

2017




TOWN MANAGER REPORT



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November 28, 2017

To: Hamilton Board of Selectmen

From: Michael Lombardo, Town Manager

Re: Town Manager Update

Master Plan Update: Planning Director, Patrick Reffett, is working with the planning board to consider the process and timing for an update to the Town's Master Plan.

Varsity Wireless Litigation: The Town filed a Motion to Strike the filing by three individuals on the planning board acting individually and independent of the planning board, To date, the costs of defending this lawsuit associated with the action of these three individuals is approaching \$4,000.

Waste Zero Textiles Program: Informational materials were forwarded to you in preparation of the December 18, Board of Selectmen's Mtg. where a representative from the WasteZero program will be on-hand to discuss the details of program. The Town of Wenham has recently implemented this program and is realizing positive results; the program allows for curbside pickup of a broad range of textiles and materials at no cost to the Town.

Aging Communities and Senior Housing: COA Director, Mary Beth Lawton and Planning Director, Patrick Reffett, are working together to set a meeting with seniors to examine housing needs. Mary Beth will also begin providing regular updates on the Aging Communities program in future reports.

Recycling & Composting: The recycling committee and I have been working together with the University of Vermont to engage in a study that will identify recycling patterns and participation rates for composting & recycling. Additional information to follow as this effort comes together.

HWCAM: I've asked HWCAM Director, Bill Melville, to meet with me to discuss the prospects of moving the audio-visual equipment and hook up from the library meeting room to the senior center so that we may make greater use of this service.

Council-On-Aging

- The Council on Aging and Senior Center was open for business after a devastating storm found 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.
Update: 11/27/17: Meeting with Chief Russ Stevens and Chief Phil Stevens to review procedures and options for severe weather events 12/4/17.
- 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.
Update 11/16/17: Met with both Nick and Will Glovsky to review program dynamics. Members of this club participating in volunteer activities will be CORI'd before January 1st. when we will start taking requests from seniors. Both Will and Nick will be joining me 12/4/17 at the Council on Aging's presentation to the Board of Selectmen.
- Director will be reviewing FY'17 with Board of Selectmen next Monday December 4th at their meeting as well as updating them with FY'18 activities.
- The Hamilton Council on Aging Christmas party will be held Thursday, 12/14 at the senior center. Entertainment from 11 to noon followed by the Hamilton Police department serving our seniors their Christmas lunch of lamb, mint jelly and roasted potatoes. Yankee Swap will follow after lunch. Please call 978-468-5595 to make your reservation.
- Director and Social Services Coordinator attended Elder Abuse seminar at Rockland Senior Center 11/15. Topics covered financial, sexual, domestic and emotional abuse of seniors aged 60 and older.
- 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.
Update: 11/20/17: BOH application submitted and permit to operate kitchen received.
- Director will be attending “Dementia Friendly Massachusetts: Creating Friendly Communities” sponsored by the Dementia Friendly Massachusetts Coalition on 11/9. Opening remarks by Alice Bonner, Secretary, Massachusetts Executive Office of Elder Affairs.

Update 11/10/17: The Commonwealth is committed to providing funds for towns that would like to create “age friendly/dementia friendly” communities over the next few years beginning with FY’19 budget cycle.

- 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.

Update 11/21/17: Decision was made to reach out to other churches in the Hamilton-Wenham area and possibly include the Wenham Council on Aging in this initiative.

- Met with Greg Bish from Gordon College regarding program currently finishing up at senior center called “What Is A Good Life” 11/16/17. Great cooperation from Gordon College students and interaction with seniors from September to present. Last two segments will be a karaoke and pizza party on 11/29/17 and a holiday centerpiece get-together 12/6/17. New semester program begins 1/17/18.
- Gordon College Balance Center met came to the senior center 11/8/17 to help seniors identify issues which lead to preventable falls at home. A short “gym class” was held to help seniors practice moves aimed to help with their balance.
- The Hamilton Police Department presented a slide presentation about the enhanced 911 program offered by Hamilton on 11/15/17 by Dispatcher Keith Holloran.

Finance Department

➤ FY18 Tax Recapitulation

Update: Currently working on the FY18 Tax Recapitulation. This form assembles all information necessary to calculate tax rates for a municipality.

“To set a tax rate, a municipality must submit a “Tax Rate Recapitulation Sheet” (the “recap”) to the Bureau of Accounts (BOA) in the Division of Local Services (DLS) in the Department of Revenue (DOR). The recap displays a municipality's entire budget plan for the fiscal year. It summarizes all appropriations made by the legislative body since the previous year's tax rate was set. Anticipated and actual sources of revenue other than property taxes, such as state aid, local non-tax revenues and reserves, are also identified. The difference between the appropriations and revenue from these sources must be raised through property taxes. This difference is the tax levy.”

➤ 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.

➤ 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 have been scheduled with Department Heads and Finance Committee Liaison for the week of December 18th
- Salary Sheets being prepared and distributed to individual departments
- Departmental Budgets to be submitted by 11/30/17
- Historical information being compiled for revenues and expenditures to help budget for FY19

Fire Department

FIRE PREVENTION:

INSPECTIONS: The following inspections were done between November 9 and November 22:

- (9) Smoke Detector and Carbon Monoxide inspection
- (2) Re-inspections
- (3) Dumpster Permits
- (1) Oil burner inspection
- (2) Plan reviews

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 = 384)

12 Fire Incidents (Since Jan. 1 = 417)

- (3) Motor Vehicle Accidents
- (3) Smoke Detector Activations
- (1) Fire Alarm Activation
- (2) Carbon Monoxide Alarms
- (2) Public Service
- (1) Aid to Essex

30 TOTAL (Since Jan. 1 = 801)

APPARATUS:

The Aerial Ladder and ground ladders were tested this week. The Ladder truck passed and a couple of the ground ladders need some minor repairs.

TRAINING:

(3) Firefighters started the Call/Vol Recruit Training. They will finish in February.

They did Hazardous Material Training this month on tank trucks and the Water Treatment Plant.

EMERGENCY MANAGEMENT:

OCT. STORM: Initial Damage Assessments have been sent to MEMA to see if the County meets the damage threshold for reimbursement. The County did not meet the threshold for reimbursement.

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 increased permitting fees and will review with Town Manager Lombardo the week of Nov. 27, 2017. The review has been discussed with a working group of the Finance Committee and will be before the Selectmen before years end for review and hopefully approval.

Preparing recommendation for additional Building Inspector staffing hours. Evaluating magnitude of non-permitted construction work taking place in town and how to address. Evaluating seasonal demands for inspections and inspector responsibilities. 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. Board collectively seems to want to review the topic in depth before taking any action along with evaluating other suggested changes to the zoning bylaw as suggested by Special Counsel.

Planning Board has taken up consideration of updating the 2004 Hamilton Master Plan. Planning Dept. has reviewed the document and recognizes that numerous elements have remained the same over time however many elements and considerations are now different and justify updating. Planning Dept. to prepare a scope of services and pursue appropriate funding.

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 including the likely addition of landscape requirements.

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. The attorney working on behalf of the three Planning Board members has requested in writing document production from the Planning Director and Town Manager relative to the case.

Police Department

Staffing (Police):

- Full-time: Fully staffed at 13 officers.
- Part-time: Two of the three potential hires (reserve officers) have completed their background investigations, psychological examinations and physical examinations. We will be commencing with the Field Training Program for the two candidates while we are still processing the third candidate.

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 20, 2017, Chief Phil Stevens, DPW Director Olson and myself met at the PSB to discuss fire hydrant repair/flushing protocols. We will be drafting protocols on the process of repairing and flushing in the near future.

Upcoming Police Related Events:

- N/A

Community Policing Events:

- N/A

Public Works

DPW Administration:

1. PeopleGIS Work Order System

Update: DPW has begun utilizing the work order system. DPW Administration Assistants have been receiving requests from the public, or internally, and have successfully generated work orders through the software, which automatically get directed to the appropriate foreman to be completed.

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. Snow Plow Drivers

New: DPW is in need of additional snow plow drivers for the coming winter season. Please refer any interested parties to the DPW.

Highway:

1. NPDES Storm Water Project

New: The Town has contracted with Weston and Sampson to perform field investigation activities to accurately map out the Town drainage system. Weston and Sampson is approximately 85% complete with the field work and plans to complete the remaining portion this week.

Buildings:

1. Dirt Parking Lot Construction at the Patton Homestead

Update: The Tree hearing to remove the 2 trees adjacent to the parking lot is scheduled for November 28th, 7pm at the Hamilton Town Hall, Memorial Room. Following the removal of the two trees the parking lot entrance will be completed.

2. Building Maintenance

New: DPW has serviced all the buildings, Patton Pool, generators, etc. to prepare for the winter season. The Facilities Technician has been working to assist the Police Department with a new evidence room and working to fix the Fire Departments large bay doors.

Water Distribution:

1. Water Main Replacement Project

Update: The Essex Street and Chebacco Road water mains have been completed. Water main to curb services will be completed and all trenches will be paved by the first to second weekend of December prior to the asphalt plant closing.

2. Fire Hydrant and Valve Maintenance Program

New: The Fire Department is nearly complete with the winterizing of the fire hydrants throughout town. As the fire department services these hydrants they also conduct an inspection of each hydrant. The Fire Department will provide this inspection report to the DPW to make immediate repairs as able, or use these inspections to formulate a large project such as replacement.

With the past water main projects and the numerous hydrant and valve replacements, DPW will implement a hydrant and valve maintenance program to make sure safe and reliable operation.

Water Supply

1. Well Exploration

New: The Town has begun formulating a Request for Proposals for engineering services related to well exploration in the North Coastal Basin. The Town plans to focus efforts on property located near Old Cart Road.

Water Treatment Plant:

1. Water Treatment Plant

Update: DPW conducted a project meeting at the Water Treatment Plant last week on November 20th. Filtronics representative Dave Chamberlain attended the meeting as well as Aztec Consulting representatives. Dewberry, Filtronics, Aztec, and Town staff discussed the logistics of the project, which will allow the plant to remain in operation, the sequence of work, critical periods when Filtronics will need to be on site, and the duration of the project, as it is important the plant be back in operation prior to the high demand season. Dewberry will have the plans and specifications ready to submit to DEP within the next couple weeks and the goal is to have bid documents out for bid mid-January

2. Secondary Water Treatment Operator

Update: DPW has tentatively set up an interview next week with the top finalist for the Secondary Water Treatment Plant Operator position.

Cemetery:

1. Routine Fall and Storm Cleanup

Parks:

1. Routine Fall and Storm Cleanup

Solid Waste:

1. Bulky Sticker Program

Update: The Bulky Sticker program will officially launch on December 6th, 2017. Bulky Stickers will be sold to the residents of Hamilton for \$15/EA. Sticker will be on sale at Crosby's Marketplace and at the DPW located in Hamilton Town Hall. DPW issued a town wide mailing of an informational flyer explaining the program last week. The flyer is also available on the Town's website at <http://www.hamiltonma.gov/wp-content/uploads/2017/11/Bulky-Waste-Sticker-Program.pdf>

Recreation Department

Wall Padding

We have purchased more wall padding for our gymnasium which we hope to have delivered and installed by the end of December. The cement walls of the building are very close to the sidelines and we want to ensure that the court is as safe as it can be.

Winterization of Seasonal Buildings

All outdoor seasonal buildings have been winterized including the pool buildings and bath house and the concession stand at Patton Park.

Athletic Fields Closed

All athletic fields have been shut down for the season as fall sports have come to an end. The DPW was able to seed, fertilize and aerate our playing fields, we will do the same before the spring season begins.

Pingree Park Playground

The Community Build for the Playground has begun and the hope is to have all equipment installed by Thursday. This playground was partially funded by the Hamilton CPC.

Winter Programs

Registration for our winter programs starts this Friday, December 1st.