

2018




TOWN MANAGER REPORT



Index

Town Manager-----	2
Council-on-Aging-----	3
Finance-----	5
Fire-----	6
Planning-----	7
Police-----	9
Public Works-----	10
Recreation-----	12
Town Clerk-----	13



January 19, 2018

To: Hamilton Board of Selectmen

From: Michael Lombardo, Town Manager

Re: Town Manager Update

Master Plan Update – The planning board seeks \$30,000 in Community Preservation Funds to facilitate the process for updating the Town Master Plan. While I understand and appreciate the Planning Boards role in this, the Board of Selectmen should also play a meaningful part in this process. Query of the Board of Selectmen wish to discuss this at an upcoming meeting.

Donavan Fields and Woods – It was suggested to me that in light of the fact that the town paid market price for the property and the recent indictment of Prof. John Donovan (<https://www.bostonglobe.com/metro/2017/12/28/former-mit-professor-indicted-for-trying-swindle-grandchildren-widowed-daughter-law-out-property-says/qg7BB4CkHewCOWY5O2Oe8H/story.html>) the Town should consider renaming the Donovan Fields. I've taken a quick look into this with Town Council and she asserts that "there is no requirement in the deed (book 30379, page 453)" to maintain the name as Donovan Fields and working with the Hamilton-Wenham Open Land Trust the park may indeed be renamed.

Solar PV Project – The Department of Energy Resources (DOER) has finally release pricing information for the SMART program and Amaresco is now able to complete its pricing proposal for the proposed landfill project. We are in the process of scheduling a meeting with Amaresco to finalize terms and a new schedule.

MMA Annual Conference – I will be attending the annual conference and business meeting Friday, January 19 and Saturday afternoon on the 20th...On Saturday the Town will receive an award from MMA for outstanding websites design; I look forward to sharing that with you next week.

Gordon Conwell Documents – Jan Dempsey was very kind and had a copy made of the binder pertaining to GCTS that is often referred to when discussing P.I.L.O.T.S.

Council-On-Aging

Key activities/projects for the Council on Aging: January 17, 2018

- The Council on Aging and Senior Center has partnered with Hamilton's Public Safety Departments to create a "Check-In" program for at-risk seniors during an extreme weather event. 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. Please call 978-468-5595 to register. Your information will not ever be given to anyone else.
- 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 1-10-18: CORI forms have been distributed and students are in the process of returning them to COA Director.
- 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 1-10-18: COA will review Patrick's memo from meeting and will return with comments at February monthly meeting.
- The COA Board met with David Smith, Chairman of the Board of Health, to discuss the draft bylaw dealing with the treatment of abandoned and neglected buildings in Hamilton. The Board received a copy of this draft and will be forwarding comments and changes to the Chairman of the COA for the February meeting.

- The Council on Aging has created a list of senior-friendly snowplow drivers as well as individuals available for snow blowing or shoveling. Please call 978-468-5595 for information.
- 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 1-10-18: Director will discuss this with the BOS during presentation evening of 1-22-18.

Finance Department

➤ **FY19 Budget**

Update: Budget workshop with the Board of Selectmen and Finance Committee has been scheduled for January 20th. The Finance department main focus has been on completing all budget documents and preparing a complete packet for the meeting. Some of the budget documents included in the packet are: estimated tax rate, revenues forecast, expenditures forecast, capital expenditures, debt service expenditures, etc.

➤ **Financial Policies**

Update: The Finance Department continues to work with the Division of Local Services (DLS) to facilitate the Financial Policies project. Per conversation with the Project Manager, the expectation is to have the first draft ready for internal review in a couple of weeks. Once it goes through internal review it will be made available to the Town for review.

➤ **FY17 Audit**

Update: The FY17 Draft Financial Statements have been reviewed and are currently being revised by the Town's auditors. The expectation is to have a second draft of the Financial Statements, Management Letter and Schedule of Federal Awards by the end of next week.

Fire Department

FIRE PREVENTION:

INSPECTIONS: The following inspections were done between January 3 thru 20:

- (3) Smoke Detector and Carbon Monoxide inspection
- (2) Dumpster Permits

In November Kidde set up a bet between Ipswich and Hamilton on the Thanksgiving High School Football Game. The Department of the winner got (50) Smoke Alarms and the loser got (25) and had to wear the winning teams jersey and put up a smoke alarm. Since Hamilton lost, completed payment on that bet by putting up a smoke alarm on High Street wearing an Ipswich jersey. In the end, nobody lost.

CAR SEATS:

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

OPEN BURNING:

Open Burning Season started January 15 and will end May 1.

(12) Permits have been issued this week.

CALL FOR ASSISTANCE: (Since Jan. 1, 2018)

27 EMS

38 Fire Incidents

65 TOTAL

- (3) Station Coverage (Gloucester – Engine 3, (2) Ipswich-Ladder 4)
- (1) Line Box – Topsfield (27 Asbury St)– Engine 3
- (1) Outside fire(3) Gas leaks
- (4) Water problems
- (1) Building fire (36 Walnut Rd)
-
- (7) Carbon Monoxide Alarms
- (5) Smoke Detector Activations
- (3) Service calls
- (6) Fire alarms
- (2) Motor Vehicle Accidents
- (1) System malfunction
- (1) Sprinkler activation

On January 6 firefighters made a good stop at 36 Walnut Road in below 0 weather and heavy winds. A fire started from a fireplace.

The cold weather increased calls for water problems, gas leaks, and CO calls.

TRAINING:

The monthly drill was on forcible entry with the forcible entry prop and SCBA, going through the maze.

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 demands on the department generated by two proposed articles (Demo Delay and Nuisance bylaw – neither of which address staffing demands generated by article substance and responsibilities).

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. Address Hamilton Historic District Commission at their January 17 meeting regarding cell tower siting and other background information as they consider possible modifications to the proposed cell tower project.

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. Assist architectural team in project input.

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. The CPC accepted a \$30,000 requested for funding to engage a consultant to assist with the updating work necessary.

Continuing 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 Related – A 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.

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 aforementioned 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 are reviewing resumes for a 3rd Part-Time Dispatcher. A 3rd 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. Snow Plowing and Roadway Repairs

New: The Highway Department has been busy treating roads, plowing roadways and sidewalks, and repairing road potholes and defects following the recent storm events.

Buildings:

1. Patton Homestead Designer Services

Update: Spencer & Vogt Group has generated conceptual design plans and cost estimates for the Patton Homestead project. The consultants provided the Town with these design alternatives and construction estimates to accompany recent grant applications submitted by the Town of Hamilton.

Spencer and Vogt are currently updating those conceptual drawings and plan to provide a few variations. The consultant plans to make a site visit to confirm some dimensions for design implementation as well as engage with their sub-consultants, MEP Engineers, to evaluate the current building systems and coming up with design recommendations.

2. Town Hall Building Renovations

Update: The Town Hall Building Committee plans to meet in the next few weeks to discuss the next steps in soliciting for OPM services and to collaborate on finalizing the RFQ for these services.

Water Distribution:

1. Leak Detection Survey

New: The Town has received a quote to perform a leak detection survey throughout Town. This survey is planned to be performed in the next few weeks. Any negative results from the survey will be scheduled for repairs utilizing in-house personnel or contractor services.

Water Treatment Plant:

1. Water Treatment Plant

Update: Dewberry has submitted the permit application to MassDEP on 01/09/18. We have completed the draft set of plans and documents, we coordinated with Filtronics to obtain the info that we need to wrap up the design. The intent is to be ready to advertise the construction contract on January 29, 2018.

2. Radio Connection Project

New: TCS Communications has submitted for the required FCC license. All equipment has been ordered and received. TCS Communications has scheduled the installation of the equipment and programming for next week 1/23 – 1/26. The plan is to be back on-line with reliable connection following the programming.

3. Reaction Vessel Cleaning Project

New: Waterline Industries will begin this project on February 12th and should finish on the 13th. Waterline will drain and rough clean both tanks, pressure wash and vacuum the remaining material and install new drain valves and necessary piping. Dewberry Engineers will perform the inspection of the tanks following cleaning and installation.

Water Supply

1. Well Exploration

Update: The Town is coordinating a on-site meeting with the property owner and an interested engineering consultant. Following the on-site meeting the consultant will formulate a proposal for the well drilling, water testing, and engineering related services to determine the viability of a possible well.

Recreation Department

Martin Luther King Day Program

For the first time we offered a sports program in our gym for the holiday. It was well received with 15 participants. We will look to add more of this type of programming in the future.

Swim Team Meeting

We will be attending our first Swim League meeting next week in preparations for our upcoming Swim Team Season. We are looking forward to another successful season.

Field User Meeting

We held our monthly meeting with the leaders of the local youth sports organizations this past week. In coordination with the DPW we have started to begin preparations for the upcoming Spring field schedules and maintenance plan.

Little League Improvements

Leaders of the Hamilton Wenham Little League appeared before the Recreation Committee at our last meeting and presented improvements they would like to make at the Diamond at Patton Park. LL would like to add two sets of small bleachers (4 rows) along the first and third baseline for spectators. The Recreation Committee supported this improvement but did request that LL speak to the building department in regards to any potential needed permits.

The second improvement LL would like to make is to add a small electronic scoreboard at Patton Park. No vote was taken by the Recreation Committee as they requested more information. The Recreation Committee did advise LL that multiple steps with the building department and potentially with the BoS and/or Planning Board would need to be taken. The Recreation Committee will be discussing this at our next meeting.

Town Clerk

The Clerk's office has been busy getting the returned 2018 census and dog license renewals

The Clerk's office has also been busy getting returned the 2018 ethics from employees, boards and committees and recording them.

The Clerk's office has now started giving out nomination papers for the upcoming Town Election on April 12, 2018

Just keeping up with the daily vital records and the daily registrations from the state.