

2018



TOWN MANAGER REPORT

CONTENTS

Town Manager- March 2, 2018	2
Council-On-Aging- March 2, 2018	4
Fire Department- march 2, 2018	5
Planning Department- march 2, 2018	6
Police Department- march 2, 2018.....	8
Public Works- march 2, 2018	9
Recreation Department- march 2, 2018.....	11
Town Clerk- march 2, 2018.....	12

Patton Homestead:

The “Snow Day” event held at the Patton Homestead on Saturday, February 24, was a great success, in spite of a lack of snow. Approximately 100 people attended the event.

The Special Act to create a fund for all revenues and expenditures associated with the Homestead remains in 3rd reading of the Legislature. I have inquired of Counsel what the time requirements are for action on this Act by the legislature.

The Patton Homestead Inc. Board and I are reviewing possible candidate firms to assist with developing a capital campaign. PHI Board member, Marc Johnson, recently provided the following information regarding the financial impact resulting from the Patton Ridge Development:

The town’s General Fund tax revenue (includes excise taxes) in FY2016 (last available) was \$25,954,000. The property tax revenue (only –not excise taxes) from this project (at the lower 2018 rate) is ~ \$145,400. That equates to 0.56% of town’s tax revenue. That is incredible. That means that this single project has picked up ~ ½ of 1% of everyone else’s tax bill. That means that the additional income from this single project has already helped drop the entire tax rate from \$17.25 to \$16.22 (~ 6% drop over two years) over the last two years.

<i>Patton Ridge Senior Housing Sales (aka on Salem Deeds as 634 Asbury Street)</i>			
Unit #	last Sale Date	Sale Price	Fiscal Year 2018 Tax Rate:
			\$16.22
			Original Price
1	May 20 2016	759,292	12,316
2	July 26 2016	675,000	10,949
3	April 28 2017	735,012	11,922
4	June 26 2017	777,500	12,611
5	June 01 2017	699,259	11,342
6	April 14 2017	795,000	12,895
7	Sept 12 2016	703,320	11,408
8	Nov 14 2016	806,865	13,087
9	Aug 09 2016	745,331	12,089
10	Sept 12 2016	675,000	10,949
11	Oct 31 2016	768,033	12,457
12	June 08 2017	824,680	13,376
Total Sales Prices		8,964,292	145,401
Average:		747,024	Total Tax Revenue

119	Hamilton	2013	17.17
119	Hamilton	2014	17.40
119	Hamilton	2015	17.09
119	Hamilton	2016	17.25
119	Hamilton	2017	16.81
119	Hamilton	2018	16.22

Varsity Wireless v. Town of Hamilton:

The Federal Court has not taken up the matter to consider pending motions. Attorneys for both sides are reluctant to contact the courts as this is typically frowned upon by the court system.

Ameresco Solar Project: Contract revisions are under review and we will be meeting with Ameresco to finalize the documents. The engineers for the project would like to have a meeting of the parties to discuss relocation of the Marsh Rats to the land fill cap; there are preliminary concerns about the shot buffer as it relates to potential damage to the panels.

Financial Policies: The DOR is in the final internal review phase and we anticipate receiving their draft report very soon. When Marisa returns from her time off I will ask that she contact them for an update.

Town Clerk Hours: Several of you have asked for an update on the Town Clerk's work hours; all is as it should be and there are no anomalies to report.

Key activities/projects for the Council on Aging: February 28, 2018

- Sub-committee has been formed from members of the Council on Aging Board to address programs and activities that could be brought to Hamilton for seniors aged 60 to 69. Outreach to other COA's in Essex County for ideas and funding sources.
- Director will be meeting with Chairman of COA Board to start the process of bringing stakeholders to a meeting to discuss what an age and dementia friendly community looks like in Hamilton.
- The COA Candidate Debate has been set for March 21st at 9:30 at the senior center. Candidates for contested seats have been invited along with proponents of articles appearing on the ATM warrant.
- Gordon-Conwell College student league has reached out to the COA to offer their services for 3/22 and 3/23 which is a community service day designated by the college. The Director will be working with a Master's level student to create a volunteer opportunity for those two days.
- Attorney Matt Karr did a presentation at the senior center 2/28 to review the Circuit Breaker tax exemption which many seniors qualify for but do not file to receive. Many seniors do not file a MA income tax return because they do not have to based on income. However, they should file just to recover up to \$1,080 year. This is also retroactive to the past three years.
- Fourteen seniors have already signed up to partake of the new Soup and Sandwich luncheon program which will be offered twice a month at the senior center. This is a new program in partnership with Senior Care. For \$2.00 on March 5th they will enjoy a turkey sandwich with stuffing and cranberry sauce, split pea soup and fresh fruit for dessert. The menu for March 29th will be a Cuban pork, ham and swiss cheese sandwich with minestrone soup.
- The COA is reaching out to newsletter readers asking for feedback for a dining club at the senior center one evening a month. The COA would like to start a catered meal that would cost each person less than \$10. Ideas are to reach out to the culinary schools in the area and see if they would be interested in participating with an anticipated start time of late spring. Also, looking for entertainment to accompany dinner.

FIRE PREVENTION:

INSPECTIONS: The following inspections were done between February 14 & February 28.

- 1 – SD/CO Permits
- 1 – Oil tank inspections
- 1 Plan review

Building Inspector and Fire met with Gordon-Conwell facilities on upcoming projects, inspections, and permits.

Met with Patrick Reffett on Winthrop St. subdivision.

CAR SEATS:

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

OPEN BURNING:

Open Burning Season started January 15 and will end May 1.

59 Burning Permits sold, 116 to date.

CALL FOR ASSISTANCE:

12 EMS 64 since Jan. 1

19 Fire Incidents 89 since Jan. 1

- 3 – Smoke Detector Activation
- 4 – Public Service
- 1- Carbon Monoxide Alarms
- 1- Unauthorized burning
- 4- Fire Alarm
- 1- Fuel spill
- 1- Service Call
- 1- Motor Vehicle Accident
- 1- False Alarm
- 1- Hazardous Condition (Unvented heater in dwelling)
- 1- Mutual Aid Given (Topsfield Line Box)
- 1- EMS Mutual Aid Received (Essex Fire Ambulance)

TRAINING:

CALL/VOL. RECRUIT CLASS: Firefighters Tim Everitt, Chris Raymond, and Rick Villa done at the Fire Academy. They went two nights a week and weekends. They have done very well. They started the beginning of November and will be graduating on March 1.

CPR: Members recertified in CPR.

CITIZENS' FIRE ACADEMY

The Citizens' Fire Academy will start Wednesday March 21 and run through April 11 on Wednesday nights (6:30pm). Applications are available at the Fire Station, Town Clerk's Office, and On-line.

Staffing levels:

Planning – 1 FTE
Building – 1 FTE; 4 PTE
Health - 1 FTE; 3 PTE
Con Com – 1 PTE
CPC – 1 PTE
Minutes – 2PTE
Wts & Measures – 1PTE

Dept Issues:

Evaluating past inspectional services practice and how to deal with gaps in previous plan review, inspections, code enforcement, violations, permit processing, etc. Evaluating how electronic equipment could assist department. Evaluating department filing practices. Continuing to evaluate the anticipated demands on the department generated by two proposed articles (Demo Delay and Nuisance bylaw – neither of which address staffing demands generated by article substance and responsibilities which are largely placed upon the Planning & Inspections Department).

Attended joint meeting of Fin Com and BOS relative to FY 2019 budget for Con Com, Inspections, Health, and Planning. The largest single additional request from our collective department includes a recommendation for full time Building Inspector staffing hours. Continuing to evaluate the 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 and Wenham with MAPC and counterparts at Town of Wenham.

Continue departmental budgeting process for FY19 budget as necessary.

Assist in review and preparation of staff evaluation documentation/process. Generated additional questions specific to Hamilton employee review process.

Ongoing and Pending Projects:

Continue addressing various demands generated by four separate legal actions involving the Planning Board. Requested status update from Counsel on all pending legal actions against the Planning Board so it may be provided to the Board.

Affordable housing related matters and involvement ongoing with HAHT, et al. Review multiple messages received from Harbor Light Community Partners.

Meet with developers relative to various projects they are pursuing.

Review draft scope of services for Owners Project Manager (OPM) 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. Assist architectural team in project input and review of conceptual planning. Delegated Code Analysis review to Building Inspector for input. Assist in pursuit of grants as needed.

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. Responded to call from Boston Globe regarding town actions on marijuana related bylaws.

With the 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. Have received and begun review of a proposal from the attorney to continue adjusting bylaw elements.

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. The CPC accepted a \$30,000 requested for funding to engage a consultant to assist with the updating work necessary. The rationale was that necessary funds to revise the entirety of the ZBL are unavailable at this time and with the upcoming FY 2019 budget. A selectman advised the Planning Board of that fact in early December. Having been made aware of that financial constraint the Planning Board saw the wisdom of pursuing the most difficult element of growth in Hamilton – which is fostering residential growth in the community in an appropriate fashion which *constituents would support*. They are convinced that a public engagement process focusing on this specific element of the Master Plan is highly necessary to address this largest of all local planning concerns. I agree with those positions - and personally believe engaging a complete revision of the Master Plan ***at one time*** would result in an unnecessarily slow and unproductive process, especially as we're trying to address appropriate growth in the community ***with public support***.

Continuing 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.

Staffing (Police):

- Full-time: Fully staffed at 13 officers.
- Part-time: Staffed with 7 Reserve Officers

Note: We recently had two reserve officers complete the Field Training program bringing our Reserve compliment up to 7.

Staffing (ECO):

- Full-time: Fully staffed at 4 dispatchers.
- Part-time: Staffed at 2 dispatchers.

Note: We continue to review resumes for a 3rd Part-Time Dispatcher. As previously mentioned, a 3rd Dispatcher will 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 02/26/18, we held a Dangerous Dog Hearing in the memorial room for a "Dog aggressive German Shepard".

Upcoming Police Related Events:

- N/A

Community Policing Events:

- N/A

Administration:

1. Staff

New: Ron Serozynski has been promoted to Highway Heavy Equipment Operator for the Truck Driver/Laborer position. The Truck Driver/Laborer vacant position is currently out for advertisement.

Highway:

1. Snow Plowing and Roadway Repairs

On-going: The Highway Department has been busy treating roads, plowing roadways and sidewalks, and repairing road potholes and defects following the recent storm events.

2. Tree Services

Update: Solicitation for Quotes has been sent out to vendors and quotes are due March 1st, 2018.

3. Complete Streets Program

Update: DPW has registered the Town for the Complete Streets program. The Town will prepare a Letter of Intent to commit adoption of a written Complete Street Policy and formulization of a prioritization plan within a (1) one year period. The Town plans to hire a consultant to assist with the policy and prioritization planning task.

Buildings:

1. Patton Homestead Designer Services

Update: A meeting was held on February 14th, 2018 to discuss the updated conceptual plans, costs, grant application status, and presentation to the Board of Selectmen at the next scheduled meeting.

2. Town Hall Building Renovations

Update: The Town Hall Building Committee met on February 7th, 2018 to discuss the OPM services Request for Qualifications. DPW has revised the RFQ and will provide the committee for comment. The Committee plans to publically advertise and distribute the RFQ in March.

3. Town Hall Kitchen Renovations

Update: The DPW still continues to solicit quotes for the Town Hall kitchen renovation project. This project has been a challenge to obtain quotes of interested contractors. The size of the project and prevailing wage requirements have been the biggest deterrent.

Water Distribution:

1. Water System Improvement Project – Phase 3

Update: The Contractor is busy putting together an updated construction schedule for the remainder of the work this spring. DPW will continue to provide updates to the community as the schedule is finalized.

Water Treatment Plant:

1. Water Treatment Plant

Update: The Water Treatment Plant project bid documents are out for advertisement. A pre-bid meeting was held at the WTP facility on February 15th, 2018 and was well attended. Sub-bids are due to the Town on February 22nd, 2018 at 11:00am and General Bids are due March 8th, 2018 at 11:00am. Upon receipt of favorable bid project award, the Contractor will begin the upgrades and rehabilitation.

2. Radio Connection Project

Update: The radio connection project is complete. Connection between the WTP and Brown's Hill Reservoir and School Street Well is not via radio frequency antenna.

3. Reaction Vessel Cleaning Project

Update: This project is complete and the reaction vessels are ready for rehabilitation with the large WTP upcoming project.

Water Supply

1. Well Exploration

Update: The Town has received a negative determination from the Hamilton Conservation Commission allowing the Town to access the well site through bordering wetlands at the Ford Property located off Old Cart Road and north of Beck Pond. DPW has formulated a service contract for the test wells and upon acceptance the well exploration work will begin.

Water Management

1. Order to Complete

On-going: DPW continues to put together answers to the MassDEP Questionnaire as part of Hamilton's Permit Renewal Order to Complete (OTC). Deadline for the OTC is March 6th.

2. ASR

On-going: Begin compiling reports and data to complete the MassDEP Annual Statistics Report. Deadline is April 30th, 2018.

Waste Management

1. Solid Waste Survey

New: DPW has submitted the annual MassDEP Solid Waste Survey which will qualify the town to continue to participate in the Sustainable Materials Recovery Program (SMRP) and qualifies to receive grants under the Recycle Dividends Program (RDP).

Spring/Summer Brochure

The electronic version of our Spring and Summer Brochure has been released and the hard copy will be sent out through the school next Monday. Registration for all of our Spring and Summer Programs will begin at the start of March.

Summer Employment Opportunities

Summer jobs are posted and we will be accepting applications through the end of the month. Once the application process concludes we will be conducting interviews in hopes to have the process wrapped up by the end of April.

2018 Massachusetts Recreation and Park Conference

Danielle and I will be attending the State Conference from March 5-7.

Improvements to Patton Park Bathrooms

Our Department will be working closely with the DPW this spring in working on some small renovations to the Outdoor Bathrooms at Patton Park.

Spring Sports

We have collected all applications for Spring Field Permits, there are no significant changes for our Youth Sports. The High School Girls Lacrosse team will be practicing at the HS Campus this Spring to alleviate use of Fairhaven Field.

The Clerk's office has been busy getting the dog licenses out to the dog owner's.

Still continuing with updating the annual census.

Certifying papers for the candidate's running in the Annual Town Meeting.

Certifying Citizen Petitions for the Annual Town Meeting.

The new administrative assistant has started and is doing a great job at this busy time.