

2017




# TOWN MANAGER REPORT



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**October 27, 2017**

**To: Hamilton Board of Selectmen**

**Fr: Michael Lombardo, Town Manager**

**Re: Town Manager Update**

Landfill Solar Project: The much anticipated draft contract with Amaresco was received on Thursday; I am in the process of reviewing the draft and scheduling a meeting with Amaresco and Cadmus to review and discuss.

Marsh Rats Skeet Club: This week I met with representatives from the Marsh Rats where they provided drawings of the proposed layout for returning the club to the landfill site. These drawings were forwarded electronically to CDM Smith to include with the filing of a post-closure use permit seeking permission from MDEP to allow them to use the space. In the meantime, I am reviewing a draft lease in anticipation of favorable action from MDEP.

Town Website: I have been working with Sterling Technologies to prepare an entry for the MMA Website Competition (due today, October 27<sup>th</sup>) The Town's website caught their attention and we were encouraged to submit – I will provide a copy of the final submission this afternoon.

Budget Process: In a separate email, I have asked for feedback from the BoS and Fincom on your availability to meet jointly with the HWRSD and Town of Wenham on Thursday, November 16<sup>th</sup> and again in February on either Wednesday or Thursday February 7 or 8.

Gravel Roads: The vendor re-graded the Town's gravel roads a second time in preparation for winter. With the reclamation and regrading, the gravel roads are in fairly good condition. I look forward to discussing the potential paving of Chebacco Road during the budget process.

Health Insurance: The Town of Wenham is exploring opportunities outside of the GIC to serve their health insurance needs. We share the same insurance advisor and recently asked for quotes based on the two Towns' pooling; unfortunately Hamilton has recently had a few large claims and as a result pooling did not produce favorable results.

## Council-on-Aging

Key activities/projects for the Council on Aging: October 25, 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?” 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.
  - 10/25: 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: Christmas Craft
- 
- COA Director will be attending a Cape Ann Age and Dementia Friendly Community Forum at the Rockport Community House on 11/7. Sponsored by Senior Care, this discussion is meant to facilitate open discussion about how to make Cape Ann area a more age and dementia friendly.
  - The Council on Aging is partnering with Beverly Hospital to host a Matter of Balance eight week program for seniors. Denise Buckley and Cory Daras will be coaching the class. Call 978-468-5595 for more information.
  - 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.
    - Update 10/23/17: Medicare Advantage plans anticipate a small increase but now offer hearing aid allowances if you use contracted hearing aid vendor. Also, the MA’s will now offer travel coverage for seniors who winter away. Aetna is a new provider and offering two separate plans. New Medicare cards with randomly generated numbers, rather than participant’s SS#, will start being delivered April 2018.

- The Council on Aging is taking appointments for fuel assistance with Action Inc's Energy Services group. FA starts 11/1/17 and runs through 4/30/18. Please call the senior center to find out if you qualify and to hear more about energy conservation and educational programs offered to homeowners.
- Council on Aging met with Rehab 365 to offer a "Brains, Balance and Breakfast" program at the Senior Center at the beginning of the new year. The program focuses on the ways to age well keeping your brain fit, keeping an active mind and body as well showing the link between exercise and the brain.
- 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 11/15/17.
- Final plans for 2018 trips have been made with All Around New England and Royal Tours. Among the areas we will be visiting are: Battleship Cove and New Bedford; Scituate Light House tour; Wolfeboro, NH; Martha's Vineyard/Nantucket; Portland, Maine; Conway Cog Railway; Mark Twain House and Harriet Beecher Stowe House in Hartford, CT.
- Two more seniors are needed to complete our Bean Bag Tournament Team. Come and play beanbag/cornhole toss during the winter in the comfort of the senior center. Call Mary Beth at 978-468-5595.
- Renewal of the Board of Health license for food service at the senior center is underway. The Council on Aging is looking forward to amending their current license to include special events such as food truck day and catered dinners.
- Director met with Element Care/PACE of the North Shore in Lynn on 10/18 to discuss their program of all-inclusive health care for the elderly who are currently receiving dual benefits (Medicare/Medicaid). Options provided include services in seniors home, as well as socialization, physical and occupational therapy, both in-home and at their Beverly site.
- Director and Social Services Coordinator attended the Massachusetts Councils on Aging annual conference in Danvers 10-18 through 10-20. Workshops attended included senior bullying; guardianships and seniors; what's a memory café; navigating senior living options; affordable housing and how to access it; driving safe longer; stress awareness for seniors; how seniors balance retirement; and, maximizing SNAP benefits.

Governor Charlie Baker gave the plenary speech where he indicated his support for age and dementia friendly communities and will include a category for towns that have entered in the state Community Compact for best practices to support this endeavor.

- Director met with Cece Gough and Pastor Kevin Baird from First Church Congregation in Hamilton on 10/12. The church does outreach for their senior parishioners and wanted to know how they could expend this outreach to help the COA with this directive. Second meeting scheduled for first week in November to review ideas and plans for 2018.

## **Finance Department**

### **➤ FY17 Audit**

**Update:** FY17 audit is at its final stage and we should have draft financial statements by the end of the week.

### **➤ Quarterly Report (FY18 1<sup>st</sup> Quarter)**

**Update:** Commenced work on Quarterly Report for the 1<sup>st</sup> Quarter of fiscal year 2018.

### **➤ Special Town Meeting**

**Update:** Continued to work on the preparation of the Special Town Meeting.

### **➤ Schedule A**

**Update:** Commenced work on FY17 Schedule A.

“The Annual Town Financial Report, Schedule A, is a year-end statement of revenues and other financing sources, expenditures and other financing uses, changes in fund balances, certain balance sheet and other information. Under state statute, the Director of Accounts is required to collect this information from all communities by November 30<sup>th</sup> each year.”

### **➤ Budget Forecast**

**Update:** Working on budget forecast to include FY17 actuals, School debt service budgets, capital expenditures and potential funding sources. A draft will be distributed to the Board of Selectmen and Finance Committee for review and feedback within a week.

## **Fire Department**

### **FIRE PREVENTION:**

**INSPECTIONS:** The following inspections were done between October 11 and October 25:

- (10) Smoke Detector and Carbon Monoxide inspection
- (1) Reinspection
- (7) Dumpster Permits
  - (1) Propane Tank Inspection
  - (2) Oil Tank Removals
- (1) Final Inspection on gas tank installation at 178 Bay Road

We did Fire Drills at Cutler, Winthrop, Miles River Middle School, and Hamilton-Wenham Regional High School.

We did fire prevention programs and the SAFE Trailer at Cutler and Winthrop for grades 2-5.

### **CAR SEATS:**

They did 2 car seat installations. We have 3 Firefighters that are certified to install car seats.

### **CALL FOR ASSISTANCE:**

- 17 EMS (Since Jan. 1 = 356)
- 29 Fire Incidents (Since Jan. 1 = 360)
- 46 TOTAL (Since Jan. 1 = 716)

Last week was very busy; we did 8 calls on the 18<sup>th</sup> and another 9 calls on the 19<sup>th</sup>.

The Middle School had a heater pipe break on the 20<sup>th</sup> which contain glycol. We helped with clean up. 12 High School students went to the nurses' office with complaints. Beauport and the Fire Dept. stood by while they were evaluated and parents were notified. They were taken out to fresh air, nobody was transported.

An equestrian accident at Grass Rides nearly amputated a rider's foot. The Fire Dept. administered care and Beauport transported. The foot was saved.

### **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. We have used it 3 times and did joint training with Wenham Fire.
- We also did EMS training and emergency vehicle response safety.



## **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. Still evaluating magnitude of non-permitted work taking place in town and how to address. 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 with HAHT, et al.

Prepared and submitted 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 services – early stages. Continued work to attempt to coordinate information, process and Committee involvement.

### **Planning Board Related:**

Initiated three zoning bylaw hearings on Sept 5, including a proposed ban on the sale and distribution of recreational marijuana (it was closed and the board voted unanimously to support on Sept 5, 2017); A set of amendments to the Willow Street Overlay District (WSOD), which was passed and finalized on Sept. 19, 2017; and the Estate Overlay District (EOD) Bylaw which was passed on Oct 3, 2017. All are being forwarded to the BOS and TM.

The Cottage Housing Zoning Bylaw hearing began Oct 3, 2017 and continued on Oct 17 at which time it received edits and was approved by a vote of 5-2 to advance it to fall town meeting on Nov 4, 2017.

Much time has been spent on article editing, proofing, updating, formatting and getting the texts posted. Significant time has also been expended on addressing the many public misconceptions being proliferated regarding the proposed zoning bylaw efforts.

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 a special permit. The Board was served with a summons Sept 26 as the decision is being appealed to Federal Court by the applicant. Three planning board members have, in spite of board opposition, hired an attorney to attempt to continue their opposition of the project proposal which has been appealed to Federal Court.

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:

- On October 16<sup>th</sup>, the Hamilton Police Department held its awards ceremony where we recognized 14 Officers, to include a Gloucester Police Lieutenant, for their outstanding work.

### 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.

### Community Policing Events:

- On 10/25/2017, Chief Stevens addressed the seniors at the Pingree School regarding Social Host Laws, alcohol and various other topics.

## Public Works

### **DPW Administration:**

#### **1. PeopleGIS Work Order System**

**New:** DPW has continued to build on the PeopleGIS platform. The work order system is expected to be up and running starting November 8<sup>th</sup>. This system will allow work orders to be issued from service requests received by the residents to improve efficiency and aid in record keeping and project tracking

#### **2. Leaf Collection**

**New:** DPW has scheduled two leaf collection days prior to years end. The dates of the leaf collection are November 18<sup>th</sup> and December 9<sup>th</sup>.

#### **3. FY19 Operating Budget**

**New:** DPW has begun populating the FY19 Operating Budget to begin discussions with the Town Manager and Finance Director.

### **Highway:**

#### **1. MassDOT Complete Streets Designation**

**Update:** DPW has drafted a Notice of Intent letter to the MassDOT Complete Streets program. This letter is the first step in gaining a Complete Streets Community designation and funding opportunities.

### **Buildings:**

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

**Update:** The construction of the dirt parking lot is nearly complete. The parking lot will be able to accommodate approximately 48 vehicles.

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

**Update:** DPW has finalized the Designer Services Contract for the Patton Homestead project. The Town Manager and Spencer & Vogt Group will begin contract negotiations and plans are to have the selected designer on board soon.

### **Water Distribution:**

#### **1. Water Main Replacement Project**

**Update:** Dewberry Engineers have prepared base plans of the existing WTP from available records and have begun to gather documentation for preparing the MassDEP WTP modification permit. Dewberry Engineers have begun project coordinating with Filtronics to schedule a site visit for the first week of November and plan to visit the WTP next week to confirm the existing plant conditions to begin designing the plant upgrades and draft project specifications.

#### **1. Secondary Water Treatment Operator**

**Update:** DPW has successfully posted this position to numerous websites and newspapers. We have received several resumes from interested candidates. Resumes are due to the DPW by November 1<sup>st</sup>, 2017.

## **Cemetery:**

### **1. New Cemetery Lot Section**

**New:** DPW plans to construction a gravel roadway along the perimeter of the new Hamilton Cemetery section. The gravel roadway will allow DPW access to the new section and ability to sell lots within. DPW plans to hire a contractor to pave this section next year.

## **Parks:**

### **1. Patton Park Gazebo**

**Update:** DPW has received quotes for the repairs to the Patton Park Gazebo. Quotes came in higher than the Town \$25,000 appropriation with the low quote at \$33,000. DPW plans to discuss funding this project from the operating budget with the Town Manager.

## **Solid Waste:**

### **1. Bulky Sticker Program**

**Update:** DPW plans to launch this program on November 15<sup>th</sup>, 2017. Bulky Stickers will be sold to the residents of Hamilton for \$15/EA. DPW has been able to discuss this program with the PAYT bag merchants and we have received verbally a commitment to sell the bulky stickers. If the DPW is unable to utilize the vendors for sticker sales, the sticker sales will be located at Town Hall.

## **Recreation Department**

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

The project design has been approved by all appropriate town boards and the Recreation Committee is eager for the steps in this process. At their last meeting the Recreation Committee recommended that a letter be set to the school committee on their behalf to respectfully request that this project be put on an upcoming School Committee Meeting Agenda. Specifically the letter requests that School Committee discussions center around the following:

- Defined scope and budget for the project
- Fundraising goals & timeline
- Communication with Hamilton and Wenham Town Officials
- Communication with the Public
- How the Recreation Committee can help the School Committee through this process.

The Recreation Committee hopes that the project will be added to an upcoming SC Agenda for discussion.

### **Patton Park Large Baseball Diamond**

Working with the schools we were able to fund significant improvements to the Large Baseball Diamond this Fall in order for the field to be ready for play in the Spring. The following improvements were made:

- Edge infield and base paths
- Weed removal in infield clay
- Install Turface (type of clay that helps field stay drier in wet conditions)
- Power and Hand Rake infield and base paths
- Remove all lips around home plate and the infield
- Remove large lips in the batter's box
- Re-sod areas where lips were removed