

2017



TOWN MANAGER REPORT



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November 13, 2017

To: Hamilton Board of Selectmen

Fr: Michael Lombardo, Town Manager

Re: Town Manager Update

Patton Homestead: A Notice of Intent has been filed with both the Mass. Cultural Council and the Secretary of State's Office for grants to support renovations to the Homestead. The first grant request to the MCC will be for \$225,000 for construction/restoration and the second with the Secretary of State is for \$15,000 to assist in planning and architectural design work. Both grants are due on January 15, and I am working with members of the Patton Homestead Inc. board of directors on completing the applications timely. We are also working together to schedule a meeting with State representatives to explore other possible funding options.

Cross Country Skiing – North Shore Nordic Association: I've made a request to the NSNA Chair, Tom Catalano, to consider adding a groomed cross country ski trail to their network of maintained trails – the trail would be located on the perimeter wood road at the Patton Homestead.

49 Bridge Street: Town Counsel and Town staff are working with the realtor and buyer for the property to clear title – the parcel includes an old railway right-of-way and the Registry of Deeds and the Town Building Department do not have record of a building permit allowing construction within the ROW.

Water Main Replacement Project: The crews from Robert B. Our and Company are putting the finishing touches on the last of the water main replacement projects for the year as part of a summer-long, \$2.6 million program. Essex Street and a 700' stretch on Chebacco Road are expected to be completed by Thanksgiving. While many of the service connections to the water mains have been completed, there are approx. 200 more service line connections to finish – the original expectation was for this to take place by the end of December; I'm told that early January is likely.

We have received very positive feedback on the vendor and are hopeful that they will bid on next year's projects. Planning for the 2018 projects will take place throughout the winter months and bidding will take place in the February/March timeframe. I will provide an update on specific dates as this project takes shape.

Water Treatment Plant Filtration Upgrades: The filtration media has been received from Filtronics Corp. and is being stored in a safe/dry location. Engineers from Dewberry Consultants are finalizing the plans and bid documents with an anticipated release date in early January, 2018.

Water Exploration: DPW Director, Tim Olson is in the process of developing a schedule for well exploration; drilling and testing of sites will begin in December.

Solar Project: Final contract review and power purchase agreement review is under way with Town Counsel; we anticipate meeting with Ameresco in approximately 2-3 weeks to finalize negotiations and the agreement.

Council-on-Aging

- The Council on Aging and Senior Center was open for business last week after a devastating storm ponded the short with 44% of Hamilton residents without power. We posted on Facebook to let residents know to come and have a cup of hot coffee, get warm and charge their devices. Many seniors and their families took us up on our offer and we were happy to provide a little bit of relief during a very long week.
- As a result of the severe weather event we experienced in Hamilton, the COA Director was in touch with both the Police and Fire Chief's to find a way to identify those residents needing shelter and review procedures for seniors when they have lost power. An upcoming meeting for next week is being set.
- 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 when they have found a supervisor at the high school for this club.
Update: 11/8/17-A club sponsor has been found and the Director will be meeting with both Will and Nick next week to get the program going for January, 2017.
- The COA Director met with Operations Supervisor of cleaning company to review procedure for cleaning of the Senior Center and go over plans for the stripping and waxing of the dining room floor in the building over the weekend.
- Council on Aging is happy to announce that they have collected over 10 pounds of button cell batteries over the past year. For each pound collected the COA will receive \$100 up to a max of \$1,000 which will be used for items needed and programs at the Senior Center.
- 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.
- COA Director attended a Senior Care sponsored meeting to discuss best practices for emergency response for seniors on Cape Ann on 11/7/17. This meeting was timely in light of the storm event we faced last week in Hamilton losing power for 44% of our population for almost a week.
- 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.

- Thank you to all those who visited the Senior Center the day after Halloween and donated bags of candy. Thanks to you we have filled a Rubbermaid tote with goodies for our “sweet” seniors who will no doubt enjoy this largesse until at least Christmas!
- Director will be attending “Dementia Friendly Massachusetts: Creating Friendly Communities” sponsored by the Dementia Friendly Massachusetts Coalition. Opening remarks by Alice Bonner, Secretary, Massachusetts Executive Office of Elder Affairs, and Nora Moreno Cargie, President of Tufts Health Plan Foundation, Vice President, Corporate Citizenship, Tufts Health Plan
- 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.
Update 11/6/17: Because the First Church Congregational has an Outreach program already in place, it might be a good place to start a “tele-check” or “RUOK” service for seniors who want to opt in for a daily well-being phone call. Reaching out to Pastor Baird and setting meeting for later in the week.
- The Council on Aging collected over 100 towels and sheets for the Northeast Animal Shelter where the grand-daughter of one of our seniors works. The shelter called to say Thank You and let us know how much they appreciated the donations.

Finance Department

➤ FY17 Audit

Update: FY17 Draft Financial Statements have been received and are currently being reviewed. A copy has been distributed to the Board of Selectmen and Finance Committee. The Town is still waiting on the Draft Management Letter and Schedule of Federal Awards.

➤ Quarterly Report (FY18 1st Quarter)

Update: Quarterly Report for the 1st Quarter of fiscal year 2018 has been completed and emailed to the Board of Selectmen, Finance Committee and posted on the Town's website.

➤ Special Town Meeting

Update: The Finance department is working on updating financial records with warrant articles approved at Special Town Meeting.

➤ Schedule A

Update: Continued to 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 30th each year.”

➤ Budget Forecast

Update: A Draft Budget Forecast was distributed to the Board of Selectmen and Finance Committee for their review and feedback. This document is still a work in progress and is being updated for any changes requested by the Board and Committee.

➤ FY19 Budget

Update: Planning for FY19 Budget:

- Budget Guidelines distributed to Department Heads
- Draft Budget Calendar prepared
- Budget Meetings being scheduled with Department Heads
- Salary Sheets being prepared

Fire Department

FIRE PREVENTION:

INSPECTIONS: The following inspections were done between October 25 and November 8:

- (14) Smoke Detector and Carbon Monoxide inspection
- (2) Re-inspections
- (4) Dumpster Permits
- (3) Propane Tank Inspection
- (4) Oil Tank Removals
- (1) Final Inspection on gas tank installation & suppression at 178 Bay Road
- (5) Annual inspections

We have been working with the Building and Electrical Inspectors on inspecting businesses for Liquor Licenses.

Inspected tanks and suppression system at the Hamilton Convenience Store, they are open for business.

CAR SEATS:

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

CALL FOR ASSISTANCE:

10 EMS (Since Jan. 1 = 366)

45 Fire Incidents (Since Jan. 1 = 405)

55 TOTAL (Since Jan. 1 = 771)

The wind storm at the end of October kept us out all night on that Sunday. About $\frac{3}{4}$ of the Town was without power at one point. Most power was restored by late Wednesday (11/1). There was a lot of tree damage. Some houses were damaged and many cars were damaged.

EMERGENCY MANAGEMENT:

OCT. STORM: Initial Damage Assessments have been sent to MEMA to see if the County meets the damage threshold for reimbursement.

Planning Department

Department 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 increased permitting fees. The review has been discussed with a working group of the Finance Committee.

Preparing recommendation for additional Building Inspector staffing hours. Evaluating magnitude of non-permitted construction work taking place in town and how to address. Consider elevating fine/charges. Continue contributing to and evaluating the potential of undertaking a regional inspectional services system between Hamilton, Wenham and Manchester-By-Sea.

Beginning departmental budgeting process for FY19 budget.

Ongoing and Pending Projects:

Continue addressing demands generated by four separate legal actions involving the Planning Board.

Affordable housing related matters and involvement ongoing with HAHT, et al.

Need to prepared scope of services draft for Owners Project Manager work to Town Hall Committee for Town Hall project (with the benefit of approved CPC funding) in order to allow project to get started. Continued work to attempt to coordinate information, process and Committee involvement.

Planning Board Related:

Preparing documentation submittals to Attorney General's office relative to the two zoning articles that were passed by town meeting (Willow Street Overlay Amendments and Recreational Marijuana Sales and Cultivation Ban. Expect AG opinion/review within 90 days after submission.

With Planning Board reviewed and discussed the board's intentions as to potential future actions on various zoning articles and bylaw modification efforts. Suggested removal of Conservancy District bylaw as it was recommended by Special Counsel and not addressed in zoning bylaw revision Oct. 2016.

Began review of Hamilton Subdivision Regulations. Already received some engineering input to begin qualified review regarding roadway dimensioning. Requested review/comment from HFD Chief relative to impact of new fire codes and potential impact on roadway dimensions. Evaluate other areas that may need to be modified.

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. Special Town Counsel is seeking to quash their opinion to the Court since it does not represent the full board and therefore is considered invalid.

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 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 November 6, 2017, Chief Phil Stevens and myself conducted a BOS update on Fire, Police and ECO.

Upcoming Police Related Events:

- N/A

Community Policing Events:

- On October 28th, we held a “drug take back day in the lobby of the PSB”. This was a successful event which garnered several boxes of prescription drugs which are pending destruction.

Public Works

DPW Administration:

1. PeopleGIS Work Order System

Update: DPW has completed the implementation of the Work Order System provided by PeopleGIS. As DPW receives service requests from the public and other Town departments, requests will be logged into the system and work orders will be generated and assigned to the proper department.

2. Leaf Collection

On-going: DPW has scheduled two leaf collection days prior to years end. The dates of the leaf collection are November 18th and December 9th.

3. Brush Day

New: DPW has received several requests for additional brush days at the landfill from the aftermath of the recent storm. DPW has scheduled an additional brush day on November 22nd, 2017.

Highway:

1. Storm Cleanup

New: The Highway Department has been extremely busy performing tree work, brush cleanup, and roadside cleanup due to the storm on 10/29-10/30. The Town requested services from Mayer Tree to assist the town with large tree and branch removals throughout town.

Buildings:

1. Dirt Parking Lot Construction

Update: The construction of the dirt parking lot is nearly complete. Two trees have been marked for removal and once complete the remaining work to the entry will be finished.

Water Distribution:

1. Water Main Replacement Project

Update: The Contractor is progressing well with the water main installation work in South Hamilton. The second crew has begun installation of new water main on Essex Street, between Woodbury Street and Chebacco Road.

Water Treatment Plant:

1. Water Treatment Plant

Update: Dewberry Engineers has conducted site visits to the Water Treatment Plant to finalize draft construction plans and specifications. Filtronics representatives will be traveling out to Massachusetts to visit our treatment facility on November 20th. Representatives will evaluate our current plant condition and review the construction plans to make sure all necessary work is included in the design and specifications to prepare for project bidding.

2. Secondary Water Treatment Operator

Update: DPW received several resumes for the Secondary Water Treatment Operator position and we are in the process of reviewing the resumes and selecting candidates for interviews.

Cemetery:

1. Routine Fall and Storm Cleanup

Parks:

1. Routine Fall and Storm Cleanup

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

Update: DPW plans to launch this program on December 6th, 2017. Bulky Stickers will be sold to the residents of Hamilton for \$15/EA. DPW recently received verbal commitment for sticker sales at local merchants. Unfortunately we have yet to receive a signed agreement and confirmation to sell the stickers. Therefore to implement the program, sticker sales will be at Hamilton Town Hall in the DPW office. If agreement and confirmation is received by the DPW from the local merchants, DPW will issue a notice to the public indicating the additional sale locations. DPW is preparing a flyer to be mailed to the public explaining the program and given some examples of bulky items that are acceptable and prohibited.

Recreation Department

Text Alerts

We have updated our registration software to now allow us the ability to send out text alerts to participants in particular programs. Text alerts will be used for cancellation notification, program location changes, etc...In addition to our text alerts we will still be sending out email blasts as well as calling participants on the phone.

Winter Brochure

The 2018 Winter Brochure is now available online with registration beginning on Friday, December 1st. The Winter Brochure is complete with programs that our department runs from January thru April, which includes all of our vacation programming and field trips. Information about our Summer Camp and Pool will be available in the Spring/Summer Brochure which is released at the end of February.

Hamilton Wenham High School Athletic Complex

At their last meeting the Recreation Committee voted to send a letter to the School Committee which questions on key points of the project: Defined Scope, Budget, Fundraising Goals, etc... were items that the Recreation Committee felt the Schools should provide more information on as the project moves forward. The Recreation Committee looks forward to the SC response and is eager and excited to start the next phase of the project.

Gabe's Runs

Gabe's Run will be holding its tenth and final run this year at Patton Park the day after Thanksgiving. The event leaders have coordinated with the Town, and everything is set for the race. Everyone is hoping for a record turnout and great weather for the event!