

2018



TOWN MANAGER REPORT

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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 it is a convenient time for a walk-in visit.

Below are some updates on projects and activities:

Upgrade Water Treatment Facility: Filter replacement began June 11, 2018. All four filters will be completed by the end of July.

Regional Inspection Services: This venture is expected to go “live” on October 1. It will include acquisition and implementation of permitting software, to be funded using 6% of revenue fees. The town will need to budget for this at the special town meeting. Additionally, the town will need to adopt MGL 166, s. 32A, at the STM. This provision, which Wenham adopted in 1993, allows electrical inspectors to engage in the business as a contractor in the town in which they are an inspector, provided that they may not inspect their own work. Because these will not be full-time positions, adopting this provision will allow the two towns to hire qualified inspectors to do the work part-time.

Financial Policies – I have scheduled the first reading of the administrative items (disbursements; revenue turnover) for July 2. Marisa will be meeting with the Finance Committee to discuss these at the next FinCom meeting.

Patton Homestead: Hamilton did not receive the grant award for capital funds from MHD. I have asked for a copy of the panel notes to review so the town may be better informed for the next grant round.

Medical Marijuana: discussed mitigation requests with Green Meadows representatives on June 12. Will be discussing with Counsel, in preparation for a follow-up meeting Monday June 18.

Fall Town Meeting Calendar/Calendar/Improvements: I have prepared documents for the STM for the Board’s review and approval on June 18. I am working with individuals in town hall and the chairman of the Finance Committee on a master calendar for budget and town meetings for the fiscal year.

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 work with construction service will cost \$5,700.00, that includes grouting the old well head if the contractor is able to find it. Tim suspects the well was broken and therefore could be below grade and covered over. The driller is approximately 3 weeks out, but CDM Smith was confident we could have the well drilled and on-line prior to the August deadline. Tim will speak to Marisa to confirm funding is in place and then reach out to CDM Smith to start preparing a change order and scheduling the work.

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. The models now correspond to each other's findings. Tim will be reviewing the draft report before submitting it to DEP on June 15.

Electrical Aggregation: I have agreed to investigate more thoroughly the role of the energy manager and to obtain more information on payment models for contracts.

OTHER:

Regional Dispatch: Wenham has contracted with MRI to explore combining emergency dispatch with either Hamilton or Danvers. Peter Lombardi will be discussing with the Wenham BOS and will provide Hamilton a copy MRI's Scope of Services. This will be a longer term project inasmuch as Wenham will have to evaluate the details of leaving the RECC.

Textile Recycling: COMPLETED. This office made a big push to get the info out on the website the day before the program started and to have spare bags for those who did not received them. DPW Director Tim Olson reports that the program got off to a good start. Also, there are extra pink bags in the DPW office.

Website: The website is largely underutilized. I have informed dept. Directors to utilize the website for notifications – not to rely exclusively on Facebook or Twitter. Many people opt not to use those applications due to privacy concerns, and that may become more prevalent. First stop should be the official website for posting town notices.

Communication with Finance Committee: I met with Chairman Phil Stearns Last week and had a productive discussion about a variety of matters. I discussed with him my format for developing a town meeting and budget schedule. He was enthusiastic and will be populating the schedule with Finance Committee meeting dates. Our next meeting is June 21.

Water System Study: a contract with Dewberry Engineers was executed to undertake the water master plan project funded by town meeting. The Engineer will work with Tim to establish a work plan and contract schedule.

*Robin Crosbie
Hamilton Interim Town Manager
978.626.5200*

Recap for the Council on Aging: June 13, 2018:

- Penny Bernard, dba Penny's Signs, will be making a new sign for the Senior Center to replace the 20 year old sign which has fallen down.
- The Honor Society high schools students who participate in the Generals for Generations program will be meeting at the Senior Center next Wednesday, June 20th with the seniors for whom they worked this past spring. Participants will enjoy some pizza while discussing how the program worked and what can be done to improve service to our seniors.
- The Council on Aging is moving forward with the creation of a Memory Café in Hamilton. The Director will be meeting with Emily Kearns from MCOA on Thursday, June 14th to discuss what we will need moving forward.
- The Council on Aging is working to put cell phones into the hands of seniors who need an emergency number for contact during extreme weather events. The COA has identified a very low cost cell phone service which is only \$15 a month. We have approached the Hamilton Foundation to help us purchase some low cost flip phones to go with this service.
- 6/6/18 the Director attended the Aging With Dignity conference at Holy Cross in Worcester discussing the effect on opiates on the elderly.
- Director met with the EMHOT team (Elder Mental Health Outreach Team) to discuss the submission by our collaborative for grant dollars to fund outreach for the elderly as it pertains to mental health issues.

➤ **Year-End**

Update: Continued to work on year-end procedures:

- 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: Continued to work on Disbursements and Revenue Turnover financial policies.

➤ **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.

➤ **Attended the Massachusetts Municipal Auditors' & Accountants' Association, Inc. Annual Conference (3-day conference)**

FIRE PREVENTION:

INSPECTIONS: The following inspections were done between May 30 and June 13.

- 13 – Smoke Detector/CO Inspections
- 2- Dumpster Permit
- 2 – Final Inspections
- 3 Propane Tank Inspections
- 2 – Generator Placements
- 2- Lock Boxes Installed – Rotary Senior Program

Fire Drill – High School/Middle School

Inspection for Middle School Dance

CAR SEATS:

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

CALL FOR ASSISTANCE:

34 - Total 455 since Jan. 1

17 EMS 171 since Jan. 1

17 Fire Incidents 270 since Jan. 1

- 4 – Motor Vehicle Accidents
- 6 – Public Service Calls
- 3 – Smoke Detector Activations
- 1 – False Alarm
- 1 – Complaint
- 1 – System Malfunction
- 1 – Punctured Gas Tank

TRAINING:

We did training on limited Engine Company Operations and trained on Boat 510.

ENGINE 1: Engine 1 will be complete on the week of the 25th. Capt. Brunet and FF Wallace will go to the Pierce factory the middle of that week to inspect it. It will be here in July.

6/13/2018 – DPW BI-WEEKLY REPORT

ADMINISTRATION

Textiles – Update – The textile recycling program has been implemented and seems to be popular with the residents of Hamilton

PV Solar Project – Update – Per the Landfill Closure Permit conditions, monitoring well MW-5 was previously destroyed and will need to be replaced prior to any Post Closure Use Permit being granted. The DPW has reached out to our Landfill Consultants CDM Smith to obtain a price from a well driller to replace MW-5. In accordance to the conditions set by MassDEP replacement of this well must be by August 1st, 2018. DPW will contract for this work this week to meet the deadline set by MassDEP.

Tennessee Pipeline Work and National Grid Gas Installation near Walnut Road and Cumberland Farms – Update - Utility work has begun along Walnut Road and within the easement behind Cumberland Farms. Work is planned in that location for the next few months.

Chebacco Lake Flight – The Town of Hamilton in conjunction with the Hamilton Historical Society and Chebacco Lake & Watershed Association, purchased and installed a monument signifying the 1910 first controlled flight of an aircraft in New England was on Chebacco Lake. The monument has been installed by Hamilton DPW on the present parking area adjacent to Chebacco Lake and the old swimming beach.



WATER TREATMENT/DISTRIBUTION/SYSTEM

Water Ban – Update – As mentioned in the prior report the current mandatory water ban is still in affect due to the operational constraints at the Water Treatment Facility. DPW would also like to notify the residents that the stream gage at the Ipswich River is below the 52.5 cfs and has been for a few days. Therefore, the water ban will most likely continue throughout the summer and fall even after the water plant work is complete. DPW will continue to push out notifications to the public and keep the residents updated on the conditions along the Ipswich River.

Consumer Confidence Report (CCR) 2017 – The 2017 CCR is complete and will be published in the Hamilton/Wenham Chronicle newspaper on June 28th. I am happy to report the all the water testing results met all applicable health standards regulated by the state and federal government.

WTP Project – Update – The Work at the Water Treatment Facility continues to progress quite well. Currently Filter 1 is offline and has undergone a full rehab. The contractor plans to start installing the

new filter media starting in the next few days. The plant is currently running on three filters and residents need to be aware that there may be occasional disruption in the water system leading to possible discoloration in the water until the filters are in full function. Work has shifted slightly from the original schedule and plans are to have two filters complete and back on-line optimizing flows by mid-July.

Phase 3 Water System Replacement Project – Update – The milling and paving operations are nearing completion and should be wrapped up this week, weather dependent.

Well Redevelopment – Caisson and Idlewood 1 – Update – The Caisson Well has been redeveloped and is performing quite well. Flows from the Caisson well have increased in gallons per minute as well as the raw water quality entering the plant. Denis L. Maher is currently redeveloping Idlewood 1 and early signs are showing similar results as Caisson Well. Redevelopment of these two wells will allow optimum withdrawal and flow into the new media planned to be installed in the next few weeks.

Sustainable Water Management Initiative (SWMI) Grant – Update – The Town received the draft report from Kleinfelder and conducted an internal review of the report, as well as Town Counsel and consultant OHI reviews. All comments were submitted by the deadline of June 13th. The Town and OHI will continue to work with Kleinfelder, offering suggestions and review to confirm the data in the report for the Town of Hamilton is accurate and well represented.

Water System Plan – Update – The DPW has contracted with Dewberry Engineers to perform a Water System Master Plan which will assist the Town with maintaining current infrastructure and establish a capital plan for future needs in supply, storage, etc. Dewberry will also investigate the history, ability, and viability to tie-in to the Manchester Water Plant along Chebacco Road.

Chebacco Road/ Water Interconnection with Manchester – Update – As part of the Water System Master Plan project, DPW with the assistance from Dewberry Engineers 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.

FACILITIES

OPM Services Town Hall Preservation – Update – The Town Hall Building Committee met on June 7th and proposals were distributed to the committee members. A meeting is scheduled for June 21st to discuss the proposals and candidates for interview.

Kitchen Upgrades at Town Hall – Update – Plumbing upgrades have been completed and cabinets have been installed in the kitchen of Town Hall. Electrical upgrades should be complete this week and some new appliances and décor will be purchased for the employees. Masonry repairs to the foundation wall are planned in July to complete the upgrades.

Patton Homestead Design and Construction Development – Update – The Town is reviewing a change order presented by Spencer, Sullivan & Vogt which includes septic design, landscape design, and design elevations. These additional services will be necessary for the exterior repairs to the homestead as well as the future rehabilitation of the homestead into public function space.

Town Hall Cupola Damage – Update – The Town has received the money to make “in kind” repairs to the Town Hall Cupola from MIIA. DPW is working with the Finance Department discuss funding strategies as this project has been funded by insurance, however has been declared by FEMA/MEMA which will potentially allow the Town to receive public assistance to make the repairs.

Patton Homestead Rose Trellis – Similar to the Town Hall Cupola, the Rose Trellis at the Patton Homestead was damaged during the March 2nd and 3rd, 2018 storm event. The Town has received the money to make “in kind” repairs to the rose trellis from MIIA. DPW is working with the Finance Department discuss funding strategies as this project has been funded by insurance, however has been declared by FEMA/MEMA which will potentially allow the Town to receive public assistance to make the repairs.

PSB Fence Damage – Update – DPW has scheduled this work at the PSB and the contractor should begin replacement of the privacy fence in the last week of June through the middle of July.

Town Hall Keyless Entry System – Update – Many cards have been distributed, but if you still have a Town Key, please see the Assistant to the Town Manager to return your key and receive your card key. New locks will be installed in early July and the old Town keys will not work from that point on. Access to the Town Hall will be only via card by an individual from that point forward.

HIGHWAY

Tree Services utilizing FAC103 – Update – The Town plans to aware this work to Cicoria Tree Services who offered the lowest price to the Town for services. DPW plans to prepare a service contract to begin services on July 1st.

Winthrop Bridge Repairs – Update - The Town of Hamilton in conjunction with the Town of Ipswich received a design proposal for the necessary repairs to the Winthrop Street Bridge. Currently the bridge has been reduced down to one lane while this work is being scheduled. Both Towns are reviewing the proposal and investigating the need for an inter-municipal agreement for the design and construction services.

PARKS AND CEMETERY

Patton Park Gazebo Repairs – Update – The repairs to the gazebo in Patton Park are nearing completion. New aluminum railing will be installed along the ramp to complete the repairs.

Pre Repairs



Post Repairs



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. Dispatcher Shedden is on track to complete his 911 mandated training by the 2nd week of July. At that time he will commence with in-house 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
- Successfully completed our accreditation assessment and are on schedule to receive our 2nd Accreditation Award in September.

Upcoming Police Related Events:

- Preparing for the Two –Town Fair on June 23rd.

Community Policing Events:

- N/A

Pool Is Open

The Pool officially opened on Saturday, June 9th, to a busy weekend of patrons; the pool will remain open through August 26th. Our Swim Lesson program will start on Monday June, 25th and run until Friday, August 17th.

Hurricanes Swim Team Meet and Greet

We held our meet and greet with swim team participants and their family on the evening of Tuesday, June 12th. Evviva Cucina of Beverly was kind enough to donate a number of pizzas and salad which was enjoyed by all. Currently we have just under 80 participants registered for our swim team.

Patton Park Summer Park Program Orientation

We will be holding our orientation for our Patton Park Summer Program Staff on Saturday, June 16th. This is a great opportunity for us to review the staff manual, role play various scenarios counselors might encounter in the summer as well as a great chance for new staff to meet our returning staff.

Summer Celebration

We will once again be coordinating with the Community house on the Summer Celebration which will take place on Saturday, June 23rd. The event will officially kick off with the bike parade from the library starting at 4pm.