



Town of Hamilton

Town Manager Report



For May 16, 2022

Department/ Project	Weekly Update	Timeline	Status
Town Manager	<p>Announcements:</p> <p>American Legion A. P. Gardener Post 194 will soon be preparing for the annual Memorial Day remembrances and services. Among them, the Post members will soon be lining Bay Road with more than 150 US Flags on or about May 19 and later will assist our cemetery crew, by decorating all of the Veteran Graves in the Hamilton Cemetery with grave flags.</p> <p>On Sunday, May 29, the annual Veterans Breakfast for Memorial Day will be hosted by the Legion for Veterans and guests and on Monday, May 30, the Veterans and elected officials will muster at the Town Hall at 9:30 a.m. from the Parade to the Hamilton Cemetery where a brief ceremony will remember those who have sacrificed their lives in service to our country.</p> <p>Superintendent of the HW School District Eric Tracy is working to establish a School Building Committee, for the planned new elementary school project. Under the guidelines from the state, the committee is required to include several members of the community, including at least one member from each (Hamilton and Wenham) who has relevant experience with major construction projects. If you are a Hamilton resident with such experience and you are interested in serving on the New School Building Committee, please contact Town Manager Joseph Domelowicz to be introduced to Superintendent Tracy.</p>		
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 <i>On-going</i>

2 Health offices	2 File cabinets and office equipment was moved to the new Health Department space at the COA on Thursday, May 12. Beginning Monday, May 16, the staff will mostly be working from the new space. We will be working to schedule a short, celebratory Open House event for sometime in late May or early June.		2 Mid-May	2 Complete
3 Accessibility evaluation	3 Nothing new to report.		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; The first bargaining session with the clerical union was completed and we will continue discussions on May 23. 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 The water study consultant has moved into the draft report phase. We expect draft reports to be available for review by staff and stakeholders in the coming week.		6 Final report to be done by June 30, 2022.	6 End of June
7 Regional Health	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.		7 IMA has been signed.	7 On-going
8. Regional Assessing	8. The Wenham Select Board is expected to vote to approve the IMA at its next Meeting - May 17. The IMA will then come to Hamilton for vote and execution. Once executed, Hamilton will begin advertising for the new shared position.		8. Wenham Select Board reviewing the IMA	8. Expected completion by June 2022, for July 2022 implementation
9. Asbury Grove backflow valve	9. Nothing new to report.		9. We expect to be able to be able to resume negotiations in May.	9. On-going
10. Pilgrim Hall Lease	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.		10. Will plan to review lease proposal with new Select Board on June 6	10. On-going

<p>11. Chebacco Road Paving</p>	<p>11. The town's engineers have filed application with the Conservation Commission project change, by proposing to pave in the existing Right of way. The Public Hearing will be held by the Conservation Commission this month.</p>	<p>11. Expect to have the new application heard by the Conservation Commission on May 25.</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>3 CCR 2021</p> <p>4 Essex Street Drainage</p> <p>5 Chebacco Road Reconstruction</p> <p>6 PSB Recommissioning Project</p>	<p>1. Site work has begun. The Contractor has excavated for the building foundation and has poured the footings. Footings have been poured for the new building.</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. No new update.</p> <p>3. Began gathering water data for the 2021 Consumer Confidence Report (CCR) for MassDEP. No new update.</p> <p>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 had a meeting with the developers engineering firm and the installation of the Essex Street drainage and the need for a temporary easement was discussed. I am waiting on a return email from the developer/engineer to develop temporary easement documents.</p> <p>5. The Town Manager and I conducted a meeting with the abutters on 5/9 to update them on the project and answer any of their questions. Design plans have been submitted to the Conservation Commission. The Town Manager and I are meeting with the property owner at 458 Chebacco Road to discuss a temporary construction easement for roadway drainage.</p> <p>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. The report is still under review and the town is waiting on the</p>	<p>1 Fall/Winter '22</p> <p>2 Spring 2022</p> <p>3 Due 7/1/2022</p> <p>4 Summer '22</p> <p>5 In progress</p> <p>6 Completed by June</p>	<p>1 On-going</p> <p>2 On-going</p> <p>3 In progress</p> <p>4 In progress</p> <p>5 In-progress</p> <p>6 On-going</p>

<p>7 COA 2nd Floor Office Space</p> <p>8 Fueling Facility</p> <p>9 CPC Project</p> <p>10 Employment</p> <p>12 DPW Garage Updates</p>	<p>Green Community grant announcements to address some of the building deficiencies.</p> <p>7. Office furniture and file cabinets have been moved down to the new space and the BoH offices have now officially moved to that location.</p> <p>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. 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. No new update.</p> <p>10. Water Distribution Foreman Met with internal staff to discuss options for coverage for the vacant position.</p> <p>Public Facility Maintenance Custodian Working to finalize job description for position to start July 1st, 2022. No new update.</p> <p>11. 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>7 Complete</p> <p>8 In progress</p> <p>9 In progress</p> <p>10 ASAP</p> <p>11. After July 1st</p>	<p>7 Complete</p> <p>8 On-going</p> <p>9 In-progress</p> <p>10 In-progress</p> <p>11. In-progress</p>
<p>Police 1. Asbury Street "Cutler School Zone" Presentation</p>	<p>1. Meeting with the Select Board on May 16 to review Town Counsel's advice regarding the establishment of a new School Zone for the Cutler School.</p>		<p>1. End of June</p>	<p>1. Ongoing Meeting with the Select Board on 05/16/22</p>

<p>2. Autism Awareness Outreach Program.</p> <p>3. Senior Alert Program.</p> <p>4. Medical take back Grant</p> <p>5. Highway Safety Grant</p> <p>6. Police Memorial Day</p>	 <p>2. Last week the owners of Five Sons Pizzeria delivered a check in the amount of \$2,512, representing the funds that were raised during the recent Autism Awareness Fundraiser held on April 26. The funds were donated to the HWRSD Special Needs programs.</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>4. Medical take back grant in the amount \$1300.00 was applied for and awarded.</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>2. Month of April</p> <p>3. Spring 2022</p> <p>4. Calendar Year</p> <p>5. Spring 2022</p> <p>May 15th, 2022</p>	<p>2. Projected Completed.</p> <p>3. Working with the COA Director on a roll out plan</p> <p>4. Completed</p> <p>5. To be completed by 09/15/2022</p> <p>As part of National Police week, on Sunday May 15th, Hamilton Police gathered at the Hamilton Cemetery to honor those officers who served.</p>
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<p>Fire Department</p> <p>1.COVID Vaccinations</p> <p>2. COVID Testing</p> <p>3. Federal Defibrillator Grant</p> <p>4. Open Burning Season</p> <p>5. Brush truck</p> <p>6. New Call Firefighters</p> <p>7. Yearly inspections</p> <p>8. Fire prevention seminar</p>	<p>1.The staff of Hamilton Fire Department along with Rachel Lee continues to work with the Greater Cape Ann Community Collaborative. The second booster shot is available to people 50 years of age and older who have 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 located at 299 Bay Rd.</p> <p>2. The fire department has been working with Rachel Lee to provide COVID rapid test kit to our residents. These kits are available for free and can be picked up at 256 Bay Road, the Public Safety Building.</p> <p>3. We just got word that we were awarded a Federal Grant for a semi automatic defib for the amount of \$2,500.00 Subsequently we have placed the order and are still awaiting the defib to arrive.</p> <p>4.Open Burning is now over for the season.</p> <p>5. FY-22 the town was authorized to purchase a new forestry brush truck. We ordered the Cab and chassis over a year ago and the truck is finally leaving to be finished. On 5/18/22 the truck will go up to the CET's plant in Canada where it will have the utility body and pump installed.</p> <p>6.I have just hired Dustin O'Neil as a call firefighter, he started on 5/1/22. Dustin comes to us fully trained and is a paramedic, He has already worked a shift at the fire station and has started driver training on our apparatus. The other three new firefighters I hired are in various stages in the hiring process. I expect all of them to be finished up and working by the end of the month.</p> <p>7. We are in the process of our yearly equipment inspectional program. We just completed our SCBA flow check inspection along with the compressor inspection. This compressor is used to fill our breathing air packs. In addition we just sent out the compressor's storage bottles to have their hydostatidly test done. Next month we have several other inspections scheduled, i.e. Our fire engines will have their pumps inspected on June 4th and 5th, the ladder truck will have its aerial ladder inspected on June 7th and finally all the ground ladders will be inspected on June 8th.</p> <p>8. Lieutenant Robert Wallace and Firefighter Jared</p>		<p>1. Ongoing</p> <p>2. Ongoing</p> <p>3. Ongoing</p> <p>4. Finished</p> <p>5. Ongoing</p> <p>6. Ongoing</p> <p>8. Ongoing</p> <p>8.</p>
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Planning & Inspectional Services			
1. Master Plan	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.	1 Project to be completed approximately Dec. 2022	1. On-going
2. 133 Essex Street, Senior Housing Special Permit Application	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. Hearing continuance requested to June 23, 2022.	2 On-going	2. On-going
3. 421 Asbury St - 40b	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. Active project review to begin June 1, 2022.	3 Spring 2022	3. On-going
4. Planning Board consideration of zoning amendments	4. GCTS campus and other areas to be considered for zoning amendments	4. Sum. 2022/STM	4. Just starting
5. Inspectional Services	5. 59-63 Willow St- a 54.6 KW Solar Array will be added to the roof at 59-63 Willow Street Project. 6. 36 building permits have been issued to date in April. 7. The online permitting system is getting closer to being a reality. 8. We are anticipating a pre-construction meeting with Habitat for Humanity regarding the upcoming project at 434-436 Asbury Street (5 duplexes).	5. To request occupancy permit mid May. Commercial space to be followed afterward.	5. On-going

<p>Public Health Department</p> <p>1. COVID</p> <p>2. Staffing</p> <p>3 Food Permitting and Inspection</p> <p>4 Septic</p> <p>5. Animals</p> <p>6. Avian Flu</p>	<p>1. Covid compliance is winding down with regard to state regulations although wastewater data suggests a slight uptick in numbers</p> <p>BA 2 Variant accounts for 85% of all new cases -</p> <p>We have distributed 55+ free test kits to town residents since Mid March with a balance Of 134 kits)</p> <p>Vaccine clinics are on-going every Wednesday and will resume on Saturdays when under 5yr olds are approved.</p> <p>Instituted a new annual temp. food service permit in an effort to streamline the permitting process and encourage public events in the town</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 and is 60% complete</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>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>On-going</p> <p>Work performed since last meeting</p>	
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<p>Finance</p> <p>1 Budget</p> <p>2 Schedule A</p> <p>3 Free Cash Certification</p> <p>4. Open Enrollment</p> <p>5. Year End</p>	<ol style="list-style-type: none"> 1. Budget book preparation; getting this document put together with the aim to be completed by beginning of FY23. 2. The annual Schedule A has been submitted and approved by the Commonwealth. 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. 4. Open Enrollment runs during the month of June. This is the time when employees can make changes to their elective benefits such as healthcare, FSA, dependent care, etc. 5. As we approach the end of FY22, year end procedures will be reviewed and implemented, including correspondence with all department heads reminding of year end procurement regulations, billing practices (i.e. ensuring no bad bills), etc. Preparations to close FY22 and open FY23 will begin in early June. 	<ol style="list-style-type: none"> 1. This remains a work in progress 2. Review of Schedule A should be complete/certified soon 3. No timeline 4. Information distributed to employees mid May; open enrollment runs through June. 5. Throughout May-June 	
<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>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 Billings</p>	<p>One parcel that went to Land Court this past week has been ordered to pay back taxes in full by July 1st.</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>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>Working on FY22 Real Estate and Personal Property demands.</p> <p>Worked with Jane on preliminary bills for FY23. They are in Train now so we have time to review.</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.</p> <p>Will begin the process of voiding and reissuing</p> <p>Receiving responses from our letters. Leticia has started re-issuing checks.</p> <p>Have asked Sean to help. Have not received back any letters for Rec Refunds. There were quite a few of those due to Covid.</p>		
<p>4 Benefits</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 Annual Report</p>	<p>Transitions of benefits is still a work in progress but I think Sue is making great progress with talking over benefits. Organizing upcoming Benefits Fair.</p> <p>Sue has made great progress with benefits and has done a great job organizing herself for the transition. Unfortunately the Benefits Fair has been canceled. I was hoping Sue would have time with our vendors.</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 mailed FY2022 Chapter 91 exemption denial letters and will do abatements for qualified residents in June. 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. Worked with MUNIS consultant and Peggy on preliminary bills for FY23. They are in Train now so we have time to review.</p> <p>3. Working with CAMA company to update current and add records in preparation for FY2023 new growth and interim year adjustment process. Also looking into requirements for FY2024 recertification. Met with Topsfield Assessor and Greenbelt representative to determine how to tax Iron Ox farm 656 Asbury St.</p> <p>4. The Assessors office is working with Patriot Properties to do FY2023 data collection by June 30th for new growth.</p> <p>5. The Assessors office has been processing 30+ motor vehicle excise tax abatements a</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>6. GIS updates</p> <p>7. Chapter 40B and Chapter land projects</p> <p>8. Staff training</p>	<p>month.</p> <p>6. Working with CAI to ensure GIS maps are accurate</p> <p>7. Monitoring progress of existing and future Chapter 40B projects, and chapter land status for real estate tax accuracy</p> <p>8. Interim Assistant Assessor taking MAAO Course 200 - Principles of Assessing Procedures</p>	<p>6. Ongoing</p> <p>7. Ongoing</p> <p>8. May - June 2022</p>	
<p>COA</p> <p>1 Programs</p> <p>2 Grants</p> <p>3 Volunteers</p>	<p>1a. Working on signing up for the Walk Ma. Challenge with Park & Rec.</p> <p>1b Continue to offer Dementia Friends Training. Paperwork is awaiting signatures and then will need to be turned into MCOA for approval.</p> <p>1c. We are looking at starting to plan some trips in the upcoming weeks/months. Monthly lunch trips have been successful and ongoing.</p> <p>1b. 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. Below is a picture of our cookout held in collaboration with the Fire Department on May 10th. We had residents from both Hamilton and Wenham participate in this event. Thank you to the Fire Department for their support in making this possible!</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</p>	<p>1a. Ongoing</p> <p>1b. Mid June</p> <p>2a. March & ongoing.</p>	

4 Newsletter	<p>can start fundraising asap. Have started planning a Fall fundraising event.</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>3a. Ongoing 3b. Ongoing. - Fall</p> <p>4a. Fall</p>	
<p>Parks & Recreation</p> <p>1. Camp Registration/Summer 2.0</p> <p>2 Spring Programming</p> <p>3 Employment Recruitment</p> <p>4 Camp and Pool</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>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 fully staffed for our camp and we have received some applications for lifeguards over the last two weeks. The hope is to have our lifeguard staff fully staffed by the start of the summer.</p> <p>4. Large focus of work has shifted to preparing for the summer. This includes ordering of supplies, uniforms, seasonal employment certification,</p>	<p>1. On-going</p> <p>2. Spring 2022</p> <p>3. Complete by end of April</p> <p>4. 3/25</p>	<p>1. On-going</p> <p>2. On-going</p> <p>3. On-Going</p> <p>4. on-going</p>

<p>Preparations</p> <p>6. HWRHS Athletic Complex Project</p> <p>7. Bathrooms at Patton Park</p>	<p>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>The pool cover is scheduled to be removed this week and our focus will shift to preparing the pool facility and treating the water in order to pass the pool inspection and be ready for opening day.</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>The Bathrooms are open and operational at Patton Park as of this weekend.</p>		<p>6. TBD</p> <p>7. 4/28</p>	<p>6. On-going</p> <p>7. Complete</p>
<p>Human Resources</p> <p>1. Openings</p> <p>2. Evaluations</p> <p>3. New Location</p>	<p>1. <i>Current Openings:</i></p> <ul style="list-style-type: none"> ● Public Health Nurse ● 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 - Summer Help <p>2. <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>3. The Human Resources office can be found with the new Health and Human Services Department located on the second floor of the Hamilton Council on Aging building at 299 Bay Road.</p>		<p>1.1 On-going</p> <p>2. On-hold</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>2 - Decided to postpone sending to elected boards and Committees until after the reappointments in June.</p>		<p>January - July</p>	<p>In process</p>
<p>3 - 2022 Census Forms and Voter Registration data maintenance</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 = eligible to vote.</p> <p>2000 forms have been input; every form that indicates someone has moved requires additional steps. We are scrubbing GCTS student status using an updated list from the administration. Sent out a second mailing to 116 households that have not responded in 3 - 8 years; IN EARLY JUNE ALL NON-RESPONDENTS TO THE CENSUS WILL BE INACTIVATED IN THE VOTER SYSTEM BECAUSE WE DON'T HAVE PROOF THEY LIVE HERE....EACH WILL RECEIVE A POSTCARD MAILING WHICH IS ANOTHER ATTEMPT TO REACH THEM – THE COST OF THIS MAILING IS \$1500!! IF NO RESPONSE AFTER THE POSTCARD MAILING, AT FALL ELECTIONS WILL HAVE TO PROVE RESIDENCY IF THEY SHOW UP TO VOTE.</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 981 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>January - December</p>	<p>Several more expected</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 NOMINATION PAPERS</p>	<p>7 - Certification of signatures on nomination papers has been completed. WE CERTIFIED 719 SIGNATURES ON 155 NOMINATION PAPERS FOR 25 CANDIDATES.</p>		<p>Feb - November</p>	
<p>Patton Homestead 1 Event/Programing</p>	<p>1. Ongoing outreach is being done to coordinate workshops -Yoga postponed due to lack of marketing outlets available outside of social media.</p>		<p>1 - on-going</p>	<p>1 May and on-going</p>

