

## Town Manager Report to the Board of Selectmen – Mon., July 1, 2019

### ➤ Changes at Town Hall –

- Margaret “Peggy” McLoughlin was offered and has accepted the position of Treasurer/Collector, She has started in her new role and will now be working with Finance Director Marisa Batista and I, to fill the open positions in that office and possibly restructure some of the work and responsibilities going forward. I’ll have more to report on that after we’ve had a chance to meet with Peggy.
- The position of Director of Assessors was offered to veteran Assessor John Speidel, after he met with the Board of Assessor and he has accepted. John will start on July 22.
- The Board of Assessors will have an opening to fill on their board, following the resignation last week of Assessor Peter J. Kane. This position will need to be jointly appointed by the Board of Assessors and the Board of Selectmen and the Board of Assessors has already identified a candidate to fill that role. I just received the information on that candidate today, so we will get you that application and resume for your next meeting.
- The effective departure of former Town Clerk Andrea Dello Russo and the promotion of Leticia Barreira to the Finance Director’s office has left us with no permanent staff in the Town Clerk’s office, as a result we have had to dramatically reduce the number of hours we are able to open the office to the public until a new Interim Town Clerk is appointed. The Board will consider the appointment tonight of an Interim Town Clerk, Sharon George, who has over 13 years’ experience. Selectmen Chairman Jeff Hubbard and I met with Ms. George last week to discuss the position. If appointed she can begin with part-time hours starting the week of July 15. We have also offered the position of Administrative Assistant to the Town Clerk to a candidate and are waiting to see if the candidate accepts.
- Due to the National Holiday on Thursday and the number of employees who had sought to utilize vacation or personal time this week, we will be closing the Town Hall to the public on Friday, July 5. Some town staff may indeed be working in the building on that day, but the shortage of staff that will be on hand led to our decision to close the building for better security.
- I want to announce that MichelleLee Carroll has started in the position of Assistant to the Town Manager in my office. MichelleLee also goes by just Michelle and she comes to us from Danvers, where she worked in the Human Resources department for seven years and the Building Department for five years. Please help me welcome her to town by stopping by and saying “Hi” next time you are in Town Hall.
- Outside of Town Hall I’d also like to join Fire Chief Ray Brunt in announcing the hiring of the first full-time female firefighter in the Hamilton Fire Department, to fill the vacancy that was created when Ray stepped up to become Chief in January. Kristine Ellis has been with the department as a call firefighter for several years and has been one of three firefighters filling in for Ray during the Chief’s recent six-month probationary period. Chief Brunt developed a thorough evaluation process that looked at several well-qualified candidates and Kristin was the top candidate through that process. She was clearly the best prepared and

qualified candidate in the process and we are excited to have her join the ranks of the fulltime firefighters.

- Town staff is busy working on end of fiscal year closing operations, even as we try to on board new employees and meet goals and objectives we'd set for ourselves in the current year. With the settlement of three union contracts and the hiring of several new employees to replace departed employees, we will now try to focus on adding the Human Resources function that was approved at Town Meeting as well as adding the new Assistant Public Works Director as well.
- I wanted to inform the Board that I have extended the charge of the Town Manager's Gordon Conwell Task Force for an additional year – to June 30, 2020 and we are in the process of scheduling a first meeting between our Task Force and a group from Gordon Conwell, likely to be next week. The new Gordon Conwell President Scott Sunquist had already met with me several weeks ago, during his transition to campus and was waiting to take the reins officially before having our two committees get together.
- National Grid has informed us of another Planned Outage to conduct upgrades to the Hamilton system. The planned outage will take place from roughly 11 p.m. on July 9 until about 5 a.m. on July 10 and will effect approximately 175 customers in the area of Essex St., Forest St., Lake Shore St., Gregory Island Rd., Lake Shore Ave., Beech St., Dentali Rd. and Birch Rd.
- The Hamilton Conservation Commission has proposed, or is asking to be granted, control of an additional 6.6 acres of land at the Patton Homestead, which would be in addition to the 9.1 acres of land that is already in its custody. I have the Commission's proposal, dated June 2019 and have walked the area with Conservation Commission member George Tarr, Public Works Director Tim Olson and Patton Homestead Director Kaleigh Paré.
  
- Update on Town Manager Goals:
  - Self-Sufficiency of the Patton Homestead – The stables at the Patton Homestead have been cleaned and prepared to be able to host events. In the past week, the Patton Homestead has taken a reservation for a Fall wedding in the stable and begun work on an evening event in the Stables meant to showcase the venue to caterers and non-profit groups in the region. I'll be working to schedule a visit from Kaleigh Paré to the Board in August, so you can hear about what will be scheduled out there as we get into the fall.
  - Chebacco Road/Well Exploration and Manchester – The town has negotiated a contract with the firm of Woodard and Curran to complete engineering work for the paving of Chebacco Road. A kick-off meeting will be scheduled soon.
  - Master Planning/ Housing Master Plan updates – We will be working to publicize the findings of the consultant who is completing their work on the Housing Plan portion of a Master Plan. I have also had discussions with Director of Planning and Permitting Patrick Reffett about scheduling a townwide Idea Exchange, to instigate a discussion about what people's visions for Hamilton are. I'd like to see this as a first step toward a new Master Plan effort, which can capture some of the planning work that has been on-going, but fill in the areas that have not been targeted as yet.

- Town Hall Renovations – The Town Hall Building/Renovation Committee has met twice since their visit here last month. They will be advising the architect to move forward with developing an option for Special Town Meeting, based on the feedback from the Board of Selectmen and the other boards and committees they have met with.