

2018



TOWN MANAGER REPORT

CONTENTS

Town Manager- March 16, 2018	2
Council-On-Aging- March 16, 2018	3
Finance Department- March 16,2018	5
Fire Department- March 16, 2018.....	6
Planning Department- March 16, 2018	7
Police Department- March 16, 2018	9
Public Works- March 16, 2018.....	10
Recreation Department- March 16, 2018	13
Town Clerk- March 16, 2018.....	14

Doherty v. Hamilton ConComm: Updates

From Town Counsel: Doherty and Pingree are still working out the details of the planting plan and settlement agreement, so I was concerned that the stipulations of dismissal would not be ready to file with the court before our March 27 deadline to file the administrative record. Therefore, I filed the attached motion to postpone the deadline, which Doherty and Pingree assented to. The court will almost certainly grant the motion; I'll let you know when we get a decision.

Patton Homestead

The Patton Homestead Inc. board meeting was postponed due to inclement weather. We have received and are reviewing with the PHI board revised draft proposals from the Empower Success Corp for services associated with interim directorship and for assistance with branding and developing a marketing plan. Similarly, we are reviewing a revised draft agreement with Bevara for a fundraising campaign that includes town counsel's comments

Financial Policies Manual

As you are aware, the draft Financial Policy Manual was recently provided by DOR. Marisa Batista and I are reviewing the manual and seek guidance from the Board on the process they would like to follow for vetting this document.

Solar Project at the Landfill

Town Counsel has provided feedback on the lease agreement and the draft post-closure use permit application; there are a few key points that we need to iron out with Ameresco on the lease and expect to have finalized by the end of April or sooner.

Textile Recycling

After several weeks, the representative from WasteZero has been able to make headway with the vendor on certain aspects of the contract. A revised agreement will be available likely by the end of next week and we will begin to plan for the roll out of the curbside textile recycling program.

Key activities/projects for the Council on Aging: March 14, 2018

- Sub-committee has been formed from members of the Council on Aging Board to address programs and activities that could be brought to Hamilton for seniors aged 60 to 69. Outreach to other COA's in Essex County for ideas and funding sources.

Update: Sub-committee brought a number of ideas to the 3/7 meeting for activities which could be held in the evening at no-cost, without the Director's oversight and at the senior center in the evening. It was mentioned that the COA could use the Senior Tax Write-Off Program to employ a resident who meets the criteria for this program to teach an activity or run a program.

- Director will be meeting with Chairman of COA Board to start the process of bringing stakeholders to a meeting to discuss what an age and dementia friendly community looks like in Hamilton.

Update: Meeting with Salem Council on Aging, Friday, 3/16 to discuss.

- The COA Candidate Debate has been set for March 21st at 9:30 at the senior center. Candidates for contested seats have been invited along with proponents of articles appearing on the ATM warrant.
- The COA Director will be going to the Ipswich "Y" to meet with Director 3/20 to discuss a discounted and/or per diem and/or per activity rate for Hamilton seniors. Stacey Verge, a member of the Hamilton COA Board will also be in attendance.
- The COA will be reaching out to seniors who are known to not have a cell phone. During the last three extreme weather events when power went out, we had no way to contact at-risk seniors to let them know the Day Shelter at the Senior Center was open, had heat and food. Free cell phones are available for those who meet financial income guidelines.
- Seniors who receive federal SNAP benefits are eligible to be reimbursed for food which had to be thrown away during loss of power in the last three extreme weather events. The COA has posted on Facebook to reach seniors and their families as well as receiving a phone call to make an appointment to help them with the paperwork necessary to be reimbursed.
- Generals for Generations had their first interaction with seniors last Wednesday, March 7th. Five seniors signed up to have projects done around the house. Feedback was positive both from the seniors and the students.

- Fourteen seniors have already signed up to partake of the new Soup and Sandwich luncheon program which will be offered twice a month at the senior center. This is a new program in partnership with Senior Care. For \$2.00 on March 5th they will enjoy a turkey sandwich with stuffing and cranberry sauce, split pea soup and fresh fruit for dessert. The menu for March 29th will be a Cuban pork, ham and Swiss cheese sandwich with minestrone soup.

Update: Twenty seniors, the most we have ever had for a congregate lunch, participated in our first soup and sandwich event.

- **Annual Town Meeting/FY19 Budget**

Update: The Finance department main focus has been on completing all budget materials and preparing for Town Meeting.

- **OPEB - Actuarial Study**

Update: Compiled information to be submitted to Odyssey Advisors, for the preparation of a new OPEB Actuarial Study.

- **HR Connections**

Update: Compiled census information to be submitted to Integrated Benefits Group, a benefits and HR consultant.

- **Financial Policies**

Update: The Division of Local Services (DLS) recently provided the Draft Financial Policy Manual which is currently being reviewed by the Finance Committee and Board of Selectmen.

FIRE PREVENTION:

INSPECTIONS: The following inspections were done between February 28 & March 14.

- 1 – Smoke Detector/CO
- 3 – Re-inspections
- 1 – Oil Tank Inspection
- 1 - Dumpster Permit
- 1 – Final Inspection
- 1 – Sprinkler Inspection (Storm related)
- 1 – Generator Violation (Storm related)
- 1- Meeting with Building Inspector

CAR SEATS:

They did 3 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.

10 Burning Permits sold, 126 to date.

CALL FOR ASSISTANCE:

We were quite busy with 3 Northeast Storms. We also went to Wenham on mutual aid for their gas fire on Cherry Street. The station was manned for the 3 storms. Everybody put in a lot of hours and did a great job.

23 EMS 77 since Jan. 1

97 Fire Incidents 186 since Jan. 1

TRAINING:

No training due to weather.

EMERGENCY MANAGEMENT:

SHELTER TEAM: The Day Shelter at the COA Building was opened for all 3 storms due to long term power outages. Volunteers from the shelter team manned the shelter. They deserve a lot of thanks.

STORMS: Fire, Police, DPW, and Emergency Management all worked well together and did a great job. We met and also discussed needs to better serve the community. State Rep Brad Hill was a great asset. He kept us informed, got resources, and made daily visits.

Departmental Issues:

Continue departmental budgeting process for FY19 budget as necessary.

Evaluating how electronic equipment could assist department. Evaluating department filing practices.

Prepared memo to Fin Com regarding proposed Demo Delay and Nuisance bylaw supporting both so long as Building Inspector hours are increased beyond existing limited schedule.

In connection with the FY 2019 departmental budget, the largest single additional request from our collective department includes a recommendation for full time Building Inspector staffing hours which would be shared with Wenham. We are continuing to address non-permitted construction work taking place in town and how to address.

Ongoing and Pending Projects / Concerns:

Continue addressing various demands generated by four separate legal actions involving the Planning Board.

Participating in affordable housing related matters and involvement ongoing with HAHT, et al.

Meet with developers relative to various projects being pursued.

Review draft scope of services 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. Next meeting of the committee to be March 21, 2018 at 5PM which will review the OPM scope.

Continue participating in the Patton Homestead property future to the extent possible. Assist architectural team in project input and review of conceptual planning. Delegated Code Analysis review to Building Inspector for input – he is currently engaging Architect on project assumptions and specifics. Assist in pursuit of grants as needed.

Planning Board Related:

Just received Attorney General opinion/review/acceptance of the two zoning articles that were passed at Oct. 22, 2017 Special Town Meeting including the Willow Street Overlay Amendment and the Recreational Marijuana Sales and Cultivation Ban. Will have to order, reformat, re-print and make available new zoning bylaw documents. Responded to multiple calls from Boston Globe regarding town voting actions on marijuana related articles and bylaws.

With the Planning Board I continue to review and discuss the board's intentions as to potential future actions on various zoning articles and bylaw modification efforts. We have reviewed our attorney's diagnostic of the zoning bylaw and have (and are) discussing how to address remaining issues. Continue

to work with zoning attorney on scope of work to continue adjusting zoning bylaw elements. Accessory housing is a topic which the board wants to pursue and consideration is underway. It will likely generate bylaw changes.

During the March 6, 2018 meeting the Planning Board declined to advance an article which was to eliminate the unenforceable Conservancy District (CD) Zoning Bylaw as the Open Space Committee objected and believe they can improve the bylaw text. The Board gave the Open Space Committee the responsibility of recommending tangible improvements to the CD bylaw by fall town meeting.

The Planning Board will be considering “accessory apartments” which are currently allowed but with fairly stringent controls.

The 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. The rationale was that necessary funds to revise the entirety of the ZBL are unavailable at this time and with the upcoming FY 2019 budget. A selectman advised the Planning Board of that fact in early December. Having been made aware of that financial constraint the Planning Board saw the wisdom of pursuing the most difficult element of growth in Hamilton – which is fostering residential growth in the community in an appropriate fashion which *constituents would support*. They are convinced that a public engagement process focusing on this specific element of the Master Plan is highly necessary to address this largest of all local planning concerns. I agree with those positions - and personally believe engaging a complete revision of the Master Plan at one time would result in an unnecessarily slow and unproductive process, especially as we’re trying to address appropriate growth in the community with public support

Staffing (Police):

- Full-time: Fully staffed at 13 officers.
- Part-time: Staffed with 7 Reserve Officers

Note: Reserve Officer K. Shedden has retired/resigned as a Reserve Officer. With that in mind, we will be hiring a new Reserve Officer to take his place.

Staffing (ECO):

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

Note: We continue to review resumes for a 3rd Part-Time Dispatcher.

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:

- From Wednesday 03/07/18 at approximately 2000 through Friday morning at 0700 the Hamilton Communications Center fielded approximately 140 calls for power related questions, and logged approximately 135 calls for service, including downed trees and limbs, power lines down, trees into houses, carbon monoxide related calls, public assists, check well beings, as well as many other types of police and fire related emergencies. Among those 135 calls for service, included but not limited to, were 53 reports of trees and limbs down, many with power lines involved, as well as 7 fire department related emergencies, 5 carbon monoxide related calls, one ambulance run, 3 motor vehicle accidents, 25 public assists, 9 police related emergencies, 20 check well-being calls. In addition there was one report of a tree falling onto a house. Throughout the storm many roads were made impassible due to trees, limbs and downed live electrical lines

Upcoming Police Related Events:

- N/A

Community Policing Events:

- N/A

Highway:

1. Storm Response and Operations

New: Over the past two weeks there have been three major storm events. These storms have impacted the community heavily. Our DPW operations have done a tremendous job in responding to numerous downed trees and snow removal through the streets in Hamilton. The power outages showed some weaknesses to operating our Town owned buildings and there is evidence that future needs will be required to handle prolonged power outages. DPW will work with the Police and Fire Department to look into these issues and provide a recommendation to address these shortfalls.

Buildings:

1. Town Hall Cupola Damage

New: The cupola at Town Hall experienced some damage during the March 2-3 storm event. The railings and weathervane sustained damages that required removal by crane. These items have been removed from the roof and the damaged areas have been temporarily repaired and weather-tight. DPW has reached out to a consultant to obtain a design fee proposal which will include a construction estimate for permanent repairs.

2. Public Safety Building Fence

New: The existing fence behind the Public Safety Building was damaged by the March 2-3 storm event. DPW is soliciting for quotes to make the necessary repairs.

3. Patton Homestead Rose Trellis

New: The rose trellis at the Patton Homestead was destroyed by the severe winds during the March 2-3 storm event. The consultants on the Patton Homestead, Spencer & Vogt, has planned to quantify the materials and provide a design sketch of the trellis to allow the Town to re-build in-kind.

4. Patton Homestead Rehabilitation Project

New: Spencer & Vogt Group made a presentation to the Board of Selectmen on March 5th. The presentation included conceptual design work that has been completed by the consultant and plans for the Town to consider and to continue the project into schematic design. The Patton Homestead presentation can be found on the Town Website under the Patton Homestead. <http://www.hamiltonma.gov/about/patton-homestead-archive/>

Water Treatment:

1. Fluoridation Award

New: The Town of Hamilton Water Treatment Plant has received a Water Fluoridation Quality Award from the US Department of Health and Human Services. Hamilton was one of 1,360 public water systems in 29 states to receive this award, including 68 in Massachusetts.

2. **Water Treatment Plant**

Update: The Water Treatment Project received 5 bids for the repairs and rehabilitation at the facility. Bids ranged from \$624,250 to \$997,997, with the engineering estimate of \$725,000. Dewberry Engineers are presently evaluating the low bid and contacting references. Award of this project will be within a week. The Town is still waiting for the final permit approval from MassDEP for the upgrades. DPW and Dewberry Engineers see no issues with moving forward with contractual documents during the permit review period. Upon permit and contract approves construction work plans to begin early April. The work is sequenced and prioritized to have the plant efficiently operating to maintain demand for this summer season. Currently the WTP plant is operating at 420 GPM operating all four filters. This is approximately 50% of the design capacity. Priority will be to make repairs and replace the media in two of the four pressure vessels, which will provide approximately 600 GPM, exceeding current and past operating flows. Full construction will provide the design flow of 900 GPM operating three filters with one in idle as designed. The below construction sequence is providing work in the priority of importance to establish necessary operating conditions. A more formal construction schedule will be submitted by the contractor following contract award.

1. Beginning of April – Commence Construction (hold pre-construction meeting; issue Notice to Proceed; receive shop drawings for review)
2. Install temporary sodium hypochlorite feed system for oxidizing raw water & install new valve for activating Reaction Vessels
3. Remove Filter #1 from service and complete rehabilitation (media & underdrain replacement, interior painting, manway replacement)
4. Place temporary sodium hypochlorite feed system into service & discontinue use of ex. potassium permanganate feed system
5. Startup, test & condition Filter #1, perform water quality testing, place filter into service (before the end of May)
6. Repeat steps 3 & 5 for Filter 2, 3 & 4
7. Install permanent sodium hypochlorite feed system & remove ex. potassium permanganate feed system (this can be completed during rehab of Filters 2, 3 & 4)
8. Backwash Tank and Weir Upgrades
9. Pipe Painting & replacement of ex. flange bolts
10. Chemical Room Upgrades
11. Laboratory/Office Room Upgrades
12. SCADA/Control Upgrades

1. **Water Billing Accounts**

New: DPW has completed the review of the impacted water accounts and the last two have been rectified and currently under final review prior to sending notice out to the resident(s).

Water Supply

1. **Well Exploration**

Update: With the past severe weather the well exploration at the Ford Property has been put on hold until more favorable weather is forecasted. Plans are to have this work done within a few weeks.

Water Management

1. Order to Complete

On-going: DPW with the assistance from Town Counsel has completed the Water Management Act Permit Renewal and Order to Complete issued by MassDEP.

2. ASR

On-going: Begin compiling reports and data to complete the MassDEP Annual Statistics Report. Deadline is April 30th, 2018.

Spring/Summer Programs

Registration for all of our Spring and Summer Programs have begun. Most of our Spring programming starts after April Vacation.

Patton Park Playground

We had a consultant complete a Low Frequency Inspection (LFI) on the playground. Happy to report there are no serious issues but our department will be working with the DPW to complete a number of small items that were identified.

Last Day of School

We will be keeping a close eye on the last day of school as it has the potential to impact our camp and pool programming if the last day occurs during the week of 6/25. Once the last day is determined we will make the proper adjustments to our schedule.

Summer Employment

We will be starting the interview process for all of our summer positions next week. We've had a number of applications for both camp counselors and lifeguards so our summer staffing should be completed by the end of the month.

Affordable Housing/Fairhaven Field

Members of the Hamilton Affordable Housing Trust will be at the next Recreation Committee Meeting (3/19) to discuss the possibility of Affordable Housing at Fairhaven Field.

The Clerk's office has been busy still getting the dog licenses out to the dog owner's and still continuing updating the annual census

Certifying papers for the candidate's running in the September State Primary