

2017



# TOWN MANAGER REPORT

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**June 23, 2017**

**To: Hamilton Board of Selectmen**

**Fr: Michael Lombardo, Town Manager**

**Re: Town Manager Update**

**Turf Field Project:** The Town of Hamilton, Wenham, and the HWRSD met with Gale Associates project managers to review the permit process and stage a final Q & A session prior to handing the project over to School District officials. Jeff Sands is now the primary contact for the project and we will continue to support and assist the Schools as may be needed.

**Beech Street Reservation:** For several weeks I have been assisting the residents of Beech Street in determining ownership of an area of land at the end of Beech Street commonly referred to as the “Reservation.” The Reservation is an area of land on Chebbaco Lake that the residents of Beech Street share in common to access the lake. Town Counsel and her associates have reviewed the material we provided and they have determined that there is nothing that would indicate that the Town owns this parcel or is otherwise responsible for the property. As best as can be determined, the property remains owned by the heirs and assigns of the Smith family and the use of the property may be shared among the property owners on Beech Street.

**Bridge Street Culvert:** As you are aware, the general contractor has not completed the punch list closing out the project and they have recently disputed the Town’s claim for damages. We worked with Weston & Sampson to provide correct information refuting their claims attempting to justify the delays and will be sending that through Town Counsel. If this matter is not resolved after this response we will likely file.

**Water Treatment Plan Upgrades:** The Finance & Advisory Committee approved a transfer of \$100,000 from their reserve account to assist in partially funding filtration upgrades at the plant. Marisa Batista and I will be evaluating the Town’s financial condition and will be making additional recommendations for the remaining funding to the project. Meanwhile, Tim Olson is pulling the project plan together and has ordered the new media.

## **Council-on-Aging**

Key activities/projects for the Council on Aging: June 21, 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 39 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 6<sup>th</sup>, 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.
3. 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
4. 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](mailto: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

5. 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 3<sup>rd</sup>. meeting.
6. 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.
  4. 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.
7. "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.
8. POLISHED PROGRAM, Wednesday, July 26<sup>th</sup>., 9:00am - 5:00pm. Polished, a Preventative Dental Care Program, will be at the Hamilton Public Safety Building, Conference Room, behind the Senior Center, on Wednesday, July 26<sup>th</sup> from 9am to 5pm. This program will be providing adult dental screenings and cleanings for \$49 by appointment only. This program is free for children. For questions and to schedule an appointment contact Ellen at 508-237-5378 or email [gould.ellen@gmail.com](mailto:gould.ellen@gmail.com). The Hamilton Council on Aging brings this program to you to provide our community with preventative dental care. For more information please visit [www.polishedteeth.com](http://www.polishedteeth.com).
9. The Council on Aging is looking forward to a presentation by the new sheriff in town, Kevin Coppinger, on Wednesday, June 28<sup>th</sup> 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!
10. The COA is looking for a few good chess players to start a Chess Team. If you are interested please contact Mary Beth at 978-468-5595.
11. The Hamilton Fire Department is happy to announce a new seniors program that is available on request. This program is a grant offered through the Hamilton Wenham Rotary Club and is being distributed by the Hamilton Fire Department. We currently Have forty lock boxes to loan out and install on seniors homes at no cost. All you need to do is allow us to install this device on you house and place your Spare Key inside the box. The box then would be accessed only by the Hamilton Fire Department and could be used to gain

access in case of a fire, medical or any other type emergence. Just call us at (978)-468-5558 between the hours of 8am and 5pm Tuesday through Friday to set up an appointment. Thank you in advance for letting us keep you safe.

12. The Town of Hamilton has a new website that is more attractive and user-friendly. The Council on Aging section of the Hamilton website can be found at: [www.hamiltonma.gov/government/council-on-aging](http://www.hamiltonma.gov/government/council-on-aging). You can also navigate to the Council on Aging page by following the “Your Government” menu on the main page of the Hamilton website: [www.hamiltonma.gov](http://www.hamiltonma.gov). On the Council on Aging pages, you will find: our newsletters, the congregate meal program’s menu for the month, a photo gallery, and much more information that pertains to Hamilton residents 60 years of age and older. We hope you’ll pay us a visit!
13. Looking for Class Photos: If you have visited the Senior Center in the last two years, you will have noticed that we are collecting class photos from our Senior Citizens. We are currently have the following years hanging on the wall: 1930, 1935, 1936, 1937, 1939, 1940, 1946, 1947, 1948, 1949, 1953, 1954, 1955, 1956, 1957, 1959, 1960, 1961, and 1962. We are hoping that you have your own class photo that you would let us borrow to make a copy and then hang the copy in the Senior Center. If you have a photo not already on display of classes before 1974, please contact Mary Beth at 978-468-5595.
14. Button-Cell Battery Rebate Program : The Council on Aging is collecting your used button-cell batteries and the Hamilton Senior Center will benefit by being paid \$100 per pound of batteries that are collected. There is a box at the Senior Center where you can drop off your batteries. You’ll be helping the environment too. Donating your old batteries not only helps our seniors, but keeps millions of button-cell batteries from hearing aids, watches, and other electronics (with 9mg mercury each) out of landfills.

## **Finance Department**

### **Ongoing and Pending Projects:**

Accounting Part-Time Position: The Accounting Assistant posting has closed and interviews have been scheduled for June 26<sup>th</sup>.

FY17 Community Compact Grant: Grant application for the FY17 Community Compact grant has been submitted.

Financial Policies: Waiting on response from the Community Compact Grant in order to schedule fieldwork on Financial Policies.

FY17 Audit: Unfortunately the Manager in charge of the Town's audit has resigned. I'm currently working the Partner in charge to see if this will have any impact on the schedule of the Town's audit.

Capital Improvement Plan: A meeting with the Town Manager to discuss the draft Capital Improvement Plan has been scheduled for June 27<sup>th</sup>.

Salary Reserve Transfers: Working on the calculations of the transfer from Salary Reserve to cover increases as a result of signed collective bargaining agreements (i.e. ECO, Administrative and DPW).

Year-End Procedures: Finance department has been working with individual departments on year-end procedures, transfers, reconciliations, payroll adjustments, accruals, etc.

Year-End Transfers: Working on year-end transfers to be presented to Finance Committee and Board of Selectmen. These year-end transfers are done in accordance with Massachusetts General Law Chapter 44 Section 33B and Chapter 77 of the Acts of 2006 ("CH44 S33B"). These types of year-end transfers require both Finance Committee and Board of Selectmen approval.

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

## **Fire Department**

The Hamilton Fire Department responded to the following emergency and non-emergency calls for service.

- Eleven smoke alarm activations.
- Two Carbon monoxide detector activations.
- One Hazardous materials spill.
- Seventeen medical calls for Help ranging from. (Bloody nose, dog Bite, falls, Brocken arm, difficulty breathing, abdominal pain, General illness, chocking, chest pain).
- One motor vehicle accident.
- One electrical problem.
- Nine child car seats installed.
- The fire personnel along with Scott Maddern and Brad Hill cooked a BBQ lunch for the council aging On 7/16/17.

### Fire Prevention activities

- Eleven smoke and carbon monoxide inspections.
- Three smoke re-inspections due to failing.
- Two occupancy permit Inspections.
- One hood suppression system inspection.
- Three propane tank inspection
- Three dumpster permits.
- One oil tank removal inspection.
- One oil tank installation inspection.
- One Plan reviews for upcoming building projects.
- Biweekly account receivable checks turned in to Treasure Collectors Office.

### Other Services

- Nine car seat insulations.



## **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:**

Working out storage issues, etc. Provided Fin Director with draft RFP for document scanning which requires editing and refinement.

### **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). Expert on Cottage Housing Rob Brennan to attend and present techniques with his architectural team on July 11 as part of a planning board meeting.

ANR proposed for 28-48 Meyer Lane – continues to ask Planning Board for continuances. Growing neighborhood concern.

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. A major issue is having the ability to appropriately enforce with only part time staff.

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 presented at posted planning board public hearing (6/20/17). Balloon occurred on June 19, and 20 in the AM (from 9AM – 12PM).

Active construction of cell tower at 434 Asbury 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 began with Board on 6/20/17.

Greenbelt/ Essex County Land Trust submitted a Site Plan Review to Planning Board for a parking lot with associated the Sagamore Hill open space reserve. Board review 6/20/17.

Discussing potential of regulating short term residential rentals internally and with planning board. Reviewing Manchester –By-The –Sea bylaw. Planning Board to discuss. Public outreach and opinion would be useful.

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

CPC 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:

- 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:

- N/A

### Pending Projects:

- N/A

### Upcoming Police Related Events:

- Currently in preparation for the Hamilton Wenham Two Town Festival/Fireworks

## **Public Works**

### **DPW Administration:**

1. GIS

**New:** DPW has schedule PeopleGIS to make a presentation on June 29th. PeopleGIS is a cloud based GIS platform that will assist many divisions in the DPW and possibly other departments with scheduling work, identifying deficiencies in Town infrastructure, project tracking, and overall a better communication between the office and field.

### **Highway:**

2. National Grid Tree Work

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

**Ongoing:** Work is scheduled for mid to late July 2017

3. Bridge Street Culvert

**Update:** Dan Provost is working on a landscape plan to help soften the Bridge Street Culvert area post construction.

4. Pavement Management Plan

**Update:** BETA Group has completed the street condition rating study on the Town public roadways. This study will help generate a capital plan for roadway repairs. BETA and the Town are working to schedule a presentation of their report.

5. Cutler, Winthrop, and Chebacco Road Reclaiming and Re-Grading

**Update:** The Town has hired Nocella Paving to reclaim and re-grade Cutler Road, Winthrop Street, and Chebacco Road. This will be a more significant grading project to help redevelop the roadway crown as well as remove the material on the roadside which prevents the roadway to shed the water off on to the shoulders. Work is tentatively scheduled for this summer

6. Truck Driver/Laborer Highway Position

**New:** DPW plans to advertise this position next week and hopefully have a new hire in early to mid July

### **Buildings:**

Patton Homestead

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

**Update:** Formulating Solicitation for Quotes for Dirt Parking Area using Geo-Grid technology

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 was distributed to Town Manager, Planning Director, and Patton Homestead Inc. Awaiting comments to revise Draft

#### **Water Distribution:**

1. Water Main Replacement Project

**Update:** Notice of Award was issued to Robert B. Our, Inc from Harwich, MA in the amount of \$2,858,660.00. The Town is working to schedule a Pre-Construction meeting with the Contractor and Engineers.

#### **Water Treatment:**

1. Water Plant Current Condition

**Update:** On June 19, 2017 the Board of Selectmen enacted Mandatory Water Restrictions due to the operational difficulties at the Water Treatment Plant. DPW has issued a Purchase Order to the filter media vendor for the purchase of new filter media to assist in the WTP repairs project.

A meeting is scheduled this Tuesday to discuss the details of this project and moving it forward as quickly as possible

#### **Parks:**

1. Patton Park Pool Parking Lot

**Update:** DPW gained approval from the Hamilton Conservation Commission to remove approximately 80 feet of the asphalt berm on the pond side of the parking lot south of the access road to the DPW Parks Building. This will allow storm water runoff from the parking lot to drain off the parking lot and on to the grass between the parking lot and pond. Removal of the berm will reduce the amount of runoff discharging down at the southwest corner of the lot and decrease the frequency of flooding the swing set, zip-line playground area. DPW will evaluate the new drainage pattern and will approach the Conservation Commission under separate filing if additional modifications are necessary.

#### **Cemetery:**

1. Cemetery Flag Pole

**New:** DPW has received quotes for a new flag pole at Hamilton Cemetery and are evaluating the logistics of installation of a new pole and foundation.

## **Recreation Department**

We have now sold 230 various types of memberships to residents of Hamilton and Wenham and are averaging close to 150 visiting the pool each day these first couple of weeks that we have been open. Our swim team (55 participants) starts practice on Friday and our first meet of the season is next Wednesday at Manchester Bath and Tennis. Our “regular season” schedule starts next week, the pool will be open to the public starting at 12:30pm on the weekdays and 11am on the weekends.

In the next couple of weeks we will be adding a windscreen to the fence (pond side) as we are experiencing a lot of debris being blown through the fence and landing in the pool from the park.

Note: the pool will be closed on Sunday, June 25<sup>th</sup> due to its proximity to the location of the fireworks (set up and launch)

### **Summer Park Program**

The Park Program starts this Monday, to date, we have filled 734 participation slots compared to 578 for the entire previous summer. By the end of this summer we expect to see close to a 75% increase in total numbers for the park program. Next week we will be getting a visit from the local Fire and Police Departments as part of our Public Safety Day at camp.

### **Patton Playground**

New safety surfacing will be delivered on July 6<sup>th</sup> and installed by the DPW.

### **Tennis Courts**

As well as looking into repairing the small cracks at the courts, we are researching replacing the tennis backboard which has come into disrepair.