



Town of Hamilton

Town Manager Report

For January 18, 2022

Department/ Project	Weekly Update	Timeline	Status
Town Manager 1 Cell Tower 2 Health offices 3 Website 4 Outreach 5 Accessibility evaluation 6 Regional IT program 7 SWMI grant to study water security	<p>1 The town has reached out to the cell tower developer several times over the last ten days but they have not been able to provide any further update. The tower is ready to accept equipment from Verizon, but Verizon has not been responsive about when they plan to install the equipment to make the tower operational.</p> <p>2 Progress continues on preparation of new office space for the health department staff at the Council on Aging building.</p> <p>3 The town is eager for feedback from residents and users about the refreshed website.</p> <p>4 The Town Manager's new twice-monthly e-newsletter, which will include this Town Manager report, will be launched on Friday, January 21 and will be sent out on the Friday following regularly scheduled Board of Selectmen meetings going forward</p> <p>5 The town is initiating an accessibility assessment and transition planning process for all town owned facilities, beginning with a public survey, which is being launched this month and will be available through February on the town website and in hard copy through the Senior Center, Library and at Town Hall. The town will be evaluating all town owned facilities for compliance with accessibility requirements and developing a plan to make all facilities and public programming more accessible for our residents</p> <p>6 Hamilton will be taking advantage of new cybersecurity software and programming through its participation in the North Shore Regional IT Collaborative. The new cybersecurity initiatives will make the town more resistant to malware,</p>	<p>1 Unknown</p> <p>2 End of February</p> <p>3 Launched January 3, 2022</p> <p>4 Expect to launch in January 2022</p> <p>5 Will be completed by the end of 2022</p> <p>6 Will complete the purchase and installation in early 2022</p>	<p>1 <i>On-going</i></p> <p>2 <i>On-going</i></p> <p>3 <i>On-going</i></p> <p>4 <i>Beginning</i></p> <p>5 <i>Beginning</i></p> <p>6 <i>On-going</i></p>

	<p>ransomware and other IT security threats and reduce the town's risk of having our system infiltrated and compromised. The cost of the new equipment and software will be able to be absorbed in our existing budget in year one and have been accounted for in the FY 23 budget proposal, with negligible impact to the overall budget.</p> <p>7 The Town of Hamilton last week was informed that we were awarded a \$107,500 grant from the Sustainable Water Management Initiative to support a \$155,000 study of water resource issues for Hamilton and our surrounding area. Tim Olson and I will provide a brief description of what the study will do at the BOS meeting on Jan. 18.</p>	<p>7 Grant contract has been signed and study will take place through end of June 2022</p>	<p>7 <i>Beginning</i></p>
<p>Public Works</p> <p>1 Pre-Treatment</p> <p>2 Backflow Valve</p> <p>3 Solid Waste</p> <p>4 Solid Waste</p> <p>5 Highways</p> <p>6 Facilities</p> <p>7 Facilities</p> <p>8 Fuel Facility</p>	<p>1. Bid accepted, contract for signature, working with insurance provider on Builders Risk insurance</p> <p>2. Design plans drafted working on bid documents. Discussed project with AG on 1/12 and estimated project costs, looking to hear back from them soon regarding cost share</p> <p>3. Met with Casella, they continue to have a lot of turnover and different drivers, so the town and Casella discussed a shared plan to provide reminder and notice to residents</p> <p>4. Working on the annual Solid Waste Survey for MassDEP to secure Recycle Dividends Program funding</p> <p>5. Paving is complete at Forest Street, Lake Shore Drive, Village Lane, and Beech Street. Drainage work along Essex Street planned for Spring 2022</p> <p>6. Meeting with B2Q to discuss recommissioning at the PSB, on-site meeting scheduled for late January to begin re-commissioning work</p> <p>7. Outfitting the 2nd floor at the COA building for new office space, doors have been hung, need to clear out space, finish painting, carpet, and furnishings</p> <p>8. Plan is to bring back the existing system for use. I have contacted consultant to</p>	<p>1 Fall/Win. '22</p> <p>2 Spring 2022</p> <p>3. Wed 1/12 at 11am, virtually</p> <p>4. Due 2/15</p> <p>5. Completed for winter</p> <p>6. Late January start</p> <p>7. Complete with DPW work by end of Jan</p> <p>8. By spring '22</p>	<p>1. On-going</p> <p>2. On-going</p> <p>3. On-going</p> <p>4. In-progress</p> <p>5. On-going</p> <p>6. On-going</p> <p>7. On-going</p> <p>8. On-going</p>

<p>9 SWMI Grant</p> <p>10 CPC Project</p>	<p>provide required testing as well as insurance provider to prep for product</p> <p>9. Received the SWMI grant from MassDEP, planning a kick-off meeting on 1/19 with IRWA and Dewberry</p> <p>10. Submitted a joint application with the Rec Department to develop a Master Plan for Patton Park to address current needs and requests as well as plan for future projects and space programming</p>		<p>9. Due 6/30</p> <p>10. End of January</p>	<p>9. In-progress</p> <p>10. Project deemed eligible, drafting application for funding</p>
<p>Police</p> <p>1. Asbury Street “Cutler School Zone” Presentation</p> <p>2. Autism Awareness Outreach Program.</p> <p>3. Senior Alert Program.</p>	<p>1. In the process of creating a “Cutler School Zone” presentation for the BOS, acting in their capacity as “Traffic Commissioners”. Currently, Asbury Street in the area of Cutler school, is a posted 30 MPH Zone. By designating it a School Zone, the posted speed limit can be reduced to 20 MPH and properly marked/posted as a School Zone. The current speed limit, flow of traffic, as well as the curvature in the roadway, make Cutler School a prime area for a designated School Zone.</p> <p>2. The Staff of the Hamilton Police Department, specifically Det. Joe Achadiniha, is working on an Autism Outreach Program for the town of Hamilton. Det. Achadinha will also be collaborating with the Wenham Police Department to stand up this program in their town. Det. Achadiniha will be presenting to the BOS to explain the importance of this program.</p> <p>3. The Staff of the Hamilton Police Department, specifically Officer Jake Santarelli, is working on a “Silver Alert” Program for the senior population in town. Officer Santarelli will be working in collaboration with the COA Director on this worthy program. Officer Santarelli will be presenting this program to the BOS to explain how it works, as well as its importance to the town.</p>		<p>1. End of February</p> <p>2. First week of February</p> <p>3. Spring 2022</p>	<p>1. Ongoing</p> <p>2. Ongoing</p> <p>3. Ongoing</p>
<p>Fire</p> <p>1. COVID vaccination</p>	<p>1. The staff of Hamilton Fire Department along with Rachel Lee, continue to collaborate with the Greater Cape Ann Community Collaborative. Every Wednesday we host a vaccination clinic at the Hamilton Senior Center from 3:30PM until 6:30 PM. Our work has been a huge success, by</p>		<p>1 Hopefully this will all end soon?</p>	<p>1. Ongoing</p>

<p>2. COVID testing program</p> <p>3. DFS equipment Grant</p> <p>4. Federal Defib Grant</p> <p>5. Open Burning Season</p> <p>6. Squad 505</p> <p>7. Fire Academy</p>	<p>providing 1st, 2nd, and booster shots to the community.</p> <ul style="list-style-type: none"> · The week of December 25, we were able to give out 395 shots. · The week of January 1, we were able to give out 350 shots. · The week of January 8, we were able to give out 290 shots. · The week of January 15, we were able to give out 221 shots. Because of our efforts the townspeople are in a better position to combat this ongoing pandemic. <p>2. The fire department, in conjunction with many other town departments, were able to bring Covid-19 Rapid test Kits to our residents at cost. This program augments the shortage of kits available throughout the community due to the Omicron variant.</p> <p>3. Last month my team and I filed a state grant with the Massachusetts Department of Fire Services for equipment. We received word this week from the governor's office th we were one of the recipients of theFY22 Firefighter Safety Equipment Grant Program. We will be awarded \$15,500.00 to purchase 5 sets of turnout gear for our firefighters.</p> <p>4. I just filed a federal grant to replace two semiautomatic defibrillators. If we are awarded this grant, it would replace two older units presently in service on our fire apparatus.</p> <p>5. Open burning season starts on January 15, until May 1, 2022. Every year it takes considerable work to get the online application and burning system up and running for the season.</p> <p>6. FY22 the town authorized the purchase of a new forestry brush truck. We ordered the Cab and chassis, and it was delivered in November, However, due to the COVID-19 pandemic and its associated delays we have been unable to finish it. We have ordered many Items for the vehicle to outfit it, which are now trickling in. The pump and body are scheduled to be built and installed at the end of March by CET in Canada.</p>		<p>2. We have 2000 test kits to sell, how long will this take?</p> <p>3. This grant will stay open until the purchases have been made. It usually takes 4 months until gear is sized, made and delivered.</p> <p>4?</p> <p>5. May 1st!</p> <p>6. June 30th</p>	<p>2. ongoing</p> <p>3. ongoing</p> <p>4. Ongoing</p> <p>5. Ongoing</p> <p>6. Ongoing</p>
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<p>Fire continued</p>	<p>7. We are hosting the Massachusetts Fire Academy Call/Vol class here at the station. This class is a 400 hour course designed to train call and volunteer members to become a certified firefighter. The group of 26 cadets, 3 of which are from Hamilton, are expected to graduate February 28, 2022 at the Hamilton Wenham regional High School Auditorium.</p>	<p>7. February 28th</p>	<p>7. ongoing</p>
<p>Planning & Inspections</p> <ul style="list-style-type: none"> 1 Master Plan 2 Planning - Essex St. 3 Planning - Bridge St. 4 Planning - Asbury St. 4 Building 	<ul style="list-style-type: none"> 1. The Master Planning Committee will meet (via zoom) with the consultant on 1/27 to discuss recently submitted sections regarding Economic Development in Hamilton and another section of Land Use. The Town Finance Director and the Planning Director are to zoom meet with the consultant (Weston & Sampson, and subconsultant Eric Halvorsen) tomorrow. 2. 133 Essex Street still before the Planning Board. At the upcoming 1/25/22 meeting the focus will be on blasting, impacts to site hydrology and recommendations by the Town's peer consultant relative to this topic. Traffic, drainage, etc., review will likely occur in Feb. 3. Bridge Street Lots Storm water Management Permitting - We have just received their permit application and will be scheduling a review process with the planning board and applicant. There's a great deal of abutter interest regarding same. 4. 421 Asbury St. 40B Project - we are anticipating a formal submission to the ZBA in a matter of days for this 45 unit affordable housing project. 5. Anticipate epermitting this year. Potential building permit fee upgrade. 	<ul style="list-style-type: none"> 1 Project completion Dec. 2022 2 Late winter/ Spring 3 Unknown 4 Unknown 5 Spring 2022 	<ul style="list-style-type: none"> 1. On-going 2. On-going 3. On-going 4. On-going 5 On-going
<p>Public Health Department</p> <ul style="list-style-type: none"> 1 COVID 2 Staffing 	<ul style="list-style-type: none"> 1. Covid compliance remains the primary priority for the department particularly the enforcement of the mask mandate. At home test kits have been delivered and are 	<p>on-going</p>	

<p>3 Permitting</p>	<p>currently being distributed to the community.</p> <ol style="list-style-type: none"> 2. Requesting more hours for the administrative assistant 3. Permitting of food establishments has been completed. 			
<p>Finance</p> <ol style="list-style-type: none"> 1 Budget 2 New Staff 3 Audit Closeout 4 	<ol style="list-style-type: none"> 1. Budget remains the main focus of the Finance Dept (along with all routine day to day operations). At this point all budget requests have been made and will be considered during public meetings during Jan/Feb by various boards. 2. Please welcome new Accounting Specialist and Hamilton Resident Natalie Hildreth. She will be working within our office assisting with AP and other related duties, we are very excited to have her join the team. 3. We are near closeout of the FY21 Audit; I would expect this to be complete within the next week or so, and financial reports to follow thereafter. Once we get those, we will be able to submit our balance sheet for certification, part of which will include our free cash position, which will dictate some of our FY23 spending abilities. 		<p>1) This remains a work in progress</p>	
<p>COA</p> <ol style="list-style-type: none"> 1 Programs 2 	<p>1a- Covid waiver was added to MySeniorCenter and needs to be signed prior signing into any activities. Have not received pushback from residents.</p> <p>1b-Board liked the idea of 100 cups of coffee. This will be going into the March newsletter</p>		<p>1a. Ongoing</p> <p>1b. Starting in March-hope to finish by the end of year.</p>	
<p>Parks & Recreation</p> <ol style="list-style-type: none"> 1 Programs 2 CPC 3 Summer Prep 4 Community Block Party. 5.Patton Homestead Open House 6. HWRHS Athletic Complex Project 	<ol style="list-style-type: none"> 1. Winter Programs began at the start of the month. Even with the surge in COVID cases registration and participation is strong. Our second session of winter programs will begin after Feb Break, we look forward to offering expanding programming during this time as the Rec. Gym becomes more available. 2. With DPW, submitted an application for eligibility for a Patton Park Master Plan. This project would primarily be focused on passive recreation and how best we utilize the park for things such as (seating areas, accessibility, gardens, trash receptacles, signage, etc...) Over the past year Tim and I has received a number of different requests for improvements to the park from interested citizens. The hope is this will 		<p>1. On-going</p> <p>2. Application process on-going, potential vote at ATM.</p>	<p>1. On-going</p> <p>2. On-going</p>

	<p>comprehensive plan (with plenty of public input) to map out the future of Patton Park</p> <p>3. Have begun the process of preparing for the summer of 2022 (Pool & Camp). At this point the main focus is on reaching out to past seasonal staff to gauge interest in returning. This will lay the groundwork for our hiring process which is slated to start in Mid February. Information for the pool and camp will be included in our Spring/Summer Brochure which will be released in late Feb.</p> <p>4. Beginning preparations for the Community Block Party (Saturday, June 25). Fireworks haven been reserved and am currently working on getting the contract signed with Atlas Fireworks</p> <p>5. Have been working with Holly on preparing for the Patton Homestead Open House scheduled for Saturday, January 22nd. Looking forward to what should be a wonderful event.</p> <p>6. Continue to provide administrative support to the working group in any way possible. The working group seems to have made significant progress in the last few months</p>		<p>3. Complete by end of March</p> <p>4. Block Party on June 25</p> <p>5. Open House on January 22nd</p> <p>6. TBD</p>	<p>3. Beginning</p> <p>4. Beginning</p> <p>5. On-going</p> <p>6. On-going</p>
<p>Human Resources</p> <p>1. Openings</p> <p>2. New Hires</p> <p>3. Training</p>	<p>1. Current Opening:</p> <ol style="list-style-type: none"> 1. Public Health Nurse 2. Dispatcher - Police/Fire Signal Operator 3. Regional Social Worker -Town of Essex, Town of Wenham, Town of Hamilton & Town of Manchester-by-the-Sea <p>2. New Hires:</p> <ol style="list-style-type: none"> 1. Denis Curran - Inspector of Wires. Prior to the start of our 'new' shared inspectional services program with the town of Wenham Denis had been the alternate wire inspector. He took the interim position in mid-october and has agreed to accept the permanent position effective 1/12/2022. 2. David Keenan - Assistant Inspector of Wires. David will serve as the backup inspector 1/12/2022. <p>3. Training: The HR Department has been working on a training module for Town Employees, Board Members and Volunteers. The current focus is Harassment & Inclusion, under that umbrella the goal would be to address Harassment & discrimination, Diversity and</p>		<p>1.1 On-going</p> <p>1.2 Interviews scheduled.</p> <p>1.3 On-going</p> <p>2.1 FY22 appointment</p> <p>2.2 FY22 appointment</p> <p>3. On-going</p>	<p>2.1 Will need to be reappointed on 6/1/2022 (FY23).</p> <p>2.2 Will need to be reappointed on 6/1/2022 (FY23).</p>

	inclusion, Managing bias and sexual harassment. In collaboration with the Town Manager we will be asking for support from the BoS in a future meeting.		
Town Clerk's Office			
1 - April 7 Election	1 - Current candidates have been notified of expiring terms. Nomination papers available Jan 10; due back Feb 17; ballots sent to print March 8	January - April	4 of 12 incumbents have indicated plans to run
2 - 2021 Campaign Finance Reports	2 - Reports due Jan 20; memo to all elected officials sent Dec 30	Jan 20	15 of 25 are complete
3 - 2022 Conflict of Interest Annual Filings	3 - Acknowledgements due annually; memo to be sent out first week of January to all "employees" (approx 110) and in February to all members of Boards/Committees (approx 96)	January; reminders as needed	Slowly coming in
4 - 2022 Census Forms	4 - 3000 Census Forms mailed last week of Dec; due back within 10 days; will use electronic message boards as reminder;	January - March	Approx 500 input (thank goodness for senior volunteers)
5 - 2022 Dog License Renewals	5 - Over 1200 licenses issued 2021; renewal form sent with Census Forms	January - December	
6 - Precinct Changes	6 - Sec of State beginning to make adjustments in the Voter Registration System; voters will need to be notified of changes; by Feb 10 Clerk to confirm each address being moved to a new precinct based on document from Sec of State	January - March	
7 - DBA Renewals	7 - "Doing Business As" renewals due every 4 years; approx 63 to be renewed 2022	January - March	
8 - State Election	8 - Sec of State will issue nomination papers for statewide elections no later than Feb 15; due to local Clerks early May; Clerk's office will have to certify signatures by end of May	Feb - May	
Patton Homestead			
1 Events	1. EVENTS: FYI - Work has been done to prepare for themed / recurring winter workshops. COVID and mask mandate halted potential interest.	1 - January and on-going	1 - 5 January and on-going
a. Open House Event	a. Winter Open House Planned for 1/22. is a Free Public Event and a huge marketing op., also a fun Community event with family friendly activities. Facilitated by Sean and the Rec. Dept., we have been able to secure fire pits, public restrooms and a police detail to prepare for a well attended event. We have all permits in place. This event will hopefully boost interest in general use of the property, but		
b. Confirmed Events			
c. Planning			
2 Marketing			
a. Weven			
b. PHI			

<p>3 Property Improvements</p> <p>4 Business Plan</p> <p>5 On-boarding training</p>	<p>also raise awareness to the Inc.Ubate coworking and business within.</p> <p>b. There are 3 new confirmed events with \$ deposit in hand:</p> <ul style="list-style-type: none"> i. HW Human Rights Coalition - Pride Picnic ii. HW School of Dance Property Rental iii. June Wedding Ceremony <p>I have been working to streamline and simplify the language of the contracts based on the type of event. Needs to be approved by the Town Manager.</p> <p>c. Have reached out to a number of people in the community to establish Spring and Summer programming. Contacts include Early Childhood Partners re: mothers + childrens outdoor movement activities, The Community House, Wandering Stage, Essex County Habitat for Humanity re: fundraising gala, 42 North re: Event Planner Networking Event, Creative Collective re: vintage fair, HW Mothers Club re: outdoor enrichment program, Acord Food Pantry, Iron Ox Farm, Greenbelt, Eagle Scouts, Northeast Arc, American Legion re: memorial day concert, Friends of Patton Homestead re: late summer art fundraiser, Lark Studios, Kestrel, North East Arc, Oktoberfest Fall Festival</p> <p>CONFIRMED EVENTS w/ no revenue stream :</p> <ul style="list-style-type: none"> - Military Service Day - Purple Heart Race - misc Inc.Ubate members events <p>2. Marketing:</p> <p>a. Weven: I have completed 3 Zoom training sessions. This annual membership provides marketing via the weven.com platform with easy to use inquiry forms which have been embedded on the Town website as well as the PHI website. They have also created 2 digital marketing brochures which I can use for print collateral until new Patton Homestead branding can be established. I have one confirmed event with this tool, three</p>		<p>2 - on-going</p>	
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	<p>completed tours, and 6 wedding inquiries in progress to date.</p> <p>b. PHI - there are people on the board with marketing and PR skills who are helping with active events as well as a marketing strategy. A meeting is on the books for a strategic planning approach to marketing the Patton Homestead.</p> <p>3. DPW created a gravel walkway from the lower parking area to the main house and is being regularly used. They have been attentive in being able to address property issues in a timely manner, such as repairing a broken window on the second floor and coordinating a plumber to address a leak from the upstairs bathroom. We are in progress of updating the lamp post and flag pole lighting. It would be helpful to work on a plan in the future to address lighting for the lower parking area and other appropriate accent lighting to increase security at night</p> <p>4. Although I have been spending most of my time trying to get an idea of the many varied requirements of this role, I need to put together a master plan for how to approach future planning and what I have capacity to accomplish with a targeted approach. The first few months have proven to be quite a mix of tasks unrelated to opportunities to create revenue and After the Open House, I will be meeting with the Town Manager and Finance Director</p> <p>5. Still learning administrative + Munis practices and have requested follow-up training</p>		<p>3 - complete and in-progress</p> <p>4 January</p> <p>5 on-going</p>	
Upcoming events				
