

2018



# TOWN MANAGER REPORT



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**January 5, 2018**

**To: Hamilton Board of Selectmen**

**From: Michael Lombardo, Town Manager**

**Re: Town Manager Update**

Municipal Aggregation Program: The commission has approved the Town's application and energy manager, Vicky Masone, is now working with Good Energy on a roll out plan to include an information campaign.

Payroll – Due to a payroll company error at Harper's, deductions were not collected from the most recent pay period. As such, the appropriate deductions will be collected with the next payroll. Employees have been notified of the error and remedy.

Patton Homestead – I am meeting with the director of the Wenham Museum on Friday to discuss the archives and a potential lease agreement with the Town for use of the space. Ongoing discussions with the Hamilton Historical Society regarding the prospects of relocating them to the Homestead. We are working with the Patton Homestead Inc. and Bavara to organize a winter event at the Homestead in February.

Town Clerk Administrative Assistant – Town Clerk, Andrea Carlson and I interviewed two candidates for the administrative assistant position in her department. We are presently checking references and other due diligence and expect to make a decision next week.

Regional Inspectional Services – Evaluation of a regional inspectional services program including Hamilton, Wenham, and Manchester does not appear to be cost-effective for the Town of Manchester. We continue to discuss collaboration with Wenham in light of this recent determination.

## Council-On-Aging

- The Council on Aging and Senior Center was open for business after a devastating storm found 44% of Hamilton residents without power. We posted on Facebook to let residents know to come and have a cup of hot coffee, get warm and charge their devices. Many seniors and their families took us up on our offer and we were happy to provide a little bit of relief during a very long week.

Update: 11/27/17: Meeting with Chief Russ Stevens and Chief Phil Stevens to review procedures and options for severe weather events 12/4/17.

Update 12/6/17: Met with Police and Fire Chief as well as Lieutenant Janes to discuss the social services response to this weather event. As a result of this meeting, the Council on Aging will be letting at-risk seniors know that they can sign up to be called in order to receive a check-in from Police and/or Fire.

Update 12-15-17: On the front page of the January/February newsletter we have asked any at-risk senior who would like to be contacted in the event of severe weather to sign up with the Council on Aging so that they can be contacted by Police/Fire to ensure their safety. This would include anyone who is on oxygen; legally blind or blind; diabetic; deaf or otherwise hearing-impaired; people in wheelchairs or those who have mobility issues; cardiac patients; seniors who have a handicap or cognitive issues; and, seniors who live alone can take advantage of this service with the knowledge their information will never be given out.

- Met with Town Manager and Director of Planning and Development, Patrick Reffett, 12-12-17 to discuss the process of making Hamilton an age and dementia friendly community. COA Director has reached out to Senior Care and its' Director, Scott Trenti, to set a meeting in which to create a presentation to the Board of Selectmen sometime in the first quarter of 2018.
- The Hamilton Council on Aging would like to thank the Hamilton Police Department for their assistance in serving at their 12-15 Christmas Party and Yankee Swap. Fifty seniors and police officers were entertained by the Sandy and Dave duo prior to a lunch of lamb and roasted potatoes being served.
- 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 when they have found a supervisor at the high school for this club.

Update: 11/8/17-A club sponsor has been found and the Director will be meeting with both Will and Nick next week to get the program going for January, 2017.

Update 11/16/17: Met with both Nick and Will Glovsky to review program dynamics. Members of this club participating in volunteer activities will be CORI'd before January 1<sup>st</sup>. when we will start taking requests from seniors. Both Will and Nick will be joining me 12/4/17 at the Council on Aging's presentation to the Board of Selectmen.

Update 12-11-17: Students are in the process of being CORI'd. BOS meeting postponed to 11-8-17.

- Patrick Reffett, Director Community Planning for the Town of Hamilton, met with the Council on Aging Board 12/6/17 to discuss affordable housing and what recommendations the Board would like the Board of Selectmen and Planning Board to know. Based on this conversation Mr. Reffett asked the COA to think about where senior housing should be located; what should that housing look like; and, what price bracket is reasonable. The Board decided to bring this conversation forward for discussion to their next few meetings to develop key points and present a position.

Update 12-7-17: Patrick Reffett provided a memo to outline what was discussed during the 12-6 COA Board meeting. The Board was asked to provide their opinion on where, how much and what type of housing would be appropriate for Hamilton. While members of the Board expressed their own personal desires and stated that they did not represent seniors in Hamilton as a whole, they did state that it is their intent that a consensus be reached from them to be used a road map for other Boards to follow. Creating a larger dialogue with residents through a focus group approach would also provide information to discern what is both needed and necessary for future housing.

- The Council on Aging Board voted to accept the application of Carolyn Mullen to their Board and Chairman Leonard will forward this to the office of the Board of Selectmen.

Update 12-14-17: Carolyn Mullen will be meeting with the Board of Selectmen the evening of 12-18-17 to be interviewed prior to their voting for her acceptance to the Council on Aging Board.

Update 12-18-17: The BOS appointed Carolyn Mullen to be a member of the Council on Aging unanimously; she will be sworn in before 1/4/18 COA Board meeting.

- The Council on Aging voted to request the Board of Selectmen to amend the current language in the qualifications for participation in the Senior Tax Write Off program from a residency requirement of 10 years to 6 months.

Update 12-7-17: Director will discuss this with the BOS during presentation evening of 1-8-18.

- Director met with Cece Gough and Pastor Kevin Baird from First Church Congregation in Hamilton on 10/12. The church does outreach for their senior parishioners and wanted to know how they could expend this outreach to help the COA with this directive. Second meeting scheduled for first week in November to review ideas and plans for 2018.

Update 11/6/17: Because the First Church Congregational has an Outreach program already in place, it might be a good place to start a "tele-check" or "RUOK" service for

seniors who want to opt in for a daily well-being phone call. Reaching out to Pastor Baird and setting meeting for later in the week.

Update 12/4/17: Decision was made to reach out to other churches in the Hamilton-Wenham area and possibly include the Wenham Council on Aging in this initiative.

- The Council on Aging received the donation of an Apple computer from one of our seniors which will be used to set up an office away from home for visitors to the Senior Center. Future plans include a subscription to Ancestry.com so that seniors can begin to research their genealogy background.
- A presentation by Officer Kent Richards from the Hamilton Police Department is scheduled for December 20<sup>th</sup> on A.L.I.C.E. Seniors will see a film on what it is and how they should know what to do in the event of an active shooter.
- First Grade Daisy Girl Scouts will be visiting the Senior Center 12/20 to celebrate the season with a sing-along.

## **Finance Department**

### **➤ FY19 Budget**

**Update:** The main focus of the Finance Department has been on the Fiscal Year 2019 Budget:

- Budget guidelines distributed to Department Heads
- Draft budget calendar prepared
- Salary sheets prepared and distributed to individual departments
- Departmental budgets have been submitted to Finance
- Historical information being compiled for revenues and expenditures
- Revenue budgets being prepared
- Joint programs budgets being prepared
- Insurance budgets being prepared
- Debt budgets being prepared
- Indirect cost allocation being prepared
- Budget meetings with Department Heads and Finance Committee Liaison occurred during the week of December 18<sup>th</sup>
- Budget workshop with Board of Selectmen and Finance Committee tentative scheduled for January 20<sup>th</sup>

### **➤ Real Estate Taxes Prepayment**

**Update:** The week of December 25<sup>th</sup> was extremely busy due to prepayment of real estate taxes. A significant number of taxpayers came in to prepay their taxes as a result of the new tax laws.

### **➤ Medex 2 Insurance Notifications**

**Update:** Notice sent to retirees regarding new Medex 2 Rates.

### **➤ Property & Casualty Insurance**

**Update:** Meeting with Patricia Sullivan, Town's Representative to review Property & Casualty policy and verify the various components of our insurance coverage.

### **➤ Financial Policies**

**Update:** Our initial meeting with the Division of Local Services happened on November 8<sup>th</sup> and it was attended by the Town Manager, Finance Director, and the Finance Committee Chair. In addition to the meeting the following information has been submitted to the Division of Local Services:

- Organization charts
- FY18 Budget documents
- Current budget guidelines and calendar
- FY16 audit and management letter
- FY16, FY17, and FY18 year to date general ledger budget report
- Capital plan, calendar, and guidelines
- Debt schedules – town and school
- Any town/school district revenue sharing agreements
- Joint program budgets
- Budget Forecast
- Indirect Costs Calculation and Policy
- ATM Presentation and Appendices
- Etc.

A conference call with the Project Manager on December 5<sup>th</sup> resulted in some additional requests for information. Further emails were exchanged to clarify questions on information submitted.



## **Fire Department**

### **FIRE PREVENTION:**

**INSPECTIONS:** The following inspections were done between December 21 and January 3:

- (2) Smoke Detector and Carbon Monoxide inspection
- (1) Re-inspections
- (3) Dumpster Permits
- (1) Oil Tank Removal

### **CAR SEATS:**

They did 4 car seat installations. We have 3 Firefighters that are certified to install car seats.

### **OPEN BURNING:**

- (2) Agricultural Permits

### **CALL FOR ASSISTANCE:**

18 EMS (Since Jan. 1, 2017 = 434)

26 Fire Incidents (Since Jan. 1, 2017 = 461)

29 TOTAL (Since Jan. 1, 2017 = 895)

- (4) Gas leaks
- (2) Carbon Monoxide
- (4) Public Service
- (5) Water problems
- (5) Smoke Detectors
- (2) Fire Alarms
- (1) Building Fire (215 Linden Street)
- (1) Station Coverage (Wenham)

On December 26 firefighters made a good stop at 215 Linden Street. A fire started in the wall behind the fireplace. Initially we had 3 firefighters on scene, we ended up with 10. We had assistance at the scene from a Wenham Engine.

We had coverage at the station from an Engine from Ipswich and Essex and a Ladder Truck from Manchester.

The cold weather increase calls with water problems, gas leaks, and CO calls.

### **TRAINING:**

No training over the holidays.

## **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

Wts & Measures – 1PTE

### **Dept Issues:**

New building permit rates went into effect on December 19, 2017 which places Hamilton fee structure on an even level with most other communities around us. Evaluating past inspectional services practice and how to deal with gaps in previous plan review, inspections, code enforcement, violations, permit processing, etc. Evaluating how electronic equipment could assist department. Continuing to evaluate the anticipated extent of departmental work generated by proposed articles (Demo Delay and Nuisance bylaw – neither of which address staffing demands generated by article substance).

Prepared, submitted and reviewed with a Finance Committee member our FY 2019 departmental budgets for Con Com, Inspections, Health, and Planning. The largest single additional request includes a recommendation for full time Building Inspector staffing hours. Continuing to evaluate the magnitude of non-permitted construction work taking place in town and how to address. Evaluating seasonal demands for inspections and inspector responsibilities. Continue contributing to and evaluating the potential of undertaking a regional inspectional services system between Hamilton and Wenham with MAPC and counterparts at Town of Wenham.

Continue departmental budgeting process for FY19 budget.

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

Continue addressing demands generated by four separate legal actions involving the Planning Board. Little court action has taken place over the last month presumably due to the holidays.

Affordable housing related matters and involvement ongoing with HAHT, et al.

Need to prepare or assist in the preparation scope of services draft for Owners Project Manager (OPM) work to Town Hall Committee for Town Hall project (with the benefit of approved CPC funding) in order to allow project to get started. Continued work to attempt to coordinate information, process and Committee involvement.

Continue participating in the Patton Homestead property future to the extent possible.

### **Senior Housing Involvement:**

Participated in a discussion with the Hamilton Council on Aging relative to housing in Hamilton on Dec. 6, 2017 regarding what our Seniors want with respect to housing. Discussed the fact that

21.3 percent of Hamilton residents are at or below 80% of the median area income level. Also that 43% of Hamilton residents are now 55 and over in age as found within the 2010 federal census. Hamilton Senior opinions regarding new housing discussed within the meeting include:

**Location** -There is a desire for senior housing in both in-town and out of town locations.

**Preferred Price Range** – General desire is for a range of \$200,000 to low \$300,000's for a unit.

**Unit Type** – Most desired style would be single floor, cottage type.

**Planning Board Related:**

Expecting Attorney General opinion/review relative to the two zoning articles that were passed by town meeting (Willow Street Overlay Amendments and Recreational Marijuana Sales and Cultivation Ban). Will have to order, reformat, re-print and make available new zoning bylaw documents.

With Planning Board continue to review and discuss the board's intentions as to potential future actions on various zoning articles and bylaw modification efforts. Reviewing attorney's diagnostic of the zoning bylaw and discussing how to address remaining issues. Have received and begun review of a proposal from the attorney to continue adjusting bylaw elements.

Planning Board has taken up consideration of updating the 2004 Hamilton Master Plan specifically as it relates to the housing element. This specific element relates to what future zoning policy we should as a town pursue which would represent the types of physical development that the town would support. Proposed that the Planning Board and Hamilton Affordable Housing Trust jointly undertake submission of a funding proposal to the CPC for funding to undertake the update with the help of a consultant. Planning Board supported the concept on December 19. HAHT was unwilling to officially assist in the submission.

Began review of Hamilton Subdivision Regulations. Already received some engineering input to begin qualified review regarding roadway dimensioning. Received comment from HFD Capt. Brunet relative to potential impact on roadway dimensions. Evaluate other areas that may need to be modified including the likely addition of landscape requirements. Planning Dept. to prepare text, etc., for Board review.

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 a special permit. The Board was served with a summons Sept 26 as the decision is being appealed to Federal Court by the applicant. Three planning board members have, in spite of board opposition, hired an attorney to attempt to continue their opposition of the project proposal which has been appealed to Federal Court. Special Town Counsel is seeking to quash their opinion to the Court since it does not represent the full board and therefore is considered invalid. The attorney working on behalf of the three Planning Board members has requested in writing document production from the Planning Director and Town Manager relative to the case. 434 Asbury Street Cell Tower – Verizon began live service as of December 11, 2017. T-Mobile went live during the summer.

## Police Department

### Staffing (Police):

- Full-time: Fully staffed at 13 officers.
- Part-time: Staffed with 6 Reserve Officers

Note: We have 2 reserve officers in the Field Training program which are not part of the above listed number. We also have 1 candidate which we are still interviewing for a Reserve Position.

### Staffing (ECO):

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

Note: We will be commencing with a hiring processes for a 3<sup>rd</sup> Dispatcher. A 3<sup>rd</sup> Dispatcher will lower backfill overtime costs and reduce the order in list.

### 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:

- N/A

### Upcoming Police Related Events:

- N/A

### Community Policing Events:

- N/A

## **Public Works**

### **Highway:**

#### **1. Christmas Day**

**New:** Shout out to the DPW Operations for responding to sanding and plowing operations on Christmas Day!!

### **Buildings:**

#### **1. Dirt Parking Lot Construction at the Patton Homestead**

**Update:** Due to the current winter weather conditions the parking lot access construction work has been put on hold to wait for a break in the weather or will be completed early spring.

#### **2. Patton Homestead Designer Services**

**On-going:** DPW continuing to assist Spencer & Vogt with completing the Secretary of State's Office (due 1/15) and to the Mass Cultural Facilities Fund (due 1/12) grant applications.

#### **3. Town Hall Building Renovations**

**DPW:** DPW has completed the draft RFQ for OPM services for the Town Hall Building Renovation Project and plans to distribute to the committee within a few weeks.

### **Water Distribution:**

#### **1. Water Main Replacement Project**

**Update:** Due to the winter weather conditions the decision has been made to terminate the remaining construction until the spring of 2018

#### **2. Fire Hydrant and Valve Maintenance Program**

**Update:** Hydrants flagged have been repaired by Hamilton Water Department. Hydrants that will need to be replaced have been noted and will be included in the next phase of the water system improvement project

### **Water Treatment Plant:**

#### **1. Water Treatment Plant**

**Update:** During the formation of the Water Treatment Plant Rehabilitation project, there was clear evidence that two specific items needed to be addressed immediately. The DPW has contracted independently with Waterline Industries to clean out the reaction vessels as well as the upgrades to the communication system from the WTP to the Water Tank and School Street Well.

The reactions vessels were originally planned to be cleaned out as part of the larger water plant project, however given how long the vessels have been sitting out of operation and full of water, it was impossible for Dewberry Engineers to estimate and specify repairs to

these tanks. By cleaning the tanks prior to the project Dewberry will be able to accurately evaluate the tanks and include necessary work to be performed. This will also allow the project to progress more quickly and be back in operation for the higher demand period.

The second item in which the town had to expedite was the communication system between the Water Plant, Water Tank, and School Street Well. This communication system has been relying on Verizon copper phone lines to provide reliable communications for the two outlying infrastructure points, providing necessary alarms, failures, and system information. Recently these lines have failed and have been investigated numerous times by Verizon. Unfortunately Verizon has not been able to repair this issue and has actually informed the Town that they plan to discontinue service and technical support on these phone lines in the near future.

Loss of communication between points puts the Town in a critical situation. The plant has to be manually operated, resulting in staff time, overtime expenses, and frequent visits to the Water Tank and School Street well. Communication is vital in the Town's treatment operations. To re-establish reliable communications, Dewberry Engineers advised the Town to pursue radio communications recently performed a radio test and successful results were achieved. Due to the extreme sensitivity of the loss of communication, DPW with the approval of the Town Manager has contracted independently with TCS Communications to install a new communications system utilizing radio frequency. This work is underway and should be up and running within a few weeks.

## **2. Secondary Water Treatment Operator**

**Update:** DPW has hired Brian Ruane as the Secondary Water Treatment Operator. Please congratulate Brian on his employment. DPW is excited to have him on board.

### **Cemetery:**

#### **1. Cemetery Roadway**

**Update:** DPW has completed the excavation of the roadway along the perimeter of the new cemetery section. This section will be available for residents to purchase lots beginning in the spring 2018.

### **Water Management:**

#### **1. Water Management Act**

**New:** The DPW has begun compiling information requested from MassDEP in conjunction for the renewal of Hamilton's water withdrawal registration and permits. The renewal application is due March 6<sup>th</sup>, 2018.

## **Solid Waste:**

### **1. Bulky Sticker Program**

**Update:** The Bulky Sticker program has been instituted and residents have been purchasing stickers to disposal of their bulky waste. Stickers are available at the Town Hall DPW, Crosby's Marketplace, and Cumberland Farms for \$15.00/EA.

## **Recreation Department**

### **Winter Programs**

Winter Programming begins this week. We are offering close to 50 activities, discounted tickets, vacation programs and special events.

### **Basketball Systems at Patton Park**

At their last meeting the Recreation Committee discussed the condition of the Basketball systems at Patton Park. I am looking into the cost of replacing them and will report back to the Committee. We are hopeful to have new and safer systems in place in the Spring.

### **Night Sky**

During winter vacation we offered a free event from the Museum of Science Travelling Programs. The MoS brought an inflatable planetarium which the kids were able to go inside and learn about the sky. The event was very well attended and we received positive feedback.



## **Town Clerk**

The Clerk's office has finished and posted the final STM meeting minutes online.

The Clerk's office has been busy creating the 2018 census for Delivery. It has now been sent out along with dog renewals.

The Clerk's office has also been busy sending out and updating the 2018 ethics to all employees, boards and committees.

The Clerk's office has sent out the end of year Campaign Finance Requests as well as reminding incumbents of their upcoming expiring terms.

Another end of year clean-up has been entering the Business certificates into the gateway for the DOR.