




Town of Hamilton


Town Manager Report

For August 15, 2022

Department/ Project	Weekly Update	Timeline	Status
Town Manager			
1. Cell Tower	1. There is no current update.	1 Unknown	1 <i>On-going</i>
2. Accessibility Evaluation	2. The consultant will meet with staff this week to outline possible grants to pursue.	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 reconstruction 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 final report has been shared with Sen. Tarr's Task Force and a Task Force meeting is being organized for early September.	4. Final report submitted, collaboration with regional partners on-going	4. <i>Complete</i>
5. Special Town Meeting Warrant	5. The Warrant for STM has been closed and a DRAFT warrant has been shared this week with the Select Board and Finance and Advisory Committee. The two boards will vote on recommendations at meetings in September.	5. October 1, 2022	5. <i>Complete on Oct. 1, 2022</i>
6. Regional Assessing	6. A finalist candidate will be interviewed by the Town Manager and Administrator from Hamilton and Wenham this week.	6. Hiring process	6. <i>August 2022 implementation</i>
7. Pilgrim Hall Lease	7. The Select Board has decided not to pursue moving any town hall offices to Pilgrim Hall at this time, due to the expense of retrofitting the building for public use.	7. Lease will not be executed	7. <i>Closed</i>

<p>11. New EV Charging Station</p> <p>12 Scooping Ice cream at the Pool</p>	<p>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.</p>  <p>4 of Hamilton's finest police officers helped the kids beat the heat this week, by scooping ice cream at the Patton Pool. Thanks to the officers for their time and to Cherry Farm Ice Cream for the product.</p>		<p>11. Fall of 2022</p>	<p>11. <i>On-going</i></p>
<p>Public Works</p> <p>1 GAC Filtration Project</p> <p>2 Asbury Grove Backflow</p> <p>3 Essex Street Drainage</p> <p>4 Chebacco Road Reconstruction</p> <p>5 PSB Recommissioning Project</p>	<ol style="list-style-type: none"> 1. Site work construction continues and the building foundation is nearing completion. 2. The backflow project has been advertised for a Sept 8th, 2022 bid date with construction planned for Nov. 2022. 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. 4. The Order of Conditions for the Chebacco Road project has been appealed. This project has been put on hold until there is resolution. An appeal meeting administered by MassDEP has been scheduled to discuss the project. details 5. The Town received the Green Community Grant from the Department of Energy Resources (DOER) for \$164,209, of which approximately \$120k is available for equipment upgrades and replacements to the HVAC system at the Hamilton Public Safety Building as well as valuable and needed weatherization improvements to the 		<p>1 Fall/Win. '22</p> <p>2 Fall/Winter 2022</p> <p>3 Fall 2022</p> <p>4 In progress</p> <p>5 Completed by June</p>	<p>1 On-going</p> <p>2 On-going</p> <p>3 In progress</p> <p>4 On-hold</p> <p>5 On-going</p>

6 Fueling Facility	<p>buildings envelope.</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. No new update.</p>	6 In progress	6 On-going
7 CPC Project Patton Park Master Plan	7. The RFP for the Patton Park Master Plan is nearly complete. The plan is to have this issued this fall.	7 Fall 2022	7 In-progress
8 DPW Garage Updates	8. 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.	8. In-process	8. In-progress
9 EV Charging Station	9. 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.	9. Fall 2022	9. Waiting for schedule
10 Sagamore Street Culvert	10. The roadway over the culvert has settled. The plan forward is to open cut the road and try to perform a point repair on the stone culvert without impacting the surrounding wetland areas.	10. ASAP	10. In-progress
11. Coliform Sampling Plan	11. Working with MassDEP to update Hamilton's Coliform Sampling Plan	11. August 2022	11. In-progress
12. Water System Leak Detection	12. I have received a quote from a local contractor to perform a system wide leak detection. I plan to have this performed this fall.	12. September 2022	12. In-progress
13. Lead and Copper Water Service Assessment	13. 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 funding that would be reimbursable with	13. October 2022	13. In-progress

<p>14. Winter Treatment Techniques</p>	<p>grant approval. Hamilton has received the proposal from our consultant for this work as well as some of the preliminary documents to file for the available grant.</p> <p>14. Both of the primary sanders have been equipped with the pre-treatment spray equipment. DPW is in the process of evaluating techniques and de-icing liquid alternatives.</p> 	<p>14. N/A</p>	<p>14. 1 of 2</p>
<p>Police</p> <p>1. Asbury Street "Cutler School Zone" Presentation</p> <p>2. Highway Safety Grant</p> <p>3. Med-Project</p> <p>4. Road Safety Grant</p> <p>5. 911 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>3. \$1300.00 Grant for Prescription Medication Disposal.</p> <p>4. \$9880.00 EOPSS Traffic Safety grant.</p> <p>5. Applied for State 911 Grant(s)</p> <ul style="list-style-type: none"> a. EMD - \$860.00 b. Training - \$21533.80 c. Support and Incentive - \$27501.00 	<p>1. End of June</p> <p>2. Spring 2022</p> <p>3. Awarded</p> <p>4. Submitted</p> <p>5. Submitted</p>	<p>1. Ongoing</p> <p>2. To be completed by 09/15/2022</p> <p>3. Ongoing</p> <p>4. Pending Award</p> <p>5. Pending Award</p>

<p>Fire Department</p> <p>1. Brush truck</p> <p>2. New Call Firefighters.</p> <p>3. Yearly inspections.</p> <p>4.CEMP Plan</p> <p>5. Class V License</p> <p>6. Combined training and fun at the park</p>	<p>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.</p> <p>2. Newly hired firefighters have started in house training and have signed up for this fall's Massachusetts Fire Academy Recruit Training Class.</p> <p>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 hydrostaticly 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.</p> <p>4. 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.</p> <p>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!!!</p> <p>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.</p>		<p>1. Ongoing</p> <p>2. Ongoing</p> <p>3. Ongoing</p> <p>4. Ongoing</p> <p>5. Ongoing</p>
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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	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.	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. Public hearing was closed July 26 - Board deliberation begins Aug 16.	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 has begun - traffic review occurred Aug. 3, 2022 with infrastructural review beginning Sep.7.	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. Modifications to stormwater management bylaw are likely.	4. Sum. 2022/STM	4. On-going
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 and wastewater data suggests a decline in numbers</p> <p>We have received 1500 additional test kits with distribution at the COA</p> <p>Vaccine clinics are on-going every other Wednesday Saturday.</p> <p>2. Requesting more hours for the administrative assistant</p> <p>3. Most food truck and vendors attending events in town are receptive to the new annual temp. food service permit.</p> <p>4. 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 95% complete</p> <p>5. Performed 4 soil tests for new septic designs and 2 septic inspections, reviewed 1 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 state. Several cases have been reported in the commonwealth - no risk to humans is reported as yet.</p>		<p>On-going</p> <p>Work performed since last meeting</p>	

Finance			
1. Budget	1. Budget book preparation; getting this document put together with the aim to be completed in the coming months	1. This remains a work in progress	
2. Financial Policy Implementation	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.	2. This remains an open-ended work in progress, with hopeful policy implementation by late Fall 2022.	
3. FY22 Year End Closeout	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 close the books we will be able to make substantive progress on our audit of FY22.	3. Updated timeline - ongoing 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 7. Working with Town Manager, Town Counsel, Town Clerk and various boards to ensure STM	6. Ongoing; TEST database has been upgrading; more work scheduled throughout the fall	

<p>7. STM Preparations</p> <p>8. Director of Assessor Position (Shared with Wenham)</p>	<p>Warrant and all articles are completed as needed on time.</p> <p>8. Position currently posted; rolling interviews as qualified candidates apply</p>	<p>7. Work in progress; to be completed during August (roughly)</p> <p>8. Posted still; interviews being scheduled in August; hopeful hire in August/September</p>	
<p>Treasurer/Collector</p> <p>1 Tax Title</p> <p>2 Billing</p> <p>3 Tailing</p>	<p>1. 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>2. 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 FY22 Also working with Finance and Munis preparing for our software update.</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 Benefits</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. 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 Payroll</p>	<p>5. Sue working to finalize year end accrual and verifying FY23 balances are accruing correctly. Sue attended UMass Amherst to start the process of getting her certifications. We decided to start with her being certified as a Collector. She will have to attend 2 more years and then she can test for her certification. Once complete we will work on her getting her Treasurer's certification</p>		
<p>6 Annual Report</p>	<p>6. Working on FY2022 Annual Report for Continuing Disclosure. Due July 14th - completed</p> <p>Preparing for the BAN sale and paying off FY22 Ban sale. Paperwork to be signed tonight at the select board meeting. I will e-mail signatures tomorrow and overnight to Locke & Lord.</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>Leticia has written to the state about disposal of old files trying to make room downstairs. We are also speaking to Tim on how to dispose of this records.</p>		

<p>8 Audit</p>	<p>Still working with Invoice Cloud to see if they are a better option for our on-line bill pay system. Invited a few departments who use on-line bill pay to participate in a zoom call to see how it could work for their departments. Hoping to make a decision when Alex gets back from vacation.</p> <p>8. Starting to prepare for the Audit will be working on gathering the information they have requested they would like by August 26th..</p>			
<p>Assessors</p> <p>1. Statutory exemption</p> <p>2. Abatements/ Tax deferrals</p> <p>3. FY2023 tax recap</p> <p>4. FY2023 property record updates</p> <p>5. Permits/growth</p> <p>6. Motor vehicle/boat excise tax</p> <p>7. GIS updates</p> <p>8. Chapter land projects</p>	<p>1. The Assessors office is receiving FY2023 exemption applications in preparation for Actual bill run for Q3.</p> <p>2. The Assessors will address a new request for tax deferral.</p> <p>3. For FY2023 the Assessors office is working with BLA advisor at DOR to begin meeting requirements for tax recap in the fall. The BOA chair working with management regarding Chief Assessor interviews. Inspections and record updates underway for interim value adjustments.</p> <p>4. 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.</p> <p>5. 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.</p> <p>6. The Assessors office continues processing motor vehicle excise tax abatements and will generate boat excise tax file in September once data is received from Mss. Environmental Police.</p> <p>7. Continue to work with CAI to ensure GIS maps are accurate and that GIS system maps parcels correctly</p> <p>8. Approximately 40 FY2024 chapter land applications sent to residents for October 1st deadline.</p>		<p>1. Ongoing</p> <p>2. July 1 to December 1</p> <p>3. In process</p> <p>4. Ongoing</p> <p>5. Ongoing</p> <p>6. Ongoing</p> <p>7. Ongoing</p> <p>8. October 1, 2022</p>	

<p>COA</p> <p>1 Programs</p> <p>2 Grants</p> <p>3 Volunteers</p>	<p>1a Continue to offer Dementia Friends Training once a month in collaboration with Wenham COA.</p> <p>1b Lunch trips are on hold until the Fall. We have a trip coming up to the Cape Ann Museum which is a pilot trip. Met with Best of Times and planned two trips for the end of the year. One to Newport Mansions at Christmas time and one to see a cover of Cher at Danversport.</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>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. Cruise date for the Cultural Council has been booked for September 12th. Paperwork has been turned in to the Cultural Council.</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. Three board members have been appointed.</p>	<p>1a. On-going</p> <p>1b. Fall</p> <p>1c. May 2022</p> <p>2a. March & ongoing.</p> <p>3a. Ongoing</p>	

<p>4 Newsletter</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. Our newsletter will be transitioning to a new company starting in November. We will also look at combining forces with Wenham. Contract has been signed-we are officially partnering with Wenham. We have started to meet with the marketing team for ads. We will meet with the publishing team for our outline.</p>		<p>3b. Ongoing. - Fall</p> <p>4a. November</p>	
<p>Parks & Recreation</p> <p>1. Patton Park Program</p> <p>2. Veterans Memorial Pool</p> <p>3. Fall Programming</p> <p>4. Gym Floor Refurbish</p> <p>5. Gym Ceiling Fan Replacement</p>	<p>We are in the final week of our Patton Park Program. I could not have been happier with how the program has operated. We are looking to finish up strong this week and start preparing for our Fall Season.</p> <p>Last week at camp we have our first ever “Park Program Color Run”, the children had a great time. Be sure to check out our instgram page “hamiltonwenhamrec” for pictures from throughout the summer.</p> <p>We were able to quickly assess and fix the issue at the pool within a week’s time. In order to make up for time lost we have added hours, offered discounts, and will have a free ice cream day as a way to show appreciation. We are on track to close on Labor Day.</p> <p>Our Fall Brochure will be released this week with registration starting at the end of the month. We currently have ~50 offerings for the Fall.</p> <p>The Gymnasium floor will be refurbished on Thursday, September 8. The gym will be closed throughout the weekend and be ready for use on Monday, 9/12.</p> <p>We will be replacing our ceiling fans in the gymnasium shortly. We are working on purchasing the correct type of fan and will then have Dagle Electric install the fans. This was a budget item Pre-Covid that we were able to get back into the FY23 Budget.</p>		<p>1. On-going</p> <p>2. On-going</p> <p>3. On going</p>	<p>1. On-going</p> <p>2. On-going</p> <p>3. On going</p>

<p>3 - 2022 Census Forms and Voter Registration data maintenance; STREET LIST</p>	<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>The 2022 PRINTED STREET LIST DOCUMENT has arrived and will be distributed.</p> <p>I've already received an early order form for 2023 Census mailing envelopes because of the backlog of paper and envelopes orders! Our census will be mailed Dec 19.</p>		<p>January - June</p> <p>Aug - Dec</p>	<p>Ongoing</p>
<p>4 - 2022 Dog License Renewals</p>	<p>4 - Over 1200 licenses issued 2021; renewal form sent with Census Forms 1097 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>January - December</p>	<p>Several more expected</p>
<p>5 - DBA</p>	<p>65- "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; 19 renewals.</p>		<p>Jan - Dec</p>	<p>Ongoing</p>
<p>7 - 2022 State Election</p>	<p>7 - 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 least 50% of regular business hours" which has been approved by the Select Board.</p> <p>We have received 881 requests for mailed ballots with 100 not fully completed and in need of follow up from Anne.</p> <p>Multiple campaigns are submitting records requests for info re: mailed ballots requested and returned. Our response is a generic report because we can't structure a unique report for each requestor.</p>		<p>Feb - November</p>	

<p>Patton Homestead 1 Event/Programing</p>	<p>1. Ongoing outreach is being done to coordinate workshops</p> <p>The Hamilton COA + Acord Food Pantry hosted the second Senior Tea on 8/2 at the homestead. It was well attended, but there are still concerns for accessibility for seniors</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>Fall Music Festival confirmed for 9/22 - 10/13, repeating on Thursday evenings. Line-up confirmed.</p>		<p>1 - on-going</p> <p>8/2</p> <p>on-going</p> <p>9/22-10/13</p>	<p>1 June and on-going</p>
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THURSDAY NIGHTS
5-8PM

**FALL
MUSIC
SESSIONS**

You're Invited!

FOOD
DRINKS
FUN
FOLLOW
FOR DETAILS

THE PATTON HOMESTEAD
650 ASBURY STREET

SEPTEMBER 22 BARNACLE BROS	SEPTEMBER 29 JUDES + THE HUTCH	OCTOBER 6 QWILL	OCTOBER 13 LOCAL 28
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CHECK INSTAGRAM FOR UPDATES
FAIR WEATHER ONLY

AT THE
**PATTON
HOMESTEAD**
650 ASBURY ST
HAMILTON, MA

**HARVEST
FEST**

OCTOBER 13TH - 5-8PM
FALL MUSIC SESSIONS
***LOCAL28

OCTOBER 14TH - 5:30-9PM
OUTDOOR MOVIE NIGHT
***FIELD OF DREAMS

OCTOBER 15TH - 11AM-6PM
FAMILY FUN DAY
FARMS, FOOD
+ CRAFT BREWS

FAIR WEATHER ONLY:
@PATTON HOMESTEAD FOR UPDATES

in-progress

October

Harvest Fest
10/13-10/15 -

<p>2 Property Improvements / General Planning</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. Kiosk has been quoted and project is pending approval.</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>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.</p> <p>Several promising interested parties to help move the Stables into activation. Detail to follow</p> <p>Study Group scheduled for 8/25</p> <p>Director met with Rep from Tim Hopkins Catering about possible partnership for future events + possible Fall programming</p> <p>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.</p> <p>Director is looking into possible grants to implement some youth wellness programming at the Homestead. There may be some level of coordination with HW Schools - more information to follow</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>On-going</p> <p>August 25</p> <p>Ongoing</p> <p>Ongoing</p>	
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