickup. DPW is working with the Town Manager to establish resident purchasing procedures and Town department responsibility.

Recreation Department

Tennis Courts

We have ordered a new tennis backboard and hope to have that in place in the next few weeks. It is a commercial style tennis backboard that is more player friendly and lasts longer than the current wooden backboard that has now come into disrepair.

Veterans Pool

A new wind screen was put in place on the fence closest to the pond. This will give patrons a little more privacy but also keep debris from blowing into the pool from the pond side.

Patton Playground

New Safety was delivered and installed by the Hamilton DPW this past week. We will be replenishing the sand box area with commercial grade sand next.

Hamilton Wenham High School Athletic Complex

The application for Site Plan review has been signed by the schools and is now submitted to the planning Department. The first meeting with the planning board is scheduled for early August. Once that process ends, the plan will go before the Conservation Commission for their input.

Summer Park Program

We just kicked off our third week of camp and numbers continue to grow. The fire and police department visited us earlier in the summer for our “Public Safety Day”, which was a lot of fun for the kids.

Recreation Center Basketball Floor

We are looking at re-screening the gymnasium floor at the end of the summer. Next year we are hoping to have the floor, stripped, sanded, and repainted.