



Town of Hamilton

Town Manager Report


For June 6, 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 <i>On-going</i>
2 Accessibility evaluation	2 Nothing new to report.	2 Late summer	2 <i>On-going</i>
3 Union Contract negotiations	3 The town has negotiated tentative agreements with the Clerical and Police Unions and negotiations are progressing well with the Fire Union. All contracts are expected to be negotiated and signed prior to the end of the Fiscal Year on June 30.	3 End of June	3 <i>On-going</i>
4 Public Safety Chief contract renewals	4 The Select Board were presented with the new contracts for both chiefs on June 6, 2022	4 Early June	4 <i>Complete</i>
5 SWMI grant to study water security	5 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.	5 Final report to be done by June 30, 2022.	5 <i>End of June</i>
6 Regional Assessing	6. The town has just learned that in March, the Massachusetts Department of Revenue released a new requirement that Intermunicipal Agreements that involve state reporting functions must be reviewed and approved by the Division of Local Services. Hamilton and Wenham administrative teams met with a DLS representative this week to initiate that review. We are expecting some minor	6 DOR is reviewing the IMA	6 <i>Expected completion by June 2022, for July 2022 implementation</i>

	<p>amendments to the previously agreed to IMA between Hamilton and Wenham and will bring it to Hamilton SB for final vote and signatures after that review is completed. In the meantime, we have initiated the process for advertising for the new Shared assessing position.</p>		
7 Asbury Grove backflow valve	7 Tim Olson has again reached out to Asbury Camp Meeting Corp. Board, to schedule a follow-up meeting to determine how and when to start this project and how much ACMC can invest in the solution.	7 We expect to be able to resume negotiations in May.	7 <i>On-going</i>
8 Pilgrim Hall Lease	8 The Select Board will review the proposed lease and discuss the timing of a potential move to Pilgrim Hall, in relation to GCTS plans for the property and the town's approach to Town Hall renovations.	8 Will review lease proposal with new Select Board on June 6	8 <i>On-going</i>
9 Chebacco Road Paving	9 The Conservation Commission unanimously approved the town's request to amend its earlier approval for paving Chebacco Road. The town and its consultants will next review the project changes with the MBTS Select Board on June 6, 2022. Consultants have already filed the notice of project change with the state environmental permitting agencies. The construction bid documents are expected to be advertised in June.	9 Expect to have the project bids back by late June and be under contract in July..	9 <i>By the end of the FY'23 paving season.</i>
Public Works 1 GAC Filtration Project	1. Site work has begun. The Contractor has excavated for the building foundation and has poured the footings. Foundation walls are under construction. Pilot testing of the specified media has revealed positive TOC and THM removal results	1 Fall/Win. '22	1 On-going
2 Asbury Grove Backflow	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. A meeting is scheduled to discuss the backflow project on 6/6.	2 Summer 2022	2 On-going
3 CCR 2021	3. Began gathering water data for the 2021 Consumer Confidence Report (CCR) for MassDEP. The 2021 CCR has been submitted to MassDEP, DPH, and the Hamilton BoH. The report is also available on the town website.	3 Due 7/1/2022	3 In progress

4 Essex Street Drainage	4. Working with the engineering consultant on a redesign to present to the owner of 470 Essex Street for consideration as well as a reviewing possible alternatives to the drainage along Essex Street north of Appaloosa Lane.	4 Summer '22	4 In progress
5 Chebacco Road Reconstruction	5. The Town Manager and I had a successful meeting with the property owner at 458 Chebacco Road to discuss a temporary construction easement for roadway drainage. TOWN Counsel has prepared a temporary construction easement for review and the engineers are preparing the easement exhibit to discuss with the home owners. The roadway project received a unanimous ConCom vote of approval on 5/25 and the design team is scheduled to update the MBTS Select Board on the revised roadway alignment on 6/6/22.	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. The report is still under review and the town is waiting on the Green Community grant announcements to address some of the building deficiencies. No new update.	6 Completed by June	6 On-going
7 Fueling Facility	7. Still waiting on insurance quotes before we refill the existing underground storage tanks. The town received one quote of ~\$20k which is more than double from past year costs. The increase is mainly due to the age of the underground tanks and the increased liability. DPW would like to consider a phasing approach for a new facility to utilize our current appropriation by constructing the permanent site work with a temporary fueling facility with plans to seek additional funds to complete the permanent facility.	7 In progress	7 On-going
8 CPC Project Patton Park Master Plan	8. I will begin to draft a RFP for distribution soliciting for landscape architects this summer. No new update.	8 In progress	8 In-progress
9 Employment	9. Water Distribution Foreman	9 ASAP	9 In-progress

<p>10 DPW Garage Updates</p> <p>11 EV Charging Station</p> <p>12 MassDEP RDP Application</p>	<p>I have communicated with MassDEP the struggles Hamilton has had to hire a licensed operator. I made the decision to promote Dave Dolan to oversee both treatment and distribution on a temporary basis until a permanent solution is in place. Dave has full operator licenses in both distribution and treatment and many years of experience in each division of the water department. I am working on a job description to hire a entry water employee that will work primarily in distribution with the requirement to obtain distribution licensing in the future</p> <p>Public Facility Maintenance Custodian I have finalized and posted the job description for a Building Custodian to start in July 2022.</p> <p>10. I have received specifications for the garage door replacements and plan to procure these new bay doors starting in July with a hopeful fall construction based on supply.</p> <p>11. Met with the Town Manager, Energy Manager, and our consultant Voltrek to discuss installation of EV charging stations at Patton Park. DPW will move the existing fence and perform the required excavation in accordance to the consultants construction schedule</p> <p>12. Completed the annual MassDEP Recycle Dividends Program Grant Application. This funding has been used for information mailings, purchase of trash, recycling, and composts containers</p>		
<p>Police</p> <p>1. Asbury Street “Cutler School Zone” Presentation</p> <p>2. Senior Alert Program.</p>	<p>1. After 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>2. 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</p>	<p>1. End of June</p> <p>2. Spring 2022</p>	<p>1. Ongoing</p> <p>2. Working with the COA Director on a roll out plan</p>

<p>3.. Medical take back Grant</p> <p>4. Highway Safety Grant</p>	<p>explain how it works, as well as its importance to the town.</p> <p>3. Medical take back grant in the amount \$1300.00 was applied for and awarded.</p> <p>4. EOPSS Traffic Safety grant in the amount of \$12,433.50 was applied for and awarded.</p> 	<p>3. Calendar Year</p> <p>4. Spring 2022</p>	<p>3. Completed</p> <p>4. To be completed by 09/15/2022</p>
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Fire Department			
1.COVID Vaccinations	<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>		1. Ongoing
2. COVID Testing	<p>2. The fire department has been working with Rachel Lee to provide COVID rapid test kits to our residents. These kits are available for free and can be picked up at 256 Bay Road, the Public Safety Building.</p>		2. Ongoing
3. Federal Defibrillator Grant	<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. Because of the supply chain shortages, we just found the defib has been backordered.</p>		3. Ongoing
4. Brush truck	<p>4. 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. The cab and chassis left the station last week bound for the CET's plant in Canada where it will have the utility body and pump installed.</p>		4. Ongoing
5. New Call Firefighters.	<p>5. 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. We just finished the hiring process of four additional firefighters as of 5/31/22. Maththew Enos, Andrew Mezza, Robert Cross have all started their training here at the Hamilton Fire Department. The fourth hire is a fulltime Lieutenant with the Reading Fire Department and lives here in Hamilton.Paul Dalton was compelled to give back to the community and applied to the department. We hired Paul as of last.</p>		5. Ongoing
6. Yearly inspections.	<p>6. 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</p>		6. Ongoing

7. Planting Flowers at retired HFD graves for the holiday.

compressor's storage bottles to have their hydrostatidly test done. **The two fire engines and the ladder all had their pumps tested on 6/2/22 and passed. The aerial ladder and ground ladders tests have been moved to July by Underwriter Laboratories because of scheduling issues.**



8. Memorial Day.

8. The members of the fire department marched in the Memorial Day Parade to honor those who gave their lives and served to protect our freedom.



<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>4. Planning Board consideration of zoning amendments</p> <p>5. 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 (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. Hearing continuance requested to June 23, 2022.</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. Active project review to begin June 1, 2022.</p> <p>4. GCTS campus and other areas to be considered for zoning amendments</p> <p>5. 59-63 Willow St- a 54.6 KW Solar Array will be added to the roof at 59-63 Willow Street Project.</p> <p>6. 36 building permits have been issued to date in April.</p> <p>7. The online permitting system is getting closer to being a reality.</p> <p>8. 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 to be completed approximately Dec. 2022</p> <p>2 On-going</p> <p>3 Spring 2022</p> <p>4. Sum. 2022/STM</p> <p>5. 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. Just starting</p> <p>5. On-going</p>
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<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 65+ free test kits to town residents since Mid March with a balance of about 100 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. (most vendors are opting for the new annual permit)</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 80% complete</p> <p>4. Performed 2 soil tests for new septic designs and 2 septic inspections, reviewed 1 septic plan application, logged 16 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>	

<p>7. Housing</p> <p>8. Misc.</p>	<p>7. Investigating 2 housing complaint (1 sanitation and 1 lead paint)</p> <p>8. With the onset of summer, Pool inspections have begun and processing 2 summer camp applications.</p>		
<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>	<p>Budget book preparation; getting this document put together with the aim to be completed by beginning of FY23.</p> <p>The annual Schedule A has been submitted and approved by the Commonwealth.</p> <p>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>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.</p> <p>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.</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>4. Information distributed to employees mid May; open enrollment runs through June.</p> <p>5. Throughout May-June</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>3Tailings</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>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>Reviewing receivables for year-end trying to clean up before we move on to tax title for FY 22</p> <p>Also working with Finance and Munis preparing for our software update.</p>		
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<p>4 Benefits</p> <p>5 Payroll</p> <p>6 Annual Report</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. 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>Still not receiving that many responses. Thinking we might have to mail out second letter</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>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>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>Adding new summer hires into payroll. Also preparing for year end payroll. Changing health rates for FY23</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>		
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<p>7 Misc</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>Annual Conference June 7-10th at the Cape For my certifications re-newals.</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>6. GIS updates</p> <p>7. Chapter 40B and Chapter land projects</p> <p>8. Staff training</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. Patriot Properties is doing new growth data collection for FY2023 in Town for the next two weeks.</p> <p>5. The Assessors office has been processing 30+ motor vehicle excise tax abatements a month.</p> <p>6. Working with CAI to ensure GIS maps are accurate</p> <p>7. 864 Bay Road is for sale and chapter land use is not going to continue so the Town has to act on Right of First Refusal in 120 days.</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. Ongoing</p> <p>7. Ongoing</p> <p>8. May - June 2022</p>	

	<p>8. Interim Assistant Assessor taking MAAO Course 200 - Principles of Assessing Procedures</p>		
<p>COA 1 Programs</p>	<p>1a. Working on signing up for the Walk Ma. Challenge with Park & Rec. 1b Continue to offer Dementia Friends Training. Paperwork has been mailed over to become an official dementia friends community. Signatures, goals and action plan has been submitted and accepted to MCOA. I have received word that we will be officially recognized at the MCOA Annual Conference on June 23rd. 1c. We are looking at starting to plan some trips in the upcoming weeks/months. Monthly lunch trips have been successful and ongoing. 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>1a. Ongoing</p> <p>1b. June</p>	
<p>2 Grants</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>2a. March & ongoing.</p>	
<p>3 Volunteers</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>4 Newsletter</p>	<p>We have filled 1 board open spot, will have two more to fill and 3 applications.</p>	<p>3a. Ongoing</p>	

	<p>3b. Friends has officially filed a 501c3 status. They 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>3b. Ongoing. -Fall</p> <p>4a. Fall</p>	
Parks & Recreation				
1. Patton Park Program	<p>Working on a number of items preparing for summer program, including.</p> <ul style="list-style-type: none"> ● Employee Paperwork ● Orientation Planning ● Assigning Groups ● Collecting Camper Paperwork ● Cleaning and Organizing Supplies ● Finalizing Job Offers ● CORI/SORI checks ● Organizing paperwork folders ● Finalizing Staff, C.I.T, and Parent Manuals ● Preparing for a Parents information night 		1. On-going	1. On-going
2. Veterans Memorial Pool	<p>Working on a number of items preparing to open the pool the summer, including</p> <ul style="list-style-type: none"> ● Manual Labor at the pool (cleaning, sweeping, vacuuming, etc...) ● Staff Summer Schedules ● Preparing for Orientation ● Employment Recruitment ● Swim Team Preparations ● Employee Paperwork ● CORI/SORI checks ● Coordinating Membership Registrations ● Preparing for Pool Inspection 		2. On-going	2. On-going
Summer 2.0	<p>In addition to the camp and pool program we are offering a number of week long programs during the summer. We have been coordinating, promoting, and accepting registrations for these additional programs.</p>		3. On going	3. On going

<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>2 - 2022 Conflict of Interest Annual Filings</p> <p>3 - 2022 Census Forms and Voter Registration data maintenance; STREET LIST</p> <p>4 - 2022 Dog License Renewals</p> <p>6 - DBA Renewals</p> <p>7 - 2022 State Election and Nomination Papers</p>	<p>1b - Minutes to be completed. Fiscal votes to be uploaded to the DOR/DLS gateway.</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 = eligible to vote.</p> <p>2035 forms have been input; every form that indicates someone has moved requires additional steps. ON JUNE 1 WE INACTIVATED 1027 VOTERS WHO HAVE NOT RETURNED THEIR CENSUS FORM WHICH IS PROOF THAT THEY LIVE HERE.</p> <p>WE PLACED THE ORDER FOR THE 2022 PRINTED STREET LIST DOCUMENT.</p> <p>4 - Over 1200 licenses issued 2021; renewal form sent with Census Forms 1030 have been issued along with 4 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 - Certification of signatures on nomination papers has been completed. WE CERTIFIED 719 SIGNATURES ON 155 NOMINATION PAPERS FOR 25 CANDIDATES.</p>	<p>January - July</p> <p>January - June</p> <p>January - December</p> <p>Jan - Dec</p> <p>Feb - November</p>	<p>Almost done.</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</p> <p>New writing workshop will start 6/7 and repeat every Tuesday for 8 weeks. The workshop is coordinated through Room to Write and is geared</p>	<p>1 - on-going</p>	<p>1 June and on-going</p>

<p>2 Marketing</p> <p>3 Property Improvements / General Planning</p>	<p>toward Veterans and Seniors. The Hamilton COA has been invited to attend. This is a free workshop and will be held at 10:30 for 1 hour every Tuesday.</p> <p>Hamilton Library posted a flyer for the Satellite book club which will occur the first Tuesday of every month at 3pm, starting with 6/7</p> <p>HWMC will host yoga for it's member on 6/8</p> <p>Reached out to the director of the MAPC arts and culture division re: artist residency - gaining more info.</p> <p>Portable restroom is onsite and Town is assessing ability to keep for the Spring, Summer + Fall.</p> <p>Sunset Music Series ended on 5/26 with a great turn out of over 200 people. 6/2 cancelled due to weather. Community/bands and vendors have expressed interest in more events like this. Plans in place to host a Fall series starting 9/22-10/20</p> <p>Select Board Meeting to be held at PH on 6/5</p> <p>Wenham Museum Archive is planning weekend tours and has implemented a Spring Speakers Series - ticketing through the Wenham Museum. New Tour scheduled out with weekly Archive tours set through October 2022</p> <p>2. Priority back on designing a Town sign for the lower public parking lot. It has been costed out and hopefully will be set back in motion in June</p> <p>It is a continued priority to update the online platforms in place. New brochure for PH designed and a small batch has been printed.</p> <p>Creative Collective will be hosting their May PM Social at the 5/12 Music Night - should be a great addition to attendance</p> <p>3. DPW coordinated wit hEssex tech to update lamp posts - THANK YOU!</p> <p>DPW added more mulch + lawn continues to look good!</p>	<p>6/7-7/26</p> <p>6/7, 7/5, 8/2, 9/2</p> <p>9/22-10/20</p> <p>6/5</p> <p>2 - on-going</p> <p>3 - complete and in-progress</p>	
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