

2017



TOWN MANAGER REPORT

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September 15, 2017

To: Hamilton Board of Selectmen

Fr: Michael Lombardo, Town Manager

Re: Town Manager Update

Nuisance Bylaw: Board of Health Chairman, David Smith, and I met to discuss the draft Nuisance Bylaw that he and the BOH have been working on. The draft has been through several iterations and will soon be ready for discussion with the Board of Selectmen and eventually public hearings leading up to Annual Town Meeting.

Consideration of this bylaw is timely in that I have been receiving several complaints about the condition of various properties.

Cell Tower: The Planning Board submitted a signed Determination Letter to the Town Clerk at the end of last week; Varsity Wireless will submit an appeal to Federal Court prior to the end of this week. I will coordinate the Town's participation and response with special counsel and will keep you apposed as this unfolds.

Police & Fire Calls: Please see the attached police and fire call reports. If you would like to have the chiefs on the agenda to discuss please let me know.

Landfill Capping & Post Closure: Representatives from CDM Smith, the Town's engineering and project management firm for the capping project reports that they have been in contact with MDEP and that the certification for this project is not a high priority for them and that they do not have a firm date for when we can expect to receive the final approval for the cap. We are working on the post-closure use permits for the site and remain hopeful that with the submittal for these permits, DEP will move more expeditiously on approving the cap.

Solar Project: Amaresco has received the results of the impact study from National Grid and other than a few follow-up items to respond to it looks positive for the interconnection with the Town solar project. The company is moving forward with local and DEP permitting processes and once complete will schedule for Planning Board approval. Amaresco will be contacting Patrick soon to schedule a preliminary project meeting.

Municipal Aggregation: Attorneys for our vendor, Good Energy, have been attempting to get final confirmation from the Department of Public Utilities that all of their questions have been satisfactorily been answered and that we have final approval to proceed.

Patton Homestead – I am reviewing submittals for the Director position and expect to have at least one candidate to be interviewed by the end of the week.

Council-on-Aging

Key activities/projects for the Council on Aging: September 13, 2017

1. Meeting with Greg Bish, Director of Service Learning, from Gordon College 8/28. Gordon College has a number of students who would like to become volunteers to help with senior programs. Discussed several ways they can help at the senior center as well as the Housing Authority, including starting a tenant association which can be facilitated by the students.
Update: Greg Bish, Prof. Janice Kane and 21 members of the Service Learning group from Gordon College visited the Senior Center 9/6, along with Kate McGuire, Hamilton Housing Authority Director.

A number of new activities were planned for the Housing Authority, including an Oral History of the Housing Authority and interviewing residents of the facility. The Council on Aging will work with the HHA to bring several of our programs to their facility with the students acting in a facilitating role.

A group of 7 students will be working with the COA to create an Aging Mastery 8 week program for seniors beginning October 4th. The program encourages healthy aging, developing behaviors across many areas that lead to improved health, stronger economic security, enhanced well-being, and increased social participation.

2. The Council on Aging is creating an “outreach” brochure for hand out and/or mailing purposes. Looking to develop a tri-fold piece similar to the one distributed by the Hamilton Foundation.
Update 8 /14/17: First review of brochure; looking to include more info on senior transportation and nutrition program.

Update 8/30/17: Second review of brochure includes more information about the COA and its’ programs and services. Brochure will be reviewed by Council on Aging at their September 6th meeting.

Update 9/6/17: Brochure distributed to COA members for review and comments.

3. Council on Aging is working on a photo waiver form to allow pictures of seniors and others to be displayed in newsletter, on social media, town website and any brochures or other direct mail items.
Update 9/13/17: Emailed to Town Manager 9/12/17 for review

4. Trip Coordinator and Director met with second of two new trip vendors 9/6/17 to review upcoming day and overnight trips for 2018 looking to add new and different destinations.

5. Met with Will and Nick Glovsky, juniors at HWRHS, to discuss “Generals for Generations”, a program they would like to start with the Honor Society at the High School. Generals for Generations would be a “seniors helping seniors” program every week from 1:30 to 2:30 on Wednesday afternoon, when the students are released early. Both Will and Nick are meeting with

the school administrator to let them know about this community service project and will be back in touch with the COA beginning of September.

Update 9/10/17: Administration from HWRHS has met with the Honor Society regarding this program. Students are waiting for approval to start.

6. September 14th. Meeting of North Shore Councils on Aging scheduled for noon at Melrose Senior Center.
7. New Walking Program with Michael McDonough offered to seniors beginning mid-September. Participants will experience short (1/2 mile), mid (1 mile) and long (1 mile+) walks along various trails in Essex County. Call 978-468-5595 for further information.
8. Parkinson's Fitness Class will be changing their name and format to include both balance and strength training workouts for seniors. Time will still be Wednesday at 1 PM at the Senior Center with a suggested donation of \$3 to \$5. Parkinson's patients, their caretakers, those rehabbing from surgery, MS patients and their caretakers are welcome to join.
9. The Chopped Competition is returning to the Hamilton Senior Center with a date in mid-November or December which will be announced in our October newsletter. Catherine Donovan, Director of Nutrition for the Hamilton-Wenham school system, will once again partner with ACORD Food Pantry to showcase 4 cooking teams using items for the food pantry.
10. After meeting with the Hamilton Housing Authority Board on 9/7, the Council on Aging will be working with the Director to make sure residents are aware of the services provided to them through the COA and offered at the senior center. Nutrition and transportation services will be highlighted with flyers distributed to residents in their mail boxes 9/8. Future nutrition programs, such as the Traveling Chef, will be held occasionally at Lamson Hall after renovations are concluded and, John Morris from Beauport has been invited to speak to residents regarding senior transportation.
11. The Council on Aging is partnering with Beverly Hospital to host a Matter of Balance 8 week program for seniors. Denise Buckley and Cory Daras will be coaching the class. Anticipated start of the program will be late fall. Call 978-468-5595 for more information.
12. Applied for cultural council grant with Roger Ticknell to provide entertainment for seniors on St. Patrick's Day 2018.

Fire Department

FIRE PREVENTION:

INSPECTIONS: The following inspections were done between August 30 and September 12:

- (5) Smoke Detector and Carbon Monoxide inspection
- (4) Reinspections due to failure
 - (1) Occupancy Permits (54 Beech St. Ext)
- (6) Dumpster Permits
- (1) Oil tank removal and install
- (1) Oil burner inspection
- (3) Propane tank inspections
- (3) Annual inspections
- (4) Reinspections due to failures

Fire Drill at Cutler School

CAR SEATS:

They did 12 car seat installations. We have 3 Firefighters that are certified to install car seats.

CALL FOR ASSISTANCE:

- 17 EMS (Since Jan. 1 = 305)
- 12 Fire Incidents (Since Jan. 1 = 292)
- 29 TOTAL (Since Jan. 1 = 597)

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. This week is the last week of funding.

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

Police Department

Staffing (Police):

- Full-time: Fully staffed at 13 officers.
- Part-time: Chief's interviews for Reserve Officers are scheduled for Friday October 22nd.

(RESERVE HIRING PROCESS IS STILL ONGOING)

Staffing (ECO):

- Full-time: Fully staffed at 4 dispatchers.
- Part-time: Staffed at 2 dispatchers. I am currently looking to hire a 3rd Part Time Dispatcher. A 3rd Dispatcher will help lower backfill overtime costs and reduce the order in list.

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:

- On September 9th we held Public Safety Day. This day was a success and extremely well attended.
- On September 11th, I made a presentation to the BOS to discuss the proposed article regarding the sale of Marijuana in Hamilton.
- On September 11th, Chief Phil Stevens and I discussed the findings of the MRI regionalization report at the BOS meeting.
- 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:

- N/A

Public Works

DPW Administration:

1. Snow Plowing

Update: DPW has mailed out snow plowing packages to the potential returning contractors. DPW will issue an advertisement if additional contractors are necessary.

2. PeopleGIS Implementation

Update: The DPW held a PeopleGIS implementation program meeting on September 13th, 2017 to showcase the new software platform available to all departments. Plan is to have the system on-line within a few weeks.

Highway:

1. Pavement Management Plan

Update: BETA informed DPW that they have a scheduling conflict and will not be able to attend the September 25th Board of Selectmen meeting. I have scheduled BETA for the October 10th, 2017 meeting to present the pavement management plan.

2. New Equipment

New: The DPW just received the new Trackless machine. This piece of equipment will be utilized during the winter season for sidewalk snow removal as well as roadside brush clearing.



3. Town Tree Work

Update: A public tree hearing was held on September 12th, 2017. There was 5 people in attendance. Twenty-one trees have been marked for removal. There was one objection and that tree located at 72 Gardner Street, has been deleted from the list. The resident would like an opinion from public safety prior to removal.

4. Catch Basins

New: DPW Highway Department have been repairing and rebuilding numerous catch basins and performing roadside clearing throughout town prior to the winter season.

Buildings:

Patton Homestead

1. Dirt Parking Lot Construction

Update: Prior to construction of the gravel parking lot, the removal of the stone walls along Asbury Street require a public hearing due to Asbury Street “Scenic Road” designation. The public hearing is set for October 3rd, 2017 at the Hamilton Town Hall. With a successfully public hearing, construction is expected to take place within the following weeks and be complete by late fall.

2. Draft RFQ for Designer Services for the Patton Homestead Preservation

Update: The selection committee has narrowed the search down to two design firms. Spencer Vogt Group and Olson Lewis Architects have been scheduled to make a presentation on September 19th to the selection committee.

3. Town Hall Restoration Project

New: The Town Hall Building Committee has submitted a funding request to the Community Preservation Committee for the first tasks for OPM Services and Designer Services. This application will be before the CPC committee on September 14th, 2017.

Water Distribution:**1. Water Main Replacement Project**

Update: Construction of the Phase 3 Water Main Replacement continues and is approximately 2 weeks ahead of schedule.

Water Treatment:**1. Water Plant Upgrade Project**

Update: Dewberry Engineers presented their plant evaluation and professional recommendations to the Board of Selectmen at the September 11th, 2017 meeting. The scope of the project was discussed and has been determined. Dewberry Engineers will revise their original proposal to include the accepted scope of services.

Filtrionics filter media has been ordered and expected delivery will be within two weeks. Media will be stored at the Patton Homestead stable until the contractor is ready for the media at the plant.

Parks:**1. Patton Park Gazebo**

New: DPW has gathered quotes for the gazebo repairs and will formulate a quote package that will be advertised in accordance with MGL Chapter 149.

Solid Waste:**1. Bulky Sticker Program**

Update: The Waste Zero legal department has finalized a contract for services and will to the Town for review. Letters to the potential vendors have been issued to request participation in the program. Implementation of the program will follow contract agreement and vendor participation acceptance.

Recreation Department

Veterans Memorial Pool

Work will be done the fence surrounding the pool early next week to expand the grass seating area. At times throughout the summer, the grass area was not large enough to accommodate all guests comfortably. The small expansion will help keep people who are not swimming off of the deck area where the lifeguard's must patrol. Although the space created won't be a significant amount, we feel it will create a better atmosphere at the pool.

Longmeadow Committee

At its last meeting, the Joint Recreation Department continued to maintain their recommendation that their first priority for field development remains artificial as opposed to natural grass fields, whether at the current site of the HS fields or on the Longmeadow property if it is acquired by the school/towns. It was the Boards opinion that adding additional grass field(s) without the addition of as artificial turf field would not completely solve the issues we face season after season with our fields. The board also brought up the possibility of outdoor tennis courts at the longmeadow site since the HS does not currently have courts on its campus.

HWRSD Field Redevelopment

The project was approved by the Planning Board at its last meeting, the project will now move to the Conservation Committee. If approved by the Conservation Committee the process of defining the size and scope of the project to something that is functional but also financially prudent will begin. I'm sure the project will be looking for a lot of community involvement and input as it moves forward

Park Security Cameras

Will be coordinating with Chief Stevens on installing security cameras at Patton Park. We would like to able to capture the playground, gazebo and restroom areas.