

2017




TOWN MANAGER REPORT



Index

Town Manager-----	2
Council-on-Aging-----	3
Finance-----	5
Fire-----	7
Planning-----	8
Police-----	10
Public Works-----	11
Recreation-----	13



December 8, 2017

To: Hamilton Board of Selectmen

From: Michael Lombardo, Town Manager

Re: Town Manager Update

Municipal Aggregation – Attorneys for Clean Energy have been contacting the DPU regularly to determine when they will approve the program. If approval is not received by Friday, Dec 15, they will contact Lt Gov Polito and Energy Secretary Beaton on our behalf to enlist their assistance in moving the program forward.

Patton Homestead: I recently met with the Kristin Noon and Peter Gwinn of the Wenham Museum during a Patton homestead Meeting; the museum has started offering tours of the archives. With the change in oversight of the archives and the museums activities related to archives and tours, I am contacting Kristin the week of December 11 to discuss a lease agreement and access to the facility.

On Thursday I met with a group from Empower Success Corp (formerly the Executive Service Corp) to discuss how their organization can assist in getting the Homestead ready for public use. Included in this discussion was how the ESC could, on a part-time basis, fulfill the role of the director at a much reduced cost, and bringing to bear experienced individuals from a vast array of professions and skill sets. I will continue to explore this prospective relationship and update you on forward movements. Attached is background information on ESC.

Hamilton Historical Association - Scott Maddern recently met with the Hamilton Historical Association to discuss prospects of them relocating to the Homestead; he has asked that I follow up with Ray Whipple to discuss space needs and timing.

Board of Health – David Smith and I met to review amendments to the proposed Vacant and Dilapidated Building Bylaw, one of the changes being to rename the bylaw as the term “Nuisance” brings to mind many things other than what the bylaw is actually about – a copy of the revised bylaw is attached.

Town Website – A meeting is scheduled for later this week with the team from Sterling Associates that developed the new Town website. The purpose of the meeting is to discuss how we might use the website as a portal for engaging citizen input and nurturing a dialogue on any number of important topics.

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.
Update 12/6/17: Met with Police and Fire Chief as well as Lieutenant Janes to discuss the social services response to this weather event. As a result of this meeting, the Council on Aging will be letting at-risk seniors know that they can sign up to be called in order to receive a check-in from Police and/or Fire.
- 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.
- Patrick Reffett, Director Community Planning for the Town of Hamilton, met with the Council on Aging Board 12/6/17 to discuss affordable housing and what recommendations the Board would like the Board of Selectmen and Planning Board to know. Based on this conversation Mr. Reffett asked the COA to think about where senior housing should be located; what should that housing look like; and, what price bracket is reasonable. The Board decided to bring this conversation forward for discussion to their next few meetings to develop key points and present a position.
- The Council on Aging Board voted to accept the application of Carolyn Mullen to their Board and Chairman Leonard will forward this to the office of the Board of Selectmen.
- The Council on Aging voted to request the Board of Selectmen to amend the current language in the qualifications for participation in the Senior Tax Write Off program from a residency requirement of 10 years to 6 months.
- 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 12/4/17: 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.

- The BCW Honors Chorus will be serenading our seniors 12/6/17 at the HW Regional Library at 1:00 PM. Girls and boys from Buker, Cutler and Winthrop have invited both the Hamilton and Wenham seniors to an afternoon of song and merriment with refreshments.
- The Council on Aging received the donation of an Apple computer from one of our seniors which will be used to set up an office away from home for visitors to the Senior Center. Future plans include a subscription to Ancestry.com so that seniors can begin their genealogy background.
- The final activity with students from Gordon College will be happening this afternoon when seniors come to the center to create a holiday craft for their home.
- A presentation by Officer Kent Richards from the Hamilton Police Department is scheduled for December 20th on A.L.I.C.E. Seniors will see a film on what it is and how they should know what to do in the event of an active shooter.
- The Brookdale Chorus will be entertaining seniors in a Christmas sing-along Wednesday, December 13th at 10:30.

Finance Department

➤ FY18 Tax Recapitulation

Update: The FY18 Tax Recapitulation has been certified with a Tax Rate of \$16.22.

➤ FY18 Free Cash

Update: The FY18 Free Cash has been recertified at \$3,004,450.

➤ Financial Policies

Update: Our initial meeting with the Division of Local Services happened on November 8th and it was attended by the Town Manager, Finance Director, and the Finance Committee Chair. In addition to the meeting the following information has been submitted to the Division of Local Services:

- Organization charts
- FY18 Budget documents
- Current budget guidelines and calendar
- FY2016 audit and management letter
- FY16, FY17, and FY18 year to date general ledger budget report
- Capital plan, calendar, and guidelines
- Debt schedules – town and school
- Any town/school district revenue sharing agreements
- Joint program budgets
- Budget Forecast
- Indirect Costs Calculation and Policy
- ATM Presentation and Appendices
- Etc.

There have been some email exchanges to clarify some questions and a conference call is scheduled for Tuesday, December 5th.

➤ 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
- Revenue budgets being prepared

Fire Department

FIRE PREVENTION:

INSPECTIONS: The following inspections were done between November 23 and December 6:

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

FF Wallace did a program for the Cub Scouts.

Ipswich won the football game on Thanksgiving so we will be receiving (25) smoke detectors from Kidde. Ipswich will receive (50). The detectors will be used for our Senior Program. Kidde sponsored a friendly bet with Smoke Detectors. It got a lot of publicity and helped get the word out on having working detectors that are under 10 years old.

CAR SEATS:

They did 6 car seat installations. We have 3 Firefighters that are certified to install car seats.

CALL FOR ASSISTANCE:

15 EMS (Since Jan. 1 = 399)

6 Fire Incidents (Since Jan. 1 = 423)

- (3) Motor Vehicle Accidents
- (1) Public Service
- (1) Smoke Detector/CO Activation
- (1) Unauthorized burning

21 TOTAL (Since Jan. 1 = 822)

TRAINING:

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

EQUIPMENT:

We have been reviewing and rating Self Contained Breathing Apparatus. We have been evaluating SCBA from Scott and MSA. We will be getting quotes shortly.

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
Weights & Measures – 1PTE

Dept Issues:

Presented a new fee schedule to increase 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. Made the recommendation to Board of Selectmen and the Finance Committee. No vote on the fee increase occurred on Dec 4 but hopefully will Dec 18 after the information is presented again to the Fin Com on Dec 6. WE are hopeful to begin the new fees before years end.

Prepared and submitted FY 2019 departmental budgets for Con Com, Building, Health, and Planning. The largest single additional request includes a recommendation for full time 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. Continue contributing to and evaluating the potential of undertaking a regional inspectional services system between Hamilton, Wenham and Manchester-By-Sea.

Continue the 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.

Participated in a discussion with the Hamilton Council on Aging relative to housing in Hamilton on Dec. 6, 2017 regarding what Seniors want with respect to housing.

Need to prepare or assist in the preparation 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.

Continue participating in the Patton Homestead property future to the extent possible.

Planning Board Related:

Expecting Attorney General opinion/review relative to the two zoning articles that were passed by town meeting (Willow Street Overlay Amendments and Recreational Marijuana Sales and Cultivation Ban). Will have to order, reformat, re-print and make available new zoning bylaw documents.

With Planning Board continue to review and discuss the board's intentions as to potential future actions on various zoning articles and bylaw modification efforts. Reviewing attorney's diagnostic of the zoning bylaw and discussing how to address remaining issues.

Planning Board has taken up consideration of updating the 2004 Hamilton Master Plan specifically as it relates to the housing element. This specific element relates to what future zoning policy we should as a town pursue which would represent the types of physical development that the town would support.

Began review of Hamilton Subdivision Regulations. Already received some engineering input to begin qualified review regarding roadway dimensioning. Received comment from HFD Capt. Brunet relative to potential impact on roadway dimensions. Evaluate other areas that may need to be modified including the likely addition of landscape requirements. Planning Dept. to prepare text, etc., for Board review.

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. 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.

2. Snow Plow Drivers

On-going: DPW is in need of additional snow plow drivers for the coming winter season. Please refer any interested parties to the DPW. Currently we are 6 drivers short. DPW will provide the best coverage as possible, but plowing activities will not be as efficient as recent years and roadways could remain covered for longer periods of time due to the reduced number of drivers. DPW has been reaching out to several contractors and neighboring towns to find interest.

Highway:

1. Routine Winter Preparation

New: The Highway Department have been busy with leaf cleanup along Hamilton's roadways removing leaves and debris covering drainage catch basins and drainage structures in preparation for this coming winter season.

Buildings:

1. Dirt Parking Lot Construction at the Patton Homestead

Update: Work to complete the Patton Homestead parking area will commence in the next few weeks, weather dependent.

2. Patton Homestead Designer Services

New: I kick-off meeting was held on December 4th. Spencer & Vogt Group plans to begin conceptual design of grounds and building to meet deadlines for grant opportunities through the Secretary of State's Office (due 1/15) and to the Mass Cultural Facilities Fund (due 1/12).

3. Town Hall Building Renovations

New: With the positive vote for CPC funding, DPW has begun to draft up an OPM services RFQ for the Town Hall Building Renovation Project.

Water Distribution:

1. Water Main Replacement Project

Update: Contractor is finishing up the service lines within a few weeks prior to yearend and final paving will be completed in the Spring 2018.

2. Fire Hydrant and Valve Maintenance Program

Update: DPW has received the list of specific fire hydrants that need repair and maintenance provided by the Hamilton Fire Department. Work orders have been issued for these repairs to the Hamilton Water Department.

Water Supply

1. Well Exploration

Update: 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 and other potential sources in the North Coastal Basin. DPW and the Town Manager plan to schedule a meeting with the Town of Manchester to discuss future connection at the WTP on Chebacco Road.

Water Treatment Plant:

1. Water Treatment Plant

Update: Dewberry Engineers are drafting design plans and specifications for submittal to MassDEP. A radio test will be performed on December 7th to evaluate the potential connection from the WTP to School Street Well and Brown's Reservoir via radio frequency to eliminate the faulty and problematic copper telephone line connections.

2. Secondary Water Treatment Operator

Update: DPW has interviewed the top candidate for the Secondary Water Treatment Plant Operator position.

Cemetery:

1. Cemetery Roadway

New: DPW plans to construct a roadway along the perimeter of the newly constructed section of the Hamilton Cemetery. The roadway will be constructed out of recycling asphalt millings as a temporary solution, until paving monies become available.

Parks:

1. Christmas Lighting

New: Lighting has been installed at Patton Park.

Solid Waste:

1. Bulky Sticker Program

Update: The Bulky Sticker program has been delayed a week due to a delay in receiving the stickers from the supplier. The program will start on Wednesday, December 13th, which is the first day of scheduled trash pickup that week. 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.

2. Sustainable Materials Recovery Program (SMRP)

New: The Town has received \$5,400.00 from the MassDEP Recycling Dividends Program from Hamilton's annual recycling and waste programs. Funds earned are to be used to increase recycling and reduce solid waste through education, recycling materials, informational flyers and pamphlets, etc. The DPW is working with the Recycling Committee on best uses for these funds.

Recreation Department

Pingree Park Playground

The playground has been installed and will be ready for play this weekend. In addition to public donations money from the Hamilton CPA and the Recreation Revolving fund were used to purchase the equipment.

Winter Programs

Registration has begun and classes are starting to fill up quickly. The first session of winter classes will start at the beginning of January.

Summer Preparations

We have begun the process of planning for the summer. Letters have gone out to last year's camp and pool staff to gauge interest on returning, once we hear back from our past employees we will start to make decision on hiring of new staff. We are looking to add a number of programs and events to our pool schedule for the summer of 2019, including early morning adult lap swim, one day events, and a restructured swim lesson program.

Recreation Committee

At our next meeting on December 18th the committee will be making an official recommendation on the Longmeadow property, discussing the turf field project at the High School, and having a discussion on the viability of the baseball diamond at Donovan Field and whether or not eliminating it to create more mutli-use filed space makes sense.