



Town of Hamilton

Town Manager Report

For May 2, 2022

Department/ Project	Weekly Update	Timeline	Status
Town Manager			
1 Cell Tower	1 The town has no recent update from Everest or Verizon on the status of their work order to install equipment on the pole. We have been advised that Verizon has the work budgeted for August.	1 Unknown	1 On-going
2 Health offices	2 Finish work on wiring of the second floor space at the COA building is being done this week and we are scheduling the move of staff and office equipment and furniture for the next two weeks.	2 Mid-May	2 On-going
3 Accessibility evaluation	3 The consultant working on the ADA accessibility plan has completed their evaluations of public facilities and is now reviewing other public systems including town website and various programming. A report will be developed and delivered to the town in June.	3 Late summer	3 On-going
4 Union Contract negotiations	4 A verbal agreement has been reached on a new contract with the Police Union; Ground rules have been set with the Clerical Union, with negotiations sessions scheduled for May; and a ground rules session has been scheduled with the Fire Union for May 17.	4 End of June	4 On-going
5 Public Safety Chief contract renewals	5 Have reached a verbal agreement with Fire Chief and discussed terms with Police Chief.	5 End of June	5 On-going
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

<p>7 Regional Health partnership</p> <p>8. Regional Assessing</p> <p>9. Asbury Grove backflow valve</p> <p>10. Pilgrim Hall Lease</p> <p>11. Chebacco Road Paving</p>	<p>7 Regional Public Health Nurse Rachel Lee has been working with the partner communities in Wenham, Essex and Rockport to develop the goals and programs for the regional public health nursing program.</p> <p>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.</p> <p>9. The town has issued written notice to Asbury Camp Meeting Corp. Board of Directors that their system is non-compliant with town policies and will require a backflow device. APMC has been provided with the design specifications for the backflow device and is seeking outside quotes.</p> <p>10. 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. The town's engineers are filing an application with the Conservation Commission to revisit this project, by proposing to pave in the existing Right of way, but with a re-designed portion of the road closest to Gravelly Pond to elevate the road and tilt it away from the pond to capture runoff on a swale and filter it to existing wetlands, away from the Manchester drinking source. This will also afford the town a construction savings and remove the need for additional approvals from Manchester or other public agencies.</p>	<p>7 IMA has been signed.</p> <p>8. Wenham Select Board reviewing the IMA</p> <p>9. We expect to be able to be able to resume negotiations in May.</p> <p>10. Will review lease proposal with new Select Board</p> <p>11. Expect to have the new application heard by the Conservation Commission in May.</p>	<p>7 <i>On-going</i></p> <p>8. <i>Expected completion by June 2022, for July 2022 implementation</i></p> <p>9. <i>On-going</i></p> <p>10. <i>On-going</i></p> <p>11. <i>By the end of the FY'23 paving season.</i></p>
<p>Public Works</p> <p>1 GAC Filtration Project</p> <p>2 Asbury Grove Backflow</p>	<p>1. Site work has begun. The Contractor has excavated for the building foundation and has poured the footings.</p> <p>2. Asbury Grove has begun to reach out to local contractors to provide pricing for the backflow preventer based on the design and bid specifications the town provided.</p>	<p>1 Fall/Winter '22</p> <p>2 Spring 2022</p>	<p>1 On-going</p> <p>2 On-going</p>

3 ASR 2021	3. Began gathering water data for the 2021 Consumer Confidence Report (CCR) for MassDEP. No new update.	3 Due 7/1/2022	3 In progress
4 Essex Street 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. I have a meeting scheduled on 5/3 with the developers engineering consultant to discuss the proposed drainage	4 Summer '22	4 In progress
5 Chebacco Road Reconstruction	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 in the next few weeks. The Town Manager and I plan to have a meeting with the abutters on 5/9 to update them on the project and answer any of their questions.	5 In progress	5 In-progress
6 PSB Recommissioning Project	6. The Town received the re-commissioning report from B2Q that outlined a series of necessary improvements that would be eligible for a Green Community Grant and other necessary items to be included in the town's capital planning.	6 Completed by June	6 On-going
7 COA 2nd Floor Office Space	7. Office renovation is complete. I have reached out to receive a quote for moving 12 file cabinets from Town Hall to the new space for the BoH.	7 Mid-May	7 Waiting on quote
8 Fueling Facility	8. Still waiting on insurance quotes before we refill the existing underground storage tanks. Early conversations with our insurance provider have indicated the policy could be more expensive than previous years due to the age of our facility and the underground tanks. DPW has explored a possible phasing of a new facility to utilize our current appropriation and a temporary fueling facility and seek additional funds to complete the permanent facility	8 In progress	8 On-going

<p>9 CPC Project</p> <p>10 Employment</p> <p>11 NGrid Hazard Tree Assessment</p> <p>12 DPW Garage Updates</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. No new update.</p> <p>10. Water Distribution Foreman Had some meetings with potential candidates, but the hourly rate and paid time off was not competitive enough. No new update.</p> <p>Public Facility Maintenance Custodian Working to finalize job description for position to start July 1st, 2022. No new update.</p> <p>11. Tree Hearing was held on 4/14/21 and there were no objections.</p> <p>12. Held a meeting with an overhead door contractor to help draft up specifications for bid. I have a call into a roofing contractor to assist me with generating specifications for a rubber roof for the garage. Both projects will be completed after July 1st.</p>	<p>9 In progress</p> <p>10 ASAP</p> <p>11. Complete</p> <p>12. After July 1st</p>	<p>9 In-progress</p> <p>10 In-progress</p> <p>11. In progress</p> <p>12. In-progress</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. 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</p>	<p>1. End of June</p> <p>2. Month of April</p> <p>3. Spring 2022</p>	<p>1. Ongoing Presenting to the Select Board on 05/02/22</p> <p>2. Projected Completed.</p> <p>3. Working with the COA</p>

	<p>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>Director on a roll out plan</p>
<p>4. Medical take back Grant</p>	<p>4. Medical take back grant in the amount \$1300.00 was applied for and awarded.</p>	<p>4. Calendar Year</p>	<p>4. Completed</p>
<p>5. Highway Safety Grant</p>	<p>5. EOPSS Traffic Safety grant in the amount of \$12,433.50 was applied for and awarded (FY22 Municipal Road Safety Grant).</p>	<p>5. Spring 2022</p>	<p>5. To be completed by 09/15/2022</p>

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Fire			
1. COVID vaccinations	1.The staff of Hamilton Fire Department along with Rachel Lee, and Dawnielle Holloran continue to collaborate with the Greater Cape Ann Community Collaborative. 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.		1. Ongoing
2. COVID testing program	2. The fire department in conjunction with the Greater Cape Ann Community Collaborative and Rachel Lee. Test kits are still available for town residents at the Public Safety Building and through the Hamilton public health nurse.		2. Ongoing
3. Federal Defibrillator Grant	3. We just got word that we were awarded the defib grant for \$2,500.00 and subsequently have placed the order.		3. Ongoing
4.Open Burning Season	4. May 1st is the last day for open burning for the season.		4. Completed
5.Squad 505	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. CET will be picking up our truck on Monday, May 2nd for the outfitting of the body pump. Finally!!!		5. Ongoing
6 Firefighter Job posting.	6. 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. I have just hired Dustin O’Neil as a call firefighter, he starts as of 5/1/22. Dustin comes to us fully trained and is a paramedic. As of Friday morning he signed his employment letter with the department. He will be a great addition to the department.		6. ongoing

<p>7 Active shooter</p> <p>8.Achievements</p> <p>9 Child safety</p>	<p>7. Fire, Police and the School Department conducted an active shooter tabletop exercise at the HWRHS this past Wednesday. We have an after action review of the table top scheduled for May 14th</p> <p>8. would like to inform the board that three of our firefighters received their EMT and/or Paramedic Certifications. Both Ross Applton and Kim Miguire are our newest EMTs and Andrew Smith upgraded from an EMT to a Paramedic. Congratulations are in order for all of them!</p> <p>9. We are hosting a child safety seat installation class here at the Public Safety Building on 4/28, 29, and 30th. Hamilton Fire has 6 firefighters in the class and they will soon be child safety seat technicians.</p>		<p>7. ongoing training</p>
<p>Planning & Inspectional Services</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>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 (www.hamiltonmasterplan.com) 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. Remaining issues will be discussed May 3 and May 17.</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 was rejected by the State. Board to vote on whether to appeal State decision at May 4 meeting.</p>	<p>1 Project to be completed approximately Dec. 2022</p> <p>2 On-going</p> <p>3 Spring 2022</p>	<p>1. On-going</p> <p>2. On-going</p> <p>3. On-going</p>

<p>4 Inspectional Services</p>	<ol style="list-style-type: none"> 4. 59-63 Willow St- a 54.6 KW Solar Array will be added to the roof at 59-63 Willow Street Project. 5. 36 building permits have been issued to date in April. 6. The online permitting system is getting closer to being a reality. 7. We are anticipating a pre-construction meeting with Habitat for Humanity regarding the upcoming project at 434-436 Asbury Street (5 duplexes). 	<p>4 To request occupancy permit mid May. Commercial space to be followed afterward.</p>	<p>4. On-going</p>
<p>Public Health Department</p> <p>1. COVID</p> <p>2. Staffing</p> <p>3 Food Permitting and Inspection</p> <p>4 Septic</p>	<ol style="list-style-type: none"> 1. Covid compliance is winding down with regard to state regulations although wastewater data suggests a slight uptick in numbers <p style="margin-left: 40px;">BA 2 Variant accounts for 85% of all new cases -</p> <p style="margin-left: 40px;">We have distributed 55+ free test kits to town residents since Mid March with a balance of 134 kits)</p> <p style="margin-left: 40px;">Vaccine clinics are on-going every Wednesday and will resume on Saturdays when under 5yr olds are approved.</p> <p style="margin-left: 40px;">Instituted a new annual temp. food service permit in an effort to streamline the permitting process and encourage public events in the town</p> 2. Requesting more hours for the administrative assistant 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 and is 60% complete 4. Performed 2 soil tests for new septic designs and 2 septic inspections, reviewed 3 septic 	<p>On-going</p> <p>Work performed since last meeting</p>	

<p>5. Animals</p> <p>6. Avian Flu</p>	<p>plan applications, processed 4 septic installer licenses and 1 septic hauler license, logged 20 septic pump reports</p> <p>5. The barn book is complete and filed with the state</p> <p>6. Avian Flu cases have been reported in wild and domestic birds up and down the east coast from Florida to Canada – so all domestic poultry may be at risk of exposure. HPAI surveillance is ongoing in wild and domestic birds in the state - notice has been reported on the town’s web site</p>		
<p>Finance</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>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>Treasurer/Collector</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>2 Billing</p>	<p>At this time 5 parcels are being moved to land court. Working with our attorney to move the process forward.</p> <p>We have collected 3 of the five Land Court parcels. Still working on cleaning some older accounts</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. Leticia is stilling digging out from all the payments received</p> <p>This week I will be working with our printing company to produce our 4th quarter Real Estate and Personal Property bill.</p> <p>4th Qtr Real Estate and Personal Property bills have been mailed.</p> <p>Working on mailing out demand bills for our 1st commitment of Motor Vehicle taxes</p> <p>4th Qtr Real Estate and Personal property bill as well as 1st commitment Motor Vehicle demands are all coming in now. 2 commitment of excise tax bills have been mailed out as well.</p>		
<p>3 Tailings</p>	<p>3. One of our bigger upcoming projects will be our tailings account process for the Towns A/P account.</p> <p>Started the tailing process this week. Reviewing old checks and will be reaching out to departments for some help.</p> <p>Mailed out our first round of tailings letters. Will begin the process of voiding and reissuing</p> <p>Receiving responses from our letters. Leticia has started re-issuing checks.</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</p>		

<p>5 Annual Report</p>	<p>insurance bills for the Town. Would like that to be part of Sue's monthly routine of paying payroll vendors.</p> <p>Transitions of benefits is still a work in progress but I think Sue is making great progress with talking over benefits.</p> <p>Organizing upcoming Benefits Fair.</p> <p>5 Working on FY2021 Annual Report for Continuing Disclosure. 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>Assessor</p> <p>1. Statutory exemption abatements/ Tax deferrals</p> <p>2. FY2023 tax preparation</p> <p>3. FY2023 property record updates</p> <p>4. Permits/growth</p> <p>5. Motor vehicle excise tax</p>	<p>1. The Assessors office continues to review FY2022 Chapter 91 abatements and prepare denial letters. The Assessors received more interest from residents about tax deferrals.</p> <p>2. For FY2023 the Assessors office is making updates and preparing for FY2023 preliminary tax bill run.</p> <p>3. Working with CAMA company to update current records in preparation for FY2023 new growth and interim year adjustment process. Also looking into requirements for FY2024 recertification.</p> <p>4. The Assessors office is receiving bids for data collection for new growth and the Board will make a decision this week.</p> <p>5. The Assessors office has been processing 30+ motor vehicle excise tax abatements.</p>	<p>1. Ongoing</p> <p>2. April 1st to June 30th</p> <p>3. In process</p> <p>4. Ongoing</p> <p>5. Ongoing</p>	
<p>COA</p>	<p>1a. Yoga will be starting in April.</p>	<p>1a. Ongoing</p>	

<p>1 Programs</p> <p>2 Grants</p> <p>3 Volunteers</p> <p>4 Newsletter</p>	<p>1b. Working on signing up for the Walk Ma. Challenge with Park & Rec.</p> <p>1c. Continue to offer Dementia Friends Training. We will reach out to community members to start to form an Action Team.</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. Monthly lunch trips have been successful and ongoing.</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. Donation letters have gone out to local businesses for Older American months. Planning several different activities 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>3b. Friends has officially filed a 501c3 status. They can start fundraising asap.</p> <p>4a. Reaching out to newsletter companies to see about options with other companies. Contacted Wenham to see about their interest in newsletter.</p>	<p>2a. March & ongoing.</p> <p>2b. Starts in April</p> <p>2c. Started in January- Ongoing</p> <p>3a. Ongoing 3b. Ongoing.</p> <p>4a. Fall</p>	
<p>Parks & Recreation</p> <p>1. Camp Registration/Summer 2.0</p> <p>2 Spring Programming</p>	<p>1.Registration for the Patton Park Summer Park Program is 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</p> <p>We have had a positive response to these programs and are looking in the process of adding even more. Summer of 2022 s shaping up to have record numbers across the board</p> <p>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 looking to add more. We are currently working on adding more “Saturday Night Series” programs which were extremely popular in the Winter.</p>	<p>1. On-going</p> <p>2. Spring 2022</p>	<p>1. On-going</p> <p>2. On-going</p>

<p>3 Employment Recruitment</p>	<p>The first week of Spring Programming has been received well. We continue to add additional participants and as well as additional programming.</p> <p>3. 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>We are nearing to have a full staff for our summer camp as we have brought on an additional 3 counselors over the last 2 week. There is still some concern over lifeguards, we will continue to recruit in the hopes of hiring additional staff</p>	<p>3. Complete by end of April</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>Have made numerous supply orders over the last month for both the pool and camp program. Have met over Zoom with our Camp Leaders and have set up a Zoom meeting with our pool staff for next week. Will have an in-person camp leadership team meeting the week of May 16th.</p>	<p>4. 3/25</p>	<p>4. on-going</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>The group is starting preparations to start the public input and outreach process after our meeting on 3/3.</p> <p>The working group is meeting again tonight (5/2) to further the project.</p>	<p>6. TBD</p>	<p>6. On-going</p>
<p>7. Bathrooms at Patton Park</p>	<p>The Bathrooms are open and operational at Patton Park as of this weekend.</p>	<p>7. 4/28</p>	<p>7. Complete</p>

<p>8. Pool Opening</p>	<p>The Pool Cover is scheduled to come off in the next couple of week with pump and filtration system operational. It normally takes about 7-10 days to fully clean and have pool swimmable. Pool is scheduled to open to the public on Saturday, June 18th/</p>	<p>8. Week of 5/16</p>	<p>8. 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) ● 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>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 from the membership before rolling anything out to department heads and employees.</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>
<p>Town Clerk's Office</p> <p>1 b - April 2 Town Meeting</p>	<p>1b - Minutes to be completed. Fiscal votes to be uploaded to the DOR/DLS gateway.</p>		<p>Almost done.</p>

<p>2 - 2022 Conflict of Interest Annual Filings</p> <p>3 - 2022 Census Forms</p> <p>4 - 2022 Dog License Renewals</p> <p>6 - DBA Renewals</p> <p>7 - 2022 State Election</p>	<p>2 - Decided to postpone sending to elected boards and Committees until after the reappointments in June.</p> <p>3 - 3000 Census Forms mailed last week of Dec; electronic message boards used to post a reminder to return the form. Census forms = proof of residency.</p> <p>2000 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; in early June non-respondents will be inactivated in the voter system and at fall elections will have to prove residency.</p> <p>4 - Over 1200 licenses issued 2021; renewal form sent with Census Forms 945 have been issued along with 3 kennel licenses (more than four dogs). Had an unannounced visit from state Dept of Agriculture re Animal Intake forms that are to be on file in the Clerk's Office; we have not been doing that; will work with ACO to get up to date.</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; 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; 13 candidates have submitted nomination papers; all to be certified and returned to them.</p>	<p>January - July</p> <p>January - June</p> <p>January - December</p> <p>Jan - Dec</p> <p>Feb - November</p>	<p>In process</p> <p>A long way to go</p> <p>Several more expected</p>
<p>Patton Homestead 1 Event/Programing</p>	<p>1. Ongoing outreach is being done to coordinate workshops -Yoga is starting 5/2 and will repeat each monday at 6pm. Class info posted on social media . New partnership in process with Slow River Studio - adult Art Classes.</p> <p>Continued outreach to multiple community groups is ongoing.</p>	<p>1 - on-going</p>	<p>1 May and on-going</p>

<p>2 Marketing</p>	<p>Spring Clean Up- Cancelled 4/27. Call for volunteers was not successful. Member of HW Garden club came out on 4/27 to walk the home perimeter. Offered guidance to director and may be able to dedicate a few hours of maintenance.</p> <p>Portable restroom is onsite and Town is assesint ability to keep for the Spring, Summer + Fall.</p> <p>Scheduled to now connect with Hamilton Library first week of May to see about revisiting Satellite book club - stay tuned. 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 4/28 cancelled due to temp and extreme wind</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>Wenham Museum Archive is planning weekend tours and has implemented a Spring Speakers Series - ticketing through the Wenham Museum</p> <p>IncUbate founder, Michael Lucerto's mother passed away late in April. Project on hold while he is grieving, however, plan to add several interior walls has been approved, and permits are in place. Work to start asap. Director will soon be located upstairs</p> <p>Working with City Hall systems to update our ability to accept payment is not an option for Sunset Music Series - working on alternate ways to charge for tickets</p> <p>2. Event Promotion Plan is in place for Sunset Music. Banner was approved, printed and is in place in Town Center.</p> <p>It is a continued priority to update the online platforms in place. New update to Town website with event details took place 4/28</p> <p>Meeting took place with the North of Boston Convention + Visitor Bureau. Assessing value of annual membership.</p>	<p>2 - on-going</p>	<p>4/27</p> <p>Week of 5/2</p>
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<p>3 Property Improvements / General Planning</p>	<p>Joined Creative Collective in April. Details being finalized - this is a large organization with a lot of potential for partnerships for space/property use going forward</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 lighting. BUT 2 stationary solar lights to the lower parking area are in place. New flagpole solar light is in place. Director acquired 12 new solar lights to illuminate the new gravel path. New solar light now illuminated the property sign</p> <p>DPW working hard to clean up property with leaf + branch removal. Lawn looks amazing! Brought in tree service to work on tree on west of house to remove dead branches.</p> <p>Long term Portable restroom is now located in the lower parking area - assess keeping through summer</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 now called "Study Group" was cancelled on 4/26 - new date being solidified.</p>		<p>April</p> <p>3 - complete and in-progress</p> <p>4/28</p>	

