

2017



TOWN MANAGER REPORT

Index

Town Manager-----	2
Council-on-Aging-----	3
Finance-----	5
Fire-----	6
Planning-----	7
Police-----	9
Public Works-----	10
Recreation-----	12

September 1, 2017

To: Hamilton Board of Selectmen

Fr: Michael Lombardo, Town Manager

Re: Town Manager Update

Bridge Street Culvert Project: Town Counsel and I will be meeting with UEL's attorney on September 5 in an attempt to reach a settlement.

Patton Homestead: Responses to the director recruitment are trickling in; to date we have received four (4) applications.

Conservation Commission: I recently met with the Conservation Commission to discuss possible changes to the Bylaws such that the Commission's review of applications for construction ran parallel to the Planning Board process. The Conservation Commission did not believe that their review process caused significant delays to the process and that in many instances they would by necessity have to wait until other Board's acted on the application. They are not supportive of a bylaw change at the present time. While opinions may differ regarding the ability to run parallel to other Boards, I tend to agree that the Conservation Commission is efficient in their processes and is not responsible for undue delays. At the present time I would suggest we do hold off on consideration of a bylaw change.

A member of the Conservation Commission asked if the Town would consider adding additional acreage to the Conservation Restriction stemming from a sale of a portion of the property now known as Patton Ridge. The area is predominantly in the area of the pond and the river access. The CC will be discussing this further to determine if they will make a formal ask of the Selectmen to consider this.

Capital Plan and Budget: The joint meeting between the Board of Selectmen and the Finance Committee on August 30 provided good feedback on priorities; the Finance Director and I will develop a funding strategy based on your input, and look forward to the next meeting on Sept. 12, to discuss 3-year forecast and budget guidelines.

Special Town Meeting Date: Due to a scheduling conflict with the auditorium, I recommend that the Board consider changing the date to Saturday, November 4. We will place this on the 9/11/17 agenda to further discuss and seek the Board's guidance.

Cottage Housing Bylaw: My understanding is that the Planning Board may not act in time to enable a new cottage housing bylaw to be on the warrant for STM. While there is still time for them to get this done, I would suggest that this be on the agenda for the next Board meeting and that Selectmen consider moving forward with a bylaw to address the need for this type of development; I will forward you a draft bylaw with the agenda packet.

Council-on-Aging

Key activities/projects for the Council on Aging: August 30, 2017

1. August 29th meeting with Lieutenant Governor, Karyn Polito, and the Hamilton, Wenham, Ipswich and Middleton Councils on Aging to discuss issues facing the Essex County Director's. Rep. Brad Hill and Senator Tarr moderated the meeting. Informed that there are potential grant dollars available to make senior center handicapped accessible on the second floor.
2. Council on Aging Board meeting 8/2/17-voted to accept Standards of Independence for the Hamilton Council on Aging and Senior Center.
Update 8/30/17: Standards of Independence will be reviewed by BOS at bi-yearly review of department on 10/23/17.
3. Working with Dyan Katz and MIIA to create waiver of liability and hold harmless agreement for participants of our group travel program.
Update 8/30/17: Waiver of liability and hold harmless agreement forwarded to Town Manager and Town Counsel.
4. Meeting with Greg Bish, Director of Service Learning, from Gordon College 8/28. Gordon College has a number of students who would like to become volunteers to help with senior programs. Discussed several ways they can help at the senior center as well as the Housing Authority, including starting a tenant association which can be facilitated by the students.
5. Members of the COA as well as others have met with the Hamilton Housing Authority over the past year to clean, refresh and refurbish Lamson Hall to provide a community meeting room for tenants. Work to date includes removal of all furniture and storage items; painting of walls; removal of sliding accordion divider door; installation of mail boxes for tenants; cleaning and renovation of kitchen area; "new" furniture, chairs and conference table; new window treatments; and, strip and wax linoleum floor.
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.
Update 8 /14/17: First review of brochure; looking to include more info on senior transportation and nutrition program.
Update 8/30/17: Second review of brochure includes more information about the COA and its' programs and services. Brochure will be reviewed by Council on Aging at their September 6th meeting.
7. The COA has 3 air conditioners for seniors in need (one new, two used). Postings have been created to reach seniors to distribute them.
Update 8/15/17: Two A/C's are now available.
Update 8/30/17: One A/C is now available

8. Met with town maintenance supervisor, Mark Shaw, and Wilwalk Construction to discuss cost estimates for construction of partition wall at senior center. Estimate due by 8/18/17.
Update: 8/30/17: COA to meet with Finance Committee and BOS 8/30 at 7 PM to discuss this project along with demolition of mods and construction of addition along with meeting room to senior center.
9. Council on Aging is working on a photo waiver form to allow pictures of seniors and others to be displayed in newsletter, on social media, town website and any brochures or other direct mail items.
10. Trip Coordinator and Director met with new trip vendor 8/30 to review upcoming day and overnight trips for 2018 looking to add new and different destinations.
11. Met with Will and Nick Glovsky, juniors at HWRHS, to discuss “Generals for Generations”, a program they would like to start with the Honor Society at the High School. Generals for Generations would be a “seniors helping seniors” program every week from 1:30 to 2:30 on Wednesday afternoon, when the students are released early. Both Will and Nick are meeting with the school administrator to let them know about this community service project and will be back in touch with the COA beginning of September.

Finance Department

Ongoing and Pending Projects:

Capital Improvement Plan: Work on the 5 year Capital Improvement Plan for the Town. This document provides a thorough overview of the capital projects that are forecasted in the next five years so that the Town can develop a plan for how these will be funded and access priorities.

Budget Forecast: Work on the 3 year Budget Forecast for the Town. This document provides budget estimates for revenues and expenses the Town may incur over the next three years. The Budget Forecast will help the Town in the decision-making process as far as the projects the Town needs to do or would like to do.

FY17 Audit: Prepare and compile information for the Town auditors. Fieldwork started August 29th and should last at least a couple of weeks.

Fixed Assets: Prepare and compile FY17 fixed assets listing for the Town. Update Asset Manager Software and record accounting entries.

Prepare for close of FY17: Prepare to close FY17. The finance department plans to close the fiscal year 2017 books on September 1st.

Year-End State Reporting: Work on Year-End State Reporting, i.e. Schedule of Outstanding Receivables, Statement of Indebtedness, Cash Reconciliation, Snow & Ice Data Sheet, etc.

Balance Sheet for Free Cash Certification: Work on Balance Sheet and all other required schedules for Free Cash Certification. It is a complex and time consuming process.

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

Fire Department

FIRE PREVENTION:

INSPECTIONS: The following inspections were done between August 16 and August 29:

- (1) Smoke Detector and Carbon Monoxide inspection
- (1) Reinspections
- (1) Occupancy Permits (54 Beech St. Ext)
- (2) Dumpster Permits
- (1) Oil tank removal and install

Did the annual inspections at the public schools with the Building and Electrical Inspectors.

Fire and Police met with the new teachers last week and had our annual safety meeting with the Schools.

CAR SEATS:

They did 20 car seat installations. We have 3 Firefighters that are certified to install car seats.

CALL FOR ASSISTANCE:

17 EMS (Since Jan. 1 = 287)

12 Fire Incidents (Since Jan. 1 = 274)

29 TOTAL (Since Jan. 1 = 561)

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

EMERGENCY MANAGEMENT

MUTUAL AID: Reminder, 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.

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

Department Issues:

Reviewing /evaluating departmental fees including building, gas/plumbing, electrical, etc. as available time allows. Evaluating past inspectional services practice and how to deal with gaps in previous plan review, inspections, code enforcement, violations, permit processing, etc. Preparing recommendation for additional Building Inspector staffing hours. Preparing recommendation for increased permitting fees. Evaluating magnitude of non-permitted work taking place in town and how to address. Building Inspector currently undertaking required annual inspections of all facilities of public accommodation (schools, apartments, etc.). Continue contributing to and evaluating the potential of undertaking a regional inspectional services system between Hamilton, Wenham and Manchester-By-Sea.

Ongoing and Pending Projects:

Affordable housing related matters and involvement ongoing.

Patton Homestead involvement. Assist DPW Director Tim Olson on getting Patton Parking Lot and Stone Wall Permitting before Planning Board on Sept 5 (confirmed on agenda). Anticipating oversight / management of future Patton Homestead project manager. Reviewed and ranked RFP proposals from 6 firms interested in design and programming of Patton Homestead.

Preparing and will be submitting a CPC Funding Application (on behalf of Town Hall Committee) for Town Hall redevelopment funding for required services (Owners Project Manager, Designer) in order to allow project to get started – ask was for \$46,500 (\$12,300 for OPM; \$34,300 for designer). Continuing to gather information to advance process and Committee.

Planning Board:

Undertaking three zoning bylaw hearings on Sept 5, including a proposed ban on the sale and distribution of recreational marijuana; amendments to Willow St Overlay District (WSOD), and the Estate Overlay District (EOD).

550-560 Bay Road – A 3 home definitive subdivision plan application has been submitted to the Planning Board – to be heard by Board on Sept 5.

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. Board to vote on decision language on 9/5 so the project can move to future steps if Varsity is so inclined.

Construction of cell tower at 434 Asbury is still being finalized. Service by Verizon is to go live in late Sept. 2017. No dates for T- Mobile as of yet.

Athletic Field Improvement Project by Pingree School – Site Plan Review with the Planning Board began on 6/20/17 and thru to August 15 – hearing closed, decision to be voted upon Sept 5.

H-W Regional High School Athletic Field Improvement Project - Synthetic fields and associated improvements were presented to the Planning Board on August 1 and August 15 and as part of a proposed amendment to a pre-existing Site Plan Approval for the property. Use scheduling, lighting and other elements discussed. Due to public funding limitations and unknown project schedule permit should have “long shelf life” so permits don’t expire. Hearing will likely close on 9/5 – decision to be crafted afterwards.

Police Department

Staffing (Police):

- Full-time: Fully staffed at 13 officers.
- Part-time: The five candidates have been ranked and are still waiting to be interviewed by the Lieutenant ad myself. I am anticipating scheduling these interviews in September.

(RESERVE HIRING PROCESS IS STILL ONGOING)

Staffing (ECO):

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

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 September 11th, I will be making a presentation to the BOS to discuss the proposed article regarding the sale of Marijuana in Hamilton.
- On September 11th, Chief Phil Stevens and I will be discussing the findings of the MRI regionalization report at the BOS meeting.
- 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:

- Public Safety day has been scheduled for September 9th.
- The 7th Citizens Police Academy is scheduled to start on September 19th.

Public Works

DPW Administration:

1. Snow Plowing

New: DPW will be finalizing a “letter of commitment” to gain the services of plowing contractors to assist the DPW during the winter of 2017/2018

Highway:

1. Pavement Management Plan

Update: BETA has been scheduled to present the pavement management plan to the Board of Selectmen on September 25th, 2017 and funding strategies to utilize Town funding to maximize the useful life of Town roads.

2. Truck Driver/Laborer Highway Position

Update: Ron Serozynski began employment at the Town of Hamilton on August 30th, 2017.

3. Town Tree Work

Update: The Town of Hamilton has hired Mayer Tree to perform the following list of public tree removals. The list was generated from resident requests and DPW inspections. Existing conditions of the tree was evaluated by Mayer Tree experts. The public hearing for the listed trees is scheduled for 7:00PM on September 12th, 2017 in the Memorial Room at the Hamilton Town Hall, 577 Bay Road, Hamilton, MA. Mayer Tree will also be starting work on trees and limbs on 8/28 that have been determined dead and hazardous to the public.

4. Line Painting

New: Crosswalks and stop bars have been painted throughout town prior to the school year beginning.

5. School Cleanup

New: Hamilton DPW, in conjunction with Wenham DPW, completed the HWRS D school grounds cleanup. A full week of cleanup efforts included weeding, trimming, mowing of all the school grounds to be ready for the school year.

Buildings:

Patton Homestead

1. Dirt Parking Lot Construction

Update: DPW is anticipating a quote from Ricker Excavating to construct the gravel parking lot at the Patton Homestead with assistance from Hamilton DPW. The gravel parking lot and a request to open up an approx.30 ft. opening in the stone wall will go before Hamilton’s Planning Board for site plan review approval on September 5th. Construction can take place immediately following the approval and would be completed by mid-September.

2. Draft RFQ for Designer Services for the Patton Homestead Preservation

Update: Six qualifications based packages were submitted to the Town for the design and construction services at the Patton Homestead. A copy of each package was provided to the selection committee by last Friday August 25th. There is a meeting scheduled for September 6th to discuss results and plans to move forward.

3. Town Hall Kitchen

Update: DPW was unsuccessfully in coming to contract terms with the interested contractor. DPW is presently looking for another contractor to perform the Town Hall kitchen renovations. Plans are to have this work to begin within September.

Water Distribution:

1. Water Main Replacement Project

Update: Construction of the Phase 3 Water Main Replacement Program has begun and the work has continued to stay on schedule.

Water Treatment:

1. Water Plant Upgrade Project

Update: DPW has received evaluation report from Dewberry Engineers which details the history of the plant, current condition, and offers a few alternatives for repairs, renovations, and upgrades

2. Water Plant Current Conditions

On-going: The Water Treatment Primary Operator has indicated that the plant is now running at 460 gpm and having a hard time delivering finished water with manganese level less than 0.05 mg/l. Plant run time continues to hold between 20-22 hours a day.

Parks:

1. Patton Park Lot Berm

Update: DPW had to move this work back to early September, weather dependent.

Solid Waste:

1. Bulky Sticker Program

Update: The Waste Zero legal department is presently formulating a contract for Town consideration for the sale of the bulky stickers. Implementation of the program will follow contract agreement.

Cemetery:

1. Flag Pole

Update: A new 35' fiberglass flag pole was installed at the Hamilton Cemetery



Recreation Department

Veterans Memorial Pool

The pool officially closed for the summer this past Sunday, August 27th and will be winterized and covered the following Tuesday. It was a great first season and we thank all of the patrons for this support and patience as we worked out the kinks for our first year. The staff at the pool did an amazing job and we look forward to providing even a better experience for our community members next summer.

Fall Program Brochure

The electronic version of the Fall Brochure is currently available and registration is now open for our Fall Program. The fall programs typically run from mid-September until the end of December. We are offering just under 50 exercise and enrichment activities for community members of all ages as well as a number of Family Programs. We are hopeful to continue our trend and increase our participant numbers again in the fall.

Pumpkin Fest

Early plans have begun for the annual Pumpkin Feast which is held each year at the Public Safety Building near Halloween. The event consists of pumpkin carving, DJ, games, as well as the downtown trick or treating event. The event will conclude, as it does every year, with the lighting of the pumpkins around Weaver Pond. We look forward to working with the various other community groups and organizations to make this event something to look forward to.

HWRSD Field Redevelopment

The project was continued at the last Planning Board Meeting and will once again go before the Planning Board at its September 5th meeting. Discussion centered around light and PA System usage at the last meeting, and it seemed that an outline of a light and PA system scheduled was put forward. If/When the Planning Board votes to move the project forward the proposal will then go before the Conservation Committee for their approval.