

2018



TOWN MANAGER REPORT

CONTENTS

TOWN MANAGER- JUNE 5, 2018.....	2
COUNCIL-ON-AGING- JUNE 5, 2018.....	5
FINANCE DEPARTMENT- JUNE 5, 2018	6
FIRE DEPARTMENT- JUNE 5, 2018.....	7
PLANNING DEPARTMENT- JUNE 5, 2018	8
PUBLIC WORKS- JUNE 5, 2018	10
POLICE DEPARTMENT- JUNE 5, 2018	13
RECREATION DEPARTMENT- JUNE 5, 2018	14
TOWN CLERK- JUNE 5, 2018.....	15

Interim Town Manager Robin Crosbie will be working Mondays, Tuesdays and Thursdays from 9 am to 4:30 pm. This schedule may be adjusted to accommodate meetings outside of these hours. Designated citizen hours are Mondays 3:00-4:00 pm and Thursdays 11:00 am – 12 noon.

Email abatista@hamiltonma.gov to schedule an appointment outside of these hours or knock at the office door to see if it is a convenient time for a walk-in visit.

Below are some updates on projects and activities:

Upgrade Water Treatment Facility: Two filters are planned to be done by the end of June. This will allow processing more flow than we are currently able to handle. All four filters will be completed by the end of July.

Regional Inspection Services: Positions have been posted and advertised. I have contacted Wenham to arrange a meeting next week to discuss final details, including selection participation and reporting.

Financial Policies – I have scheduled the first reading of the administrative items (disbursements; revenue turnover; travel reimbursements) for July 2. I have asked Marisa to send the policies around and obtain feedback. These are easy administrative practices and should be processed fairly quickly. Financial Reserves and Capital Planning will require more extensive discussion, in the context of budget planning.

Patton Homestead: No local action on this item as yet. Senator Tarr wanted to let everyone know that the DCAMM bond bill is out of conference committee and the house and senate are expected to vote on the final version today. \$1M was included in the bond bill for restoration and improvements to the Patton Homestead and museum. Once the bill is signed by the Governor, the Senator would be happy to work with you to have the administration fund the project. Here is a link to the bill: <https://malegislature.gov/Bills/190/H4549>.

Medical Marijuana: Meeting with Vice Chairman, Police Chief and Counsel on Thursday May 31 to discuss and finalize impacts for inclusion in the HCA.

Fall Town Meeting Calendar/Calendar/Improvements: I am preparing documents for the Boards review and approval.

Solar Project:

The DEP provided conditional approval of the Landfill Closure on May 16. Monitoring well MW-5 is damaged and must be repaired or replaced by August 1. The town's engineer on this project is in the process of finding a contractor for this. We will seek an extension of this deadline, as the time frame will be difficult to meet, and cost is unknown at this time. We are also seeking DEP's guidance on how this will affect timing of the solar array project.

Sustainable Water Management Initiative Grant: Due to concerns regarding the accuracy of the model produced by the consultants, the town has asked its own consultant to review the model and provide input. There is a time constraint for all parties, as the draft report is due to DEP 6/15. The consultants will be discussing this matter on June 4.

Electrical Aggregation: The Chairman and Vice Chairman conferred with the energy manager on the status of this project.

OTHER:

Complete Streets Grant application was completed and submitted. The DPW Director is developing a list of potential road repair and pedestrian safety needs projects which could be developed through this program.

Phase 3 of the water line replacement project is expected to be completed within 30 days. See detailed list below:

HAMILTON, MA. PHASE 3 WATER MAIN PROGRAM

A. Cast Iron Pipe Length (1940-1950s)			Size	Cross Streets
1.	Naples Street	760 feet	6 inch	Howard to Lois
2.	Savoy Street	560 feet	6 inch	Howard to Lois
3.	Lorenzo Ave.	670 feet	6 inch	Linden to Railroad
4.	Union Street	1,950 feet	8 inch	Asbury to Dead End
5.	Home Street	360 feet	6 inch	Linden to Railroad
6.	Elliot Street	490 feet	6 inch	Linden to Railroad
7.	Willow Street	1,660 feet	8 inch	Linden to Asbury
8.	Pleasant Street	400 feet	6 inch	Elliot to Willow
9.	Cummings Avenue	450 feet	4 inch	Willow to Dead End
10.	Central Avenue	425 feet	2 inch	Asbury to Dead End
11.	Roosevelt Avenue	450 feet	1 inch	Asbury to Dead End
12.	Western Avenue	560 feet	6 inch	Asbury to Dead End
13.	Lincoln Avenue	830 feet	6 inch	Asbury to Dead End
TOTAL 9,565 feet				
B. Asbestos Cement Pipe				
1	Madonna Drive	1,160 feet	6 inch	Highland to Dead End
2	Anthony Road	700 feet	6 inch	Madonna to

3.	Red Coach Road	950 feet	6 inch	Dead End Honeysuckle to Highland
4.	Honeysuckle Road	1,180 feet	6 inch	Highland to Dead End
5.	Moynihan Road	1,100 feet	6 inch	Highland to Dead End
6.	Day Street	1,225 feet	6 inch	Asbury to Lincoln
7.	Chebacco Road	700 feet	6 inch	Essex to End of Pavement
8.	Essex Street	2,800 feet	8 inch	Woodbury to Chebacco

TOTAL 9,815 feet

There were three sections added to the water project as well. Woodside, between Linden and Moynihan, Central Street from Gifford to the Dead End and Lois Street, from Savoy to Linden.

Recycling: As you may know, and as has been widely reported, the recycling market was drastically changed earlier this year when China reduced imports of materials. As a result recycling is no longer an income generating enterprise, but has become a costly service for municipalities. Hamilton will be running a deficit in this budget – I have asked Marisa and Tim to provide some options for covering the estimated FY18 \$90,000 deficit. Marisa believes the deficit can be covered through year end transfers. Also, the recycling budget will be in deficit in FY19, so an additional appropriation will be necessary at the Special Town Meeting. I understand from Marisa that both the Board and the FinCom are aware of this.

Robin Crosbie
Hamilton Interim Town Manager
978.626.5200

Recap for the Council on Aging: May 30, 2018:

- Thursday, May 17th., MCOA annual meeting in Worcester. Discussion of 2019 budget as well as discussions regarding the use of service incentive grant funding.
- Friday, May 18th., review of formula grant training with Emmett Schmarsow. COA Directors were asking for flexibility in use of these dollars going forward from the 2020 budget.
- Tuesday, May 22nd. Attended second annual nutrition forum hosted by North Shore Elder Services and Senior Care. Review of nutritional standards; request by Directors to have more input into monthly menus.
- Friday, May 25th., age friendly/dementia friendly Massachusetts quarterly meeting to discuss Tufts Health Plan Foundation mini-grants for age and dementia friendly work in Massachusetts, New Hampshire and Rhode Island. The Foundation is looking to strengthen and support communities working to become age and/or dementia friendly areas.
- The Hamilton Fire Fighters will be hosting their 7th annual cook-out for seniors on Wednesday, June 20th at the senior center.
- Director will be attending Aging with Dignity Conference at Holy Cross, Wednesday, June 6th.

➤ **Year-End**

Update: Commenced work on year-end procedures, such as:

- Departmental transfers
- Year-end transfers
- Year-end memos (i.e. payroll and vendor warrants, receipts, etc.)
- FY19 calendar
- Employee benefit memos
- Health fair
- Year-end reconciliations

➤ **Financial Policies**

Update: Commenced work on Disbursements and Revenue Turnover financial policies.

➤ **Other**

- Established a special fund for the Patton Homestead
- Reviewed, researched and closed numerous special revenue funds

➤ **General Accounting**

Update: Performed general accounting functions (i.e. journal entries, receipts and disbursement posting, reconciliations, etc.) to maintain and ensure the accuracy and integrity of the financial records.

FIRE PREVENTION:

INSPECTIONS: The following inspections were done between May 16 – May 30.

- 5 – Smoke Detector/CO Inspections
- 1- Oil Tank Inspection
- 1- Dumpster Permit
- 1- Propane Tank Inspection
- 1- Underground Propane Tank Inspection
- 1- Generator Placement
- 1- Plan Review

FIRE EDUCATION:

Winthrop School Kindergarten Class

CAR SEATS:

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

CALL FOR ASSISTANCE:

35 - Total 421 since Jan. 1

21 EMS 154 since Jan. 1

14 Fire Incidents 253 since Jan. 1

- 4 Smoke Detector Activation
- 2 Alarm Activations
- 1 Public Service
- 1 Motor Vehicle Accident
- 1 Unauthorized, controlled fire
- 2 False Alarms
- 1 Smell of gas
- 1 Diesel Fuel Spill
- 1 Mutual Aid (Gloucester)

TRAINING:

Firefighters Bob Wallace and Alex Dale completed the MFA Officer II Class.

Captain Brunet attended a Senior Fire Officer Forum at the Fire Academy.

Firefighters trained with Wenham Fire at the Lakeside Golf Course on SCBA

EMERGENCY MANAGEMENT

MUTUAL AID AGREEMENT: MEMA Region 1 Meeting discussed the State-wide Public Safety Mutual Aid Agreement. It has been brought up in the past, we are the only one in Essex County that hasn't signed on and 25 in the state.

MEMA is willing to come to a meeting and explain it.

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:

Evaluating department filing, recording practices. Developing strategy for scanning of departmental records based on Secretary of State requirements.

Working through the initiation of a regional inspectional services engagement with Wenham including informational, HR, IT, etc. Expect interviews for Building Commissioner, Electrical and Gas/Plumbing Inspectors later this month.

We are continuing to address non-permitted construction work taking place in town and how to address. Continue to address building dept. submissions which don't meet requirements.

Addressing zoning code enforcement topics with Building Inspector.

Working through future application of new town bylaws (demo delay; dilapidated buildings)

Ongoing and Pending Projects / Concerns:

Continue addressing various demands generated by four separate legal actions involving the Planning Board. Assist in providing information relative to BOS executive sessions regarding cell tower case.

Interactions with developer of 227 Willow Street in terms of legal remaining issues, possible resolutions, mitigation potentials, coordination with Planning Board.

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

Reviewing OPM submissions by four interested consultant teams for Town Hall Project. Coordinate meetings, postings, etc.

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

Provide information and comment regarding Patton Medical Marijuana project.

Prepared a draft Accessory Apartment bylaw which is a hybrid of Ipswich and Topsfield which includes local factors to make it more useable. Expect it at Fall Town Meeting.

Prepared a draft scope of services for Planning Board/Town master planning relative to acceptable residential growth. Still in Planning Board review. view, coordinate and advance multiple Approval Not Required (ANR) projects.

Textiles – Curbside textile recycling program will be starting June 6th, 2018, residents will receive a “pink” bag in the mail with participating instructions.

Water Ban – Currently still in affect and will be until the WTP project is at a point that additional flow is being processed successfully to the public.

WTP Project – Work at the Water Treatment Facility is underway. The short term goal is to have two of the four filters up and running with the new media by the end of June. These two filters running as designed will be able to handle more flow then the 4 currently in operation.

Street Sweeping/Line Painting/ CB Cleaning – Annual Spring work has been completed.

Phase 3 Water System Replacement Project –Milling and paving operations are currently underway for the affected streets. Railroad Avenue is scheduled to be milled Wednesday June 6th and paved next Tuesday June 14th.

OPM Services Town Hall Preservation – The OPM Services briefing session was conducted on May 15th and proposals were submitted on May 30th. The Town received 4 proposals that will be distributed at the June 7th Town Hall Building Committee meeting and the selection process will be discussed.

Summer Help – DPW has hired 4 employees for seasonal assistance for primarily parks and cemetery divisions.

Kitchen Upgrades at Town Hall – Work on the Town Hall kitchen is currently underway. The project will include plumbing and electrical upgrades, new cabinets/counter tops and sealing of the existing granite wall.

Tree Services utilizing FAC103 – The Town received three quotes for Hamilton Tree Services. DPW is reviewing quotes and plans to award this project within a few weeks.

Patton Park Gazebo Repairs – The Town has contracted with Meadows Construction Company to perform the repairs. Work has begun on the gazebo and earmarked to finish late June.

Well Redevelopment – Caisson and Idlewood 1 – The Town contracted with Denis L. Maher to redevelop the Caisson Well and Idlewood 1. Caisson Well redevelopment has been completed and plans are to redevelopment Idlewood 1 mid-June prior to the WTP upgrade filter media change out is complete. This will allow optimum withdrawal and flow into the new media.

Patton Homestead Design and Construction Development – Spencer, Sullivan & Vogt continues with the design of the exterior and interior of the homestead. Discussions are underway on how to structure the bid given the available funding and preferred sequence of work.

March Storms – FEMA/MEMA Assistance – Early indications are that the March 2/3 storm has met the public assistance thresholds for Essex County and therefore Hamilton could receive funding assistance and/or reimbursement from MEMA/FEMA for damages sustained during the storm event and costs associated with debris cleanup following the event.

Town Hall Cupola Damage – DPW has received a proposal for design services related to the repairs and restoration of the cupola, railing, and weathervane. The estimate for design and construction is approximately \$100k. The Town was informed that our insurance will cover the damages sustained.

PSB Fence Damage – DPW has earmarked funding for the repairs in the facilities budget and has prepared a purchase order for the work for the Finance Department signature. Work is scheduled to begin late June/early July to replace the damaged fence.

Town Hall Keyless Entry System – DPW has begun to roll out the keyless entry program. Key cards have been assigned and issued to the majority of the employees. We will ask for that individuals to turn in his/her key and receive the card in return. The plan is to use the card system for a few weeks and if all is functioning properly, DPW will contract to have the existing keyed entries replaced with new physical keys. These keys will only be distributed to a selected few. Access to the Town Hall will be via card by an individual from that point forward.

WMA Update – Continuing to work with Town Counsel on Hamilton’s registration renewal and permit requirements set by MassDEP

Sustainable Water Management Initiative (SWMI) Grant – Hamilton continues in the partnership with other Ipswich watershed communities and consultant; to evaluate in-basin alternatives for regional use of surface water and groundwater and the associated inter-municipal interconnections. Consultants will also evaluate the feasibility of external water supply from MWRA along with associated costs.

Water System Plan – DPW received a proposal from Dewberry Engineers that includes a variety of tasks to assist the Town with maintaining infrastructure and planning for future needs in supply, storage, etc. utilizing the capital money that was appropriated last 2017 ATM.

Chebacco Road/ Water Interconnection with Manchester – DPW plans to investigate the opportunity to connect to the Manchester water plant and the costs associated with installing a new water main along Chebacco Road to the plant. This will be a potential large expense to the Town, but comes with a determined source, quantity, and supply in the favorable North Coastal basin.

Winthrop Bridge Repairs – The Town of Hamilton in conjunction with the Town of Ipswich will be making some repairs to the Winthrop Street Bridge as a result of a recent MassDOT bridge inspection that was completed. Currently the bridge has been reduced down to one lane while this work is being scheduled.

Street Paving – The Town has continued to work with BETA Group on a capital plan for roadway improvements. DPW plans to perform some paving this fall and will have a schedule of roadway(s) soon.

Well Exploration – DPW hired Dewberry Engineers and Maher Services to perform exploratory drilling at the Ford Property, northeast of Beck’s Pond. Results of the drilling were not favorable for a gravel packed production well and therefore DPW has decided not to pursue and to look at alternate locations.

Tennessee Pipeline Work near Walnut Street and Cumberland Farms – Utility work will be within the existing gas line easement behind Cumberland Farms. Work is planned to start in the next few weeks.

DPW Hours – As of July 1st, 2018, the DPW operational will officially change. New hours will be M-Th, 6:30am – 3:30am, and Friday 6:30am – 12:30pm.

PV Solar Project – DPW/Energy Manager, Vicky Masone, assisting Town departments to help finalize PPA and Lease agreement to have ready by STM. Vendor (Ameresco) went before ZBA last week with no major issues and then will go in front of ConCom. Town is still waiting for Landfill Closure Certification from MassDEP and Town/Ameresco plans to submitting a Post Closure Use Permit for the solar installation. Ideally the Town/Ameresco wants to be in a “fully permitted” position for the next round of the SMART incentive program.

Staffing (Police):

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

Staffing (ECO):

- Full-time: Fully staffed at 4 dispatchers.
- Part-time: Staffed at 3 dispatchers.

Note: Dispatcher Ken Shedden (Part-Time) is unable to dispatch until he completes all required training.

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:

- Working with the TM on the HCA for the Patton Medical Marijuana Grow.
- Working with Bernie Lynch from Community Paradigm Associates on the TM Search

Upcoming Police Related Events:

- N/A

Community Policing Events:

- N/A

Pool Membership Night

We are holding two nights of “office hours” at the pool for anyone who would like to register for Swim Team, Memberships or Swim Lessons. They will be held on Tuesday, June 5th from 4:30-7:30 and Wednesday, June 6th from 5-7pm.

Pool Opening

The pool is set to open this upcoming Saturday at 11am. We are very much looking forward to another successful Summer at the Pool.

Hurricanes Swim Team

We have a record number of participants this year on swim team; we currently stand at a little over total participants.

Patton Park Summer Program

Due to the large number of participants we have made some slight changes in our age groups to accommodate those who are currently waitlisted. We have modified our 7-8 year group from one group into a group comprised of just 7 year olds and a group of just 8 year olds. This will result in accommodating all of those who wish to participate.

Richard Brown Playground Re-Dedication

The Re-dedication of the Richard Brown Playground (Pingree Park) will be held this Saturday morning at 11am.

We are getting the annual street listing together for 2018. This should be coming out in July.

We just finished up with the nomination papers for the September 2018 Primary.

We are not starting to get in petitions for the November 2018 election

Leticia has been working on indexing our death records from 1934-2018. Our records were only listed by year not names. When someone calls we can now look up by name if they are unsure of the year. We will be doing Births and Marriages next.