



Town of Hamilton

Town Manager Report

For February 22, 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. Everest updated this week saying that the contractor is awaiting parts to start the installation.	1 Unknown	<i>1 On-going</i>
2 Health offices	2 No additional update at this time, the town is looking to equip the offices this month.	2 End of February	<i>2 On-going</i>
3 Website	3 The town is eager for feedback from residents and users about the refreshed website. Still tweaking the website.	3 Launched 1/3/22	<i>3 Completed</i>
4 Outreach	4 This is the third 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	<i>4 On-going</i>
5 Accessibility evaluation	5 The town's consultant has begun the accessibility assessment and transition planning process for all town owned facilities.	5 Data collection has begun	<i>5 On-going</i>
6 Annual Budget Presentation/Process	6 The Town Manager and Finance Director will provide an update on FY'23 budget and capital planning at the Tuesday, Feb. 22 Select Board Meeting. The Select Board will vote on the final budget proposal for Annual Town Meeting at the March 7, 2022 Select Board meeting.	6. FY'23 Budget is in review	<i>6 On-going</i>

<p>7 Regional IT program</p> <p>8 SWMI grant to study water security</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. No further update at this time.</p> <p>8 Work on this study to begin imminently.</p>	<p>7 Will complete the purchase and installation in early 2022</p> <p>8 Awaiting release of grant by the state will be complete by June 30.</p>	<p>7 <i>On-going</i></p> <p>8 <i>On-going</i></p>
<p>Public Works</p> <p>1 Pre-Treatment</p> <p>2 Backflow Valve</p> <p>3 Solid Waste</p> <p>4 Highways</p> <p>5 Facilities</p> <p>6 Facilities</p> <p>7 Fuel Facility</p>	<p>1. Contractor busy sending in material submittals and construction to start the second week in March.</p> <p>2. Bids were received on 2/17/22 and the low bid was \$138,000. Still waiting to hear back from the Asbury Grove Association regarding a potential cost share.</p> <p>3. Continuing communication with the hauler to make sure violations are issued.</p> <p>4. Still working towards a Spring/Summer drainage project. Owner at 470 Essex Street plans to submit for a 40B development and the town may be able to work in conjunction with the owner for drainage improvements to Essex Street.</p> <p>5. Recommissioning project at the PSB is still on-going. Consultant has sub-consultants in to evaluate the existing HVAC and weatherproofing/insulation issues.</p> <p>6. Waiting on quotes for carpet. DPW will finish painting the extent of the 2nd floor this week, weather dependent.</p> <p>7. Met with GSA contract vendor and received 2 quotes, both substantially less than the initial quote received. I have has talks with the Town Manager, Finance Director,</p>	<p>1 Fall/Win. '22</p> <p>2 Spring 2022</p> <p>3. On-going</p> <p>4 Summer '22</p> <p>5 Completed by June</p> <p>6 Complete with DPW work by end of Feb</p> <p>7 In progress</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>

	FinCom, and Cap Com to potentially include warrant article at ATM '22		
8 SWMI Grant	8. Waiting for the State to return the signed contract to begin the work.	8 Due 6/30	8 In-progress
9 CPC Project	9. Received a unanimous vote for approval from the CPC for funding the Patton Park Master Plan. This will be an article at ATM.	9 In progress	9 In-progress
10 Chebacco Rd	10. Conducted a meeting with engineers and Town Manager to discuss next steps.	10 In progress	10 In-progress
11 FEMA	11. Working on Initial Damage Assessment Form and cost totals for FEMA for the Jan. 29th, 2022 blizzard has been completed.	11 Due 2/8/22	11 Completed
12 Employment	12. 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. These positions have been advertised.	12 End of February	12 Out for Advertisement
13 ASR 2021	13. Begun gathering water data for the Annual Statistics Report (ASR) for MassDEP	13 Due 4/15/2022	13 In progress
14 FY21 Annual Report	14. Working on the FY21 Annual Report	14 Due March 11th	14 In progress
Police 1. Asbury Street "Cutler School Zone" Presentation	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.	1. End of February	1. Ongoing
2. Autism Awareness Outreach Program.	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	2. First week of February	2. Project is up and running. We will be presenti

<p>3. Senior Alert Program.</p>	<p>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>3.Spring 2022</p>	<p>ng to the BOS on 02/07</p> <p>3.Working with the COA Director on a roll out plan</p>
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Fire

1. COVID
vaccination

2. COVID testing
program

3. DFS equipment
Grant

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4. Federal Defib Grant	<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. 		1. Ongoing
5. Open Burning Season	<ul style="list-style-type: none"> · 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. 		
6. Squad 505	<p>.COVID vaccination shots have dropped off dramatically for both Wednesdays and Saturdays. We are only seeing a handful of people at these clinics each day.</p>		
7. Fire Academy	<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. We are now offering COVID test kits for free at the Public Safety Building located at 265 Bay Road from 8am until 9pm, seven days a week. These test kits were bought and paid for by a grant.</p>		2. Ongoing
8. Migration over to our new fire reporting software.	<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</p>		3. Ongoing

	<p>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. The grant review period was extended due to the number of applicants that applied.</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. I am in the process of turning over open burning payments weekly and will continue doing this through the burning season. Now that the snow has melted, property owners are pulling permits and are now starting to burn.</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. I continue to receive equipment for the squad build every week and I am sending the invoices to the lease company for payment.</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. The academy class graduation is on 2/28/22 at 7pm. It will be held in the auditorium of the HWRHS and is open to the public. Masks are mandatory!</p> <p>All our firefighters will need to go through additional training to become proficient in its use.</p> <p>Last week our full time fire staff started training on the administrative portion of the new software.</p>		<p>4. Ongoing</p> <p>5. Ongoing</p> <p>6. Ongoing</p> <p>7. Ongoing</p> <p>8. Ongoing</p>
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<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. Open Committee meetings to be held second Tuesday of each month with the addition of special meetings and events as appropriate.</p> <p>2. 133 Essex Street still before the Planning Board. At the upcoming 3/15/22 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. Continued to MArch 1, 2022. 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. The hearings process will begin April 5 with the ZBA.</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. We are anticipating a pre-construction meeting with Habitat for Humanity regarding the upcoming project at 434-436 Asbury Street (5 duplexes).</p>	<p>1 Project completion Dec. 2022</p> <p>2 Late winter/ Spring</p> <p>3 Unknown</p> <p>4 Unknown</p> <p>5. Summer 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>
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Public Health Department 1. COVID 2 Staffing 3 Permitting	<ol 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 currently being distributed to the community. 2. Requesting more hours for the administrative assistant 3. Permitting of food establishments has been completed. 	on-going	
Finance 1 Budget 2 Schedule A 3 Staff Changes (again)	<ol style="list-style-type: none"> 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. 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. 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. 	<ol style="list-style-type: none"> 1. This remains a work in progress 2. This work is ongoing; hopefully complete within the next 10 days 3. Work in progress over the short and middle term 	
Treasurer/Collector 1 Tax Title	<ol style="list-style-type: none"> 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 		

<p>2 Billing</p> <p>3 Tailings</p> <p>4 Benefits</p> <p>5 Annual Report</p>	<p>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. 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>5 Working on FY2021 Annual Report for Continuing Disclosure.</p>		
<p>Assessor</p> <p>1. Real Estate abatements</p> <p>2. Statutory exemption abatements</p> <p>3. 2022 motor vehicle excise tax</p> <p>4. FY2023 tax preparation</p> <p>7. GIS maintenance</p> <p>8. FY2023 property record updates</p>	<p>1. 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>2. In February the Assessors office abated a few statutory exemptions and will issue certificates.</p> <p>3. The Assessors office abated motor vehicle excise tax bills for January and February and provided refund information to the Treasurer Collector.</p> <p>4. For FY2023 the Assessors office is receiving Form of Lists, Income & Expense forms, Personal Property forms for horses, and 3ABC forms. Working with the CAMA company rolled over the Personal Property database.</p> <p>5. Working with GIS mapping company to continually update records especially regarding new development</p> <p>6. Working with CAMA company to update current records in preparation for FY2023 interim year adjustment process.</p>	<p>1. To be completed in 90 days.</p> <p>2. April 1st.</p> <p>3. Completed</p> <p>4. January 31st and March 1st</p> <p>5. Ongoing</p> <p>6. Ongoing</p>	

			Ongoing
COA 1 Programs 2 Grants 3 Volunteers	1a. Yoga will be starting in April. 1b. Working on signing up for the Wal Ma. Challenge with Park & Rec. 1c. Starting to offer training with Dementia friends with the Wenham COA. First training is being held on 2/17/2022. We will reach out to community members to start to form an Action Team. 1d. We are looking at starting to plan some trips in the upcoming weeks/months. 1e. 100 cups of coffee- I have started to schedule my 100 cups of coffee in the past week. I have already scheduled 4 of my 100 cups coffee. 2a. Formula Grant contracts has been released by the State, funding should follow shortly. We also received word that we had received the Cultural Council funding to cover the Down River Cruise. 3a. 100 cups of coffee has brought up 2 new volunteers already. Hoping to find more volunteer opportunities for them in the center and in the community.	1a. Ongoing 2a. March & ongoing. 2b. Starts in April 2c. Started in January-Ongoing	
Parks & Recreation 1. Spring Summer Brochure Released 2 Intergenerational Programming 3 Employment Recruitment	1.This past Friday we released our Spring/Summer Brochure which includes all information for the Patton Park Summer Park Program and the Veterans Memorial Pool. Registration will begin on Monday, March 7th. 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. The Cooking Program has been added to our offerings for the Spring, more information on the walk challenge to come. 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	1. On-going 2. Spring 2022 3. Complete by end of March	1. On-going 2. On-going 3. On-Going

<p>4 Recreation Center Gym Scoreboard</p> <p>5. Patton Park Master Plan</p> <p>6. HWRHS Athletic Complex Project</p>	<p>February Vacation and hope to have the process wrapped up by the end of March.</p> <p>Currently scheduling interviews and will continue to accept applications until jobs are full</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>Scoreboard was installed on 2/14. Looks and operates great.</p> <p>5. The Hamilton CPC recommended the joint application (DPW/REC) to be brought forward to ATM.</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>4. 2/14</p> <p>5. Completed as of 2/2</p> <p>6. TBD</p>	<p>4. complete</p> <p>5. Public Outreach will begin soon.</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. <i>Current Openings:</i></p> <ul style="list-style-type: none"> ● Minute taker (Pending review of budget) ● Public Health Nurse ● Regional Social Worker -Town of Essex, Town of Wenham, Town of Hamilton & Town of Manchester-by-the-Sea ● DPW Water Distribution Foreman ● DPW Cemetery & Public Properties Truck Driver/Laborer ● Recreation Assistant Summer Director ● Recreation Summer Director <p>2. <i>New Hires:</i> Gethin Cox - Contact Tracer Assistant</p> <p>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 have narrowed down the training to two companies and have requested a</p>	<p>1.1 On-going</p> <p>1.2 Interviews scheduled.</p> <p>1.3 On-going</p> <p>3. On-going</p>	<p>1.2 Second round interviews scheduled.</p>

<p>4. Evaluations</p>	<p>quote. I will be asking for support from the BoS in a future meeting.</p> <p>4. <i>Evaluations</i>: Admin 2019 - 2022 Labor Union Evaluations for all full-time and part-time members. Work with the Town Manager and Finance Director to review the suggested format from the membership before rolling anything out to department heads and employees.</p>	<p>4. Feb./March</p>	
<p>Town Clerk's Office 1 - April 7 Election</p> <p>2 - 2021 Campaign Finance Reports</p> <p>3 - 2022 Conflict of Interest Annual Filings</p>	<p>1 - Nomination papers due Feb 17. Ballots will be sent to print March 8.</p> <p>All nomination papers were returned by Feb 17 and all have been certified and candidates notified: Selectboard 2 positions and 4 candidates Darcy Dale, Rosemarie Kennedy, Caroline Beaulieu, Thomas Myers Board of Assessors 1 and 1: Chris Campbell Planning Bd 3 and 3: Emil Dahlquist, William Wheaton, Elizabeth Herr Housing Authority 1 and 1: Michelle Horgan Moderator 1 and 1: William Bowler HW Library Trustee: 1 and 1 Jane Kusel HW School Committee: 3 positions and 7 candidates: Brian Scudder and Amy Kunberget (Ham); David Polito, Courtney Ashwood, David Frenkel, Andrea Van Boven, and Lauren Lambert (Wen) School Committee papers were, for the first time, processed by the Town Clerks rather than by the School District and there will be a Town Meeting article to fix the process permanently</p> <p>2 - Reports due Jan 20; memo to all elected officials sent Dec 30; Reminder sent Jan 21</p> <p><u>21 of 25 are complete; 4 are out of compliance - I will send a final reminder</u></p> <p>3 - Acknowledgements due annually; memo sent out early January to all "employees" (approx 110) and in February will be sent out to all members of Boards/Committees (approx 96)</p>	<p>January - April</p> <p>Jan 20</p> <p>January - March</p>	<p>On-going</p> <p>Deadline passed</p> <p>In process</p>

4 - 2022 Census Forms	<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>1670 input; more received; every form that indicates someone has moved requires additional steps; Need to decide if we will send out a second mailing to those not responding</u></p>	January - March	A long way to go
5 - 2022 Dog License Renewals	<p>5 - Over 1200 licenses issued 2021; renewal form sent with Census Forms</p> <p><u>715 have been issued</u></p>	January - December	A long way to go
6 - Precinct Changes resulting from 2020 US Census showing population decline in Hamilton; Moving from 3 precincts to 2	<p>6 - Sec of State making 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>Report from Sec of State lists 50 pages of addresses to be confirmed; <u>I have confirmed the new precinct number for every address in town; Sec of State has sent another report for me to review and sign off on</u></p>	January - March	A long way to go
7 - DBA Renewals	<p>7 - "Doing Business As" renewals due every 4 years; approx 63 to be renewed 2022</p>	Jan - Dec	
8 - 2022 State Election	<p>8 - Sec of State issuing 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><u>The Legislature is in Conference Committee for the VOTES Act (expanded voter access); State Primary date set for Tues Sept 6 which means that Clerks' staff will be required to work Labor Day weekend to process mailed ballots, in person early ballots and prepare voter list and polling site for Sept 6. New law will requires 7 days (one weekend) of early voting for Primary and 14 days (two weekends) for the Nov 8 Election.</u></p>	Feb - November	
<p>Patton Homestead 1 Event/Programing</p>	<p>1. EVENTS: Ongoing outreach is being done to coordinate workshops - March 24 workshop confirmed. Three more dates tbd</p> <p>Continued outreach to multiple community groups is ongoing.</p> <p>Talks with School liaison and various school committees have taken place in hopes of</p>	1 - on-going	1 - 5 February - March and on-going

	<p>coming up with a Friday program to be included in the Town Memorial Day Events, or inviting future programming to the property</p> <p>HW Rec has added several youth programmes including “little tikes” and “archery” to the Spring calendar at the Homestead - very excited for this!</p> <p>Talks are in process about hosting a satellite book club hosted by the Hamilton Library. A Private Event has been confirmed for the Library @ Patton on May 11th</p> <p>Sunset Happy Hour + Music Series will kick off 4/28 with 6 weeks of food, drinks and music every Thursday from 5:30-8:30. This event is in the final stages of planning and will be announced in the coming weeks</p> <p>In talks with Acord re: two Fundraising collaborations - stay tuned</p> <p>Planning a Harvest Fast for Fall - in talks with potential event partners. Stay Tuned</p> <p>Mid-week informational meetings and weekend tours of the property are on-going for potential clients. There is quite a lot of interest in weddings and retreats</p> <p>Sunset Yoga is almost ready to be rolled out. It will be a ticketed event, however in talks with determining if it is available to a closed group or open to the public. Determination will be in the coming weeks.</p> <p>Spring Open House is in Progress - may be a joint collaboration with wellness vendors on a much larger level. Planned for 6/5 - details still in the works, but open to the public.</p> <p>Wenham Museum Archive is planning weekend tours and has implemented a Spring Speakers Series - ticketing through the Wenham Museum</p> <p>IncUbate private office spaces are fully rented, and members are using the space regularly to host workshops. Shared</p>		
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<p>2 Marketing</p>	<p>working space is still strained due to COVID.</p> <p>Ongoing plans are in place to roll out several late Spring repeating weekly programs, some will be open to the public and some will be ticketed enrichment workshops. <i>Inability to accept online payment easily continues to be a problem for planning ticketed events.</i></p> <p>2. Marketing: An “Event Promotion Plan” has been outlined and will be utilized for large public events through collaboration with PHI.</p> <p>It is a continued priority to update the online platforms in place.</p> <p>Weven and Peerspace have proven to be useful assets, not only creating numerous event inquiries and sales, but also have suitable online interfaces where people can easily find venue details</p>	<p>2 - on-going</p>	
<p>3 Property Improvements A. DPW</p>	<p>3. Property Improvements:</p> <p>A. DPW is still in progress of updating the lamp post and flag pole lighting. It would be helpful to work on a plan to address lighting for the lower parking area and other appropriate accent lighting to increase security at night.</p> <p>Three locks at the Homestead have been successfully updated, and an additional lock has been modified to exterior door as per request from the Historical Society.</p> <p>Request made that a sign be posted by pond noting “Use at own risk” as the weather will make the pond unstable in the coming weeks/month.</p> <p>DPW has been looped in on intention to add a Parking sign to the Lower Public Parking area. Quote has been attained from Cape Ann Signs. Need to put together a formal design and work with the Town Manager toward sign approval. Lighting will be needed for this improvement.</p>	<p>3 - complete and in-progress</p>	

