

2017




TOWN MANAGER REPORT



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September 29, 2017

To: Hamilton Board of Selectmen

Fr: Michael Lombardo, Town Manager

Re: Town Manager Update

Town Clerk:

The Town Clerk's Office administrative assistant, Linda Grimes, has taken a similar position in a neighboring town and will conclude her employment with Hamilton effective Friday, October 15, 2017. Though the Town Clerk has been out of the office on Parental Leave for 12 weeks, I learned today that she does not intend to return to work until perhaps December 4, and even then may only return part-time. As you know, as an elected official I am unable to compel her return to work. We will launch the recruitment process as quickly as possible; it is fair to note that until the Clerk returns there will be several hours each week where the office will be closed.

Cell Tower Project:

Varsity Wireless has filed an appeal in Federal Court; an Executive Session is scheduled for the next Board Meeting to discuss.

All other projects are status quo

Council-on-Aging

Key activities/projects for the Council on Aging: September 27, 2017

- 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: Beginning October 4th, Gordon students enrolled in “The Great Conversation” course will be volunteering at the Hamilton Senior Center. These students hope to interact with the participants weekly at the Hamilton Council of the Aging and offer a discussion program focused on answering the question “What Is the Good Life”. Some of the fun activities seniors will be doing include: Brain Games; I’m On Jeopardy!; Tech Day; Line Dancing; Get To Know Your Generation; Drumming for Your Life; Cultural Day; Yes, I Can Paint; Blast From the Past; a “Chopped” Competition; Talent Show; and, Your Senior Prom. And it’s all FREE! The weekly program will provide opportunities for seniors to interact with college students, share life stories, and build relationships.

The Gordon College Office of Service Learning works with faculty to provide students with experiences that intentionally link academic course outcomes with relevant service in collaboration with a community partner. This course focused on developing the disciplines of listening and reading, speaking and writing, with readings and discussion focus on the question: “What Is the Good Life?”

Please call Mary Beth at 978-468-5595 to sign up for this FREE 8 week program on Wednesdays beginning October 4th from 3 to 4 PM.

- In Honor of Hunger Action Month the Hamilton Council on Aging collected 75 pounds of shelf stable food items for the ACORD Food Pantry.
- Officer Kent Richards will be in to Open House 9/27 to discuss work place emergencies with staff, COA Board members and attending seniors.
- Medicare Open Enrollment begins October 15th and will run until December 7th. Our Social Services Specialist has been busy contacting seniors regarding changes to their prescription drug plans and Medicare Advantage plans. Presentations for discussing these changes have been scheduled for mid-October.
- 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.

Update: 9/21/17: Brochure received back from COA Board members and revisions are being made.

- 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

Update 9/14/17: Waiver sent to town counsel for review.

- 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.

Update 9/25/17: Will and Nick Glovsky have met with school administration and been given permission for club to be formed at HWRHS to be called “Generals for Generations”. They are awaiting notice of who their faculty advisor will be. Meeting scheduled for week of 10/2.

- September 14th. Meeting of North Shore Councils on Aging scheduled for noon at Melrose Senior Center.

Update 9/15/17: Met with representative from District Attorney Blodgett’s office regarding Grandparents Caring for Grandchildren Program in Essex County and the impact the heroin issue has had on statistics and services.

- 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.

Update 9-21-17: Three seniors from Hamilton have signed on for the beginner walking program.

Update 9-26-17: Michael McDonough will be coming into make a presentation on his program 11/22.

- A full bus load of fourteen seniors will be going to the State House on Friday, October 6 with Rep. Brad Hill. They will be treated to an intimate tour of the State House and Brad will be hosting a luncheon in their honor.

- 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.

Update: 9/25 /17: Posters have been created and sent to Staples for printing

- The Council on Aging is hosting a Patriots Tailgate party sponsored by the Hamilton-Wenham Rotary this Sunday at noon at the senior center. Spaces are still available so please call 978-468-5595 to make your reservation.
- Fuel assistance begins October 1st. Director and Social Services Coordinator are meeting with Action, Inc. week of 10/2 to determine what changes have occurred to the program and set date for accepting applications at the Council on Aging.

Finance Department

➤ FY17 Audit

Update: Working with Town auditors to complete the FY17 Town Audit. For the first time, the Town is required to have a Single Audit performed.

“A Single Audit is a rigorous audit or examination of an entity that expends \$750,000 or more of Federal Assistance. The purpose of a Single Audit is to ensure the recipient is in compliance with the federal program’s requirements for how the money can be used.”

Regular fieldwork has been completed and financial statements are going through the review process. However, additional fieldwork will be required as a result of the Single Audit requirement.

➤ Fixed Assets

Update: Compiled FY17 fixed assets listing for financial statements purposes and updated Asset Manager Software.

➤ Year-End State Reporting

Update: Completed and submitted the following reports to the State for review:

- Community Preservation Surcharge Report
- Community Preservation Fund Report
- Snow & Ice Data Sheet
- Treasurer’s Year-End Report
- Cash Reconciliation
- Statement of Indebtedness
- Schedule of Outstanding Receivables

➤ Balance Sheet for Free Cash Certification

Update: Completed Balance Sheet and supporting schedules for Free Cash Certification. It was submitted to the State on September 15th.

➤ Quarterly Report

Update: Completed the FY17 4th Quarter Financial Report.

Fire Department

FIRE PREVENTION:

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

- (4) Smoke Detector and Carbon Monoxide inspection
- (2) Occupancy Permits
- (2) Dumpster Permits
- (3) Fuel tank removals (Hamilton Convenience Store)
- (1) Oil burner inspection
- (1) Propane tank inspections
- (4) Annual reinspections

Fire Drills at Winthrop School, High School, Middle School, Pingree School, and all Gordon Conwell buildings.

CAR SEATS:

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

Hamilton Convenience Store pulled their fuel tanks last week. They are in the process of removing contaminated soil.

We had visitors from a Fire Dept. in Switzerland.

CALL FOR ASSISTANCE:

16 EMS (Since Jan. 1 = 321)

21 Fire Incidents (Since Jan. 1 = 313)

37 TOTAL (Since Jan. 1 = 634)

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

Departmental Issues:

Reviewing /evaluating departmental fees including building, gas/plumbing, electrical, etc. as available time allows. Evaluating past inspectional services practice and how to deal with gaps in previous plan review, inspections, code enforcement, violations, permit processing, etc. Preparing recommendation for additional Building Inspector staffing hours. Preparing recommendation for increased permitting fees. Evaluating magnitude of non-permitted work taking place in town and how to address. Building Inspector currently undertaking required annual inspections of all facilities of public accommodation (schools, apartments, etc.). Continue contributing to and evaluating the potential of undertaking a regional inspectional services system between Hamilton, Wenham and Manchester-By-Sea.

Ongoing and Pending Projects:

Affordable housing related matters and involvement ongoing.

Patton Homestead involvement. – Set up Planning Board public hearing for Stone Wall Modification and Tree Cutting hearing on Oct 5, 2017 to accommodate entry to parking lot, etc., at the Homestead. Reviewed and ranked RFP architectural proposals. Reviewed two Manager resumes. Meet with Board of Incorporators.

Preparing and will be submitting a CPC Funding Application (on behalf of Town Hall Committee) for Town Hall redevelopment funding for required services (Owners Project Manager, Designer) in order to allow project to get started – ask was upped to \$75,000 for OPM and designer – early stages. Continuing to gather information to advance process and Committee.

Planning Board:

Started three zoning bylaw hearings on Sept 5, including a proposed ban on the sale and distribution of recreational marijuana; amendments to Willow St Overlay District (WSOD), and the Estate Overlay District (EOD).

Cottage Zoning Bylaw hearing to occur Oct 3, 2017 with expected bylaw to be before fall town meeting on Nov. 4.

Police Department

Staffing (Police):

Full-time: Fully staffed at 13 officers.

- Part-time: Chief's interviews for Reserve Officers have been completed. Final selections are being made at this time.
(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.

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.

Upcoming Police Related Events:

- October 4th is "National Coffee with a Cop Day". As many of you are aware, Coffee with a Cop is a movement designed to help bring communities closer. It also enables us to work with our residents to address issues of mutual concern.

Public Works

DPW Administration:

1. PeopleGIS Implementation

Update: DPW working with the Town Assessors office is finalizing the data links and uploading sequence prior to the live launch of the software. Departments throughout Town seem to be interested in utilizing the PeopleGIS platform for individual department needs.

Highway:

1. Pavement Management Plan

Update: BETA has been scheduled to present the Pavement Management Plan to the Board of Selectmen on October 10th, 2017.

2. NPDES Year 1 Requirements

New: The Town has contracted with Weston and Sampson to assist the Town with the NPDES Phase II Year 1 requirements. Release of this permit has been delayed a year, however there are tasks that will benefit the Town that can begin, including Storm Water drainage and outfall mapping.

Buildings:

1. Dirt Parking Lot Construction

Ongoing: 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. The Town has received a quote from Ricker Excavating to construct the gravel parking lot with the assistance of Hamilton's DPW.

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

Update: On September 19th the Patton Homestead Selection committee had two fantastic presentations from Spencer Vogt Group and Olson Lewis Architects. Both firms presented a well thought out approach and several past projects to showcase their abilities. The selection committee has recommended Spencer Vogt Group based on their architectural and preservation experience in historic properties. The Town Manager has been given this recommendation and contract negotiations will begin soon.

3. Town Hall Restoration Project

Update: The Town Hall Building Committee has received funding approval in the amount of \$75,000 from the Community Preservation Committee for the first tasks for OPM Services and Designer Services. An article for this funding will be before the Town of Hamilton at the November 4th, 2017 Special Town Meeting.

4. Town Hall Kitchen Renovations

Update: DPW has received additional quotes for the Town Hall Kitchen renovation project. DPW will evaluate the quotes and continues to move forward with having this work completed by winter.

Water Distribution:

1. Water Main Replacement Project

Update: Construction of the Phase 3 Water Main Replacement continues to progress ahead of schedule. DPW would like to thank the residents of Hamilton for their patience during the construction.

Water Treatment:

1. Water Plant Upgrade Project

Update: Dewberry Engineers has revised their design proposal based on the scope of work discussed at the Board of Selectmen's meeting on September 11th, 2017. Town Counsel is presently reviewing the scope of work and formulating an engineering services contract.

Filtronics filter media has received by the Town of Hamilton.

2. Secondary Water Treatment Operator

New: The DPW will be advertising for a Secondary Water Treatment Operator within the next few weeks. With the work scheduled at the water plant, it is the opinion of the DPW to have this hiring take place now to include this employee in the project for plant and operational knowledge.

Parks:

1. Patton Park Gazebo

Update: Working in conjunction with the Hamilton Recreational Department, DPW has formulated a Solicitation for Quotes per MGL Ch. 149 for the Patton Park Gazebo Repairs. Plans are to have this work completed by the winter.

Solid Waste:

1. Bulky Sticker Program

Update: DPW is finalizing the logistics of this program with vendor and local merchants and plans to implement following successful merchant approval.

Recreation Department

Veterans Memorial Pool

Work has been completed to the fence surrounding the pool which has created a larger seating area for patrons. Although the final number is still to be determined, the extra space created by shifting the fence will add to our maximum bather load number.

Hamilton Wenham High School athletic Complex

The project will be before the Conservation Commission on Wednesday, September 27th for the projects first hearing. Assuming no major issues arise the conservation commission will hold a site walk at the High School with the engineer on the project the second Saturday in October. The Conservation Commission meetings are the last step in having the design approved. Once approved the project will move into its next phase which includes fundraising as well as determining the proper size and scope.

Fall Town Meeting

The Recreation Department has one financial item on the warrant for Fall Town Meeting. It is requesting the transfer of \$25,000 from the Recreation Revolving Fund into the Pool Revolving Fund. This transfer accounts for the camp use of the pool during the summer.

Pumpkin Fest

Pumpkin Fest is scheduled for Saturday, October 28th, starting at 12:30 at the Public Safety Building.