



# Town of Hamilton

## Town Manager Report

For April 19, 2022

Department/ Project	Weekly Update	Timeline	Status
<b>Town Manager</b> 1 Cell Tower	1 Based on an email from Everest principal Chris Davis this week: “Unfortunately, the current delay is something that neither the Town nor Everest controls or can influence with the Carriers. It is a function of Verizon’s budgeting process, which can be frustrating at times. When a site is delayed in permitting and/or construction (as ours was in both instances), Verizon’s funding for that site is used elsewhere until the site is certain to be completed. In many instances the on-air date is pushed back several years. However, Verizon confirmed that the site is budgeted for an August 2022 on-air date. There is a chance it can be pulled forward sooner, however, covid and equipment supply chain issues continue to influence deployment timelines.”	1 Unknown	1 <i>On-going</i>
2 Health offices	2 Carpeting has been installed on the second floor this week and the furniture has been ordered and will be delivered in a week or so.	2 April	2 <i>On-going</i>
3 Annual Town Meeting	3 Annual Town Meeting was held on Saturday. There will be a report out on the meeting at the Select Board meeting.	3 Warrant to be mailed by March 25	3 <i>On-going</i>
4 Accessibility evaluation	4 The town’s consultant has begun the accessibility assessment and transition planning process for all town owned facilities. No update at this time.	4 Data collection has begun	4 <i>On-going</i>
5 Regional IT	5 Hamilton has joined with several other towns through the North Shore Regional IT Collaborative	5 Will complete the purchase	5 <i>On-going</i>

program	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.	and installation in early 2022	
6 SWMI grant to study water security	6 Our consultant continues to work on the data collection for the Sustainable Water Management Initiative (SWMI) grant funded study to identify a sustainable water source for future Hamilton needs.	6 Work has begun, final report to be done by June 30, 2022.	6 On-going
7 Regional Health partnership	7 The four town regional collaboration for shared public health nurse and social worker services for Hamilton, Wenham, Essex and Rockport met on Wednesday to review a revised budget with the state that will provide the four towns with some additional services and training to help us identify our public health needs across the four communities and collaborate on ways to address them. We will arrange for Regional Public Health Nurse Rachel Lee to attend a future SB meeting to update the board.	7 IMA will be brought back to Hamilton SB on April 4	7 On-going
8. Regional Assessing	8. We are waiting to get the IMA back from Wenham and will bring it to the Select Board for adoption at a future meeting.	8. Wenham Select Board reviewing the IMA	8. Expected completion by June 2022, for July 2022 implementation
9. Union contract negotiations	9. Town Manager has reached verbal agreements on a new contract for the Hamilton Police Union, and the town has opened negotiations with the Fire Union and Clerical Union, with two scheduled bargaining sessions with the clerical coming up in May. We are working on scheduling bargaining sessions with the Fire Union now. Our goal is to have agreements with all three bargaining units before the end of June.	9. Negotiations are on-going	9. Expect to complete negotiations prior to the start of the fiscal year on July 1, 2022
10. Public safety chief contracts renewals	10. As with three of our unions, both of our public safety chiefs' contracts expire at the end of June. The Town Manager has reached a tentative agreements with both Chief Brunet and Chief Stevens. Tentative agreements will be brought to the Select Board for review and approval in May.	10. Contract negotiations are progressing well	10. Expect to complete negotiations prior to the start of the

<p>11. Free Cash certified</p> <p>12. Asbury Grove backflow valve</p> <p>13. Pilgrim Hall Lease</p>	<p>11. The state reported that our free cash for FY'21 was certified at \$4.1 million, approximately \$500,000 more than we expected and due in large part to several unfilled positions during the course of FY'21 year.</p> <p>12. Town Manager and DPW Director met with Asbury Camp Meeting Corp Board of Directors to discuss costs associated with the need for a backflow device at the APMC Master Meter. Discussions were productive and the APMC board acknowledged the need for the device and will review the design and costs before a second meeting to determine how to pay for the device.</p> <p>13. Gordon Conwell Theological Seminary has offered the town a \$1 per year lease for two years with two options to renew for up to six months each, to utilize Pilgrim Hall as temporary Town Hall offices. The Town Manager and administration will be bringing some options forward in May for moving Town Hall offices to Pilgrim Hall beginning this summer.</p>	<p>11 Complete</p> <p>12. Discussions have begun</p> <p>13. Reviewing lease proposal with Select Board</p>	<p><i>fiscal year on July 1, 2022</i></p> <p>11. Complete</p> <p>12. On-going</p> <p>13. On-going</p>
<p><b>Public Works</b></p> <p>1 Water Treatment</p> <p>2 Water Distribution</p>	<p>1. GAC Pre-Treatment Facility Contractor busy sending in material submittals and construction to start the second week in March. Construction start date has been delayed until April due to finishing another project and performing some additional pilot testing with Calgon. Contractor has begun the excavation for the building foundation and the miscellaneous pipe work.</p> <p>2. Asbury Grove Backflow Project 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. Joe and I met with Asbury Grove on 3/23 to discuss the project, timeframe, and financing. The AG Board plans to discuss further and report back to the Town within the next few weeks. A non-compliance letter has been issued to the Asbury Grove Meeting Corp. and it was received on 4/12/2022. The AGMC is looking to solicit quotes from a private contractor to see the "private" costs for the</p>	<p>1 Fall/Win. '22</p> <p>2 Spring 2022</p>	<p>1 On-going</p> <p>2 On-going</p>

3 ASR 2021	<p>proposed work in accordance with the design plans.</p> <p>3. Began gathering water data for the 2021 Consumer Confidence Report (CCR) for MassDEP.</p>	3 Due 7/1/2022	3 In progress
4 Highways/Drainage	4. Essex Street/Appaloosa Drainage Project 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.	4 Summer '22	4 In progress
5 Highways/Drainage	5. Chebacco Road Reconstruction 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. I had a meeting with the engineers on March 3rd to detail out the new design layout and stormwater improvements. The consultant is working on updating the design plans to bring to the Hamilton Conservation Commission. Consultant plans to have the revised plans to ConCom by April 13th for an April 29th meeting.	5 In progress	5 In-progress
6 Facilities	6. Recommissioning project at the PSB Consultant has sub-consultants in to evaluate the existing HVAC and weatherproofing/insulation issues. I have reached out to the consultant for a timeframe on the building condition report. The consultant plans to have the report to the town mid April and has been working with NGrid on the Town's behalf to see what incentives NGrid can provide to help with the found deficiencies. No new update.	6 Completed by June	6 On-going
7 Facilities	7. COA Second Floor Office Space Furniture was delivered and installed on 4/14/2022.	7 On-going	7 Delivered 4/14/22
8 Facilities	8. Hamilton Fueling Facility 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	8 In progress	8 On-going

<p>9 CPC Project</p> <p>10 FEMA</p> <p>11 Employment</p> <p>12 NGrid Hazard Tree Assessment</p>	<p>is to bring back on the existing UST facility and secure proper insurance. No new update.</p> <p>9. Patton Park Master Plan Received a unanimous vote for approval from the CPC for funding the Patton Park Master Plan. This will be an article at ATM. Received approval from '22 ATM and will begin to draft a RFP for distribution this summer.</p> <p>10. Working on Initial Damage Assessment Form and cost totals for FEMA for the Jan. 29th, 2022 blizzard has been completed. No new update.</p> <p>11. Truck Driver/Laborer Hired Tim Healey, will start with the town on 4/19/2022 Water Distribution Foreman Had some meetings with potential candidates, but the hourly rate and paid time off was not competitive enough. Public Facility Maintenance Custodian Working to finalize job description for position to start July 1st, 2022</p> <p>12. Working with NGrid to remove some hazardous trees in town that are problematic for their power line infrastructure. There will be a tree hearing on April 14th at 5pm to discuss 12 tree removals and 1 prune.</p>	<p>9 In progress</p> <p>10 Completed</p> <p>11 ASAP</p> <p>12. 4/14/2022</p>	<p>9 In-progress</p> <p>10 Completed</p> <p>11 In-progress</p> <p>12. In progress</p>
<p><b>Police</b></p> <p>1. Asbury Street "Cutler School Zone" Presentation</p> <p>2. Autism Awareness Outreach 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>1. End of <b>March</b></p> <p>2. First week of February</p>	<p>1. Ongoing</p> <p>2. Project is up and running.</p>

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<p>3. Senior Alert 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>3. Working with the COA Director on a roll out plan</p>
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<b>Fire</b>			1. Ongoing
1. COVID vaccinations	<p>1.The staff of Hamilton Fire Department along with Rachel Lee, and <b>Dawnielle Holloran</b> continue to collaborate with the Greater Cape Ann Community Collaborative. <b>The second booster shot for people 50 years of age and older just became available to those who had their 1st booster over 4 months ago. On Wednesdays we administer vaccine shots to adults from 3:30pm until 6:00 pm at the Hamilton COA Building.</b></p>		2. Ongoing
2. COVID testing program	<p>2. The fire department in conjunction with the Greater Cape Ann Community Collaborative and Rachel Lee. <b>Test kits are still available for town residents at the Public Safety Building and through the Hamilton public health nurse.</b></p>		3. Ongoing
3. Federal Defibrillator Grant	<p>3. <b>We just got word that we were awarded the defib grant for \$2,500.00 and subsequently have placed the order.</b></p>		4. Ongoing
4.Open Burning Season	<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. <b>As a reminder there are only two full weeks left of open burning. Please finish up as soon as possible, weather conditions change, which could shut down burning for the rest of the season.</b></p>		5. Ongoing
5.Squad 505	<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. <b>The outfitting of the Squad 505 has been pushed back (TBD) because of a fire at CET's manufacturer's facility.</b></p>		6. ongoing
6 FirefighterJob posting.	<p><b>Captain Ellison and I conducted interviews and have offers out to 4 potencial call firefighters. I have scheduled their physicals and are awaiting the rest of the paperwork to move forward with the next phase of the hiring process.</b></p>		

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7 Active shooter	Fire, Police and the School Department conducted an active shooter tabletop exercise at the HWRHS this past Wednesday.			
8 Fire Chief on vacation	I was away on vacation for the previous two weeks and I am happy to be back. This past week was hectic trying to get caught up with the backlog of work.			



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<p><b>Planning &amp; Inspectional Services</b></p> <p>1. Master Plan</p> <p>2. 133 Essex Street, Senior Housing Special Permit Application</p> <p>3. 421 Asbury St - 40b</p> <p>4. Inspectional Services</p>	<p>1. Open Committee meetings are held second and fourth Thursdays of each month with the addition of special meetings and public events as needed. A website has been created (<a href="http://www.hamiltonmasterplan.com">www.hamiltonmasterplan.com</a>) which included project materials, report documentation, engagement and other items. An electronic survey form is available as well to obtain public input.</p> <p>2. 133 Essex Street still before the Planning Board. At the 4/21/22 meeting the review focus was on a construction management plan during the construction period.</p> <p>3. 421 Asbury St. 40B Project - Formal submission to the ZBA has occurred for this 45 unit affordable housing project. The hearings process began April 6 with the ZBA. Safe Harbor being pursued and the Town's request is being evaluated by State.</p> <p>4. 59-63 Willow St- <b>The 18 residential units will be complete the 2nd week of May. The bakery on the 1st floor will be completed under a separate building permit.</b> The online permitting system is getting closer to being a reality. 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 On-going</p> <p>3 Spring 2022</p> <p>4 To request occupancy permit mid May. Commercial space to be followed afterward.</p>	<p>1. On-going</p> <p>2. On-going</p> <p>3. On-going</p> <p>4. On-going</p>
<p><b>Public Health Department</b></p> <p>1. COVID</p>	<p>1. Although numbers are trending in the proper direction and many of the covid mandates have been lifted, covid compliance remains a priority for the department Through a regional grant the town currently</p>	<p>On-going</p>	

<p>2 Staffing</p> <p>3 Food Permitting and Inspection</p> <p>4 Septic</p>	<p>has a limited number of at home test kits which are being distributed free to residents of the community. Vaccine clinics are on-going every Wednesday and Saturday although attendance is decreasing due to reduced demand</p> <p>2. Requesting more hours for the administrative assistant</p> <p>3. Permitting of food establishments has been completed. Round 1 of food establishment inspection has begun in accordance with appendix 5 of the 2013 food code.</p> <p>4. Performed 2 soil tests for new septic designs and 2 septic inspections, reviewed 3 septic plan applications, processed 4 septic installer licenses and 1 septic hauler license, logged 20 septic pump reports</p>	<p>Work performed since last meeting</p>	
<p><b>Finance</b></p> <p>1 Budget</p> <p>2 Schedule A</p> <p>3 Free Cash Certification</p>	<p>1. The FY23 Budget remains the main focus of the Finance Dept (along with all routine day to day operations). Preparing to publicly discuss any budget questions at ATM is the most current focus on this item.</p> <p>2. The annual Schedule A has been submitted and is under review by the Commonwealth.</p> <p>3. Free Cash was recently certified at \$4,178,072. This is an increase of \$834,249, up from \$3,343,823 at last certification, and leaves the Town with strong financial flexibility for future needs. The Finance Dept. currently anticipates using \$580,123 in free cash for the FY23 budget, leaving \$3,597,949 in projected free cash following the beginning of FY23.</p> <p>4. ATM Preparations</p>	<p>1. This remains a work in progress</p> <p>2. Review of Schedule A should be complete/certified soon</p> <p>3. No timeline</p>	
<p><b>Treasurer/Collector</b></p> <p>1 Tax Title</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><b>2 Billing</b></p>	<p>At this time 5 parcels are being moved to land court. Working with our attorney to move the process forward. Working with one of our seniors trying to get a payment plan that works for her. Reached out to Theresa at the Coa Jane &amp; 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. 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. Leticia is stilling digging out from all the payments received This week I will be working with our printing company to produce our 4th quarter Real Estate and Personal Property bill. 4th Qtr Real Estate and Personal Property bills have been mailed. Working on mailing out demand bills for our 1st commitment of Motor Vehicle taxes</p>		
<p><b>3 Tailings</b></p>	<p>3. One of our bigger upcoming projects will be our tailings account process for the Towns A/P account. Started the tailing process this week. Reviewing old checks and will be reaching out to departments for some help. Mailed out our first round of tailings letters. Will begin the process of voiding and reissuing Receiving responses from our letters. Leticia has started re-issuing checks</p>		
<p><b>4 Benefits</b></p>	<p>4 Transitioning Benefits has also been a big project in our office. Sue is slowly taking over this role from Finance. 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. Transitions of benefits is still a work in progress but I think Sue is making great progress with talking benefits overe</p>		
<p><b>5 Annual Report</b></p>	<p>5 Working on FY2021 Annual Report for Continuing Disclosure.</p>		

	<p>Should be wrapping up our draft this week</p> <p>6. Working on month end and quarterly reporting this week. Still working on quarterly reports and balancing</p> <p>7. Starting to try and clean up old files downstairs when we have a spare few moments. Storage is getting over run. Going to see if we can downsize some of our records that are permanent. Going to reach out to Records Management for advice.</p>		
<p><b>Assessor</b></p> <p>1. Personal Property abatements</p> <p>2. Statutory exemption abatements</p> <p>3. Tax deferrals</p> <p>4. FY2023 tax preparation</p> <p>5. FY2023 property record updates</p> <p>6. Permits/growth</p> <p>7. Abutters lists</p> <p>8. MDM-1 form for state reimbursement</p>	<p>1. The Board of Assessors took no action on a late filed Personal Property abatement application.</p> <p>2. The Assessors office continues to abate a few statutory exemptions and will issue certificates. The Assessors office has begun work on FY2022 Chapter 91 abatements.</p> <p>3. The Board of Assessors approved 2 tax deferrals for FY2023.</p> <p>4. For FY2023 the Assessors office is receiving Form of Lists, Income &amp; Expense forms, Personal Property forms for horses, and 3ABC forms.</p> <p>5. Working with CAMA company to update current records in preparation for FY2023 interim year adjustment process and preliminary tax billing.</p> <p>6. The Assessors office is inputting permit information into the CAMA database in anticipation of growth inspections- tracking for FY2023. The Assessors office is receiving bids for data collection for new growth.</p> <p>7. The Assessors office has been generating multiple abutters lists per month in regard to new construction and real estate growth including for the proposed Chapter 40B on Asbury Street as well as Chebacco Road project.</p> <p>8. The Assessors office submitted the MDM-1 form to the state regarding statutory</p>	<p>1. Completed</p> <p>2. April 1st to June</p> <p>3. In process</p> <p>4. Ongoing</p> <p>5. Ongoing</p> <p>6. Ongoing</p> <p>7. Ongoing</p> <p>8. Completed</p>	

	<p>exemptions issued in FY2022 for state reimbursement.</p>		
<p><b>COA</b>  1 Programs   2 Grants   3 Volunteers   4 Newsletter</p>	<p>1a. Yoga will be starting in April.  1b. Working on signing up for the Walk Ma. Challenge with Park &amp; Rec.  1c. Continue to offer Dementia Friends Training. 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. Reaching out to different trip companies to get information on trips that they are able to offer to smaller groups.  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.  1f. Starting plan for Older Americans Month. Donation letters have gone out to local businesses for Older American months. Planning several different activities with other departments.  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.  3b. Friends has officially filed a 501c3 status. They can start fundraising asap.  4a. Reaching out to newsletter companies to see about options with other companies.</p>	<p>1a. Ongoing        2a. March &amp; ongoing.   2b. Starts in April  2c. Started in January-Ongoing  3a. Ongoing  3b. Ongoing.   4a. Fall</p>	
<p><b>Parks &amp; Recreation</b>  1. Camp Registration/Summer 2.0       2 Spring Programming</p>	<p>1.Registration for the Patton Park Summer Park Program is just about full with multiple groups having lengthy waitlists. Due to this we will be releasing Summer 2.0 which will have additional half day program options for residents. We are excited to offer this and humbled by the response for our summer camp program   2. Spring Programs are scheduled to start the week directly after April Break. We are happy to report that we will have ~ 20 programs running and</p>	<p>1. On-going     2. Spring 2022</p>	<p>1. On-going     2. On-going</p>

<p>3 Employment Recruitment</p>	<p>looking to add more. We are currently working on adding more “Saturday Night Series” programs which were extremely popular in the Winter.</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 <b>March</b>.</p> <p>In the process of interviewing candidates as well as checking references. We do need more staff at both the pool and the camp for the summer of 2022</p> <p>We are concerned about the number of lifeguards that have committed to work for us this summer. This is a regional problem and not specific to our community. We will continue to work on recruiting more guards.</p>	<p>3. <b>Complete by end of April</b></p>	<p>3. On-Going</p>
<p>4 Camp and Pool Preparations</p>	<p>4. Large focus of work has shifted to preparing for the summer. This includes ordering of supplies, uniforms, seasonal employment certification, recruitment, planning, etc... this will continue through the start of the summer.</p>	<p>4. 3/25</p>	<p>4. on-going</p>
<p>5. Patton Park Master Plan</p>	<p>5. The Hamilton CPC recommended the joint application (DPW/REC) to be brought forward to ATM.</p> <p>Looking forward to ATM with the hopes to get the procurement process started so we can get to work on this right away</p> <p>The Patton Park Master Plan was approved at Town meeting and our department is looking forward to starting the process this summer.</p>	<p>5. 4/2</p>	<p>7/1/22</p>
<p>6. HWRHS Athletic Complex Project</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>6. TBD</p>	<p>6. On-going</p>

	The group is starting preparations to start the public input and outreach process after our meeting on 3/3.		
<b>Human Resources</b> 1. Openings  2. New Hires  3. Training  4. Evaluations	1. <i>Current Openings:</i> <ul style="list-style-type: none"> <li>● Minute taker (Pending review of budget)</li> <li>● Regional Social Worker -Town of Essex, Town of Wenham, Town of Hamilton &amp; Town of Manchester-by-the-Sea</li> <li>● DPW Water Distribution Foreman</li> <li>● DPW Cemetery &amp; Public Properties Truck Driver/Laborer</li> <li>● Recreation Assistant Summer Director</li> <li>● Recreation Summer Director</li> </ul> 2. <i>New Hires:</i> Gethin Cox - Contact Tracer Assistant 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. 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.	1.1 On-going  1.2 Interviews scheduled.  1.3 On-going    3. On-going   4. Feb./March	   1.2 Second round interviews scheduled.
<b>Town Clerk's Office</b> 1 - April 7 Annual Town Election	1 - Election turnout 27.39% (1553 voters). Results posted on the town website and filed with the Sec of State. DOR/DLS elected officials list updated. Five of 10 elected officials have been sworn in. Received all Campaign Finance Reports that were due March	January - April	Completed



<p>1 b - April 2 Town Meeting</p>	<p>30. Reports showing greater than \$1000 spent are posted on the Clerk's webpage.</p> <p>1b - Turnout 163 voters. Results were posted on the town website, minutes to be completed. Each vote has been certified; next step is to upload the figures to the DOR/DLS gateway.</p>	<p>March-April</p>	<p>Almost done.</p>
<p>2 - 2022 Conflict of Interest Annual Filings</p>	<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 April</p>	<p>January - May</p>	<p>In process</p>
<p>3 - 2022 Census Forms</p>	<p>3 - 3000 Census Forms mailed last week of Dec; electronic message boards used to post a reminder to return the form. <b>Census forms = proof of residency.</b></p> <p><b>2000 input</b>; 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; <b>in early June non-respondents will be inactivated in the voter system and at fall elections will have to prove residency.</b></p>	<p>January - June</p>	<p>A long way to go</p>
<p>4 - 2022 Dog License Renewals</p>	<p>4 - Over 1200 licenses issued 2021; renewal form sent with Census Forms <b>945 have been issued along with 3 kennel licenses (more than four dogs)</b></p>	<p>January - December</p>	<p>Several more expected</p>
<p>5 - Precinct Changes resulting from 2020 US Census showing population decline in Hamilton; Moving from 3 precincts to 2</p>	<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); we have sent precinct change notifications to 1030 impacted households.</p>	<p>January -April</p>	<p>Completed</p>
<p>6 - DBA Renewals</p>	<p>6 - "Doing Business As" renewals due every 4 years; approx 63 to be renewed 2022</p>	<p>Jan - Dec</p>	
<p>7 - 2022 State Election</p>	<p>7 - Sec of State issuing nomination papers for statewide elections; deadline 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; <b>4 candidates have submitted nomination papers; all to be certified and returned to them.</b></p>	<p>Feb - November</p>	

<p><b>Patton Homestead</b> 1 Event/Programing</p>	<p>1. Ongoing outreach is being done to coordinate workshops - <b>March 24 workshop was a lot of fun - yoga is scheduled for 4/25 and will repeat each monday at 6pm. Class info will be posted on social media . Self defense workshop pushed back to August.</b></p> <p>Continued outreach to multiple community groups is ongoing.</p> <p><b>Spring Clean Up- Tentatively scheduled for 4/27, 3:30-6:30. Trying to do some targeted outreach for this before listing a call for volunteers for a responsible approach to garden clean-up.</b></p> <p><b>HW Rec “little tikes” soccer starts 4/9 - portable restroom is onsite and we are ready for families.</b></p> <p><b>Reaching out to Hamilton Library first week of April to see about revisiting Satellite book club - stay tuned.</b> 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><b>Two new retreats confirmed for June.</b></p> <p><b>Spring Open House will be pushed into Summer - scheduled asap</b></p> <p>Wenham Museum Archive is planning weekend tours and has implemented a Spring Speakers Series - ticketing through the Wenham Museum</p>	<p>1 - on-going</p>	<p>1 April and on-going</p> <p><b>4/27</b></p>
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<p>2 Marketing</p>	<p>IncUbate private office spaces are fully rented, and members are using the space regularly to host workshops. New members are STILL being added every day...hope to evaluate adding several new private spaces.</p> <p>Working with City Hall systems to update our ability to accept payment. Still in progress, but gettin closer. CHS sending a card reader to director for the Music Series</p> <p>2. Event Promotion Plan is in place for Sunset Music. As part of the plan, Marketing material has been quoted and an Event Banner Design has been submitted for approval at the Select Board Meeting 4/4.</p> <p>Drone footage was taken of the property by Steve Fantone, HikeWalkpaddle.com on 3/18. Steve has done work for Essex County Greenbelt, among other entities in the area, and the footage had been offered to the Town for use, free of charge. Director has been in touch and collaboration is in progress. Stay tuned!</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>4/4</p>	
<p>3 Property Improvements / General Planning</p>	<p>3. DPW is still in progress of updating the lamp post lighting. BUT 2 stationary solar lights to the lower parking area are in place. New flagpole solar light is in place</p> <p>Purple Heart Parking Sign was donated by PHI and has recently been installed by DPW in the requested location; lower parking area.</p> <p>Long term Portable restroom is now located in the lower parking area</p> <p>Three large Solar lights have been donated. Location for installation is being determined. Proposed - one on back brick patio, one on archway in garden and one on large tree on upper back lawn.</p> <p>DPW has been looped in on intention to add a Parking sign to the Lower Public Parking area. Quote</p>	<p>3 - complete and in-progress</p> <p>3/15</p>	

