



Town of Hamilton

Town Manager Report

For June 21, 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 equipmen 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. Conservation Commission decision challenged	3. The Town was served with a legal complaint and challenge to the Hamilton Conservation Commission's approval of an Order of Conditions for the proposed development at 133 Essex Rd. The Save Chebacco Trails and Watershed organization has sued the town, seeking to overturn the ConCom approval.	3. Unknown	3. Unknown
4 Union Contract negotiations	4 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.	4 End of June	4 <i>On-going</i>
5 Public Safety Chief contract renewals	5 The Select Board will vote on the new contract for fire chief on June 21, 2022	5 Late June	5 Complete
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 <i>End of June</i>

7. Organizing warrant for Oct. 1, 2022 Special Town Meeting	7. The Select Board will review proposed warrant articles for the Special Town Meeting Warrant at the June 21, 2022 meeting. The warrant will close on August 1, 2022	7. October 1, 2022	7. <i>Complete on Oct. 1, 2022</i>
8. Regional Assessing	8. DOR completed its review of the proposed IMA and job description for regional Director of SAssessing and has approved them. The Hamilton Select Board will vote on the IMA on June 21. The position is being advertised the week of June 13.	8.DOR approved the proposed IMA	8. <i>Expected completion by June 2022, for July 2022 implementation</i>
9. Asbury Grove backflow valve	9. The Select Board will discuss and vote on an offer by the ACMC to pay for a portion of the backflow valve on June 21.	9. The town expects to be able to begin the project in late summer.	9. <i>Fall 2022</i>
10. Pilgrim Hall Lease	10. The Select Board will vote on 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.	10. Following a board vote, the town will review the level of work needed to accommodate town offices	10. <i>On-going</i>
11. Chebacco Road Paving	11. The Conservation Commission will consider an extension to the original permit issued for the Chebacco Road Paving Project.	11. Expect to have the hearing in July	11. <i>By the end of the FY'23 paving season.</i>
12. Juneteenth 2022	12. The Town of Hamilton will recognize Juneteenth with a flag raising on Sunday, June 19 at 1 p.m. in Patton Park and Town offices will be closed on Monday, June 20, 2022 in observance of Juneteenth.	12. June 19-20, 2022	12. <i>Complete June 19-20, 2022</i>
13. New EV Charging Station	13. The Town of Hamilton will be receiving two new EDV Charging Stations, which will be sited at the Patton Park parking lot on Asbury St. The project is completely grant funded and will be installed later this summer or early fall.	13. Fall of 2022	13. <i>On-going</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. Work on the concrete foundation walls and flooring for the metal prefabricated building continues.	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	2 Summer 2022	2 On-going

<p>3 Essex Street Drainage</p>	<p>bid specifications the town provided. The Select Board will discuss this project and payment offer by the ACMC.</p> <p>3. 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.</p>	<p>3 Summer '22</p>	<p>3 In progress</p>
<p>4 Chebacco Road Reconstruction</p>	<p>4. The Hamilton ConCom permit expired after its 1 year timeframe. Hamilton's consultants have refiled to the Hamilton ConCom which includes the project amendment of the new roadway relocation. This ConCom meeting is scheduled for 6/22/22.</p>	<p>4 In progress</p>	<p>4 In-progress</p>
<p>5 Public Safety Building Recommissioning Project</p>	<p>5. 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. Still waiting for the grant to be approved.</p>	<p>5 Completed by June</p>	<p>5 On-going</p>
<p>6 Fueling Facility</p>	<p>6. 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. I had preliminary talks with the Town Manager and Finance Director about funding strategies to progress this project forward.</p>	<p>6 In progress</p>	<p>6 On-going</p>
<p>7 CPC Project Patton Park Master Plan</p>	<p>7. I will begin to draft a RFP for distribution soliciting for landscape architects this summer. No new update.</p>	<p>7 In progress</p>	<p>7 In-progress</p>

<p>8 Employment</p> <p>9 DPW Garage Updates</p> <p>10 EV Charging Station</p> <p>11 Sagamore Street Culvert</p>	<p>8. Water Department Position I am working on a job description to hire an entry water employee that will work primarily in distribution with the requirement to obtain distribution licensing in the future. No new update.</p> <p>Public Facility Maintenance Custodian This position is out for advertisement and open until filled.</p> <p>Successfully hired 4 seasonal workers that will assist in the cemetery and parks. Jake Vargus (Gloucester), Max Lockard (Hamilton), Owen Leonard (Hamilton), and Andrew Feron (Hamilton).</p> <p>9. 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. No new update.</p> <p>10. 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 with the consultants construction schedule. No new update.</p> <p>11. Investigating temporary repairs to a culvert crossing Sagamore Street near the Ipswich/Hamilton town line. Planning on performing temporary repairs to stabilize the roadway with more permanent repairs following approval from the Hamilton Conservation Commission.</p>	<p>8 ASAP</p> <p>9. After July 1st</p> <p>10. Fall 2022</p> <p>11. ASAP</p>	<p>8 In-progress</p> <p>9. In-progress</p> <p>10. Waiting for schedule</p> <p>11. In-progress</p>
<p>Police</p> <p>1. Asbury Street "Cutler School Zone" Presentation</p> <p>2. Highway Safety Grant</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. EOPSS Traffic Safety grant in the amount of \$12,433.50 was applied for and awarded.</p>	<p>1. End of June</p> <p>2. Spring 2022</p>	<p>1. Ongoing</p> <p>2. To be completed by 09/15/2022</p>

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>5. 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 hydrostatidly test done. The two fire engines and the</p>		6. Ongoing

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

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.

7.



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.



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	<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>	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>7. Housing</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>7. Investigating 2 housing complaint (1 sanitation and 1 lead paint)</p>		<p>On-going</p> <p>Work performed since last meeting</p>	
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8. Misc.	8. With the onset of summer, Pool inspections have begun and processing 2 summer camp applications.			
Finance 1 Budget 2. Open Enrollment 3. Year End 4. Union Negotiations 5. Coordinating FY22 Audit 6. Munis Upgrade 7. Director of Assessor IMA with Wenham	8. Budget book preparation; getting this document put together with the aim to be completed in early FY23. 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. 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. 4. In collaboration with the Town Manager and other executive staff, negotiating new union contracts with 3 of the 5 town unions. 5. Signed engagement letter with CLA for FY22 Audit 6. Coordinating Major Version upgrade with our Munis system, moving to from version 11.3 to 2021.5 7. Posting should go live soon; approved by state last week		1. This remains a work in progress 2. Information distributed to employees mid May; open enrollment runs through June. 3. Updated timeline - present through mid July 4. Hopefully completed by start of FY23 5. Commencing mid/late summer; not yet scheduled 6. Ongoing; TEST database has been upgrading; more work scheduled through July 7. Posting now; interviews in July; hopeful	

			hire in July/August	
Treasurer/Collector 1 Tax Title	<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>One parcel that went to Land Court this past week has been ordered to pay back taxes in full by July 1st.</p> <p>Received Payment from this parcel but was a little short. Tried calling no voicemail and I sent out a letter stating we will not release unless we receive payment in full.</p>			
2 Billing	<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>3 Tailings</p> <p>5 Payroll</p>	<p>4th Qtr Real Estate and Personal Property bills have been mailed. Working on mailing out demand bills for our 1st commitment of Motor Vehicle taxes 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 Also working with Finance and Munis preparing for our software update.</p> <p>Reviewed and approved FY23 Real Estate and Personal Property tax bills. Will be mailed 6/28/22</p> <p>3. One of our bigger upcoming projects will be our tailings account process for the Towns A/P account. Started the tailing process this week. Reviewing old checks and will be reaching out to departments for some help. Mailed out our first round of tailings letters. Will begin the process of voiding and reissuing Receiving responses from our letters. Leticia has started re-issuing checks. Have asked Sean to help. Have not received back any letters for Rec Refunds. There were quite a few of those due to Covid. 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. 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>		
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<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>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>8. Interim Assistant Assessor taking MAAO Course 200 - Principles of Assessing Procedures</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>COA 1 Programs</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 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.</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</p>	<p>1a. Ongoing</p> <p>1b. June</p>	

<p>2 Grants</p> <p>3 Volunteers</p> <p>4 Newsletter</p>	<p>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>We have filled 1 board open spot, will have two more to fill and 3 applications.</p> <p>3b. Friends has officially filed a 501c3 status. They can start fundraising asap.</p> <p>Have started planning a Fall fundraising event.</p> <p>4a. Reaching out to newsletter companies to see about options with other companies. Signed with a new newsletter company. Will start with them in the fall.</p>	<p>2a. March & ongoing.</p> <p>3a. Ongoing 3b. Ongoing -Fall</p> <p>4a. Fall</p>	
<p>Parks & Recreation</p> <p>1. Patton Park Program</p>	<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 	<p>1. On-going</p>	<p>1. On-going</p>

<p>2. Veterans Memorial Pool</p> <p>Summer 2.0</p>	<ul style="list-style-type: none"> ● Finalizing Staff, C.I.T, and Parent Manuals ● Preparing for a Parents information night <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 <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>		<p>2. On-going</p> <p>3. On going</p>	<p>2. On-going</p> <p>3. On going</p>
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Human Resources 1. Openings 2. Evaluations 3. New Location	1. <i>Current Openings:</i> <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 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. 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.		1.1 On-going 2. On-hold	
Town Clerk's Office 1 b - April 2 Town Meeting 2 - 2022 Conflict of Interest Annual Filings 3 - 2022 Census Forms and Voter Registration data	1b - Minutes have been uploaded to the Town Clerk webpage. Fiscal votes to be uploaded to the DOR/DLS gateway. Draft sent to Alex. 2 - Decided to postpone sending to elected boards and Committees until after the reappointments in June. 3 - 3000 Census Forms mailed last week of Dec. Census forms = proof of residency = eligible to vote.		January - July January - June	Almost done. In process Ongoing

<p>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>2040 forms have been input; every form that indicates someone has moved requires additional steps. On June 1 we inactivated 1027 voters who did not return the census form.</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 1045 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. Very good response to Anne's letter reminding folks to renew the DBA.</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>Carin attended the MA Town Clerks' Assoc Summer Conference June 8-10. Received information about the upcoming State Primary (9/6) and Election (11/8) including early voting and vote by mail responsibilities. Also heard more about Clerk responsibilities under the "Three big laws." Heard from 1) Att. General's Office re Open Mtg Law; 2) Ethics Comm re Conflict of Interest Filings and Trainings for employees and elected and appointed board and committee members; and 3) KP Law re Public Records. Cybersecurity issues were emphasized.</p>	<p>January - December</p> <p>Jan - Dec</p> <p>Feb - November</p>	<p>Several more expected</p> <p>Ongoing</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 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>1 - on-going</p> <p>6/7-7/26</p> <p>6/7, 7/5, 8/2, 9/2</p>	<p>1 June and on-going</p>

<p>2 Marketing</p> <p>3 Property Improvements / General Planning</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 with Essex Tech to update lamp posts - THANK YOU!</p> <p>DPW added more mulch + lawn continues to look good!</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. In progress</p> <p>Task force now called "Study Group" met 5/9 - good conversation and planning took place during the meeting and another will be planned for June</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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