



Town of Hamilton

Town Manager Report

For March 7, 2022

Department/ Project	Weekly Update	Timeline	Status
Town Manager			
1 Cell Tower	1 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. No new update	1 Unknown	1 <i>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	2 <i>On-going</i>
3 HWRSD invited	3 On March 2, the Hamilton-Wenham Regional School District was officially invited into the MSBA's Eligibility Period to begin the process of replacing the Cutler School	3 Up to 270 days to determine if the project could move into the Feasibility phase	3 <i>On-going</i>
4 Annual Town Meeting	4 The town is finalizing the fiscal year 2023 budget request and warrant articles for the April 2, 2022 Annual Town Meeting	4 Budget and Warrant to be approved on March 15	4 <i>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. No update at this time.	5 Data collection has begun	5 <i>On-going</i>
6 Annual Budget Presentation/Process	6 The Town Manager and Finance Director will provide a final budget request to the Select Board tonight (March 7) for inclusion in the warrant and the Select Board and Finance and Advisory Committee will meet jointly on March 15 to make their votes on recommendations on the budget and all warrant articles.	6. FY'23 Budget is in final form	6 <i>On-going</i>

<p>7 Regional IT program</p> <p>8 SWMI grant to study water security</p> <p>9 MBTA service changes</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 The town has received the Notice to Proceed from the state and data collection has begun with our partnering communities.</p> <p>9 The MBTA has informed us that beginning on Saturday, March 5, and continuing until March 31, 2022, the commuter line between Beverly and Newburyport will be interrupted to allow for a signal system upgrade and all commuters using that line will be transported on the normal commuter schedule via shuttle buses. Commuters are encouraged to check out information on the MBTA website to learn where they can board subtle buses during the scheduled interruption.</p>	<p>7 Will complete the purchase and installation in early 2022</p> <p>8 Work has begun, final report to be done by June 30, 2022.</p> <p>9 Service interruption begins March 5 and ends March 31</p>	<p>7 <i>On-going</i></p> <p>8 <i>On-going</i></p> <p>9 <i>On-going, but temporary</i></p>
<p>Public Works</p> <p>1 Pre-Treatment</p> <p>2 Backflow Valve</p> <p>3 Highways</p>	<p>1. Contractor busy sending in material submittals and construction to start the second week in March. Construction begins 3/14/2022</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. Plan to discuss at the March 7th Select Board meeting.</p> <p>3. 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. No new update.</p>	<p>1 Fall/Win. '22</p> <p>2 Spring 2022</p> <p>3 Summer '22</p>	<p>1 On-going</p> <p>2 On-going</p> <p>3 In progress</p>

4 Facilities	4. Recommissioning project at the PSB is still on-going. Consultant has sub-consultants in to evaluate the existing HVAC and weatherproofing/insulation issues. No new update.	4 Completed by June	4 On-going
5 Facilities	5. Waiting on quotes for carpet. DPW will finish painting the extent of the 2nd floor this week, weather dependent. Received three carpet prices and DPW scheduled to finish painting in the next few weeks.	5 Complete with DPW work in a few weeks	5 On-going
6 Fuel Facility	6. Met with GSA contract vendor and received 2 quotes, both substantially less than the initial quote received. I have had talks with the Town Manager, Finance Director, FinCom, and Cap Com to potentially include warrant article at ATM '22. Decision has been made to defer the project for now. Plan is to bring back on the existing UST facility and secure proper insurance	6 In progress	6 On-going
7 CPC Project	7. Received a unanimous vote for approval from the CPC for funding the Patton Park Master Plan. This will be an article at ATM. No update.	7 In progress	7 In-progress
8 Chebacco Rd	8. Conducted a meeting with engineers and Town Manager to discuss next steps. Engineers are advancing the roadway design to stay within the existing roadway right of way.	8 In progress	8 In-progress
9 FEMA	9. Working on Initial Damage Assessment Form and cost totals for FEMA for the Jan. 29th, 2022 blizzard has been completed. No new update.	9 Due 2/8/22	9 Completed
10 Employment	10. 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. Still being advertised. Looking to schedule interviews within the next few weeks.	10 End of March	10 Out for Advertisement
11 ASR 2021	11. Began gathering water data for the Annual Statistics Report (ASR) for MassDEP. No new update.	11 Due 4/15/2022	11 In progress

12 FY21 Annual Report	12. Working on the FY21 Annual Report. Completed.	12 Due March 11th	12 In progress
<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. Det. Joe Achadiniha, has initiated 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.</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 March</p> <p>2. First week of February</p> <p>3. Spring 2022</p>	<p>1. Ongoing</p> <p>2. Project is up and running.</p> <p>3. Working with the COA Director on a roll out plan</p>

<p>Fire</p>			
<p>1. COVID vaccinations</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. COVID vaccination shots have dropped off dramatically, in the past two were 30 shots given out. Ages 12 to 15 there were 10 vaccines given. Ages 16 to 60+ there were 20 vaccines given.</p>		<p>1. Ongoing</p>
<p>2. COVID testing program</p>	<p>2. The fire department in conjunction with the Greater Cape Ann Community Collaborative and Rachel Lee 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. Last week there were 24 test kits given out for free.</p>		<p>2. Ongoing</p>
<p>3. Federal Defibrillator Grant</p>	<p>3. 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>3. Ongoing</p>
<p>4. Open Burning Season</p>	<p>4. 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. Permits are still available online.</p>		<p>4. Ongoing</p>
<p>5. Squad 505</p>	<p>5. 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>5. Ongoing</p>

<p>6. Fire Academy</p> <p>7. Fire Chief Conference</p>	<p>6. Cameron Borelli, Jesse Cook and Laura Dixon graduated the Massachusetts Fire Academy class as of February 28th and they are now State certified Firefighters. Laura Dixon was the recipient of the Martin McNamara for her Academic achievements. Way to go Laura!!!</p> <p>7. I just attended a chiefs conference at the DCU Center on March 1st,2nd, and the 3rd. Some of the topics were, ISO Insurance Rating & Compliance, Diversity in the Fire Service and Making Difficult Decisions.</p>		<p>6. Completed for this year</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 on 3/4/22 to hear an economic conditions presentation from Fin Com member John Prullege. Public Survey form /substance being finalized. 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. Board to consider closing hearing and rendering decision 4.5.</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. 33 building permits were issued in Feb. 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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<p>3 Staff Changes (again)</p>	<p>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>3. Work in progress over the short and middle term</p>	
<p>Treasurer/Collector</p> <p>1 Tax Title</p> <p>2 Billing</p> <p>3 Tailings</p> <p>4 Benefits</p> <p>5 Annual Report</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>At this time 5 parcels are being moved to land court. Working with our attorney to move the process forward.</p> <p>Working with one of our seniors trying to get a payment plan that works for her.</p> <p>Reached out to Theresa at the Coa Jane & I are going to meet with Seniors in May hoping to explain programs we offer to help them with their taxes.</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>With all the billing that is out there and the two water bills being mailed has really increased phone calls and confusion with paying both bills.</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>Sue is moving forward with the benefit side of payroll. Working with Dyan on paying the insurance bills for the Town. Would like that to be part of Sue's monthly routine of paying payroll vendors.</p>		

	<p>5 Working on FY2021 Annual Report for Continuing Disclosure. Should be wrapping up our draft this week</p>		
<p>Assessor</p> <p>1. Real Estate abatements</p> <p>2. Statutory exemption abatements</p> <p>3. FY2021 annual report</p> <p>4. FY2023 tax preparation</p> <p>5. GIS maintenance</p> <p>6. FY2023 property record updates</p> <p>7. Permits/growth</p> <p>8. Abutters lists</p>	<p>1. The Assessors office responded to 10 residents who submitted real estate abatement applications. The Board of Assessors will take action on the remaining 2 applications in the next few weeks.</p> <p>2. The Assessors office continues to abate a few statutory exemptions and will issue certificates. It will begin work on FY2022 Chapter 91 abatements shortly.</p> <p>3. The Assessors office submitted the FY2021 annual report.</p> <p>4. For FY2023 the Assessors office is receiving Form of Lists, Income & Expense forms, Personal Property forms for horses, and 3ABC forms.</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>7. The Assessors office is inputting permit information into the CAMA database in anticipation of growth inspections- tracking for FY2023.</p> <p>8. The Assessors office has been generating multiple abutters lists per month in regard to new construction and real estate growth.</p>	<p>1. To be completed in 90 days.</p> <p>2. April 1st & June</p> <p>3. Completed</p> <p>4. March 2022</p> <p>5. Ongoing</p> <p>6. Ongoing</p> <p>7. Ongoing</p> <p>8. Ongoing</p>	
<p>COA</p> <p>1 Programs</p> <p>2 Grants</p> <p>3 Volunteers</p>	<p>1a. Yoga will be starting in April.</p> <p>1b. Working on signing up for the Walk Ma. Challenge with Park & Rec.</p> <p>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.</p>	<p>1a. Ongoing</p> <p>2a. March & ongoing.</p>	

	<p>1d. We are looking at starting to plan some trips in the upcoming weeks/months. Reaching out to different trip companies to get information on trips that they are able to offer to smaller groups.</p> <p>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.</p> <p>1f. Starting plan for Older Americans Month. Collaborating with other departments.</p> <p>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.</p> <p>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.</p>		<p>2b. Starts in April</p> <p>2c. Started in January-Ongoing</p>	
<p>Parks & Recreation</p> <p>1. Spring Summer Brochure Registration Open</p> <p>2 Intergenerational Programming</p> <p>3 Employment Recruitment</p> <p>4 Saturday Night Series</p>	<p>1. Today marks the first day of registration for our Spring and Summer Programming. As of 12:30pm we have taken over 1350 unique registrations so far</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>The Cooking Program has been added to our offerings for the Spring, more information on the walk challenge 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>In the process of interviewing candidates as well as checking referrences</p> <p>4. Completed the first of our Saturday night series on 3/5/22. Had 25 participants for a nerf wars</p>		<p>1. On-going</p> <p>2. Spring 2022</p> <p>3. Complete by end of March</p> <p>4. 3/5</p>	<p>1. On-going</p> <p>2. On-going</p> <p>3. On-Going</p> <p>4. on-going</p>

<p>5. Patton Park Master Plan</p> <p>6. HWRHS Athletic Complex Project</p>	<p>program. All the kids enjoyed pizza from 5 sons afterwards.</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>Group meets tonight (3/7) at 7pm.</p>		<p>5. Completed as of 2/2</p> <p>6. TBD</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>4. Evaluations</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 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</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>4. Feb./March</p>	<p>1.2 Second round interviews scheduled.</p>

	from the membership before rolling anything out to department heads and employees.		
Town Clerk's Office			
1 - April 7 Annual Town Election	<p>1 - Ballots will be sent to print March 8. Poll workers being contacted for April 7 availability. Last day to register to vote at ATM and ATE is Fri, March 11, Clerk's Office is required to be open until 8:00 p.m.</p> <p>Note: School Committee nomination 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>	January - April	On-going
2 - 2022 Conflict of Interest Annual Filings	<p>2 - Acknowledgements due annually. Decided to postpone sending to elected boards until after the election; will be sent out to all appointed members of Boards/Committees in March</p>	January - March	In process
3 - 2022 Census Forms	<p>3 - 3000 Census Forms mailed last week of Dec; electronic message boards used to post a reminder to return the form</p> <p>1806 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; those that have not submitted a Census form may arrive at the election and find that they are noted as an INACTIVE voter which means we have no proof that they live in town; they will have to sign an Affirmation of Residency and election workers will check their i.d. before the voter can vote</p>	January - March	A long way to go
4 - 2022 Dog License Renewals	<p>4 - Over 1200 licenses issued 2021; renewal form sent with Census Forms 823 have been issued</p>	January - December	A long way to go
5 - Precinct Changes resulting from 2020 US Census showing population decline in Hamilton; Moving from 3 precincts to 2	<p>5 - Sec of State has updated all precinct assignments in the voter registration system; we are now officially a two (2) precinct town; everyone in Precinct #3 has been moved to #1 or #2; Bay Road marks the primary boundary between #1 (west side of Bay Rd) and #2 (east side of Bay Rd); Clerk is required to send every voter a letter informing them of their new precinct.</p>	January - March	A long way to go
6 - DBA Renewals			

<p>7 - 2022 State Election</p>	<p>6 - "Doing Business As" renewals due every 4 years; approx 63 to be renewed 2022</p> <p>7 - 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; Clerk's office will be certifying signatures on ballot initiative petitions</p>	<p>Jan - Dec</p> <p>Feb - November</p>	
<p>Patton Homestead 1 Event/Programing</p>	<p>1. Ongoing outreach is being done to coordinate workshops - March 24 workshop confirmed. Look out for workshops on April 7th and June 2nd</p> <p>Continued outreach to multiple community groups is ongoing. Talks with School liaison and various school committees have taken place in hopes of 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 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 community events. Chopped will be coming back and is slated for 9/8. Stay tuned for details. Chili-cook-off is in planning stages, slated for 10/1. This is an event which is still pending, so stay tuned.</p> <p>Planning a Harvestestst for Fall - in talks with potential event partners. Slated for 10/14-10/16. Looking for sponsors, and in talks with local farmers, local brewers and entertainment.</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>1 - on-going</p>	<p>1 March and on-going</p>

2 Marketing	<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. New members are being added every day now that COVID is on the decline.</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. 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. Meeting took place with Pres. PHI and PH Director to evolve the functionality of pattonhomestead.org stay tuned for updates and events calendar!</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>3. 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. Discussion re: working solar light for flag and down lighting for lower parking area was had and seems like a possible solution for 2022 events season</p>	2 - on-going	
3 Property Improvements / General Planning		3 - complete and in-progress	

<p>A. Planning Committee</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>Task force met on 3/1. General group discussion lead to identifying need for offline micro-meetings and will re-group on 3/22 for coordination on next steps re: plan to coordinate an approach to the third year of a three year plan for revitalizing the Patton Homestead.</p>			