




Town of Hamilton

Town Manager Report



For August 1, 2022

Department/ Project	Weekly Update		Timeline	Status
Town Manager				
1 Cell Tower	1 Everest Infrastructure confirmed last week that Verizon is still reporting that they expect the Hamilton tower to “be on air” in September, which is consistent with the earlier stated time frame of August installation of equipment. Everest did note that Verizon is reporting some difficulty with supply chain and getting equipment and parts. The town will continue to monitor the situation and report when work begins.		1 Unknown	1 <i>On-going</i>
2 Accessibility Evaluation	2 The consultant continue to work on their assessment and report		2 Late summer	2 <i>On-going</i>
3. Chebacco Road permit appealed	3. The Town was served with a legal appeal of the Conservation Commission permit which was granted to authorize the paving and re-construction of Chebacco Road. The appeal will further delay this project that was approved by Town Meeting three years ago.		3. Unknown	3. <i>Unknown</i>
4. SWMI Grant/Report complete	4. The water study consultant has completed the final report required for the Sustainable Water Management Initiative. The report will be made available to the public as quickly as possible and has been shared with Senator Tarr’s North Shore Sustainable Water Task Force to further the water stability efforts of the region.		4. Final report submitted, collaboration with regional partners on-going	4. <i>Complete</i>
5. Special Town Meeting Warrant	5.. The Select Board will review proposed warrant articles and close the warrant on Monday, Aug. 1, 2022 for the Oct. STM		5. October 1, 2022	5. <i>Complete on Oct. 1, 2022</i>

6. Regional Assessing	6. A screening Committee is scheduling interviews with qualified applicants this week	6. Hiring process	6. August 2022 implementation
7. Pilgrim Hall Lease	7. An estimate for retrofitting Pilgrim Hall was provided to the Select Board, which will decide on Mon. Aug. 1 whether to go forward with the proposed relocation of town hall services to the Gordon Conwell campus.	7. Awaiting Select Board approval	7. Unknown
11..New EV Charging Station	11. 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.	11. Fall of 2022	11. On-going
12. Bike Rack installed at Forest and Gregory Island road	12. Thank you to Hamilton Public Works, which worked thru July to clean up a small piece of town owned property at the corner of Forest and Gregory Island roads to install a bike rack that can be used by neighborhood children who gather at the intersection to wait for the bus during the school year. The bike rack will offer the students a safe place to store their bikes and reduce the need for car trips by parents in the morning and afternoons.	12. Completed	12. Completed
			
Public Works 1 GAC Filtration Project	1. All walls poured, backfilling has begun. The contractor has begun to perform the excavation and utility work which includes the connections to our RAW and Finished water lines.	1 Fall/Win. '22	1 On-going
2 Asbury Grove Backflow	2. With the received donation I reached out to our low bid contractor and unfortunately the contractor cannot perform the work for the price bid back in February 2022 and the town will have to re-bid the project. Plans are to re-bid the project soon and have the	2 Fall/Winter 2022	2 On-going

3 Essex Street Drainage	<p>construction take place this November 2022.</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. No new update.</p>	3 Summer '22	3 In progress
4 Chebacco Road Reconstruction	<p>4. The Order of Conditions for the Chebacco Road project has been appealed. This project has been put on hold until there is resolution.</p>	4 In progress	4 On-hold
5 PSB Recommissioning Project	<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>	5 Completed by June	5 On-going
6 Fueling Facility	<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. No new update.</p>	6 In progress	6 On-going
7 CPC Project Patton Park Master Plan	<p>7. The RFP for the Patton Park Master Plan is nearly complete. The plan is to have this issued this fall.</p>	7 Fall 2022	7 In-progress
8 Employment	<p>8. Water Department Position The Town did not receive any qualified applicants for the Water Distribution Foreman position. The town is required to submit a Staffing Plan for approval to MassDEP. In discussions with MassDEP regarding the inability to hire, I presented an alternative, to have Dave Dolan, the</p>	8 Fall 2023	8 In-progress

	<p>Primary Treatment Operator, serve both roles. MassDEP has accepted this plan with the understanding that Hamilton will be hiring a Secondary Water Distribution Operator in the near future.</p> <p>Public Facility Maintenance Custodian I am pleased to announce the hiring of Andrew Leveille as Hamilton's Building Custodian. Andrew's first day was August 1st, 2022.</p>			
9 DPW Garage Updates	<p>9. The IFB for the Bay Door Replacements is currently being drafted with an anticipated Sept 2022 advertisement and bid. DPW has also been in discussions with a few roofing companies to build the specifications for the DPW Garage roof replacement.</p>	9. In-process	9. In-progress	
10 EV Charging Station	<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>	10. Fall 2022	10. Waiting for schedule	
11 Sagamore Street Culvert	<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. Roadway has stabilized and DPW is still discussing repair plan.</p>	11. ASAP	11. In-progress	
12. Coliform Sampling Plan	<p>12. Working with MassDEP to update Hamilton's Coliform Sampling Plan</p>	12. August 2022	12. In-progress	
13. Water System Leak Detection	<p>13. Planning for a routine system wide water leak detection study to help continue to improve on Hamilton's water distribution delivery.</p>	13. September 2022	13. In-progress	
14. Lead and Copper Water Service Assessment	<p>14. MassDEP has revised the Lead and Copper Rule which includes a system wide Lead Service Assessment and Inventory. There is grant money available for this work that will require an article at STM for authorization to use Water Enterprise</p>	14. October 2022	14. In-progress	

<p>15. Winter Treatment Techniques</p>	<p>funding that would be reimbursable with grant approval.</p> <p>15. One of the two Hamilton sander units has received the new liquid de-icing spray equipment. The second sander is currently being upgraded.</p>  <p>Hamilton has also received the bulk storage tank for the de-icing liquid that will be used this winter to reduce the amount of road salt.</p> 	<p>15. N/A</p>	<p>15. 1 of 2</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</p>

3. Med-Project	3. \$1300.00 Grant for Prescription Medication Disposal.		3. Awarded	09/15/2022 Ongoing
4. Road Safety Grant	4. \$9880.00 EOPSS Traffic Safety grant.		4. Submitted	4. Pending Award
5. 911 Grant	5. Applied for State 911 Grant(s) a. EMD - \$860.00 b. Training - \$21533.80 c. Support and Incentive - \$27501.00		5. Submitted	5. Pending Award

Fire Department	.		
1. Brush truck	1. 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.		1. Ongoing
2. New Call Firefighters.	2. Newly hired firefighters have started in house training and have signed up for this fall's Massachusetts Fire Academy Recruit Training Class.		2. Ongoing
3. Yearly inspections.	3. 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. The aerial ladder and ground ladders were all tested two weeks ago with no issues found. In August we are scheduling the Massachusetts State inspection for all the vehicles. In order to make sure the Van passes we had to replace upper ball joints and a complete set of tires.		3. Ongoing
4.CEMP Plan	6. I started updating the Town's Comprehensive Emergency Management Plan (CEMP) . This is an all hazards plan that is developed to address the natural and man hazards that threaten Hamilton. I met with my MEMA Rep 3 times over the past month and should have the plan done in no time.		4. Ongoing
5. Class V License	5. The Fire department has applied for a Class V non-transporting Ambulance Service license and is currently under review with the state. This is part of my long-term goal of operating a transporting ambulance at the BLS level to better serve the taxpayers by providing a dedicated transporting ambulance. The state has scheduled our inspection for 8/3/22, so wish us good luck!!!		5. Ongoing
6. Combined training and fun at the park	6. We combined training for one of our newest pump operators with some fun for the kids at the park program on 7/22/22. It was educational and fun for the kids at the same time with the heat index close to 100 degrees.		




7. Structure Fire at 255
Woodbury Street
7/30/22

At 6:15 this past Saturday evening a homeowner at 255 Woodbury Street called 911 and reported he had smoke coming from his basement apartment. While fire crews were responding to the scene Hamilton Police updated us that they saw visible smoke from the outside of the building. The OIC Immediately called for an Essex engine and a Wenham engine to respond to the scene for additional help. When Command signed off he reported he had heavy fire visible 15ft above the roof line on the rear corner of the building and called for a 2nd alarm. Hamilton crews along with Essex Fire, Wenham, Manchester by the Sea Fire Department and Ipswich Fire did an excellent job and knocked down the fire quickly. Beauport Ambulance Paramedics also assisted Hamilton crews stretch hose lines during the initial attack.

All the human occupants made it out safely with no injuries. Unfortunately, there were several animals in the basement apartment that did not survive.



			
Planning & Inspectional Services 1. Master Plan 2. 133 Essex Street, Senior Housing Special Permit Application 3. 421 Asbury St - 40b 4. Planning Board consideration of zoning amendments	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 to obtain public input. 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. Public hearing July 26; Board deliberation begins. 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 has begun - traffic review to occur Aug. 3, 2022. 4. GCTS campus and other areas to be considered for zoning amendments	1 Project to be completed approximately Dec. 2022 2 On-going 3 Spring 2022 4. Sum. 2022/STM 5. To request occupancy permit mid	1. On-going 2. On-going 3. On-going 4. On-going 4. On-going


<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>8. Misc.</p>	<p>septic plan application, approved the following septic systems for the ANR lots on Bridge Street (formerly part of Gordon-Cromwell): Lots 1, 3, 6, 7, and 8, expecting Lots 4 and 5 to be submitted shortly. Soil testing on these lots seems to have concluded, approved the septic system designed for Habitat for Humanity at 434-436 Asbury Street, performed final inspection at 59 Willow Street but am still waiting on As-Built Plans and engineer/installer sign-offs, before issuing a Certificate of Compliance.</p> <p>6. The barn book is complete and filed with the stat</p> <p>Pool and summer camps have been permitted and inspected.</p> <p>Several cases have been reported in the commonwealth - no risk to humans is reported as yet.</p>			
<p>Finance</p> <p>1 Budget</p> <p>2. Financial Policy Implementation</p> <p>3. FY22 Year End Closeout</p>	<p>1. Budget book preparation; getting this document put together with the aim to be completed in the coming months</p> <p>2. Working with Town Manager to put together a plan to implement 2 or 3 of the prioritized financial policies (per guidance from SB, FinCom, and Administration) before end of Calendar 2022. Teams are being assembled for the various policy implementations, as each individual policy impacts different groups in different ways, and must be managed independently of each other.</p> <p>3. Update - We plan to “close the books” on FY22 in late August. This is a process that requires a lot of attention and preparation in Munis, and once we</p>		<p>1. This remains a work in progress</p> <p>2. This remains an open-ended work in progress, with hopeful policy implementation by late Fall 2022.</p> <p>3. Updated timeline - ongoing</p>	

	close the books we will be able to make substantive progress on our audit of FY22.		through late August	
4. Coordinating FY22 Audit	4. Initial meetings with CLA (audit firm) have occurred in the last couple of weeks, audit work is getting off the ground now. Auditors tentatively plan to be on-site in mid September following closing the books on FY22 in late August. This is consistent with the last few years' schedule and do not anticipate any surprises.		4. Commencing mid/late summer as scheduled.	
5. "Rollover" to FY23	5. As you are aware, we are currently operating in FY23; in the accounting division, we are prepping to "roll forward" fully to FY23 as we move away from our FY22 closeout preparations and into our FY23 operations in full. This requires loading some new codes into munis, final accounting journaling in FY22,		5. Work in progress; active now through late August/early September	
6. Munis Upgrade	6. Coordinating Major Version upgrade with our Munis system, moving to from version 11.3 to 2021.5		6. Ongoing; TEST database has been upgrading; more work scheduled throughout the fall	
7. STM Preparations	7. Working with Town Manager, Town Counsel, Town Clerk and various boards to ensure STM Warrant and all articles are completed as needed on time.		7. Work in progress; to be completed during August (roughly)	
8. Director of Assessor Position (Shared with Wenham)	8. Position currently posted; rolling interviews as qualified candidates apply		8. Posted still; interviews being scheduled in August; hopeful hire in August/September	

<p>Treasurer/Collector</p> <p>1 Tax Title</p> <p>2 Billing</p> <p>3 Tailing</p> <p>4 Benefits</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>Payment plan made for a tax title account has been paid in full. Processing redemption and renunciation.</p> <p>Sending out small balance account letters in preparation of FY22 Tax Title letters</p> <p>Working on FY22 Real Estate and Personal Property demands.</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> <p>Reviewed and approve FY23 Preliminary Real Estate and Personal Property taxes to be mailed June 28th</p> <p>1st Quarter tax bills are due. Steady flow of calls and customers.</p> <p>4th commitment of MV Tax was mailed out this week.</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>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</p>		
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<p>5 Payroll</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>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 Adding new summer hires into payroll. Also preparing for year end payroll. Changing health rates for FY23</p> <p>6.Sue working to finalize year end accrual and verifying FY23 balances are accruing correctly.</p>		
<p>6 Annual Report</p>	<p>6 Working on FY2022 Annual Report for Continuing Disclosure.</p> <p>Due July 14th</p> <p>7. Preparing for the BAN sale and paying off FY22 Ban sale</p>		
<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 June7-10th at the Cape For my certifications re-newals.</p> <p>Annual conference meet with different vendors on processing payments online. Have a few meetings scheduled to see what is out there to better serve tax payers as well help us with the processing of payments.</p>		

8 Year - End	<p>Zoom call with invoice cloud looking at other online payment choice.</p> <p>8 Preparing for the year- end. Reviewing payroll dates and preparing for split payroll.</p> <p>Going over all credit balances in Real Estate and Personal property to clean up for year end.</p> <p>Looking at outstanding receivables seeing what can be collected before year-end</p> <p>Working on balancing all accounts for FY22. Quarterly Receivable survey also due.</p>			
Assessor				
1. Statutory exemption abatements/ Tax deferrals	1. The Assessors office mailed 120 FY2023 exemption applications to residents in July. The Assessors had one tax deferral paid in full.		1. Ongoing	
2. FY2023 tax recap	2. For FY2023 the Assessors office is working with BLA advisor at DOR to begin meeting requirements for tax recap in the fall.		2. July 1 to December 1	
3. FY2023 property record updates	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.		3. In process	
4. Permits/growth	4. Patriot Properties has completed new growth data collection for FY2023 and will begin data entry. Assessors office keeping track of new construction for actual bills.		4. Ongoing	
5. Motor vehicle/boat excise tax	5. The Assessors office processed motor vehicle excise tax abatements for June and July. Residents are submitting boat ownership information re: boat excise.		5. Ongoing	
6. GIS updates	6. Continue to work with CAI to ensure GIS maps are accurate and that GIS system maps parcels correctly		6. Ongoing	
7. Chapter land projects	7. 862 Bay Road is for sale and chapter land use is not going to continue..		7. Ongoing	
COA	1a Continue to offer Dementia Friends Training.		1a. June 2022	

1 Programs	<p>Paperwork has been mailed over to become an official dementia friends community. Signatures, goals and action plan have 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>1b We are looking at starting to plan some trips in the upcoming weeks/months. Monthly lunch trips have been successful and ongoing. Lunch trips are on hold until the Fall. We have a trip coming up to the Cape Ann Museum which is a pilot trip</p> <p>1c. 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>1b. Fall</p> <p>1c. May 2022</p>	
2 Grants	<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>	
3 Volunteers	<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. Three board members have been appointed.</p>	<p>3a. Ongoing</p>	
4 Newsletter	<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>3b. Ongoing. -Fall</p> <p>4a. November</p>	

	Our newsletter will be transitioning to a new company starting in November. We will also look at combining forces with Wenham.			
Parks & Recreation	Patton Park Summer Program			
1. Patton Park Program	<ul style="list-style-type: none"> Close to 220 children per day are enjoying camp Activities are ranging from tennis, swimming, arts and crafts, sports, special events, field trips, and special entertainment We have been consistently posting to our social media outlets with various pictures and videos from the summer We employ over 45 staff ranging as counselors, specialists, and leadership position. We look forward to finishing up strong over the these next 3 weeks 		1. On-going	1. On-going
2. Veterans Memorial Pool	<ul style="list-style-type: none"> We suffered a cracked coupling on Saturday AM, which caused some water damage in the pump room. The coupling was fixed first thing this morning (Monday). We currently are drying out the motor on the pump in hopes it will be back working properly tomorrow (Tuesday). Our pool company was in today to inspect and have ordered a replacement motor for the pump. Clearly this is high priority for our department. I'd like to thanks the DPW (specifically Dave Dolan) for responding at the pool on Saturday morning and to the Fire Dept for removing the water . We will be sure to keep the community updated as to when we re-open. 		2. On-going	2. On-going
3. Fall Programming	<ul style="list-style-type: none"> We are currently in the midst of planning our Fall Programming; we hope to have this information out to the public by the middle of august with registration planned for end the end of the month. 		3. On going	3. On going
4. Pumpkin Fest	<ul style="list-style-type: none"> We will once again be hosting Pumpkin Fest this fall at Patton Park. It is an event we look 			

Town Clerk's Office			
1 b - April 2 Town Meeting	1b - Minutes have been uploaded to the Town Clerk webpage. Fiscal votes to be uploaded to the DOR/DLS gateway. Draft sent to Alex.		Almost done.
2 - 2022 Conflict of Interest Annual Filings	2 - Decided to postpone sending to elected boards and Committees until after the reappointments in June.	January - July	In process
3 - 2022 Census Forms and Voter Registration data maintenance; STREET LIST	<p>3 - 3000 Census Forms mailed last week of Dec. Census forms = proof of residency = eligible to vote.</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>	January - June	Ongoing
4 - 2022 Dog License Renewals	4 - Over 1200 licenses issued 2021; renewal form sent with Census Forms 1081 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.	January - December	Several more expected
6 - DBA	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. So far 19 NEW this year; 15 renewals.	Jan - Dec	Ongoing
7 - 2022 State Election and Nomination Papers	<p>7 - Certification of signatures on nomination papers has been completed. We certified 719 signatures on 155 nomination papers for 25 candidates.</p> <p>The Governor signed c.92 of the Acts of 2022, the VOTES Act. Vote by mail and in person early voting are now permanent. Early Voting for Sept 6 Primary begins Sat Aug 27 and ends Fri Sep 2. Ballot booths will be in the hallway outside the Clerk's Office. The Vote by Mail application and hours for early voting are on the Clerk's webpage. For the Nov 8 State Election one week of early voting is "business hours" and the other week is "at</p>	Feb - November	

	least 50% of regular business hours” which has to be voted on by the Select Board.			
Patton Homestead 1 Event/Programing	<p>1. Ongoing outreach is being done to coordinate workshops</p> <p>A Room to Write just finished the last of 8 writing workshops geared toward Veterans and Seniors. The organizers also coordinated their quarterly MEET + GREET 7/27 with both directors of the Patton Homestead and Wenham Museum in attendance.</p> <p>The Hamilton COA will be hosting the second Senior Tea on 8/2 at the homestead</p> <p>The Satellite book club hosted by H-W Library will have the third meeting on 8/2</p> <p>HWMC hosted a very well attended yoga class back in June and would like to coordinate future sessions.</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 the Town has maintained the facility on-site for the duration of the summer. Access will continue into the Fall for public programming.</p> <p>June and July were booked solid with public + private weekend events.</p> <p>Fall Music Festival in in the works for 9/22 - 10/13, repeating on Thursday evenings. Line-up is in the works. Events will end with a Harvest Fest 10/14-10/15 - stay tuned for details/</p> <p>Wenham Museum Archive is planning weekend tours and has implemented a Speakers Series - ticketing through the Wenham Museum.</p> <p>IRWA is interested in coordinating a community education event for the Town through the Greenscapes coalition of which Hamilton is a member. Date pending.</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 soon</p>	<p>1 - on-going</p> <p>7/27</p> <p>8/2</p> <p>8/2</p> <p>on-going</p> <p>9/22-10/13</p> <p>in-progress</p>	1 June and on-going	

2 Marketing	A Virtual Tour project was completed for the Patton Homestead. The tour can now be found on the Town website as well as Weven, PattonHomestead.org and Facebook.			
	3. PHI President, Director of DPW and Director of PH met with Building inspector again to gain clarity to the most basic improvements needed for the Stable to implement use of the building. PHI president has a punch-list of specific needs which he and the board will coordinate to collect estimated costs and then look into possible fundraising options.			
3 Property Improvements / General Planning	John McGrath presented the work of the Study Group to the Select Board at the 7/18 meeting	7/18		
	Grounds are very dry, but DPW has continued to maintain the key features of the property and all is looking well			
	Wenham Museum had QR codes created which are now placed around the exterior of the property to learn more about the history of specific sites.			
	The Director met with Helen Patton + Joanne Patton following the MSD + West Point Picnic weekend events. After their discussion Joanne remarked that she “could not be happier” to see the property moving in the current direction.	July		
	Incubate had two new private office spaces constructed and completed inside the homestead.	7/25		
	Director met with Rep from Tim Hopkins Catering about possible partnership for future events + possible Fall programming	July		
	Director has been in touch with IRWA. Through a number of meetings will have a trail kiosk added at the Ipswich River Dock. The Patton Homestead will be added to the IRWA Kyaking map + listed as a stop-over + launch point.			
	Director is looking into possible grants to implement some youth wellness programing at the Homestead	June - July		
		Fall		
	DPW has been looped in on intention to add a Parking sign to the Lower Public Parking area.			

