

**Town Manager Report to the Board of Selectmen**  
**Monday, March 18, 2019**

- Town email update – The town email migration is being completed this week. In fact, many town staff and board or committee email addresses will likely be migrated to the new Outlook Office 365 system tonight or tomorrow night at the latest. I want to thank everyone that was involved in helping to get this migration moved forward, Selectwoman Jenkins who got us an initial vendor and quote that got the project moving faster, Marisa Batista and the FinCom who helped to identify and approve the funding to get this taken care of, but mostly Andy Wood who not only helped us select the winning vendor, but took on a large portion of the process himself to help save the town some significant money, both for the cost of the migration and for future subscription costs.
- New OSR Committee met for the first time, and will be meeting with MAPC at an upcoming meeting – likely in two or three weeks - to begin the process of completing the Open Space and Recreation Plan for submission to the state.
- Town’s new e-newsletter has launched, but residents are still encouraged to visit the town website and sign up to receive the weekly email, which will include the latest news and announcements from the town’s website. I will also be working on a plan to ensure that new content is being uploaded on a regular schedule for the town website, which will then automatically populate into the e-newsletter on a weekly basis.
- Progress on new sign for public safety and the Council on Aging – The proposed new electronic sign for the Public Safety Building and Senior Center received a positive Site Plan review from the Planning Board and the next step will be for the sign proposal to be heard public by the ZBA. However, that will have to wait until April as there was not enough on the agenda to warrant a March meeting.
- Staffing update – The Board will be hearing of our plan to restructure the finance departments a bit later in this meeting, but I also want to let the board know that we have also had other developments with town staff this past week. First and most impactful is actually in the finance department, where our longtime, valued Treasurer Collector Cheryl Booth has indicated her intent to retire effective June 30, 2019. In addition to the other vacancies we currently have in the finance department, we will now be working to fill a vacancy at the top of the Treasurer’s office as well.

➤ Update on Town Manager Goals:

- Self-Sufficiency of the Patton Homestead – I met last week with the new Patton Director to go over the development of the business plan. Kaleigh has made significant progress and it is our expectation that a business plan will be ready to present at Town Meeting.
- Financial Policies and Stabilization Funds – No current news to report here. During the budget process, the town finance department and I have been focusing on the FY 2020 budget; we will revisit new financial policies adoptions after the Annual Town Meeting in April.
- Chebacco Road/Well Exploration and Manchester – The FY'20 budget projection for capital investment now includes a cost associated with the paving Chebacco Woods Road. The item will be voted on at Town Meeting and we have an engineer already working on the road paving part of the plan. Following Town Meeting, I will re-engage with Manchester to further explore the possibility of the Gravelly Pond water source for possible future use by Hamilton. This will also require us to reach out to DEP and engage them in a conversation about how such an arrangement could be approved.
- Town Hall Renovations – There are two funding articles on the Town Meeting warrant, including a CPA request of \$150,000 and a separate budget request of \$75,000 from the general fund, for a total of \$225,000 to complete design development for a Town hall renovation project, which can be presented to the fall Special Town Meeting. Originally, we had thought or considered to have a large bond article – totaling \$700,000 to complete design and permitting through the development of bid ready documents. However, when the Town Hall Building Committee learned that the architect would not be ready with bid documents in time for a fall Special Town Meeting they amended the request to provide enough funding and transparency for what could be accomplished and shown to Town Meeting.

If both Town Meeting articles are approved on April 6, the design team and the Town Hall Building Committee will push forward with a development proposal that can be presented to the Special Town Meeting for approval in the fall and ask for funding to complete development of bid documents and bidding over the winter. The final step would be to present a complete plan for construction, including costs of the approved design to the Annual town Meeting next year.
- Master Plan and Housing – The latest edition to the **Master Plan: Housing Profile** document has been received and is under review. It will be posted to the town website soon. The second of two town wide housing forums has been re-scheduled to April 29, at the Hamilton-Wenham Public Library beginning at 7 p.m. It will include a wrap up of the study.