

2017



TOWN MANAGER REPORT

Index

Town Manager-----	2
Council-on-Aging-----	5
Finance-----	8
Fire-----	9
Planning-----	11
Police-----	13
Public Works-----	14
Recreation-----	16

May 26, 2017

To: Hamilton Board of Selectmen

Fr: Michael Lombardo, Town Manager

Re: Town Manager Update

1. Lyons Ambulance – as follow up to recent letters from Lyons Ambulance to the Town for unpaid invoices, a letter was sent to Mr. Lyons requesting that he invoice Beauport Ambulance directly as is customary given that there is no contract between the Town and Lyons.
2. Code Red Sign Up – To date, approximately 900 residents have signed up for the new Code RED call system.
3. Winthrop Sprinklers – Due to the extensive renovations at the Winthrop School 2-4 years ago, current code guidelines kick in and must be followed. One of the more costly requirements triggered by these renovations is the need for a sprinkler/fire suppression system totaling more than \$600,000. Originally the District was given until the end of August 2017, to complete the installation of the sprinklers using residual funds from the MSBA bond issuance for the prior capital projects. Assistant Superintendent for Finance, Jeff Sands, was notified by bond counsel that they could not use the residual bond funds for this project notwithstanding that the requirement for the sprinklers was triggered by renovations paid for by the bond. As such, the District seeks funding from Town Meeting in both Towns to pay for the new sprinkler system. The Fire Chief has updated the timeline for completion for this project to August 2018.
4. Town Hall Building Committee – The THBC met for the first time to discuss the process for vetting Town Hall renovations and a second meeting is scheduled for Tuesday, May 30, 2017. In addition to discussing the process the committee expects to choose committee leadership.
5. Services to New Moms – Public Health Nurse, Chris Lee, and I met to discuss the need for additional programming to support new moms in Hamilton. The Health Department believes that such services would require up to four hours more each week. Ongoing discussions and consideration of this request. Anticipate broader discussion with the Fincom and BoS in the months leading up to STM.
6. SWMI Meeting – In my prior update to the Board I provided a considerable amount of information regarding Water Permitting and Water Management Issues. On Friday, Tim Olson and I met with the director of the MDEP Water Division, Duane Lavangie, to discuss renewal of the Town's water permit. You may recall the water permits for the Ipswich Watershed communities have been twice extended and Hamilton's permit expires next summer. While the general belief from water providers in the Ipswich was

that water permit renewals would be extended for another term, it became evident from Friday's meeting that MDEP intends to commence the process for water permit renewals; we expect formal notification in the weeks to come. Embedded in this process is the struggle over the Town's registered volume versus permitted volume and the lawsuit that Hamilton successfully defended nearly 10 years ago, defending and grandfathering its registered volume. Once formal notification and instructions are received from MDEP, this topic should be scheduled for a Board meeting to discuss implications and the Town's response.

7. Solar PV Project at the Landfill – Energy Manager, Vicky Masone, and I held a conference call with our grant supported consultants from the Cadmus Group to review the proposal received from Amaresco to construct and manage a solar project at the landfill. Cadmus is preparing a pro forma to better understand the financial implications and we expect to schedule this for the second Board meeting in June to review and discuss with Selectmen.
8. Chebacco Road Paving & Water Main Project – DPW Director, Tim Olson, and Selectmen Maddern and myself met with Representative Brad Hill and residents from the Chebacco Road neighborhood group to discuss road conditions and interim and long-term plans for paving Chebacco Road. Tim is working with a vendor to reclaim, crown and roll the road to allow for longer term preservation of the gravel road bed and allow for better water drainage while a longer term solution is crafted. The process of reclamation is vastly different than grading and rolling; specifically, reclamation involves grinding the top 8 inches or so which should provide at least 2-3 years of relief from major pothole problems. This process will take place within the next few weeks; we are working with the vendor to determine a specific date. Long-term consideration is for a water main to provide for water either from the Town of Manchester water supply or a new Hamilton well in that vicinity, which is the North Coastal Basin and not the Ipswich. Preliminary estimates for the two projects are in the area of \$3 million.
9. Patton Homestead RFQ – Final amendments to a [draft] RFQ are being made to find a vendor to manage programs at the homestead. As you are aware, I have struggled with the prospects of having Town staff take on this responsibility and do not believe this to be the optimal approach. That notwithstanding, I grow increasingly concerned about contracting a vendor that might provide only narrow focus on the possible uses for the Homestead; I am scheduling a meeting with members of the Patton Homestead Inc. to discuss possible solutions.
10. Recreational Marijuana – Public Safety Director, Russ Stevens, and Public Health Agent, Leslie Whelan, and I met to discuss the current lay of the land regarding advancement of the recreational marijuana legislation and policies. Leslie recently attended a presentation that provided valuable information and insights into what other communities are doing. Russ and Leslie are working on a community forum to present this same information to Hamiltonians to seek public input in advance of making recommendations to the Board of Selectmen later this summer.

11. Cannon Wheels – You may have noticed that the cannon wheels have been removed and shipped off to South Dakota to be re-forged using historically accurate process. The new wheels will take several months to craft, and in the meantime discussions are underway to restore and repaint the cannon bodies.

12. Personnel Policies – Attached please find a working draft of revisions to the personnel policies and a companion policy draft for a Gift of Time policy which I would like to consider adding to the personnel policies. I would like to schedule a review and discussion of the drafts for the meeting of June 19.

13. Cell Towers –
 - a. The proposed Varsity Wireless Tower behind Town Hall will go to the Planning Board at their June 20th meeting. Varsity will fly balloons on June 17-18 to help visualize the tower height.

 - b. The private tower being constructed by Blue Sky Technologies received their building permit perhaps 1 month ago. Construction is underway.

Council-on-Aging

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

1. Will be attending Aging with Dignity Conference on Wednesday, June 7th at Holy Cross in Worcester. This is the annual conference where all groups dealing with senior transition issues meet each spring.
2. Anticipate putting in application for work to be done on the second floor of the Senior Center with the Community Preservation Committee. In order to use the second floor for activities, we need to install a small elevator for handicap accessibility as well as a second means of egress, a fire escape on the back of the building.
3. 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.
4. 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.
 - Feature keynote speaker will be Judy Blackburn who is known for her work in helping seniors focus of the transition from their home to a facility for memory care.
 - 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.
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.
 1. Meeting with Provost Janel Curry at Gordon College week of 5/22 after commencement to meet with Gordon personnel and 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.
 2. FB posting was created and several women responded to Ms. Farrell's notice and indicated a desire to serve on the Board.
 3. COA Board will receive update from Ms. Farrell 6/7 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.

4. Met with Patricia Zaido, citizen volunteer in Salem, who is spear-heading 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 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.
5. Director was in contact with both Tendercrop Farm as well as Green Meadow. Tendercrop already makes donations of unused produce but would be open to a one-time donation. Green Meadow indicated that there older produce is fed to their animals but would contact us for those people who will not be using their CSA share for that week.

11. "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.
12. Plans are underway to create a low cost dental clinic this summer in collaboration with the Hamilton Board of Health. Details to follow.
13. Healthy Eating and Nourishment is on the agenda for Open House Wednesday on 5/24/17. Senior Care Nutrition Specialist, Debra Davidson, will be on hand to show seniors how to eat healthy on a diet. The Council on Aging will be providing snack bags for participants with healthy items for their homes.
14. The Council on Aging would like to thank Martha Hale Farrell and her friends for all their hard work preparing and serving food for our Mother's Day brunch Friday, 5/12. Menu included quiche, fresh fruit, French toast bake, hash browns, sausage and bacon. The ladies presented the seniors with a chocolate flower from Winfrey's and a bouquet of fresh tulips for their homes. A wonderful group of ladies, great food and presents, too.
15. The Council on Aging is looking forward to a presentation by the new sheriff in town, Kevin Coppinger, on Wednesday, June 28th to speak with our seniors about the mission of the Correctional Facility in Middleton and hopefully, bring a sweet treat for afterwards. Thank you, Sheriff Coppinger!

Finance Department

Ongoing and Pending Projects:

Part-Time Position: The Accounting Assistant Position has been posted on the Town's website and Indeed as of 5/18/17; we are accepting resumes until 6/15/17.

Financial Policies: Working with the Division of Local Services (DLS) to schedule a time to have DLS come in and perform a review of the Town's Financial Policies (free of charge). I have emailed both the Board of Selectmen and Finance Committee the link to other communities Financial Policies performed by DLS for their review. Per discussions with DLS, they will present a list of suggested policies and meet with Town Manager, Finance Director, BOS Chair and FinCom Chair to discuss.

FY17 Community Compact Grant: Working with DLS on the possibility of allowing the Town to apply for the FY17 Community Compact Grant. Good news, we can still apply. I'm working in conjunction with the Town Manager on preparing the grant application to be submitted.

Capital Improvement Plan: The Finance department has started to collect capital requests from individual departments in order to revisit and update the 5-Year Capital Plan. We are still in the initial stages of this project but it will be a project for the near future.

AFSCME Contract: The Administrative Staff collective bargaining agreement has been signed for the period of 7/1/16 – 6/30/19. Calculation of retro pay is being performed as well as accruals for vacation, personal and sick time.

Year-End Procedures: Preparing year-end memos and reconciliations.

Other: Continued to work on projects mentioned on previous updates.

Fire Department

FIRE PREVENTION:

PUBLIC EDUCATION:

Mother's Day Brunch (COA) We met with the Seniors and introduced them to the "Rapid Entry System Program". The Hamilton-Wenham Rotary Club donated lock boxes that seniors can put on their homes. They can have a key to their house in the box so we can gain entry without breaking in if they have a medical emergency and cannot make it to the door.

Community House: We attended the Staff Meeting at the Hamilton-Wenham Community House to teach them about fire prevention and fire safety. We also did a walk through and pointed out things to be aware of.

INSPECTIONS: The following inspections were done between April 26 and May 10:

- (16) Smoke Detector and Carbon Monoxide inspections
- (7) Reinspections due to failure
 - (1) Underground Oil Tank Removal
 - (2) Dumpster Permits
 - (2) Plans reviews
- (1) Fire Works Permit sent to DFS for June 24 Fireworks

The contractor working for the Institution for Savings at 545 Bay Road found an abandoned 1000 gallon oil tank that was over half full while excavating the parking lot. They punctured the top corner of the tank with the excavator. The contractor notified the Fire Department and we inspected the tank. We ordered them to remove the product immediately by a licensed contractor because of the potential leak hazard. Enpro, the emergency response company, arrived about 8pm. Capt. Brunet was on scene to witness the removal of the product from the tank.

The next day Capt. Brunet met with the LSP to inspect the underground tank removal. The Engineer did a soil analysis and concluded that no oil had ever been spilled from the tank.

ON GOING PROJECTS:

- Met with Church officials on May 23 to discuss upgrades and installation of Fire Alarms at Christ Church and to answer questions about the process.
- Met with Asst. Supt. Jeff Sands on May 15 on the sprinkler project for Winthrop School.

CAR SEATS:

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

CALLS FOR ASSISTANCE: The Fire Department responded to 24 calls for assistance from May 10 to May 24. We responded to (8) fire calls and (16) medical calls.

TRAINING:

Pump Training: FDSS did pump training for 10 of our pump operators on May 21. They have a computerized trailer connected to our pump that can put operators through various pump evolutions.

EMS Training: Members did Fire Scene Medical and CPR Training on May 23.

PUMP TESTING:

FDSS did pump testing on May 22.

FEPP: We acquired a 400 gallon fiberglass tank on a trailer through the Federal Excess Property Program through Mass. Forest Fire Control. It will be used for pump training so we can recirculate water and save on water consumption. It can also be used as a portable water source for brush fires and other incidents.

EMERGENCY MANAGEMENT

SHELTER TEAM: The Shelter Team met Tuesday May 23 to discuss the drill held at the last meeting and to update members on what is going on. 6 members attended. The next drill will be in the fall.

Philip W. Stevens, Jr. - Fire Chief/EMD

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:

Office space construction has occurred. Working out storage issues, etc.

Ongoing and Pending Projects:

Affordable housing related matters and involvement ongoing. HAHT meeting 5/30/17. Met with Selectman Madder and concerned citizens for informational meeting on May 22.

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 submitted request for abbreviated site plan review to convert office space to dance studio space. Review to occur 6/6/2017.

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

Patton Homestead involvement. Related topic - received an AS-Built plan from proponent of Patton Ridge as part of project permitting.

577 Bay Road Cell Tower special permit application submitted for public hearing (6/22/17).

Balloon testing will occur on June 19, and 20 in the AM (from 9AM – 12PM).

Active construction of cell tower at 434 is occurring. An amendment to the special permit may be made to allow another receiver array.

Cell tower for MBTA Right of Way is being pursued at the federal level (FCC) to allow a tower to be constructed on State owned property which would improve T patron cell coverage, rider info, etc.

Athletic Field Improvement Project by Pingree School – Site Plan Review submission has occurred. Review to occur with Board on 6/22/17.

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 – proposed conversion of two lots to three to be at planning board for 6/6/17 meeting.

Discussing potential of regulating short term residential rentals internally and with planning board.

Reviewing Manchester –By-The –Sea bylaw.

Discussing Recreational Marijuana topics with Town Manager, Police Chief, and Health Agent.
Communicating with Town Counsel re same.

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

Police Department

Staffing (Police):

- Full-time: Fully staffed at 13 officers.
- Part-time: We currently are operating with 7 reserve officers. At this time we are establishing dates and times for oral boards with the intent of hiring 3 additional reserve officers.

(RESERVE HIRING PROCESS IS STILL ONGOING)

Staffing (ECO):

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

Equipment Issues:

- We have started looking into different Tasers with the intent of conducting T&E. After the T&E phase has been completed, we will begin policy review, training and implementation.

Union Issues:

- No Union grievances or complaints at this time.
- Current Police contract expires on June 30, 2019.
- We currently have a tentative contract agreement with the ECO union.

Miscellaneous:

- Currently we have the following signed up to receive messages on the new CodeRED Emergency Notification System:
 - 888 total phones
 - 600 are residents
 - 51 are businesses
 - 237 are out of town residents

- 346 have signed up for text messages
- 484 have signed up for email alerts
-

I am currently reviewing the rough draft of the MRI Dispatch Center merger study.

Pending Projects:

The Carpet selection has been made to re-carpet the PSB Training Room. No date for installation has been set at this time. (THE AFOREMENTIONED PROJECT HAS BEEN COMPLETED)

Public Works

Highway:

1. 2017 Sidewalk Reconstruction Project

Update: Sidewalk work on Maple Street, Park Street, and Hamilton Avenue is complete.

2. National Grid Tree Work

Planned along Route 1A, Bridge Street, Miles River Road, Essex Street, and Woodbury Rd.

Update: Work is scheduled for mid to late July 2017

3. Bridge Street Culvert

Update: There are still a few remaining punch list items to be completed. Once those items have been address a final walk thru meeting will be scheduled.

4. Street Sweeping and Line Painting

Update: Contractor street sweeping and line painting has been completed. DPW crews have begun painting crosswalks and stenciling.

5. DPW Heavy Equipment Operator

Update: Russell Stewart has been selected as the new PW Equipment Operator; please wish him success in his new position.

Buildings:

Patton Homestead

1. Dirt Parking Lot Construction Summer 2017, either hired contractor or in-house

Update: Working to design and layout parking lot for Planning Board approval. Once approved I will solicit for quotes to construct

2. Draft RFQ for Designer Services for the Patton Homestead Preservation to include numerous updates, interior and exterior repairs, and building system upgrades i.e. electrical, plumbing, security, fire etc.

Update: RFQ draft is underway

Water Distribution:

1. Water Main Replacement Project

Update: Bid opening for Phase 3 of the Water Main Replacement Project is May 31st at 2pm.

2. Water Main Flushing

Update: There will be no flushing this year due to the current condition of the Water Treatment Plant and inability to provide adequate flushing volume and pressure from the hydrants.

Water Treatment:

1. Filter 1 Rehabilitation

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.

Updates: DPW has received quotes for the work and plans to perform repairs early June.

Parks:

1. No updates, general park and field maintenance.

Cemetery:

1. No updates, general cemetery repairs and ground maintenance.

Recreation Department

Veterans Memorial Pool

Our Department held our initial staff meeting this past Saturday, for our lifeguards and gate staff. We reviewed our staff manual, daily checklists, emergency situations, check in procedures, as well as other pertinent information. We will be holding an additional pre-season training as well as multiple in-service trainings throughout the summer.

On Wednesday, June 24th four of our pool staff attended an Aquatic Leadership Academy run the Massachusetts Recreation and Parks Association. Sessions for the training included: Professionalism and Teamwork; Build a Successful Learn to Swim Program; Risk Management; You're the Boss Now What. The MRPA looks to build upon this program in the following years and we hope to be able to send more staff next year.

We will be holding a ceremony and soft opening for the pool on Sunday, June 4th starting at 12:30. The pool will be available for pass holders from 1pm – 6pm; passes can be purchased on site the day of the soft opening. Fingers are crossed for nice weather!! Information for the event can be found on the Recreation Department Page on the Town Website.

Two Town Fourth

The Two Town Fourth has been rescheduled to Sunday, June 25th due to a scheduling conflict with the Myopia School fields. All events will take place as previously planned. We look forward to another great event this year.

Summer Park Program

Spots are starting to fill up quickly as we have reached capacity in a number of our groups. We continue to take registrations in a number of sessions but encourage the public if they are interested to register in a timely fashion. Spots can be reserved for a \$25 deposit per session.

Our leadership staff for the park program has started their weekly meetings to review the staff manual, review and order supplies, and work on the daily schedule of activities. Our staff training for the park program is set for June 10th.

Hamilton Wenham High School Athletic Complex

Gale Associates has been hard at work over the past couple of weeks getting all the necessary plans and reports prepared in order to file for site plan review. We are hopeful to kick off the process by mid June.