

2017



# TOWN MANAGER REPORT

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**July 21, 2017**

**To: Hamilton Board of Selectmen**

**Fr: Michael Lombardo, Town Manager**

**Re: Town Manager Update**

**Patton Homestead:** I have reviewed the draft job description and will be meeting with Carin Kale next week to discuss; anticipate this will be completed by July 28 and will advertise the following week.

The RFQ for capital improvements will soon be complete (see DPW update) and I will provide you a copy so that you are aware of key dates and deliverables.

Earlier this week I walked the grounds with the Garden Club president, Heather Kent; the garden club may be interested in one or more projects and the Homestead property is one site, in addition to Patton Park and the Manasseh Cutler property.

**Water Tank Inspection:** The water tank at GCTS will undergo an inspection and cleaning the week of July 31 – August 4; will keep you apprised of the findings.

**Solar Project:** Energy Manager, Vicky Masone, and I have been working with Jennie Merrill on the Management Agreement and Lease for the landfill solar project. Both require a bit of work and the lease is dependent on the work to the ESA. That document currently resides with DOER for review. Counsel reached out to DOER to inquire about the status and we anticipate finalizing the documents soon.

**Legal Issues:**

- 227 Willow Street: The plaintiff has amended the claim to include the Planning Board.
- SWMI – Water Registrations: Special Counsel, Ray Miyares, has drafted a formal complaint – there is one last bit of information from the Water Dept. that we need to provide (anticipated to do so today) and expect to file suit next week.

- NPDES Phase II Year 1 permitting requirements – reviewing contracts for service with Town Counsel
- Land Inquiry: We were asked by a resident of Highland Street to confirm ownership of a strip of land formerly a part of the railroad connection to Asbury Grove. Town Counsel is presently researching this.

**Community Compact**: Lt. Governor, Karyn Polito was in Hamilton on Wednesday for the signing of the Community Compact. By participating in this program the Town is eligible for funding for many different things – most immediately is a request for funding development of financial policies and an end-user budget document. We are also in conversations with Wenham, Manchester and Danvers regarding the prospects of a regional IT collaborative and will likely seek funding from this source. More information can be found at:

<http://www.mass.gov/governor/administration/groups/communitycompactcabinet/>

**Employee Engagement Survey**: Drafts have been provided to the Board Chair and we will likely have a working survey ready to go in a couple of weeks.

## **Council-on-Aging**

Key activities/projects for the Council on Aging: July 21, 2017

1. POLISHED PROGRAM, Wednesday, July 26<sup>th</sup>, 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.
  - As of 7/21/17 eight people have made appointments.
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 pending request from the Community Preservation Committee for funds. Meeting with Kate McGuire 7/21/17 to discuss.
3. Met with Senior Care to discuss ways to improve nutrition program at Senior Center. Some changes to lunch programs are underway with different menu options and potential change of venue.

4. The COA has requested air conditioners for seniors in need from the community. Two new units were donated last week with one going out a day later to senior who had just moved into Hamilton. Working with social media to find people who can help install as well.
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. Update: looking to have discussion with DMV to create a software program for seniors to be used in conjunction with Safe Driving Trailer funded by Leslie Insurance. Initial support from DMV indicates there might be ability to work with MIT Lab to create program.
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.
7. The largest group of day trippers in the history of the COA, forty five seniors, went on a bus trip to Kennebunkport Monday, 7/17. They shopped at When Pig's Fly, toured Kennebunkport and had a wonderful lunch at Clay Hill Farm. Thank you Ann Chivakos, our Tour Coordinator, for making this trip happen!
8. The Council on Aging has bought a corn hole set and is looking for interested players who would like to form a league beginning this September. Call Mary Beth at 978-468-5595 if interested.
9. Allergan certification for Serve Safe Manager, Mary Beth Lawton, will be completed by 7/28.
10. Meeting with contractor to discuss cost estimate for installation of projector in ceiling on activity side of senior center.
11. As of 7/21/17, the TOPS (Taking Off Pounds Sensibly) program has been meeting at the senior center one year and is proud that their membership has doubled during that time.

## **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.).

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

## **Fire Department**

### **FIRE PREVENTION:**

**INSPECTIONS:** The following inspections were done between July 5 and July 18:

- (17) Smoke Detector and Carbon Monoxide inspections
- (4) Reinspections
- (1) Inspection for Structural Damage (Referred to Building Dept)
- (2) Occupancy Permits
- (6) Dumpster Permits
- (2) Oil tank removal and install
- (1) Lock Boxes installed (Rotary Senior Program)

### **CAR SEATS:**

They did 8 car seat installations. We have 3 Firefighters that are certified to install car seats.

### **CALL FOR ASSISTANCE:**

18 EMS  
23 Fire Incidents  
41 TOTAL

**GRANT:** We are still waiting to see if we will receive a grant for new Self Contained Breathing Apparatus from FEMA FAG.

## **EMERGENCY MANAGEMENT**

**MUTUAL AID:** Hamilton is the only one in Essex County that has not signed the Mutual Aid Opt In Agreement.

I can have someone come out from MEMA to explain the program. It would have been beneficial when we had the large water break on Bridge Street for aid. The Form is attached.

**EMPG GRANT:** This year's grant is for \$2460 and will be used to replace the last of the HT1000 radios for the Police. It is a 50/50 match.

## **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:**

Reviewing /evaluating departmental fees

### **Ongoing and Pending Projects:**

Affordable housing related matters and involvement ongoing. Affordable Housing Trust meeting 7/25, 6pm at Senior Center. At the request of the HAHT, staff is performing a review of local sites again in order to make a recommendation to the HAHT and Board of Selectmen.

### **Planning Board:**

Efforts are being made to revise several zoning bylaw elements (cottage housing, special permit process, Great Estates, Willow St Overlay District) – several are to be discussed on 7/25. An expert on Cottage Housing (Rob Brennan-Cape Built) attended and presented cottage housing techniques with his architect on July 11 as part of a planning board meeting – he is to provide info re density level and design criteria to assist refinement of the proposal.

Police Chief Russ Stevens is to present to the Planning Board July 25 his support for an article regarding a local ban on recreational marijuana.

260 Bay Road – A 3 home preliminary subdivision pal application has been submitted to the Planning Board – and is to be considered July 25. Staff is reviewing. Definitive subdivision plans will be submitted at a later date.

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. Reviewed and commented upon an RFP regarding design services for the property which was prepared by DPW Director Tim Olson.

577 Bay Road Cell Tower special permit application was presented at posted planning board public hearing (6/20/17) and also presented on July 11 to further address the Board and the public.

Construction of cell tower at 434 Asbury is being finalized. An amendment to the special permit may be made to allow another receiver array. Service by Verizon is to begin summer 2017.

Cell towers for MBTA Right of Way are being pursued at the federal level (FCC) to allow two towers in Hamilton constructed on State owned property to improve T patron cell coverage, wifi, rider info, etc.

Athletic Field Improvement Project by Pingree School – Site Plan Review with the Planning Board began on 6/20/17 and was also discussed on July 11. Abutter concerns regarding court placement and

effect on private property as well as parking has been voiced.

H-W Regional High School Athletic Field Improvement Project - Synthetic fields and associated improvements are to be presented to the Planning Board on August 1, 2017 as part of an amendment to a pre-existing Site Plan Approval for the property.

Need to discuss 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 on July 25.

## **Police Department**

### **Staffing (Police):**

- Full-time: Fully staffed at 13 officers.
- Part-time: Oral board interviews for reserve officers will commence 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:**

- Currently working on a Marijuana presentation for the BOS to present at a BOS meeting on Marijuana sales/distribution in the town of Hamilton.
- Our Community Policing initiative continues as we patten 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 is excited to announce that the department has signed on with PeopleGIS. DPW is working with PeopleGIS to create the online mapping service and plans to schedule implementation in the next few weeks.

##### 2. Dig Safe service

New: The Town of Hamilton is now a member of Dig Safe utility locating service. This will allow DPW to receive Dig Safe requests via email or by phone, improving the communication between Contractors and the Town with regard to planned construction, and enables the Town to locate underground utilities promptly and efficiently.

#### Highway:

##### 3. National Grid Tree Work

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

Update: Work has been pushed from late July to early August 2017

##### 4. Bridge Street Culvert

Update: The final walk thru with FEMA/MEMA schedule for 7/21/2017 to proceed with Project Closeout. Working with the property owner to plan for landscaping activities.

##### 5. Pavement Management Plan

Update: DPW has scheduled a presentation from BETA Group on 8/15/17 to discuss assessment findings and to develop a capital improvement plan

##### 6. Cutler, Winthrop, and Chebacco Road Reclaiming and Re-Grading

Update: Roadways have been reclaimed and graded. Residents have called in to express gratitude for the roadway repairs. A final grading and rolling on all three roads will take place in the next few weeks, weather dependent.

##### 7. Truck Driver/Laborer Highway Position

Update: DPW has advertised for a new Truck/Driver Laborer position. Resumes are due to the DPW by July 31<sup>st</sup>, 2017.

##### 8. Town Tree Work

New: DPW plans to do tree work in the next few months. The DPW Director and Highway Foreman have begun to compile the hazardous trees in Town to present to the Towns Tree Service Contractor Mayer Tree.

#### Buildings:

Patton Homestead

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

Ongoing: 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: DPW plans to finalize the RFQ by 7/21 and plans to advertise next week for designer services.

3. Town Hall Kitchen

Update: DPW has drafted a scope of work to be advertised for the kitchen renovations. DPW plans to advertise this project in the next few weeks.

Water Distribution:

1. Water Main Replacement Project

Update: A Pre-Construction conference is scheduled for 1pm on 7/20/2017. Contractor will supply the Town with a detailed work timeline and if all parties agree, the Contractor will begin to notify residents appropriately

Water Treatment:

1. Water Plant Current Condition

Update: Dewberry working to finalize scope for the project to then begin design of the WTP upgrades, repairs, and rehabilitation.

Parks:

1. Patton Park Lot Berm

Update: DPW has this work scheduled for early August, weather dependent.

Cemetery:

1. Flag Pole

Update: DPW plans to purchase a 35' fiberglass flag pole, identical to the flag pole in Patton Park from Arlington Banner & Flag. Delivery and installation will be included in the purchase.

Solid Waste:

1. Bulky Sticker Program

New: DPW has reached out to Waste Zero in regards to administering the Bulky Stickers sales on behalf of the Town, similar to the PAYT bags. Bulky Stickers would be available for purchase for \$25/EA at the local stores that currently participate in the PAYT program.

## **Recreation Department**

### **Hamilton Wenham High School Athletic Complex**

The initial hearing date with the Planning Board has been set for August 1<sup>st</sup>. Once the review process is complete with the Planning Board the design will go before the Conservation Commission.

### **Veterans Memorial Pool**

Due to the earlier sunset times, we are looking into adjusting the closing time of the pool for the month of August from 8:00pm to 7:30pm. Once we finalize the schedule we will notify the public.

### **New Program**

We are now offering an Adult Ballroom Dancing class that meets on Friday nights. Interest has been pretty steady and we are looking forward to continue the program into the Fall. New adult programming is a focus for us as we head into the new FY.

### **Playground**

The DPW installed new sand into the playground this week. At the end of the summer we will be hiring a consultant to do a full inspection of the playground to make sure we are up to date on all of our safety standards.