

2017



# TOWN MANAGER REPORT

# Index

Town Manager-----	2
Council-on-Aging-----	5
Finance-----	7
Fire-----	8
Planning-----	9
Police-----	10
Public Works-----	11
Hamilton Landfill Solar PV Project Update-----	14
Recreation-----	15

**August 4, 2017**

**To: Hamilton Board of Selectmen**

**Fr: Michael Lombardo, Town Manager**

**Re: Town Manager Update**

**Board and Committee Minutes:** I was recently asked what the reporting requirements are for approving and posting meeting minutes. G.L. c. 30A, § 22 states that meeting minutes must be approved “in a timely manner.” The AG now has out for public comment a new regulation, 940 CMR 29.11, that defines timely to mean approved within the next 3 regular public body meetings, unless the public body can show good cause for further delay. The public comment period closed this week, so this new regulation may become effective shortly, absent a change by the AG in response to public comment.

If the minutes are of an executive session and someone makes a public record request for them, the board must consider at its next meeting whether to release the minutes.

**Police Cruiser Concerns:** As you may have seen on the news yesterday and again this morning, there was a cruiser accident in Auburn which was apparently related to elevated levels of Carbon Monoxide (CO) in the cruiser. The Ford Explorer was reported to have 13 ppm in the vehicle, even after the doors had been opened and the officer was removed. As a result of this incident, and other similar incidents, we conducted a CO test of all the Ford Explorer Interceptors in our fleet. The test was conducted utilizing a SCOTT Protégé 2M single gas CO meter. This is the same meter which fire and police services throughout the state are recommending to utilize for this test. The test was conducted at numerous rates of speed, driving conditions and with the windows up with the air conditioner on. I am pleased to report there were no levels of CO detected in any of our cruisers. However, as a safety precaution, the police department will purchase a CO detector for each cruiser.

**Employee Survey:** I am reviewing a final draft and expect to have the survey go live no later than August 15.

**Cell Phone Tower Application:** As you are aware, the Planning Board voted 4-3 in favor of the cell phone tower behind Town Hall. Unfortunately, the vote was not by a sufficient margin to move forward with the project. It is abundantly clear that the PB failed to provide justification for the effective denial, and we are confident that decision will be overturned upon appeal. I am

meeting with special counsel, town staff, and representatives from Varsity Wireless next week to discuss the appeal.

**Data Requests:** I've been asked to have departments such as the water treatment plant and fire department to provide additional detail and data regarding well production and output and call-outs by type. Chief Stevens was able to provide such information in this report, and I anticipate having more detailed data on the wells and treatment plant in the next biweekly.

**Change in Date for ATM:** The Town of Wenham is considering returning to an early May date for their annual town meeting. The rationale provided is that the move to April did not produce an increase in participation as anticipated and weather-related issues such as what happened in 2017 are a concern. Operationally I do not foresee insurmountable problems with keeping an April town meeting date in Hamilton other than, perhaps, school committee elections. Prior to the change Hamilton and Wenham held their Annual Town Meetings on different dates for a very long time, albeit one week apart and not 4-5 weeks; without overwhelming problems. For my part, we are comfortable with the April date from an operational perspective

**Patton Homestead:** Tim Olson provides additional information on the RFQ; mandatory pre-bid meeting is August 10 and submittals are due August 17. Monday evening we will discuss the director position.

We continue to work with the Open Space Committee, Essex County Greenbelt, and the Patton Homestead Inc. on the placement of signage kiosks and information about the property. Residents should know that the grounds in and around the Homestead (650 Asbury Street) are open to walk and I encourage folks to check out Greenbelt's river walk – great views and bird watching!) I noticed recently that some of the plants are growing up through the decking and have reached out to Greenbelt regarding this.

**Solar Project:** Energy Manager, Vicky Masone, provides an update on the solar project. The contracts have been reviewed and determined to not be structured as a power purchase agreement as intended; we are in the process of scheduling a meeting with Amaresco and our engineers to discuss. We have not seen affirmative action on the state level to increase the solar credit caps and have learned that if that were to happen it would not be until 2018 – it is likely then, unless projects approved under the current schema drop off, that we will submit under the new SMART program. I'll keep you posted as this unfolds.

**FY2017 Financials:** Preliminary review of the FY17 financials indicates that actual revenues exceeded budgeted revenue by slightly more than \$200,000. The primary drivers are Motor Vehicle Excise Tax (+\$100,000), Tax Title Revenue (+\$48,000), and the Joint Recreation

Program (+\$61,000). With regard to the Joint Recreation Program funds for FY16 were not received until the following fiscal year.

Expenditures:

- Town Manager: \$12,500 – Assistant position turnover and unspent consulting services
- Finance Department: \$121,000 – Director Position open for 6 mos. and prior year encumbrances for the scanning project was unspent. We anticipate that the scanning project will be on the warrant for STM to reappropriate the funds for this project as we could not carry the funds forward.
- Treasurer/Collector Department: - \$19,900 – approx. \$9,000 for unspent funds for consulting, legal and investment services and \$8,900 for permanent and overtime wages – we are examining the reasons behind permanent wages unspent.
- Capital Program: \$9,000 – favorable trade-in and state bid for DPW loader.
- Town Clerk: \$13,000 – primarily unspent postage and shipping.
- Elections & Registration: \$12,500 – we budget for one extra special town meeting.
- Public Buildings & Maintenance: \$18,000 – part-time wages – I am examining the reason for unspent funds
- Police Department: \$41,500 – Working with Chief Stevens to understand the year end surplus in personnel costs.
- Fire Department: \$83,000 - Working with Chief Stevens to understand the year end surplus in personnel costs which accounts for more than half of the unspent funds. Remainder is in several lines for contingency on vehicle and apparatus maintenance
- HWRSD/Education: \$102,000 – unissued BANs provided savings in interest costs.
- Public Works Department: \$51,000 – Director Position open for 6 months.
- Parks, Fields & Grounds: \$22,000 – retirement and turnover in positions to lower wage
- Debt Service: \$20,000 – reviewing debt service schedules with FD to determine source of surplus
- Group Health Insurance: \$143,500 – Change in health plans promulgated considerable savings
- Utilities/Fuel Charges: \$19,000 – Favorable rates

## Council-on-Aging

Key activities/projects for the Council on Aging: August 2, 2017

1. 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.  
Update: Council on Aging is looking to create a dining experience one night a month. We are currently seeking a local caterer who can deliver a meal for a reasonable price that is of interest to our seniors.
2. Council on Aging Board meeting 8/2/17-voted to accept Standards of Behavior for the Hamilton Council on Aging and Senior Center pending review by Town Counsel and Board of Selectmen. Sherry Leonard elected new Chairman of COA. Two people have expressed an interest to join the COA Board and are expected to attend the September meeting to meet with members.
3. Meeting with Beauport, Police Chief Stevens, Fire Chief Stevens and TM Lombardo to review statistics for FY'17 senior transportation and ambulance review. Medical transports totaled 740; Non-medical 1,177 for a total of 1,917 transports. Average wait time for return ride: 11.75 minutes; number of incident reports 0; donations received \$1,003.25.
4. After a request from the Council on Aging Board, Beauport Senior Transportation has agreed to waive the fee for van trips to the senior center when attending a function/meal program.
5. Council on Aging newsletter for August has been delivered. In an effort to reduce postage currently used by the COA for its' mailing, we will begin outreach to determine those households who would like to receive the newsletter electronically, as well as any dependents who would like a copy of services offered for their parents.
6. The Council on Aging is creating a "outreach" brochure for hand out and/or mailing purposes. Looking to develop a tri-fold piece similar to the one distributed by the Hamilton Foundation.
7. Thank you to the Hamilton DPW for the new handicapped signage at our municipal lot at the Senior Center.
8. The COA has 3 air conditioners for seniors in need (one new, two used). Postings have been created to reach seniors to distribute them.

9. The Council on Aging has bought a bean bag 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.
10. Allergan certification for Serve Safe Manager, Mary Beth Lawton, completed 8/1/17.
11. The Council on Aging is looking for a senior who would like to work under the Senior Tax Write Off program as a receptionist at the Senior Center. Please call Mary Beth at 978-468-5595 if interested.

## **Finance Department**

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

Year-End Procedures: Working on year-end procedures (i.e. transfers, encumbrances, payroll adjustments and accruals, reconciliations, etc.). Prepare to close the fiscal year.

Other: Continued to work on projects mentioned on previous updates and new ones, such as:

- Opening new Fiscal Year
- Prepare Year-End State Reports
- Prepare and compile information for auditors (fieldwork starting August 28<sup>th</sup>)
- Working with DLS to schedule financial policies fieldwork (potentially first week of September)



## **Fire Department**

7/19/17 through 8/01/17

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

- (9) smoke alarm activations.
- (2) Motor vehicle accidents with injuries.
- (10) Medical calls.
- (0) electrical emergencies.
- (0) water problems.
- (1) Public assists (none emergencies).

### Fire Prevention

- Fire Prevention officer was on vacation for a week an half
- (1) Re-inspections due to failing.
- (1) Pre-smoke detector inspections.
- (7) smoke detector inspections.
- (2) dumpster permits
- (1) Plan reviews for upcoming building project.
- (1) Installations of the rapid entry system a program for the senior citizens.

### Other Services

- (9) Child safety seat installation

## **Planning Department**

### **Dept Issues:**

Reviewing /evaluating departmental fees including building, gas/plumbing, electrical, etc.

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

Affordable housing related matters and involvement ongoing.

### **Planning Board:**

Efforts are being made to revise several zoning bylaw elements (cottage housing, special permit process, Great Estates, Willow St Overlay District) – several were discussed on 7/25 with follow-up by Planning Director on each. Additions to Cottage Housing bylaw necessary. Planning Director charting out late summer/fall schedule for articles posting, hearings and related efforts.

Police Chief Russ Stevens presented to the Planning Board July 25 his support for an article regarding a local ban on recreational marijuana. Board voted to advance the article as a STM article.

260 Bay Road – A 3 home preliminary subdivision pal application has been submitted to the Planning Board – and was positively considered July 25. Staff is reviewing Definitive subdivision plans for 8/15 review by board.

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 voted on by Planning Board (8/1) and did not receive the super majority vote as needed for special permit. Legal implications anticipated.

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 thru to August 1, Abutter concerns regarding effect upon private property continues.

H-W Regional High School Athletic Field Improvement Project - Synthetic fields and associated improvements was presented to the Planning Board on August 1, 2017 as part of a proposed amendment to a pre-existing Site Plan Approval for the property. Use scheduling, lighting and other elements cited as concerns.

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 voted (Aug 1) new officers – Brian Stein as Chairman; Bill Olson as Clerk.

Planning Board upon Associate members (Aug 1) to fill two vacancies out of five interested candidates – Janel Curry and Chris Sheperd.

## Police Department

### Staffing (Police):

- Full-time: Fully staffed at 13 officers.
- Part-time: Oral board interviews for reserve officers have been completed. We have ranked the five candidates and will be scheduling Chief's interviews next.

(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:

- On July 25<sup>th</sup>, I made a presentation to the Planning Board on Marijuana. At this presentation we discussed an article for Special Town Meeting regarding a zoning change for the sale/distribution of Marijuana in Hamilton. I will also be placing myself on the agenda to present this same information to the BOS.
- We continue with our "Community Policing Initiatives" by giving children in the community, seen wearing a bike helmet, cards for a "Free Frozen Yogurt" at Café Shishco.
- We continue to conduct daily foot patrols and bike patrols on the weekends.

### Upcoming Police Related Events:

- On this date, I received a revised copy of the MRI report regarding a merger of the Hamilton, Manchester by the Sea and Danvers ECO. I will be reviewing this report and report back to the Town Manager.

## Public Works

### **DPW Administration:**

1. GIS

**Update:** DPW should receive a BETA version of the Town's MapsOnline platform within the next week. I plan to implement this program throughout the department by September.

### **Highway:**

2. National Grid Tree Work

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

**Update:** Work has begun. Nelson's Tree Service and Asplundh will be in town for the next several weeks.

3. Bridge Street Culvert

**Update:** Landscaping activities adjacent to the culvert are scheduled later this month. The Town DPW will work in conjunction with a professional landscaper to soften the area around the culvert and guardrail.

4. Pavement Management Plan

**Update:** I have received a DRAFT copy of the Pavement Management Plan for review prior to the scheduled a presentation from BETA Group on 8/15/17.

5. Truck Driver/Laborer Highway Position

**Update:** DPW received over 30 applicants and with support from the Highway Foreman has narrowed the field down to selected finalists for interviews starting next week.

6. Town Tree Work

**Update:** DPW is finalizing a tree list for Mayer Tree to perform tree maintenance throughout Town.

7. 19<sup>th</sup> Annual Vehicle Night

**New:** DPW sent 2 vehicles and operators to the 19<sup>th</sup> Annual Vehicle Night at the Hamilton/Wenham Library

### **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:** The RFQ for the Patton Homestead is available for interested firms for design and construction services to assist the Town with formulating a master plan and construction project for the property.

3. Town Hall Kitchen

**Update:** DPW has received a few quotes on the kitchen renovations and plans to begin this project within the next month.

**Water Distribution:**

1. Water Main Replacement Project

**Update:** The Contractor is ready to begin construction of new water mains and services throughout Town starting mid-August. The construction schedule has been approved by the Town and notifications to residents will be issued along with updates using social media.

**Water Treatment:**

1. Water Plant Upgrade Project

**Update:** Dewberry has submitted a DRAFT engineering services proposal for review. The engineers have spent substantial time at the WTP and have evaluated the current conditions and plant operations.

**DPW continues to define the scope of work with the Engineer and hopes to have a final scope to share next week.**

2. Brown's Hill Reservoir

**New:** The Brown's Hill Reservoir was inspected and cleaned on July 31<sup>st</sup>. The consultant indicated that there was nothing significant for immediate attention and that there was a few inches of sediment.

3. Water Plant Current Conditions

**New:** DPW would like to give the Board of Selectmen a few updates as to the Town's current water treatment and supply issues:

On July 27<sup>th</sup> the Caisson Well, which is one of the primary producing wells, quit operating. The Town was able to act quickly and have Maher Services evaluate the well, motor, and pump. The pump was completely clogged with iron and manganese sediment. The pump required cleaning and the well has been cleaned and redeveloped to optimize the water quality and output.

Idlewood 1 Satellite and Idlewood 2 wells are showing signs of fatigue and possible clogged pump. The plant operator has informed me that the existing motors are running just below 100% and the output is decreasing.

The wells are operating close to 100% to meet a 50% reduced plant.

Run time at the plant has increased between 20-22 hours a day. This is a bit expected since the plant is pushing the water out a 50%; however the high demand has also

contributed to the increase in run time and short period of plant and well recovery. The additional stress on the wells to meet this demand may have led to Caisson's shut down and Idlewood 1 Satellite and Idlewood 2

Since the water restrictions were placed there has been little to no decrease in the water demand from the public.

Over July 21<sup>st</sup>- 23<sup>rd</sup> the plant produced 2.325 million gallons of water, which equates to approximately 775k daily.

**Parks:**

**1. Patton Park Lot Berm**

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

**Cemetery:**

**1. Flag Pole**

**Update:** The new flag pole has been purchased and is scheduled for install August 23<sup>rd</sup>.

**Solid Waste:**

**1. Bulky Sticker Program**

**Update:** Waste Zero is interested in assisting the Town with administering the "Bulky Sticker" sales. Stickers will be available for purchase at the current stores participating in the PAYT program. DPW is finalizing the logistics with Waste Zero and plans to implement this program within the coming weeks.

**Hamilton Landfill Solar PV Project Update**  
**August 3, 2017**  
**Prepared by: V. Masone, Energy Manager**

In early June, the Town met with Ameresco and received a draft price proposal based on the changing incentive climate. Pricing will depend on which program is in effect when we reach mechanical completion. SREC II is only an option if the net metering caps are raised. SMART is more likely, although less lucrative for the Town. The plan is to proceed with project development regardless of which incentive program is in effect.

In late June, the Town received draft Energy Management Services (EMS) and Lease Agreements for the project to begin legal and regulatory review. Town Counsel began their review and contacted the Department of Energy Resources (DOER) who will also be conducting a mandatory review. All EMS contracts must be reviewed and approved by DOER prior to execution. Because the SMART program is so new, drafting an EMS Agreement under SMART is uncharted territory, so the review process is likely to be lengthy.

In July, Ameresco conducted wetlands flagging and field survey at the landfill site.

National Grid continues to review the interconnection application for the project. In May, National Grid informed Ameresco that a System Impact Study will be required which is performed by the utility at the cost of the developer. The Impact Study examines the impact of the project on the surrounding utility infrastructure and identifies any infrastructure upgrades that may be required in order for the grid to accept power from the PV array. The study is scheduled to be completed by the end of August.

## Recreation Department

### **Veterans Memorial Pool Statistics**

Below is the up to date information regarding the pool operations this summer. Our Department will provide a full summer report once the season has concluded.

#### ***Memberships Sold***

Family Memberships Sold:	206
Adult Individual Memberships Sold:	27
Senior Memberships Sold:	15
Youth Individual Memberships Sold:	15
Guest Passes Sold:	62

#### ***Swim Lesson/Swim Team Registrations***

Swim Lessons Registration:	44 participants
Swim Team Registration:	57 participants

#### ***Pool Attendance***

Total Number of Membership Scans	3,730
Total Number of Drop -ins	857
Total Days of Operation	50
Average Daily Attendance	92

### **Park Program Statistics (As of 8/1)**

Below is the up the up to date registration information for the Summer Park Program. As you can see participation has seen a massive increase from the past summer. With still 2 more weeks of the Park Program left registration numbers should still continue to increase.

Total Registrations for the Park Program in 2016:	668
Total Registrations for the Park Program in 2017:	1,038

Percent increase for Park Program from 2016 to 2017: 56%

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

The initial presentation to the Planning Board was made on Tuesday, August 1<sup>st</sup> and the hearing was continued to August 15<sup>th</sup>. The Planning Board requested that a schedule be provided to them which would reflect projected use of the fields. The Rec Department will be working in conjunction with the High School Athletic office to provide the board this information.