



Town Manager Report

April 18, 2017

Council-on-Aging

Key activities/projects for the Council on Aging: March, 2017

1. Call to action for our seniors aged 60 to 69 to develop a focus group to determine their needs and find out the kind of programming they would like to have outside of regular Senior Center hours. Outreach is working to develop a database for this group of over 1,100 seniors through phone and greeting card contact.
 - Since this project was started in February the COA has contacted approximately 30 seniors in this age group to determine their needs and requests. Five of this group have indicated they would be interested in being part of a focus group at the Senior Center.
2. On October 6th, the COA will be holding our first annual memory event that we are calling Shifting the Perspective: Memory, Aging and Your Brain. This will be for seniors dealing with memory issues as well as their family members and caretakers. We will be hosting a keynote speaker from the Alzheimer's community, sponsor games and events and vendors along with a free lunch for attendees through Senior Care.
 - Work has begun to reach out to vendors who will participate in this event. Also still looking for keynote-speaker in this area available that date.
3. Transportation issues for seniors and low-income residents came to the attention of COA Directors last week. Governor Charles Baker had proposed eliminating T-service on the weekends as well as doing away with "The Ride" throughout Massachusetts. His proposal to let the COA senior transportation services pick up this transportation service by allowing everyone, seniors and low-income residents, to use town-owned vans from 5 AM to 12 midnight. Over 45 COA's sent impact statements to the Massachusetts Councils on Aging as well as contacting our local legislators. A regional transportation meeting was held this past Monday in Boston where the decision to shelve the budget-cutting measure was made for a period of one year due to the impact statements received and a number of Directors who attended this meeting and let their feelings be known. While The Ride does not come into Hamilton proper, many of our seniors use this service jumping onto the bus in Wenham to go into Boston.
 1. Comments from Carolyn Villers, Mass Senior Action Council after the the March 27th, MBTA Board meeting.

"We are absolutely having an impact but not quite out of the woods yet. One of the FMCB board members made our motion to take the proposed cuts off the table but another board member amended the motion so that the final motion that passed really only took the proposal off the table for two weeks - Not that helpful. The FMCB does not seem inclined to implement these cuts

but must be under a lot of pressure since they have not seemed comfortable to take the proposal off the table. The task force (which Bill and I are both on) has been tasked with exploring alternative cost-savings but soem of the options they are presenting are non-starters. We will need to keep the pressure on....

By the way - Stacey was a great representative today and I also met two other senior center directors (I think N. Reading and Melrose). I also gave the updated comments to the FMCB.”

Carolyn

Next Steps: MBTA Board meeting will be on Monday April 10, at noon, for the public comment period. Location is Ten Park Plaza, MBTA Board Room

4. A wonderful group of young mothers’ led by Martha Hale Farrell will be again providing Mother’s Day Brunch to the senior women in Hamilton on Friday, May 12th at 11 AM. Please RSVP to Mary Beth Lawton at 978-468-5595. Seating is limited to 36.
 2. Posting to FB and May newsletter to follow
5. The Council on Aging is working with Gordon College to create a town-wide volunteer bank to help seniors in Hamilton. Many of our seniors need help from time to time to do chores around the house which they can no longer handle. The COA will also be reaching out to the Rotary for their assistance with this project.
 3. Meeting with Provost Janel Curry at Gordon College next week to map out project
6. Several members of the community under the guidance of Martha Hale Farrell are forming a Friends group to support the efforts of the Hamilton Council on Aging. If you are interested in joining or volunteering your time to help make this group happen, please email her at: halefarrell@gmail.com.
 4. FB posting was created and several women responded to Ms. Farrell’s notice and indicated a desire to serve on the Board.
7. The Council on Aging would like to advance the ability of Hamilton to move forward as an Age Friendly Community. Scott Maddern had brought this to my attention unaware that I had attended this focus group during my annual conference for Directors. Studies show that in supportive and enabling living environments, older people are a resource for their families, communities and the local economy. Dr. Alice Bonner, Executive Secretary of Health and Human Services for the Commonwealth, who had attended our Go4Life Health Fair last year, spoke recently at a conference about the 8 pillars of what constitutes an age friendly community. An age friendly community is one that promotes a more thoughtful approach to the development of programs in a community that promote the health and well-being of our aging population. The eight

components are: Outdoor spaces and buildings, Transportation, Housing, Social Participation, Respect and Social Inclusion, Civic Participation and Employment, Communication and Information and Community Health Services.

It's my hope that a town-wide dialogue can begin with the Board of Selectmen to create this "master plan" for seniors residing in Hamilton. The process can begin with a presentation from MCOA how to create an age-friendly community and the process from assessing the needs, turning that information into actionable steps and developing metrics by which to evaluate the success of the initiative.

5. Meeting with Patricia Zaido, citizen volunteer in Salem, who is spearheading effort to move Salem forward creating age-friendly community
8. As the result of 18 months collaboration between the Council on Aging Director's on the North Shore, a guidelines for participation/scope of services document was created to address and update residents using the Senior Center to let them know who we are, what we do, what we don't do, eligibility to participate, and guidelines for participation with a code of personal conduct. This document was given to the Council on Aging Board at their last monthly meeting 4/5 to review and discuss for our May meeting.
9. Flag Day ceremony Wednesday, June 14th at 10:30 AM. The COA recently purchased a US flag as well as a Massachusetts flag for display at the Senior Center. The American Legion will be participating in the dedication of our flags that day. It is also anticipated that Public Safety will also join in with us on this ceremony.
10. The COA is working to stage a talent show celebrating seniors who don't want to grow up in conjunction with the HWRL and the Wenham COA. Date to be determined.

Finance Department

Staffing levels:

The Finance department will soon be looking to hire a part-time position to join our team. As time permits, I will carefully analyze our needs in order to develop a job description that will best fulfill the needs of the Finance department. This position was budgeted in FY2017 however the position has not yet been filled.

Equipment Issues:

There might be a need for a new printer at the Treasurer's office. Our IT consultant is currently obtaining quotes as this printer needs to be a bit more sophisticated due to being used to print all Town checks. Unfortunately this need was brought to my attention after Annual Town Meeting and has not been budgeted for.

Ongoing and Pending Projects:

Joint Programs: I'm glad to inform you that we have received payment from the Town of Wenham for the Recreation, ECO, Energy Manager for the first three quarter of FY2017 and final payments related to FY2016.

Audit: The Finance department is working with CliftonLarsonAllen (Town Auditor's) to schedule the FY2017 audit. We hope to be ready by the end of August, beginning of September.

OPEB Actuary: The Finance department is working with Odyssey Advisors, Inc. (Actuary used in prior years to complete the OPEB Actuarial Valuation). The Town is required to have a new Actuarial Report for FY2017.

Debt: The Finance department in conjunction with the Treasurer's office is working with FirstSouthwest (Town's financial advisors) to issue long-term debt for the Sagamore Hill Land Purchase, Landfill and the Water System Reconstruction Phase III and IV. Bond Rating call with S&P is scheduled for Wednesday, April 12th at 1:00 p.m.

Capital Improvement Plan: The Finance department is in the initial stages of working with Department Heads and Town Manager to have the 5-Year Capital Plan updated.

Fiscal Year-End: And year-end is quickly approaching, we have started our planning for year-end procedures, forecasts and reconciliations.

Miscellaneous:

In addition to the projects listed above, the Finance department continues to work towards streamlining processes and procedures with the individual departments. Also, there is a

continued effort to get all reconciliations (i.e. fund reconciliations, cash reconciliations, receivables reconciliations, health, life and unemployment insurance reconciliations, etc.) up-to-date.

The Finance department also provides general support to other departments in relation to accounts payable, contract reviews, training needs, etc., and completes all fillings of required state reports.

Fire Department

FIRE PREVENTION:

FIRE DRILLS: The Fire Dept. conducted a Fire Drill at the Cutler School this week. All public schools have been done.

PUBLIC EDUCATION: The Kindergarten class from Winthrop School came to the station for a visit. They saw the trucks, learned about fire drills and what firefighters do.

Ladder 4 went to the Christ Church School to show the children the truck and to explain what firefighters do. They also learned about fire drills.

ROTARY SENIOR PROGRAM: Installed a Carbon Monoxide Detector for a resident and a supra box. The Rotary Club donated Carbon Monoxide Detectors and Lock Boxes for seniors.

INSPECTIONS: The following inspections were done between March 30 and April 12:

(8) Smoke Detector and Carbon Monoxide inspections

(2) Reinspections due to failure

(1) Oil Burner Inspection

(1) Oil Tank Inspection

(1) Preinspection

Construction site inspection for sprinklers, alarms, and supra box location – People's Bank 545 Bay Road and 227 Willow St.

SEMINAR: Capt. Ray Brunet attended a 2 day Fire Prevention Seminar put on by the Fire Prevention Association of Massachusetts. It covered a variety of subjects.

TANKS: Phone meeting with the Dept. of Fire Services regarding above ground tanks at Myopia Hunt Club.

CALLS FOR ASSISTANCE: The Fire Department responded to 36 calls for assistance from March 30 to April 12. We responded to (21) fire call and (15) medical calls.

We had a few water problems during the heavy rains. We responded to (4) calls for water problems on Bay Road, Maple Street, and Moulton Street.

TRAINING:

EMS: The Fire and Police Departments' First Responders were recertified by EMS Coordinator David Raymond. The training lasted 4 nights.

FIRE: Members attended the monthly drill (4/11). They reviewed and participated in different scenarios. They laid hose, used tools, pumped water, climbed ladders, and used the thermal imaging camera in the smoke filled tower.

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

Dept Issues:

ZBA decision to be filed re 227 Willow project by 4/19. Preliminary decision includes – 1. Construction to elevator shaft to cease / 2. other construction allowed in remainder of building / 3. no occupancy allowed until resolution accepted;

Ongoing and Pending Projects:

Affordable housing related matters and involvement ongoing;

Planning Board efforts to revise certain zoning bylaw elements is on-going (cottage housing, special permit process, Great Estates, Willow St Overlay District).

Shopping Center Owners / Management interested in addition of new blade signage to individual spaces; to discuss with Planning Board 4/25/17; bylaw changes likely needed.

15 Walnut Restaurantur wants to be heard by planning board regarding the possibilities of new light changes and outdoor dining.

Pursuing creation of a new zoning map – the existing one is highly illegible. It was part of Bobrowski's scope and he has a consultant/vendor who is preparing a proposal for same.

The AG's office review of the proposed/town approved October 22, 2016 ZBL text has been completed. Minor changes are needed – discuss with Planning Board, Town Counsel and Zoning Attorney.

BOH Chair David Smith is proposing a Nuisance bylaw for the Town – I have reviewed as has HPD Chief Stevens – internal discussion.

MCC Grant Application support letters (for Patton Homestead rehab) sent to Brad Hill and Bruce Tarr. Both have prepared and submitted their correspondences to MCC.

Patton Homestead involvement – staffing involvement write-ups; MCC grant application; working toward All boards meeting re parking lot; OSC desire for signage.

577 Bay Road Cell Tower application not yet submitted for public hearing.

Active construction of cell tower at 434 is occurring.

Athletic Field Improvement Project by Pingree School – expect a future Site Plan Review submission.

On-going concern that the necessary updating of the Open Space and Recreation Plan is being delayed. Consider imposing a drop dead completion date.

Greenbelt/ Essex County Land Trust to submit a Site Plan Review for a parking lot with associated Additions soon.

ANR proposed for 46-48 Meyer Road – conversion of two lots to three to be at planning board for 4/25 meeting.

Recreation Department

Veterans Memorial Pool

Staff has been finalized for the pool and we are no longer accepting applications for employment. Our staff will be comprised of 24 employees in the positions of gate attendants, swim instructors, swim team coaches, lifeguards, supervisors and directors.

Spring Sports/Fields

Spring sports have started to play outside starting this week. Donovan Field and the baseball diamond at Patton Park (fields which have historically not taken water well) are starting to dry out with the batch of good weather we have had. The plan is to have the baseball diamond up and operating for the HS by the end of the week; the old bleachers were removed on Wednesday.

Patton Playground

Once the water recedes we will be replacing the wood chip safety surfacing at the playground in the 5-12 area as well as the swing set/zip line area.

Patton Bathrooms

The water at the fields was turned on earlier in the week and the bathrooms down by the fields are now open.

Safety Padding at Rec Center Gym

The board discussed the possibility of adding safety padding along the sideline walls of the gym for safety purposes. Considering the little space between the sideline and the wall, the board felt it was something that should be given consideration.

Longmeadow Study Committee

We briefly discussed this at our last Rec Board meeting, the board hopes to make an appointment to this committee at our next meeting.

Police Department

Staffing:

- Full-time: Fully staffed at 13 officers.
- Part-time: We are currently staffed at 7 Reserve Officers.
(We are in the first phase of the Reserve Hiring Process. At this point, we are reviewing the resumes of 29 potential candidates).

Equipment Issues:

- None

Union Issues:

- No Union grievances or complaints at this time.
- Current Police contract expires on June 30, 2019.
- The ECO Contract is scheduled to expire on June 30th 2017. Negotiations are scheduled to commence this month.

Miscellaneous:

- On April 6th, members of the Hamilton and Wenham Police and Fire departments met with the Hamilton Wenham School Committee to discuss the implementation of the A.L.I.C.E. Program. A.L.I.C.E. stands for Alert, Lockdown, Inform, Counter and Evacuate. It is based on the premise that information, authorization and proactive training are the key to surviving an Active Shooter event. Also discussed/introduced was the implementation of a School Resource Officer within the district.
- Still waiting for the results of the MRI ECO merger with Danvers and Manchester by the Sea.
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Building Issues:

- Working with Patrick Reffett regarding a Cell Phone Tower in/on the grounds of the PSB.
- Working with the DPW director regarding a replacement carpet for the Training Room.
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Upcoming Police Related Events:

- Little League Parade downtown on April 29th.
- Several Spring Road Races scheduled throughout town.

Public Works

National Grid plans to start the tree removal within the next few weeks. Tree work is planned along Route 1A, Bridge Street, Miles River Road, Essex Street, and Woodbury Rd.

DPW has awarded the sidewalk project to Allied Paving Corporation from Chelmsford, MA. The 2017 Sidewalk Reconstruction Project will include removal and construction of new asphalt sidewalks along Maple Street, Park Street, and Hamilton Ave. Construction is planning to start early May.

The Bridge Street Culvert replacement is anticipated to be complete by the end of April. Contractor has nearly completed site restoration activities and guardrail installation. Final asphalt is scheduled next week, weather dependent.

The Town Hall second floor renovation work to the second story of Town Hall is scheduled for mid to late May. Work will include new partitions and individual workspaces to help in noise reduction and privacy.

DPW has continued to construct additional space in the Hamilton Cemetery. This is currently Town owned land and is cleared for use. Once established this area will provide 400-500 graves.

The water department is continuing to reduce the estimated billings by installing new water meters as well as responding to mechanical or resident issues on a case by case basis.

DPW has received a proposal from Dewberry Engineers to assist the town with the evaluation of the existing water plant, filter media conditions, RAW water analysis to develop a capital plan for upgrades and repairs to improve the treatment plants effectiveness and operations to treat Hamilton's water. The Town is currently reviewing the proposal and plan to have a summary of findings within the next few weeks

Spring cleanup and ballfield preparations are currently underway by the Town's Parks division. DPW, along with the HWRSD and recreation department, are busy preparing for the baseball season, pool opening, and recreational park use.

The highway department has been busy repairing potholes and minor roadside damages affected by the winter season as well as maintaining the drainage system throughout town during the recent rain event.

The Town has scheduled American Sweeping Co. to perform street sweeping activities within the next few weeks which will be followed by roadway line painting by Hi-Way Safety Systems. The plan is to have both activities completed by late May.

Town wide catch basin cleaning will commence within a couple weeks. Approximately 800 catch basins and drain manholes will be cleaned by J. Parker Catch Basin Cleaning.

DPW is presently in search of a new Public Works Heavy Equipment Operator. Resumes and letter of interest is due on April 26th, 2017.

DPW plans to advertise next week for summer help.

Town Clerk

The Town Clerk's office has been very busy certifying the Annual Town Meeting and the Annual Town Election. There was a lot of planning, scheduling, preparing and organizing for the Town Election. For the Town Election we have to schedule 40 poll workers to cover the day and night shift. Scheduling the DPW and the Police to cover the set up and patrol. We have to organize and pick up the food for breakfast, lunch and dinner. Along with the election paperwork we have to maintain the Campaign Finance of all the candidates running. They have to fill out paper work eight days prior to the election and then thirty days after the election.

Another thing the Clerk's office has been working on is the distribution of the year Flammable Registrations. We currently have eight in town one being Town Hall. This is done every year and due in April.

We have also distributed the Annual ethics forms for all boards, committees, and employees that were due on April 5, 2017. We have in between getting them updated in the system.

From January 1 through June the clerk's office is very busy with ongoing census collection, dog's licenses, and notaries for the annual retired employees for their retirement distribution.

April 14, 2017

To: Hamilton Board of Selectmen

Fr: Michael Lombardo, Town Manager

Re: Town Manager Update

Landfill Monitoring: While conducting routine gas sampling at the landfill, methane gas levels for one test pit detected a concentration 25% above the LEL (Lower Explosive Limit.) Additional samples were taken in the vicinity of this test pit and it was determined to be localized; no immediate remedial action identified. The results were reported to DEP and CDM Smith will monitor the well closely to determine if this is an escalating problem that requires additional action. The engineers indicate that this is not uncommon for new landfill caps and the vast majority of the time the gas will dissipate on its own without any further action required.

Beech Street Reservation: I was notified by a resident of Beech Street that one or more abutters to what is commonly referred to as the Beech Street Reservation have encroached on Town land. It was pointed out that the residents of Beech Street have deeded access to the water and that in the distant past, the Reservation was more park-like and even had a floating dock. Several of the neighbors are interested in possibly restoring this parcel and water access to what it once was. We are getting quotes to survey the parcel and determine if, indeed, the abutter(s) are encroaching; if accurate, the attached pictures are very telling.

Invitation: We have been invited by Dr. Michael Lindsay, President of Gordon College, to an event/coffee honoring those of us in public service. Please see the attached letter and let me know if you plan to attend and if there are others we should invite.

Gun Club Lease: I met this past week with the President and Vice President of the Hamilton Wenham Rod & Gun Club to discuss the renewal of their lease. There are a few sections that need additional work, and I expect to have a draft to you by the end of next week with discussion (and if you are ready, adoption) on May 1 or 15.

Board Meeting Schedule for July through December: I've asked Anabela to update the schedule for the second half of the year; you will have a draft the week of the 24th and I would like to settle on a schedule at the May 2 meeting.

S & P Rating Call: As you may recall, each time a bond is issued by the Town's, our credit rating is reviewed and evaluated by Standard & Poor's to determine if they will make adjustments. Hamilton presently enjoys an S & P rating of AAA, their highest rating possible.

Finance Director, Marisa Batista, Treasurer/Collector, Cheryl Booth, and I, along with bond counsel from 1st Southwest, participated in a conference call with representatives from Standard & Poor's on Tuesday.

The conference call is our opportunity to highlight the factors that contribute to our high rating and reassure the rating agency that we continue to deserve AAA status. I feel the conference call went very well; S&P was impressed with the stability of the Town budget and management, strong reserves, excess levy capacity of over \$2.4 million, and strong market sale prices for single family homes. We should know by next week whether we will maintain AAA status.

From the prior update:

Landfill Capping Project: The construction phase of the landfill cap has been completed for several months. The next step in the process is for Mass DEP to certify the cap; this certification report has been submitted to DEP and we await their approval. On a parallel track, a post-closure use permit has been filed with DEP. The post-closure use permit identifies potential uses and projects that may occur at the landfill and establishes preliminary approval for said uses.

Update 4/14/17: While meeting with representatives to the Gun Club, it was pointed out that erosion may still be an issue on part of the cap; Tim Olson and I will be conducting a site visit to determine if additional erosion control measures are required.

Solar Array Project: As previously reported, this project has been on hold since signing the letter of intent with Amaresco pending legislative action on the tax credits. A meeting is scheduled for the week of April 10th to discuss the status of the project and work out next steps which will include establishing a project scope and formal contracts between the Town and vendor.

Update 4/14/17: I and staff (Tim Olson, DPW Director; Patrick Reffett, Planning Director; Jim Hankin Conservation Commission agent; and Vicky Masone, Energy Manager) met with the project managers from Amaresco to review a preliminary project plan and discuss next steps for the project. We will have a draft contract to consider within the next few weeks, and expect the vendor to begin the review process with Town Board's this summer with an expected project completion date before the end of March 2018.

Annual Compost for Residents: Together with the Town of Wenham, we are in negotiations with Brick End Farm over a contract for the disposal of organic waste at their facility. Part of the contract specifies the volume of Organic Compost that Brick End Farm makes available to residents in each Town. At the present time the amount is comparable to prior years. Please let me know if you would like to discuss this.

Update 4/14/17: Compost is available to Town residents on a first come first serve basis.

Water Billing: The DPW/Water Department has completed adjustments to accounts where the customer was due a refund and is now working on the remaining bills that either require additional payment from the customer or may need a formal abatement. I have asked Tim Olson to provide a summary of the accounts and will provide that to you with the next update if not sooner.

Update 4/14/17: A completion date for these adjustments has been set for the end of the month.

Ticket Tracking System: Tim Olson is advocating for the replacement of Facility Dude with a more robust and useful package that integrates GIS; he is in the process of putting together a scope and estimates for replacing the program and as soon as we have a schedule for implementation I will let you know.

Code RED: The Public Safety department will be rolling out a new reverse 911 call system to replace Blackboard Connect. The Code RED system provides enhanced features for both the Town and residents and is much easier to use. Chief Russ Stevens is presently working with the vendor on the roll out and materials – I will keep you apprised of the timetable for rolling this out to the public.

Bridge Street Culvert: The project construction is 90% complete with final paving, loam and seeding the bulk of what is left.

Update 4/14/17: We received the following updated schedule for completion of the project.

- Guardrail upstream is complete
- Guardrail downstream waiting on 2 pieces to be installed next week
- Staging area clean-up today
- Landfill area clean-up next week – 2 more truck loads
- Loam and seed under guardrail early next week
- Paving Thursday, 4/20
- Line painting Monday, 4/24

Mr. Peter Durney of 76 Bridge Street submitted a landscaping plan and invoice for restoration of his property affected by the culvert project. We have forwarded that to UEL and have asked the parties to work toward an amicable resolution to this claim. Also, Myopia Hunt Club submitted a request for reimbursement of costs associated with delays in their project allegedly as a result of delays by UEL. In both instances we are not enabled by law to pay for such items (assuming they are deemed to be justified) out of retainage for the project. We have encouraged the parties to work directly with UEL toward a resolution. I will keep you apprised of progress on this.

Sidewalks: Sidewalks on Hamilton Street, Park Street, and Maple Street are scheduled for replacement; work will begin shortly. I have asked Tim for a calendar and we will post online and notify residents of the work.

Update 4/14/17: A site walk with the vendor will be conducted next week to discuss various nuisances to the project and establish a firm project plan. Construction is scheduled to start the week of

the 24th – the DPW department will be providing notices to residents as well as updating the schedule on the town website and social media.

Labor Negotiations:

AFSCME – Administrative Unit: Tentative agreement has been reached on a successor contract based on the terms you have established. A redline version of the contract is being discussed with the union and I anticipate having this on the agenda for the Board to ratify at the April 18th meeting.

Update 4/14/17: Union stewards will be meeting with the rest of their bargaining unit to discuss the proposal and tentative agreements. I expect we will be ready for an Executive Session on May 1st to review and discuss the particulars

AFSCME – Public Works Employees: A preliminary meeting with representatives of the bargaining unit was held on March 27 to establish ground rules and a calendar for negotiations. Both parties hope to have a tentative agreement by the end of this month; the DPW collective bargaining agreement expires June 30, 2017.

Update 4/14/17: Tuesday, April 18th Executive Session to discuss Union proposal.

AFSCME – Dispatch: We have yet to set a date to negotiate a new contract; I anticipate doing so beginning in May. The Dispatch collective bargaining agreement expires June 30, 2017.

Update 4/14/17: Negotiations with this Bargaining Unit will commence next week,