



Town of Hamilton

Town Manager Report

For February 7, 2022

Department/ Project	Weekly Update	Timeline	Status
Town Manager			
1 Cell Tower	1 Everest Infrastructure informed the town this week that Verizon has, at last, issued a Notice To Proceed (NTP) for the installation of their equipment on the Hamilton pole and installation company Timberline has been tasked with installing the equipment. Everest has indicated a late February completion, with service possible by March 2022.	1 Unknown	1 <i>On-going</i>
2 Health offices	2 Progress continues on preparation of new office space for the health department staff at the Council on Aging building and The Council on Aging and Health department are working together to empty the space of surplus materials that are not needed. The town will be looking to equip with furniture and supplies this month.	2 End of February	2 <i>On-going</i>
3 Website	3 The town is eager for feedback from residents and users about the refreshed website.	3 Launched 1/3/22	3 <i>On-going</i>
4 Outreach	4 This is the second issue of the new Town Manager's Report in the e-newsletter. We hope residents will continue to share their feedback on what they would like to see in the report.	4 Launched 1/21/22	4 <i>On-going</i>
5 Accessibility evaluation	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	5 Data collection to start the week of Feb. 7, 2022	5 <i>Beginning</i>

<p>6 Annual Budget Presentation/Process</p>	<p>make all facilities and public programming more accessible for our residents.</p> <p>6 The Town Manager and Department Heads shared the FY'2023 budget proposal and capital plan with the Hamilton Select Board and Hamilton Finance and Advisory Committee on Saturday, Jan. 29 via zoom. The proposed budget and capital plan, which is still in draft form, will be available on the town website for residents to review and ask questions. Over the next several weeks the budget will be refined and ultimately a revised version of the budget will be adopted by the Select Board and put forward to Town Meeting with recommendations from the Finance and Advisory Committee on April 2, 2022.</p>	<p>6. FY'23 Budget Proposed and in review</p>	<p>6 <i>On-going</i></p>
<p>7 Regional IT program</p>	<p>7 Hamilton has joined with several other towns through the North Shore Regional IT Collaborative to improve the town's cybersecurity. The new cybersecurity initiatives will make the town more resistant to malware, 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 Will complete the purchase and installation in early 2022</p>	<p>7 <i>On-going</i></p>
<p>8 SWMI grant to study water security</p>	<p>8 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>8 A kick-off meeting with all involved parties was held on TUESday, Feb. 1. Data collection is beginning now.</p>	<p>8 <i>On-going</i></p>
<p>Public Works</p>			
<p>1 Pre-Treatment</p>	<p>1. Pre-construction meeting conducted on January 24th, 2022. Contractor has begun ordering materials and equipment and plans to be on site by March 2022</p>	<p>1 Fall/Win. '22</p>	<p>1 <i>On-going</i></p>
<p>2 Backflow Valve</p>	<p>2. Bid Documents are advertised with a bid opening of 2/17/22. Still waiting to hear back from the Asbury Grove Association regarding a potential cost share.</p>	<p>2 Spring 2022</p>	<p>2 <i>On-going</i></p>
<p>3 Solid Waste</p>	<p>3. DPW received approximately 60 violation notices from Casella and followed up with a</p>	<p>3. On-going</p>	<p>3 <i>On-going</i></p>

	town issued notice reminding residents of the mandatory compost program.		
4 Solid Waste	4. Completed the annual Solid Waste Survey for MassDEP to secure Recycle Dividends Program funding	4 Due 2/15	4 Completed
5 Highways	5. Drainage work along Essex Street planned for Spring 2022, currently under design. Looking to touch base with the owner of 470 Essex Street to discuss potential drainage easement	5 Summer '22	5 In progress
6 Facilities	6. Met with B2Q on January 26th, 2022 to discuss recommissioning at the Public Safety Building and Hose Corp on 2/3/2002 to continue with the re-commissioning project.	6 Completed by June	6 On-going
7 Facilities	7. Outfitting the 2nd floor at the COA building for new office space is almost complete, need to clear out space, finish painting, carpet, and furnishings	7 Complete with DPW work by end of Jan	7 On-going
8 Fuel Facility	8. Plan is to bring back the existing system for use. I have contacted a consultant to provide required testing as well as our insurance provider to prep for the product. I have also investigated the use of a GSA contract which may save the town approx. 30% of cost by utilizing a design build option. Several MA municipalities have used this GSA contract recently and successfully. I have a kick off meeting scheduled for 2/9/22	8 Existing by spring '22, new TBD	8 On-going
9 SWMI Grant	9. Conducted a kick off meeting with partnering communities on 2/1/22 and plan to schedule a meeting with the specific communities in the next few weeks.	9 Due 6/30	9 In-progress
10 CPC Project	10. Received a approval for eligibility and preparing an application for funding to develop a Master Plan for Patton Park to address current needs and requests as well as plan for future projects and space programming	10 Due 2/4/22	10 In-progress
11 Chebacco Rd	11. Plan to host a public forum to hear from residents regarding concerns with the project	11 Mid Feb.	11 In-progress

<p>12 FEMA</p> <p>13 Employment</p>	<p>12. Working on Initial Damage Assessment Form and cost totals for FEMA for the Jan. 29th, 2022 blizzard</p> <p>13. Drafted job descriptions and advertisements for the Water Distribution Foreman (retired 1/31/22) and a Cemetery & Public Properties Truck Driver/Laborer (former Facility Tech position). HR to advertise.</p>	<p>12 Due 2/8/22</p> <p>13 Resumes due 2/18/22</p>	<p>12 In-progress</p> <p>13 Out for Advertisement</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 Achadinha, 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. Achadinha 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. Project is up and running. We will be presenting to the BOS on 02/07</p> <p>3. Working with the COA Director on a roll out plan</p>

	<p>Please continue scrolling down</p>		
--	--	--	--

<p>Fire</p> <p>1. COVID vaccination</p> <p>2. COVID testing program</p> <p>3. DFS equipment Grant</p> <p>4. Federal Defib Grant</p>	<p>1. The staff of Hamilton Fire Department along with Rachel Lee, continue to collaborate with the Greater Cape Ann Community Collaborative. As the pandemic has shifted so have our efforts, starting Wednesday February 9th, we will be offering shots to 5-11 year old children from 3:30pm until 4:30pm and giving shots to adults from 5:00 pm until 6:00 pm.</p> <ul style="list-style-type: none"> · Wednesday January 19th, we were able to give out 89 shots. · Saturday January 22nd, we were able to give out 5-11 year olds, 20 shots and 12-18 year olds 8 shots. · Wednesday 26th, we were able to give out 29 shots. · Saturday 29th, we were able to give out 5-11 year olds, 20 shots and 12-18 year olds 0 shots. <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. As of 2/3/22 we have had 143 sales of test kits through the emergency center which has generated \$2785.75 in total revenues.</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. We were one of the recipients of the FY22 Firefighter Safety Equipment Grant Program. We will be awarded \$15,500.00 to purchase 5 sets of turnout gear for our firefighters. The contract has been signed and returned to us by the Department of Fire Services as of last week. The five firefighters have been measured for their gear and it has been ordered with a delivery date of June 15th.</p> <p>4. I just filed a federal grant to replace one semiautomatic defibrillators. If we are awarded this grant, it would replace two older units presently in service on our fire apparatus.</p>	<p>1 Hopefully this will all end soon?</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. I just heard back from the Office of Public Safety and Security and we should find out</p>	<p>1. Ongoing</p> <p>2. ongoing</p> <p>3. ongoing</p> <p>4. ongoing</p>
--	--	--	---

5. Open Burning Season	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. I am in the process of turning over open burning payments weekly and will continue doing this through the burning season.	5. May 1st!	5. ongoing
6. Squad 505	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. I continue to receive equipment for the squad build every week and I am sending the invoices to the lease company for payment.	6. June 30th	6. Ongoing
7. Fire Academy	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.	7. February 28th	7. Ongoing
8. Snow storm.	8. The blizzard of 1/29/2022 is but a distant memory now! The fire department was prepared and ready to handle anything that came our way. I put extra fire crews on for the duration of the storm. We responded to 8 calls throughout the storm. Also while on duty they kept the station and senior center plowed out and shoveled. Although I was prepared to open up an emergency shelter, in the event the town lost power. However, the shelter was not needed! The days preceding the blizzard, fire crews plowed out and shoveled the hydrants in the community and had this task completed by Tuesday morning.	1/29/22 2/1/22	
9. Migration over to our new fire reporting software.	9. The fire department is migrating over to our new fire reporting software, which is cloud based. This program is intended to do our state mandated reporting of our fire data records as well as medicals, personnel, equipment and inspections. All our firefighters will need to go through additional training to become proficient in its use..	June	9. Ongoing

	<p>Please continue scrolling down</p>		
--	--	--	--

<p>Planning & Inspectional Services</p> <p>1. Master Plan</p> <p>2. Planning - Essex St.</p> <p>3. Planning - Bridge St. Lots</p> <p>4 Planning - Asbury St</p> <p>5 Inspectional Services</p>	<p>1. The Master Planning Committee will meet (via zoom) with the consultant on 2/4/22 to discuss survey questions that we want to distribute to the townspeople.</p> <p>2. 133 Essex Street still before the Planning Board. At the upcoming 2/8/22 meeting the focus will be on traffic and stormwater management with review and recommendations by the Town's peer consultant relative to these topics.</p> <p>3. Bridge Street Lots Storm water Management Permitting - Before the Planning Board 2/15/22. There's a great deal of abutter interest regarding same.</p> <p>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.</p> <p>5. 59-63 Willow St-The inspectors completed all rough inspections on the top 2 floors (18 res. units) and they are currently being plastered. A late spring/summer completion date is expected for this mixed use bldg. The online permitting system is getting closer to being a reality. 30 building permits were issued in Jan.</p>	<p>1 Project completion Dec. 2022</p> <p>2 Late winter/ Spring</p> <p>3 Unknown</p> <p>4 Unknown</p> <p>5. Spring 2022</p>	<p>1. On-going</p> <p>2. On-going</p> <p>3. On-going</p> <p>4. On-going</p> <p>5 On-going</p>
<p>Public Health Department</p> <p>1 COVID</p> <p>2 Staffing</p>	<p>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 currently being distributed to the community.</p> <p>2. Requesting more hours for the administrative assistant</p>	<p>on-going</p>	

<p>3 Permitting</p>	<p>3. Permitting of food establishments has been completed.</p>		
<p>Finance 1 Budget</p> <p>2 Schedule A</p> <p>3 Staff Changes (again)</p>	<p>1. The FY23 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. The budget was presented to the BOS and FinCom on Saturday 1/29; minor tweaks and modifications will continue to be made as the budget is firmed up heading toward the annual town meeting in early April.</p> <p>2. The annual Schedule A is a required municipal report which details all actual revenues received and expenses spent during a fiscal period. The Finance Director and Assistant Finance Director/Town Accountant remain hard at work in order to get the Schedule A completed by the 2/15 deadline. The Schedule A requires many separate reports and expenses to be categorized and reported in a specific format, which is why it takes such a big effort to complete.</p> <p>3. Unfortunately, our new Accounting Assistant resigned after only a couple weeks on the job. Her previous employer came back with a better offer and she could not turn it down. This is an example of the financial realities we face when it comes to hiring - we typically cannot compete with the private sector. We are looking at options for the short term, and will likely re-post soon.</p>	<p>1. This remains a work in progress</p> <p>2. This work is ongoing; hopefully complete within the next 10 days</p> <p>3. Work in progress over the short and middle term</p>	
<p>Treasurer/Collector 1 Tax Title</p> <p>2 Billing</p>	<p>1 The Treasurer/Collector's Office has been working diligently on our Tax title accounts trying to clean up a lot of our old accounts and worked to reduce the amount of tax title accounts for FY21. We are also looking to move several properties into Land Court at this time.</p> <p>2. The next few months are some of our busiest with Tax Billing, 2023 Excise Tax bills, and Water billing consecutively. Also just maintaining day to day operations in our office.</p>		

<p>3 Tailings</p> <p>4 Benefits</p>	<p>3. One of our bigger upcoming projects will be our tailings account process for the Towns A/P account.</p> <p>4 Transitioning Benefits has also been a big project in our office. Sue is slowly taking over this role from Finance.</p>		
<p>Assessor</p> <p>1. Actual Tax Bills</p> <p>2. Real Estate abatements</p> <p>3. Statutory exemption abatements</p> <p>4. 2022 motor vehicle excise tax</p> <p>5. FY2023 tax preparation</p> <p>6. FY2022 P.I.L.O.T.</p> <p>7. GIS maintenance</p> <p>8. FY2023 property record updates</p>	<p>1. The Assessors office managed the Actual bill run in December so 3092 real estate and personal property tax bills were mailed on time.</p> <p>2. The Assessors office received 12 real estate abatement applications and the Board of Assessors and Interim Assistant Assessor will be conducting inspections, and provide letters to applicants on the Board's decisions.</p> <p>3. In December and January the Assessors office abated 96 statutory exemption applications and will issue certificates.</p> <p>4. The Assessors office proofed 6422 motor vehicle excise tax bills and provided corrections to the Deputy Collector.</p> <p>5. In preparation for FY2023 the Assessors office mailed all Form of Lists, Income & Expense forms, Personal Property forms for horses, and 3ABC forms. The office also received 41 Chapter 91 exemption applications.</p> <p>6. P.I.L.O.T letters for FY2022 were mailed to Manchester and Hamilton Housing Authority.</p> <p>7. Working with GIS mapping company to continually update records especially regarding new development</p> <p>8. Working with CAMA company to rollover databases for FY2022 and update current records in preparation for FY2023 interim year adjustment process.</p>	<p>1. Completed</p> <p>2. To be completed in 90 days.</p> <p>3. April 1st.</p> <p>4. Completed</p> <p>5. January 31st and March 1st</p> <p>6. February 28, 2022</p> <p>7a.</p> <p>8a.</p>	<p>Ongoing</p> <p>Ongoing</p>

<p>COA</p> <p>1 Newsletter</p> <p>2 Programs</p>	<p>1a. March newsletter has been sent to press. We should be receiving it back at the latest the week of the 24th. Which will give us plenty of time. The addresses were updated to reflect a more accurate list of residents.</p> <p>2a. I have reached out to a yoga instructor to possibly start a yoga class. Tim and I have planned many new programs for March and are starting to plan for April. We are looking for community input for ongoing activities at the senior center.</p> <p>2b. Working with the Park & Rec to participate in the Walk Ma Challenge 2022.</p> <p>2c. Age/Dementia Friendly initiative. Partnering with Wenham on this initiative-in the starting phases of planning. First step was to become a Dementia friend/Dementia Champion. Next steps are to submit an application and have committee to work on initiative.</p>	<p>1a. Ongoing</p> <p>2a. March & ongoing.</p> <p>2b. Starts in April</p> <p>2c. Started in January-Ongoing</p>	
<p>Parks & Recreation</p> <p>1 Programs</p> <p>2 Intergenerational Programming</p> <p>3 Employment Recruitment</p> <p>4 Recreation Center Gym Scoreboard</p> <p>5 West Wenham Master Plan</p>	<p>1. Our Second session of winter programming will start after Feb School Vacation, with the numbers looking strong. Our Spring/Summer Brochure will be released at the end of February with registration starting the first week in March. This will include all the information for the Pool as well as the Patton Park summer Program.</p> <p>2. I met with Theresa this past week to discuss ways we can partner to offer some intergenerational programming between our departments. We are looking to offer a cooking program, technology program, as well as team up for the MA walk challenge. Look for more information to come.</p> <p>3. Have begun the recruitment process for the summer by posting job ads for both the Pool and Summer Camp. We will start interviewing after February Vacation and hope to have the process wrapped up by the end of March.</p> <p>4. The new scoreboard (gifted by Hamilton Wenham Senior Basketball) will be installed on Monday 2/14. We are looking forward to the new scoreboard and shot clocks.</p> <p>5. I have been meeting with the Wenham Open Space and Recreation Committee and their consultant in regards to the West Wenham Park Master Plan. Conceptual plans and cost estimates have been provided (as of 2/2), this information should be disseminated to the public soon.</p>	<p>1. On-going</p> <p>2. Spring 2022</p> <p>3. Complete by end of March</p> <p>4. 2/14</p> <p>5. Completed as of 2/2</p>	<p>1. On-going</p> <p>2. On-going</p> <p>3. Beginning</p> <p>4. 2/14</p> <p>5. Public Outreach will begin soon.</p>

6. HWRHS Athletic Complex Project	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	6. TBD	6. On-going
Human Resources 1. Openings 2. New Hires 3. Training 4. Evaluations	1. <i>Current Openings:</i> Minute taker (Pending review of budget) Public Health Nurse Dispatcher - Police/Fire Signal Operator Regional Social Worker -Town of Essex, Town of Wenham, Town of Hamilton & Town of Manchester-by-the-Sea 2. <i>New Hires:</i> 3. <i>Training:</i> 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 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. 4. <i>Evaluations:</i> Admin 2019 - 2022 Labor Union Evaluations for all full-time and part-time members. Work with the T.M. and F.D. to review the suggested format from the membership before rolling anything out to department heads and employees.	1.1 On-going 1.2 Interviews scheduled. 1.3 On-going 3. On-going 4. Feb./March	1.2 Second round interviews scheduled.
Town Clerk's Office 1 - April 7 Election 2 - 2021 Campaign Finance Reports 3 - 2022 Conflict of Interest Annual Filings	1 - Current candidates have been notified of expiring terms. Nomination papers available Jan 10; due back Feb 17; ballots sent to print March 8 <u>7 of 12 incumbents have indicated plans to run; one newcomer pulled papers for Planning Board</u> 2 - Reports due Jan 20; memo to all elected officials sent Dec 30; Reminder sent Jan 21 <u>20 of 25 are complete; 5 are out of compliance</u> 3 - Acknowledgements due annually; memo to be sent out first week of January to all "employees"	January - April Jan 20 January; reminders as needed	On-going Deadline passed Slowly coming in

<p>4 - 2022 Census Forms</p> <p>5 - 2022 Dog License Renewals</p> <p>6 - Precinct Changes</p> <p>7 - DBA Renewals</p> <p>8 - State Election</p>	<p>(approx 110) and in February to all members of Boards/Committees (approx 96)</p> <p>4 - 3000 Census Forms mailed last week of Dec; due back within 10 days; electronic message boards used to post a reminder;</p> <p><u>Approx 1184 input; every form that indicates someone has moved requires additional steps</u></p> <p>5 - Over 1200 licenses issued 2021; renewal form sent with Census Forms</p> <p><u>539 have been issued</u></p> <p>6 - Sec of State beginning to make adjustments in the Voter Registration System; voters will need to be notified of changes; Clerk is required to confirm each address being moved to a new precinct based on document from Sec of State</p> <p><u>Report from Sec of State lists 50 pages of addresses to be confirmed</u></p> <p>7 - "Doing Business As" renewals due every 4 years; approx 63 to be renewed 2022</p> <p>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</p>	<p>January - March</p> <p>January - December</p> <p>January - March</p> <p>January - March</p> <p>Feb - May</p>	<p>A long way to go</p> <p>A long way to go</p> <p>A long way to go</p>
<p>Patton Homestead 1 Events</p>	<p>1. EVENTS: Ongoing outreach is being done to coordinate workshops - March may have some promising leads. COVID complications continue to de-rail interest, but as spring approaches, we encourage people to continue to use the grounds and reach out to plan indoor and outdoor gatherings.</p> <p>Continued outreach to community groups is ongoing.</p> <p>I hope to coordinate with the Town to be included in their existing Memorial Day Events.</p> <p>Plans are in place to roll out several late Spring repeating weekly programs, some</p>	<p>1 - on-going</p>	<p>1 - 5 February and on-going</p>

