

2017



# TOWN MANAGER REPORT

# Index

Town Manager-----	2
Council-on-Aging-----	3
Fire-----	4
Planning-----	5
Police-----	7
Public Works-----	8
Recreation-----	10

**August 18, 2017**

**To: Hamilton Board of Selectmen**

**Fr: Michael Lombardo, Town Manager**

**Re: Town Manager Update**

**Bridge Street Culvert Project:** The contractor, UEL, has finally completed punch list items and has closed out the construction phase of the project. A temporary utility connection remains (although disconnected from the supply) in place awaiting National Grid action to remove it. A demand letter and draft complaint has been sent to the company and their attorney, as well as, the company that holds the performance bond. We are seeking reimbursement for \$87,604 in costs, \$22,392 in damages incurred by Myopia Hunt Club as a result of the long delay in the project, and \$364,996 (less \$164,495 contract costs) in liquidated damages. If we do not reach a settlement by September 13, 2017, a Complaint will be filed in Superior Court.

**Cell Tower Project:** Planning Director, Patrick Reffett, and I met with Varsity Wireless and Special Counsel to discuss a Federal Appeal to effective denial of the project by the Planning Board. The Planning Board signed the decision at their meeting of September 15, 2017. Varsity Wireless and the Town of Hamilton will file its appeal in very short order. I will keep you apprised of when this takes place and will provide a schedule/expected timeframe for the appeal process as dates are assigned.

**Patton Homestead:** The job description has been finalized and is posted on the Town of Hamilton website. Additionally, the posting will appear in the Boston Globe (Sunday Edition) and Salem News over the next two weekends and posted on MMA and other websites such as Indeed.com.

Conservation Commission Bylaw

**Annual Audit:** Field work for the annual financial audit will commence the week of August 29<sup>th</sup>.

**Patton Homestead Parking Lot:** The application for a parking lot at the Patton Homestead will be on the Planning Board agenda for the Sept. 5<sup>th</sup>

**Municipal Aggregation:** John O’rourke of Good Energy, on behalf of the Town, submitted answers to the third round of questions from the Department of Public Utilities. We are hopeful that this will be the last set of questions regarding the Town’s plan and we will be able to the work toward an implementation schedule. I will send you copies of the response to DPU in a separate email.

## Council-on-Aging

Key activities/projects for the Council on Aging: August 16, 2017

1. Met with Senior Care to discuss ways to improve nutrition program at Senior Center. Some changes to lunch programs are underway with different menu options and potential change of venue.  
Update 8/1: Council on Aging is looking to create a dining experience one night a month. We are currently seeking a local caterer who can deliver a meal for a reasonable price that is of interest to our seniors.  
Update 8/15: Betty Dunbar, representative from Hamilton to the SeniorCare Executive Board, has been asked by the Director to work with her to help create a more positive experience for seniors participating in the nutrition program, liasioning with the COA and SeniorCare to enact changes.
2. Council on Aging Board meeting 8/2/17-voted to accept Standards of Independence for the Hamilton Council on Aging and Senior Center.  
Update 8/15/17: Standards of Independence forwarded to Town Manager for review by him and Town Counsel.
3. Working with Dyan Katz and MIIA to create waiver of liability and hold harmless agreement for participants of our group travel program.
4. Meeting with Brad Hill 8/14/17 to review September pending legislation affecting seniors. Also, Representative Hill has graciously invited Hamilton seniors to join him for a tour of the State House in Boston 10/6/17.
5. Developed and submitted document to Town Manager outlining the growth and challenges facing the Hamilton Council on Aging over the next 10 years.

## **Fire Department**

**INSPECTIONS:** The following inspections were done between August 2 and August 16:

- (13) Smoke Detector and Carbon Monoxide inspections
- (2) Reinspections
  - (1) Occupancy Permits
  - (2) Dumpster Permits
- (1) Oil tank removal and install
- (1) Oil Burner Install
- (1) Complaint of unsafe condition

### **CAR SEATS:**

They did 14 car seat installations. We have 3 Firefighters that are certified to install car seats.

### **CALL FOR ASSISTANCE:**

- 21 EMS (Since Jan. 1 = 270)
- 20 Fire Incidents (Since Jan. 1 = 262)
- 41 TOTAL (Since Jan. 1 = 532)

Mondays have been quite busy. We had 9 runs on the 7<sup>th</sup> and 7 runs on 14<sup>th</sup>.

Monday we had an incident at the Hamilton Convenience Store where a company pumping out the gasoline tanks pumped over 500 gallons of gasoline in to barrels next to the store. FD stood by most of the morning while the problem was rectified.

**GRANT:** We are still waiting to see if we will receive a grant for new Self Contained Breathing Apparatus from FEMA Assistance to Firefighter Grant.

**TRAINING:** Firefighters have been training on the equipment and the boat. This month's drill they went through an obstacle course and demonstrated skills.

## **EMERGENCY MANAGEMENT**

**MUTUAL AID:** Reminder, Hamilton is the only one in Essex County that has not signed the Mutual Aid Opt In Agreement.

I can have someone come out from MEMA to explain the program. It would have been beneficial when we had the large water break on Bridge Street for aid.

**EMPG GRANT:** This year's grant is for \$2460 and will be used to replace the last of the HT1000 radios for the Police. It is a 50/50 match. The paperwork has been filed.

## **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:**

Reviewing /evaluating departmental fees including building, gas/plumbing, electrical, etc. as available time allows. Evaluating staffing need for thorough building department permitting needs addressing all facets of project review beginning with plan review, inspections, code enforcement, permit processing, etc. Preparing recommendation for additional Building Inspector staffing hours.

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

Affordable housing related matters and involvement ongoing.

Patton Homestead involvement. Assist DPW Director Tim Olson on getting Patton Parking Lot and Stone Wall Permitting before Planning Board on Sept 5. Oversee / manage future Patton Homestead project manager.

Prepared and submitted CPC Eligibility Application (on behalf of Town Hall Committee) for Town Hall Funding for required services (Owners Project Manager, Designer) in order to allow project to get started – ask was for \$46,500 (\$12,300 for OPM; \$34,300 for designer). Continuing to gather information to advance process and Committee.

### **Planning Board:**

Efforts are being made to revise several zoning bylaw elements (cottage housing, special permit process, Great Estates, Willow St Overlay District) – several were discussed on 7/25 with follow-up by Planning Director on each. Additions to Cottage Housing bylaw necessary (design guidelines and geographical location(s) of applicable areas). Hearings on Sept 5 to occur for a ban on recreational marijuana, Willow St Overlay District, and Estate Overlay District. Likley Cottage Housing bylaw article for Sept 19.

550-560 Bay Road – A 3 home definitive subdivision plan application has been submitted to the Planning Board – to be heard by Board on Sept 5.

577 Bay Road Cell Tower special permit application was voted on by Planning Board (8/1) and did not receive the super majority vote as needed for special permit. Legal implications anticipated. Special Counsel was engaged to assist in addressing board issues.

Construction of cell tower at 434 Asbury is being finalized. An amendment to the special permit may be made to allow another receiver array. Service by Verizon is to begin summer 2017.

Athletic Field Improvement Project by Pingree School – Site Plan Review with the Planning Board began on 6/20/17 and thru to August 15 – hearing closed, decision in preparation.

H-W Regional High School Athletic Field Improvement Project - Synthetic fields and associated improvements was presented to the Planning Board on August 1 and August 15 and as part of a proposed amendment to a pre-existing Site Plan Approval for the property. Use scheduling, lighting and other elements discussed. Due to public funding limitations and unknown project schedule permit should have “long shelf life” so permits don’t expire.

Planning Board voted (Aug 1) new officers – Brian Stein as Chairman; Bill Olson as Clerk. Board welcomed two new Associate members – Janel Curry and Chris Sheperd.

## Police Department

### Staffing (Police):

- Full-time: Fully staffed at 13 officers.
- Part-time: The five candidates have been ranked and are still waiting to be interviewed by the Lieutenant and myself. I am anticipating scheduling these interviews in September.

(RESERVE HIRING PROCESS IS STILL ONGOING)

### Staffing (ECO):

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

### 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:

- I will be making a presentation to the BOS to discuss the proposed article regarding the sale of Marijuana in Hamilton.
- On August 8<sup>th</sup>, we held a “Pizza day in the Park” where we shared pizza with the children in the park program. This was an exceptional event which was equally rewarding for the children, as well as the officers who attended.
- We continue with our “Community Policing Initiatives” by giving children in the community, seen wearing a bike helmet, cards for a “Free Frozen Yogurt” at Café Shishco.
- We continue to conduct daily foot patrols and bike patrols on the weekends.

### Upcoming Police Related Events:

- Public Safety day has been scheduled for September 9<sup>th</sup> (fliers to follow).



## Public Works

### **DPW Administration:**

1. Snow Plowing

**New:** DPW has issued letters to the residents of Dentali Road, Bass Road, and Gail Avenue indicating the Town will not be plowing these three roads this coming winter. These roads do not qualify for salting and snow plowing by Town operations under Ch. X, Section 12.8 of the town bylaws. DPW operations will remain unchanged from last year for the remaining private roads in Town. Private roads that were treated and plowed last year by DPW will remain on the list.

2. Seasonal Employment

**New:** I would like to thank; Jake Howell, Devin DePaolis, Lee Drinkwater, Grant Thompson, Michael Ruccolo, and Peter Bursaw for their assistance this summer. The operational staff has commended their efforts and commitment throughout the summer.

### **Highway:**

1. Pavement Management Plan

**Update:** BETA presented the roadway condition report on 8/15/2017. The town will continue to work with BETA group to develop a Road Improvements Capital Plan.

2. Truck Driver/Laborer Highway Position

**Update:** DPW has offered this position to Ron Serozynski and he has tentatively accepted the position with a start date of August 30<sup>th</sup>, 2017.

3. Town Tree Work

**Update:** DPW has formulized the tree work list with assistance from Mayer Tree. Trees have been categorized into three groups, Dead and Dangerous Trees that need immediate attention, Trees to be Trimmed, and Trees that will require a public hearing. The public hearing will be scheduled in the next few weeks. Mayer tree plans to start tree trimming next week.

### **Buildings:**

#### Patton Homestead

1. Dirt Parking Lot Construction

**Update:** DPW meet with Ricker Excavating to evaluate the potential parking lot area. The existing site is comprised of approximately 18 inch layer of loam. Due to the thickness of the loam the original idea of using a Geo-Grid will be very expense to construct, require routine maintenance, and potentially lack the necessary structural support to accommodate a parking lot. A gravel parking lot would satisfy all these requirements and be much less expensive to construct. DPW and Ricker Excavating plan to work in conjunction and build the gravel parking lot pending Planning Board Site Plan review approval on September 5th. Construction can take place immediately following the approval and would be completed by mid-September.

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:** DPW and the Patton Homestead Inc., conducted a briefing session for interested firms to come visit the homestead prior to the qualifications due date. Nine firms attended the non-mandatory session. RFQ's are due on August 23<sup>rd</sup> by 4:30pm.

3. Town Hall Kitchen

**Update:** DPW has hired Wilwalk Flooring and Construction to renovate the Town Hall kitchen area. Work will include new cabinets, counter top, sink, dishwasher, and upgrades to the electrical and plumbing. Work is scheduled to begin within early September.

**Water Distribution:**

1. Water Main Replacement Project

**Update:** Construction of the Phase 3 Water Main Replacement Program has begun. The contractor is currently installing water mains on Lincoln Avenue and Union Street. Work is progressing well.

**Water Treatment:**

1. Water Plant Upgrade Project

**Update:** DPW and the Town Manager meet with Deewberry Engineers to define proposal scope. There are several items to address and we asked Dewberry to provide a professional opinion on the items necessary to replace, refurbish, and upgrade. DPW should receive a revised scope of services proposal and opinion by the end of next week.

2. Water Plant Current Conditions

**On-going:** Caisson Well is up and functioning well. Caisson well prior to redevelopment was operating at 13.3 gpm per foot @ 60 GPM and after development 45.4 gpm per foot @ 200 GPM.

Idlewood 1 Satellite and Idlewood 2 wells are showing signs of fatigue and possible clogged pump. The plant operator has informed me that the existing motors are running just below 100% and the output is decreasing. I received a quote for the maintenance and well redevelopment for the Idlewood 1 Satellite well. We are seeing a decline in the performance of several of the wells and will have to redevelop the wells more frequently to maintain optimum withdrawal.

Plant run time continues to hold between 20-22 hours a day.

**Parks:**

1. Patton Park Lot Berm

**Update:** DPW had to move this work back to late August, weather dependent.

**Solid Waste:**

1. Bulky Sticker Program

**Update:** The Waste Zero legal department is presently formulating a contract for Town consideration for the sale of the bulky stickers. Implementation of the program will follow contract agreement.

## **Recreation Department**

### **Hurricanes Swim Team**

Our swim team just completed their season with the All Star Meet earlier in the month. The meet was held at our pool and we were able to come away with a third place finish. The swimmers and coaches all worked very hard this season and it was nice to see their hard work pay off at the All Star Meet. In total we had 56 swimmers compete for our team this year and we look forward to these numbers continuing to grow.

### **Fall Program Brochure**

We are currently working on our Fall Program Brochure which we plan to complete by the end of the month. Fall Programming typically starts the 3<sup>rd</sup> week of September and carries through the end of December.

### **Security Camera Recreation Center**

A security camera in the Recreation Center was installed last week, the camera produces a live feed to the Police Station

### **Longmeadow Study**

Will continue to work with the Joint Recreation Board on potential recreational uses and produce that report to the Longmeadow Committee by the end of the month.