

2017




# TOWN MANAGER REPORT



# Index

Town Manager-----	2
Council-on-Aging-----	4
Finance-----	8
Fire-----	9
Planning-----	10
Police-----	11
Public Works-----	12
Recreation-----	14



**October 11, 2017**

**To: Hamilton Board of Selectmen**

**Fr: Michael Lombardo, Town Manager**

**Re: Town Manager Update**

**Hamilton Landfill Update:** Attached is a revised schedule for the landfill closeout and post-closure permit applications from CDM Smith. Our engineers from CDM Smith have indicated that DEP is experiencing a backlog, and that certification of the Hamilton Landfill Cap is not a priority project for them. With the submission of post-closure use permits later this month, we anticipate that certification of the cap will be moved up in level of importance for DEP.

Also attached is a detailed schedule for the solar PV project with Ameresco; the start of project construction is anticipated for May of 2018.

**Water Treatment Plant Upgrades:** I am reviewing the contract for engineering services with Dewberry for the Water Treatment Plant upgrades. DPW Director, Tim Olson has provided an updated schedule in his section of the report. The procurement process for municipalities are drawn out – we are hoping to improve on the timing for construction and will keep you apprised of any revised schedules.

**Solid Waste, Recycling, & Composting:** At Tuesday’s Board of Selectmen meeting, Recycling Committee Chair, Gretel Clark, presented performance data and information relative to trash, recycling, and composting tonnage. During the meeting, Selectmen asked for an assessment of the monetary implications as a result of changes to the tonnage over the past 12 months. Per the following, the net effect (increased costs and reduced revenues) amounts to \$20,320 to date.

<b>Trash Disposal</b>	<u>tonnage</u>	<u>tip fee</u>	<u>cost</u>	<u>diff</u>
9/2015 - 8/2016	1,270	64.58	\$ 81,989	
9/2016 - 8/2017	1,489	64.58	\$ 96,160	\$ 14,170

**PAYT Bag Revenue**

FY 17 Actual	\$ 63,750	
FY 18 Actual	\$ 57,600	\$ (6,150)

**Varsity Wireless vs. the Town of Hamilton:** As you are aware, Varsity Wireless filed a claim in Federal Court seeking to gain approval to build a cell tower behind Town Hall. Special Counsel will file a response on behalf of the Board of Selectmen likely next week. I will provide copies of the filings as they become available.

## Council-on-Aging

Key activities/projects for the Council on Aging: October 11, 2017

- 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 fall, students enrolled in “The Great Conversation” course will be volunteering at the Hamilton Council of the Aging. 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?” These students hope to interact with the participants in programs at the Hamilton Council of the Aging and offer a weekly discussion program focused on areas of an Aging program including topics of: Exercise, Sleep, Healthy Eating and Hydration, Financial Fitness, Advance Planning, Healthy Relationships, Medication Management, Community Engagement, and Fall Prevention. The weekly program will provide opportunities for seniors to interact with college students, share life stories, and build relationships.

Please call Mary Beth at 978-468-5595 to sign up for this FREE program on Wednesdays beginning October 11<sup>th</sup> from 3 to 4 PM.

- 10/11: Why’s My Face On A Book? Social Media 101
  - 10/18: Holly Kuovo-Brains and Balance
  - 10/25: Let’s Play Jeopardy
  - 11/1: Pre-empted by flu clinic
  - 11/8: Painting with Aleah
  - 11/15: MB out of office for day
  - 11/22: Break
  - 11/29: Karaoke and Pizza Party
  - 12/6: Chopped Competition
  - 12/9: Senior Prom
- 
- In Honor of Hunger Action Month the Hamilton Council on Aging collected 75 pounds of shelf stable food items for the ACORD Food Pantry.
  - The Council on Aging met with on 10/4 with Stacey Verge, Director of the ACORD Food Pantry, who has made application to become a member of their Board. They voted to accept her application and forward their recommendation on to the Board of Selectmen for a vote at their meeting 10/10/17.
  - Officer Kent Richards will be in to Open House 9/27 to discuss work place emergencies with staff, COA Board members and attending seniors.  
Update 10/2/17: Officer Kent Richards will be returning to the senior center on 12/20 to present the film dealing with ALICE to our staff and seniors.

- Medicare Open Enrollment begins October 15<sup>th</sup> and will run until December 7<sup>th</sup>. Our Social Services Coordinator 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.

Update: 10/10/17: Social Services Coordinator will be attending training for Open Enrollment on Tuesday, 10/10/17 in Lawrence regarding changes for 2017 Prescription Advantage Plans that are being eliminated and/or changed.
- 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 6<sup>th</sup> 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.

Update 10/4/17: Changes made to brochure and reviewed by COA members at their monthly meeting. One change to be made along with permission for pictures of seniors to be included.
- 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.
- The Hamilton Police Department will be presenting a program showing how Hamilton has an enhanced 911 emergency response and working with seniors to sign them up for it on 11/15.
- 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.

Update 10/10/17: Fourteen very happy seniors enjoyed a wonderful tour of the State House and were treated to lunch in the Nurses Rotunda afterward.



- 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.

Update 10/2/17: 28 seniors and 8 members of the Hamilton-Wenham Rotary attended the Tailgate party 10/1. Peri Jones won a Market Basket gift card for coming the closest to predicting the final score. Sadly, the Patriots lost 33-30 but a good time was had by all.



- The Institution for Savings in Hamilton donated a check on Tuesday, October 10<sup>th</sup>, to Michael Lombardo, Town Manager, who accepted it on behalf of the Council on Aging. As part of their grand opening promotion, Institution for Savings made donations to several non-profits which had been raised by customers opening new accounts at their bank.



- Fuel assistance begins November 1<sup>st</sup>. and runs until April 30<sup>th</sup>, 2018. Director and Social Services Coordinator met with Action, Inc.10/3 to determine what changes have occurred to the program and set date for accepting applications at the Council on Aging. No major changes to energy services available other than increase of gross annual household income has increased to \$34,380 for a single person; \$44,958 for a two-person household; \$55,537 for three persons and \$66,115 for four persons. Additional discounts have been added for natural gas, heating oil and electricity cost as well.
- Director attended Board Training on September 29<sup>th</sup> through the Executive Office of Elder Affairs. Recent changes to the Open Meeting law and other issues were discussed.



## **Finance Department**

### **➤ FY17 Audit**

**Update:** Regular fieldwork has been completed and financial statements are going through the review process. Single Audit fieldwork is currently being performed, with a focus on the Bridge Street Culvert Replacement Grant (\$741,000).

### **➤ Balance Sheet for Free Cash Certification**

**Update:** Free Cash Certification was approved on 9/29/17 as follows:

- General Fund - \$3,065,350
- Water Enterprise - \$1,060,956
- Waste Reduction Enterprise - \$79,557

### **➤ Joint Programs Final Reconciliation and FY18 1<sup>st</sup> Quarter Billing**

**Update:** Final reconciliations of joint programs have been performed and 1<sup>st</sup> Quarter billing prepared and mailed to Town of Wenham.

### **➤ Special Town Meeting**

**Update:** Prepare for Special Town Meeting. Research and reconcile old grant funds for which funding is being requested. Review warrant articles and funding requests.

### **➤ Budget Forecast**

**Update:** Work on updating budget forecast with FY17 actuals. I have requested School debt service budgets from the HWRSD Assistant Superintendent of Finance & Administration, to be incorporated into the Budget Forecast.

## **Fire Department**

### **FIRE PREVENTION:**

**INSPECTIONS:** The following inspections were done between September 27 and October 11:

- (9) Smoke Detector and Carbon Monoxide inspection
- (2) Underground gas tank installations
- (3) Dumpster Permits
- (1) Oil Burner Inspection
- (1) Propane Tank Inspection
- (3) Oil Tank Removals
- (1) Oil Tank Installation

Hamilton Convenience Store installed fuel tanks last week. They removed contaminated soil.

FIRE PREVENTION WEEK: Oct 8 – Oct. 14

Fire Prevention Program at Gordon Conwell Nursery

### **CAR SEATS:**

They did 5 car seat installations. We have 3 Firefighters that are certified to install car seats.

### **CALL FOR ASSISTANCE:**

18 EMS (Since Jan. 1 = 339)

18 Fire Incidents (Since Jan. 1 = 331)

36 TOTAL (Since Jan. 1 = 670)

We had a motor vehicle roll over with extrication on Highland Street, aid from Ipswich.

### **TRAINING:**

This month's training was at 133 Gregory Island Road. We were able to use a house that is being demolished for search and rescue evolutions.

## **Planning Department**

### **Dept Issues:**

Finalizing a review of building department fees including building, gas/plumbing, and electrical. 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:**

Addressing demands generated by document production request(s) and four legal actions involving Planning Board.

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). The Marijuana Ban article was passed on Sept 5. The WSOD was passed and finalized on Sept. 19 and the EOD was passed on Oct 3, 2017. All being forwarded to the BOS and TM.

Cottage Zoning Bylaw hearing began Oct 3, 2017 and will continue on Oct 17. It is expected to advance to fall town meeting on Nov 4.

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. Board was served with a summons Sept 26 as the decision is being appealed to Federal Court by the applicant.

Cell tower at 434 Asbury – Verizon is to go live soon but would not give date. T- Mobile went live 9/19/17.

## **Police Department**

### **Staffing (Police):**

Full-time: Fully staffed at 13 officers.

- Part-time: Final selections have been made for the three new Reserve Officers pending a background investigation, psychological examination and a physical examination.

### **Staffing (ECO):**

- Full-time: Fully staffed at 4 dispatchers.
- Part-time: Staffed at 2 dispatchers. I am currently looking to hire a 3<sup>rd</sup> Part Time Dispatcher. A 3<sup>rd</sup> 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:**

- N/A

### **Upcoming Police Related Events:**

October 28<sup>th</sup> (10:00 – 2:00) drug take back day in the lobby of the PSB.

October 28<sup>th</sup> (12:30 – 5:30) Pumpkin Festival.

## Public Works

### **DPW Administration:**

#### **1. LED Streetlight Maintenance Contract**

**New:** DPW is preparing a contract for Siemens Industry, Inc. for repairs and maintenance to the Town of Hamilton's LED streetlights. The contract will include unit prices for requested repairs which will allow DPW to forecast expenses. The contract will also expedite repairs and maintenance town wide.

#### **2. House Hold Hazard Waste Day**

**New:** DPW will be hosting the annual Household Hazardous Waste Day at the Hamilton DPW yard, located behind Town Hall on October 28<sup>th</sup>, 2017. The event runs from 9am-12pm.

Here is a link for more information <https://www.hamiltonma.gov/2017-household-hazardous-waste-day/>

### **Highway:**

#### **1. Pavement Management Plan**

**Update:** DPW will begin to create a 5 year capital plan for road improvement projects with the professional assistance provided by BETA Group, which will allow for budget forecasting, and roadway project planning.

#### **2. MassDOT Complete Streets Designation**

**New:** DPW plans to join the MassDOT Complete Streets program in which MassDOT will assist communities with technical and construction funding for street projects. More information about the program can be found at

<http://www.massdot.state.ma.us/highway/DoingBusinessWithUs/LocalAidPrograms/CompleteStreets.aspx>

### **Buildings:**

#### **1. Dirt Parking Lot Construction**

**Update:** DPW was granted approval by the Planning Board to open up a 30 ft wide section of the existing stone wall along the perimeter of 650 Asbury Street. This section will become the entry/exit point for the new dirt parking lot. DPW plans to start the construction of the new parking lot next week Oct. 16<sup>th</sup>- Oct. 20<sup>th</sup>.

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

**Update:** DPW has formulated a Designer Services contract that is under review by Town Counsel. This contract will assist the Town Manager and Spencer & Vogt Group during contract and fee negotiations. DPW plans to have a designer on board with the next few weeks and will schedule a project kickoff meeting following contract execution.

#### **3. Town Hall Kitchen Renovations**

**Update:** DPW has revisited the kitchen area with a few contractors to finalize a scope of work to meet the needs of Town Hall employees as well as maximize the space available. DPW plans to have a contractor on board in the next few weeks and complete the work prior to the 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 main installation is approximately 80% complete. The contractor plans to have all the water mains and services installed prior to winter and return in the spring to perform the asphalt milling and overlay.

**Water Treatment:**

**1. Water Plant Upgrade Project**

**Update:** The Town and Dewberry Engineers have successfully reached agreement and have a signed contract. Dewberry Engineers have presented a project schedule below.

<u>Task</u>	<u>Date</u>
NTP	October 13,2017
Draft Design	October 31, 2017
90% Design	November 17, 2017
Submit to DEP	November 22,2017
Obtain DEP approval	December 15, 2017
Prepare Final Bid set	December 22,2017
Bidding	January 3, 2018 to February 1, 2018
Construction	March 1, 2018 to April 30, 2018

**2. Secondary Water Treatment Operator**

**New:** DPW and the Town Manager are finalizing the job description for the Secondary Water Treatment Operator position. DPW plans to have this position advertise in the next couple weeks.

**Parks:**

**1. Patton Park Gazebo**

**Update:** DPW has issued a Solicitation for Quotes for the repairs to the Patton Park Gazebo. Quotes are due back to the DPW on October 18<sup>th</sup>. Construction on the gazebo is schedule this fall and to be complete by the winter.

**2. Fall Routine Clean-up**

**New:** DPW has begun to perform fall preparations to the baseball fields at Patton Park. DPW has recently performed fertilizing, slice seeding, and infield work on the baseball fields.

**Solid Waste:**

**1. Bulky Sticker Program**

**Update:** DPW plans to launch this program within the coming weeks. With the assistance of the Finance Director, DPW is finalizing the logistics of the sticker sales internally. Originally DPW planned to have the current vendors that are included in the blue bag sales also sell the bulky stickers, however vendors have expressed disinterest in the sticker sales.

## **Recreation Department**

### **Pumpkin Fest**

Final Arrangements have been made for Pumpkin Fest, which will be held on Saturday October 28<sup>th</sup> at the Hamilton Public Safety Building.

The event will consist of the following: pumpkin carving, musical entertainment, bouncy houses, arts and crafts, games and activities, and the children's costume parade around downtown. We will also have a fall scene set up at the Public Safety Building for photo opportunities.

As always, at the end of the night the pumpkins will be brought over to Weaver Pond and be lit during the evening.

This event is a collaboration of the following businesses, organizations and clubs: Hamilton Wenham Recreation Department, Hamilton Wenham Mothers Club, The Community House, Early Childhood Partners/CFCE, Hamilton Wenham Library, Hamilton Police and Fire, Hamilton DPW, and the Institution of Savings.

### **Hamilton Wenham High School Athletic Field Complex**

The Conservation Committee held a site walk on Saturday, October 7<sup>th</sup> with the schools and Gale Associates. The Conservation Committee continued the hearing until Wednesday, October 11<sup>th</sup>, at which we hope to have a final decision on the project. This will conclude the permitting phase as well as Gale Associates obligations to the contract. The item will be on the next meeting of the Hamilton Wenham Recreation Department (10/17), where we will review next steps.

### **Programming**

The First session of Fall programming is underway the following classes are now taking place:

#### **Youth**

Babysitting, Home Alone Safety, Tennis, Soccer, Karate, Youth Running, Lego Engineering, Bubble Soccer, Gymnastics, and Pre-Ballet

#### **Adult**

Ballroom Dancing, Nia, Pickle ball, Tai Chi, CPR & First Aid Certification, & Photography.

The second session is scheduled to start at the end of the month with another set of programs and classes