



Town Manager Report

Board of Selectmen Meeting

May 1, 2017

April 28, 2017

To: Hamilton Board of Selectmen

Fr: Michael Lombardo, Town Manager

Re: Town Manager Update

Marijuana Ban: At a Special Town Meeting in March, 2017, the Town of North Reading approved warrant articles effectively banning marijuana establishments including cultivators, testing facilities marijuana product manufacturers, retailers, and “any other marijuana-related businesses. Town Counsel reports that the AG is resting its opinion on the fact that the statute for the legalization of marijuana specifically permits the town bylaw to prohibit 1 or more types of marijuana establishments. It reads that to mean all types can be prohibited. We are both unsure whether a challenge to this bylaw will stand up in court. Please let me know if you would like to explore a similar such bylaw for the Town of Hamilton.

Water Ban: Clerk Magistrate’s Office, Ipswich District Court, recently dismissed a citation issues to a resident for violating the Town’s water ban. Tim Olson and I would like to schedule this as a topic for an upcoming meeting; we believe that the citation process is inefficient and does not gain compliance and while we there is a mechanism for applying the existing bylaw to the use of sprinklers we believe a different rate structure during water bans would make a big difference.

Start Time for Meetings 6:30: I would like to propose that the Board consider starting their meetings at 6:30 pm instead of 7:00 pm. Thoughts?

Municipal Aggregation Program: Plans to implement the program were held up at DPU because they discovered that new customers entering aggregations were being handled slightly differently between National Grid and Eversource.

The DPU had set a precedent for handling new customers a long time ago in the Eversource (then the NStar) service area. Eversource followed that procedure but somehow National Grid started to deviate from that procedure. DPU discussed this matter with both utilities and set a standard procedure for handing new customers.

With that matter resolved we expect to have our program approved very soon.

Patton Homestead: DPW Director, Tim Olson, and I met with Marc Johnson at the Homestead to discuss parking and site improvements necessary for public access and use. We are discussing approach and timeframes for doing the renovations and upgrades.

New Website: Staff training took place with the website developers from Stirling Technologies this week and one on one consultation followed. The departments will make last minute changes and additions over the course of the next two weeks and the new website will be live on or before May 15.

Road, Sidewalk, and Sign

From Prior Updates:

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.

Updated: April 28, 2017 – No further incidents have been reported; additional testing was normal for methane.

Tim Olson and I met with the engineers from CDM Smith and the contractor, Bates Construction, to finalize punch list items to close out the project. There is additional work to be done on erosion control and drainage and wetland mitigations that must be certified.

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.

Updated: April 28, 2017 – The Town of Hamilton has maintained AAA rating from S & P!

Chebacco Road Paving: Rep. Brad Hill and I had a discussion about the Chebacco Road realignment and paving and have agreed to set up a meeting with the residents to discuss progress to date and the current status of the project. Tim Olson has identified a vendor to reclaim and regrade Chebacco Road which will hold up much better than the grading and rolling that was recently performed; we anticipate the work to commence in May.

Council-on-Aging

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 34 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.
 - The Council on Aging has this week partnered with The Atrium at Veronica Drive, as assisted living facility in Danvers, to provide a greater range of options for those attending the seminar.
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 some 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

2. Update: April 18-After extensive review and discussion by the MBTA, it has been decided at this time that they are no longer recommending a solution to premium cuts that would rely on the Council on Aging. They will instead support the pilot programs that are currently running with Uber and Lyft.
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.
 3. 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.

4. Meeting with Provost Janel Curry at Gordon College week of 5/1 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.
5. FB posting was created and several women responded to Ms. Farrell's notice and indicated a desire to serve on the Board.
6. COA Board will receive update from Ms. Farrell 5/3 re: progress forming this group
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.

7. Met with Patricia Zaido, citizen volunteer in Salem, who is spearheading effort to move Salem forward creating age-friendly

community. Reviewed process and priorities and established timeline. Report to Town Manager to follow.

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 3rd. 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.
11. The ACORD Food Pantry and the Hamilton Council on Aging will again be distributing free produce to our seniors starting the end of June. Distribution day and time will be Wednesdays at 11 AM. Produce will be available throughout the afternoon until it is gone. The COA will also be reaching out to other farms in the area to bring in surplus produce from their stands as well this summer.
12. "Feed the Hungry" boxes have been donated to the Senior Center and will be distributed in the next several weeks. Information will be posted to our Facebook page notifying residents that the boxes are available.
13. Plans are underway to create a low cost dental clinic this summer in collaboration with the Hamilton Board of Health. Details to follow.

Town Clerk

We have been getting a lot of paid parking tickets which is great to be up to date.

Swearing in the candidate's after the election. Sending the certification of the Board of Selectmen Chair, Assessor, and Town Clerk to the state.

Working on a state project of Head of Households in the state computer.

As always working on vitals, meeting postings and walk in requests.

We have been working on the Gordon College Census update.

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.

Finance Department

Ongoing and Pending Projects:

Financial Quarterly Report: A significant amount of effort and time has been put into a creation of a Financial Quarterly Report to be presented to the Board of Selectmen and Finance Committee on a quarterly basis. I'm glad to inform you that you will be receiving the first draft at the May 1st meeting. I hope you find it informative and it fulfills your expectations!

Water Bills: The Finance department has been working closely with the Water department to have the last batch of "problematic" water bills resolved and accounts updated in the system.

Debt: The Finance department in conjunction with the Treasurer's office has been 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.

The Town's Bond Rating call with S&P was April 12th and I'm happy to announce that the Town maintained its AAA Bond Rating (the highest long-term rating available).

The Town received competitive bids from bond underwriters on April 26th and UBS Financial Services, Inc. was the winning bidder with an average interest rate of 2.5%.

Capital Improvement Plan: Working with Department Heads and Town Manager to have the 5-Year Capital Plan updated. Department Heads have until May 5th to submit capital requests to the Finance Department.

Ricoh Imaging Project: Working with Ricoh, Town Manager and Department Heads to plan and start the Ricoh Imaging project.

Fiscal Year-End: Continue to plan and prepare for year-end, work on 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, creating new funds, etc., and completes all filings of required state reports.

Fire Department

FIRE PREVENTION:

PUBLIC EDUCATION: We participated in the Brain Building Family Fun Night at the Hamilton-Wenham Library on 4/24. We educated children and their parents on fire safety.

INSPECTIONS: The following inspections were done between April 13 and April 26:

(6) Smoke Detector and Carbon Monoxide inspections

(2) Reinspections due to failure

(1) Oil Tank Inspection

We met with U.S. Consumer Product Safety Commission on a faulty product from an incident on Lake Drive.

Followed up on noncompliance reports from DEP at 2 locations on non-compliant tanks, they have to be replaced by August or have a plan in place.

CAR SEATS:

They did 2 car seat installations. We have 3 Firefighters that are certified to install car seats.

CALLS FOR ASSISTANCE: The Fire Department responded to 33 calls for assistance from April 13 to April 26. We responded to (18) fire call and (15) medical calls.

Good Friday (4/14) was a busy day for calls. We responded to 8 calls.

We started with smoke alarms going off at 108 Moulton Street. Engine 1, Ladder 4 responded.

A short time afterward we responded to an Automatic Alarm at 204 Moulton Street caused by workmen. Engine 1 responded.

A short time after that Engine 1 and Squad 5 responded to the area of 236 Moulton Street for a Motor Vehicle Accident. Squad 5 was released and responded to a medical call at Gordon Conwell.

When leaving the MVA, spotted a lot of smoke on Sagamore Street, checked it out and found an unattended permit fire that was out of control. The brush fire also damaged a shed on the property and burned in to the neighbor's yard. It extended in to a large mulch pile, a DPW backhoe was used to pull apart the pile. Engine 1, Squad 5, and Essex Engine 1 responded to the call.

Later that afternoon we responded to a ¼ acres brush fire at 153 Woodland Meade which started from a permit fire and extended in to the woods. Engine 2, Squad 5, Engine 1, and State 5-2 responded.

Later that evening we had 2 more medical calls.

MUTUAL AID: We had 3 requests for mutual aid.

On 4/15 Ipswich requested a Ladder Truck to cover their station. We were not able to fill the request due to lack on manpower.

On 4/17 we covered Danvers with Ladder 4 at their Central Station during a structure fire.

Later that day we covered Gloucester at their West Station with Engine 3 during their extensive brush fire.

TRAINING: The 4 new recruits finished their First Responder Training and went over Policies and Standard Operating Procedures.

EMERGENCY MANAGEMENT

STATEWIDE MUTUAL AID

Attached is the Statewide Mutual Aid Package. We are the only town in Essex County that has not opted in.

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:

Document scanning discussions re who/what/where/when/how in progress.

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 presented concept of new blade signage to individual spaces; positive reception by Planning Board 4/25/17; bylaw changes needed.

15 Walnut Restaurantur wants to be heard by planning board informally regarding the possibilities of new lighting 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.

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

Patton Homestead involvement – preparing presentation for All Boards meeting to address parking needs at Homestead. OSC desire for signage using CPA funds.

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.

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 5/2 meeting.

Discussing potential of regulating AirB&B internally and with planning board.

CPC annual meeting June 8, 2017 7pm at TH; grant applications for fall funding due 8/31/17.

Police Department

Staffing:

- Full-time: Fully staffed at 13 officers.
- Part-time: We have reviewed and ranked 29 cover letters/resumes, thus completing the first phase of the Reserve Officer Hiring Process. We will be scheduling oral boards in the near future.

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. Thus far, we have had 1 negotiation session with the ECO Union.

Miscellaneous:

- Still waiting for the results of the MRI ECO merger with Danvers and Manchester by the Sea.

Pending Projects:

- 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.

Upcoming Police Related Events:

- Hamilton Police/DEA Drug take back day is scheduled for April 29th at the Hamilton Police Department.
- Several Spring Road Races scheduled throughout town.

Public Works

Highway:

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 1st and is scheduled to end in the beginning of June.

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.

The Bridge Street Culvert replacement wooden guardrail installation and final asphalt is scheduled next week, weather dependent.

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 has begun. 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 is investigating the reason for the Patton Park pond flooding condition. DPW has mapped out the drainage from the pond to the outfall and has determined that there may be a few areas preventing the pond to drain more efficiently. DPW plans to hire a contractor to clean the drain lines to hopefully improve the drainage.

The Highway Division has begun assisting the residents of Hamilton with the Wednesday brush drop off at the Landfill parking area.

Buildings:

The Town Hall second floor new partitions and new individual workspaces to help in noise reduction are scheduled to begin on May 8th through May 12th.

DPW has begun to draft an IFB for the roof replacement and dormer repairs to the Patton Homestead and plans to have this project out this spring for a summer/fall project.

Cemetery:

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.

Planting and growing season is well underway and the Cemetery Division has begun to make preparations for the Memorial Day weekend.

Water Distribution:

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 nearly completed the water billing project and plans are to have all the accounts in good standing by next week.

Water Treatment:

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.

DPW has received a quote to make repairs to one of the WTP filters. Work would include removal of the filter media, repairs to the underdrain system, and replenishment of new media. Currently the plant is operating less efficiently affecting the color of the water due to the filters damage.

Parks and Grounds:

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.

DPW has begun the mowing season at the Hamilton/Wenham public schools with the partnership with the Town of Wenham.

Recreation Department

Veterans Memorial Pool

Activity is starting to pick up as we near closer to opening day. Uniforms, equipment, office materials have been ordered and we are awaiting the opening of the pool (May 15th) for the move in. We held our first staff meeting this past Saturday with an additional staff meeting being held at the pool on May 20th. To Date we have sold 107 memberships and our optimistic we will be selling more as the summer draws near. We will be having a soft opening on June 3rd, for membership holders with the Grand Opening on June 10th. We will be releasing information to the public soon.

Spring Sports/Fields

The rain has been a major issue as the Spring Season starts to get underway. Multiple games have been cancelled at the youth and high school level and playing fields are in pretty bad shape. We will continue to monitor the weather and the DPW's in both towns will do their best to get the fields ready for play. The Little League parade is being held this Saturday.

Patton Playground

Our department has been working with the DPW on the water level at the park near the playground. We are hopeful to find a solution to lower the water level in order for us to operate the playground fully. We will be adding more wood chips to the safety surfacing as well as a general clean up to are once the weather cooperates.

Patton Park Summer Program

We have completed the interview process with candidates interested in counselor positions and will start to finalize our staff in the next couple of weeks. Equipment and materials inventory has begun and we will be making our orders for the summer in the next week. Registration has been consistent and we are almost at max capacity for a number of our groups, especially the 5-6 year olds, where swim lessons are included in the session. We are excited to be back at the

Two Town Summer Celebration

The Town and our department will once again be teaming up with the Community House for the summer event being held on Saturday, June 24th. The event will be similar to years past with games, activities, food vendors, and a firework display to conclude the evening. It's a great new tradition and a wonderful kick off to the Summer!

Programming

A majority of our Spring Programming has just begun or will be beginning in the upcoming week. The participation has been really strong, a number of our programs have reached the maximum number of participants. Our Summer programming outside of our park program is open for registration and once again numbers are looking strong for a number of our activities.