



Town of Hamilton


Town Manager Report

For September 7, 2022

Department/ Project	Weekly Update		Timeline	Status
Town Manager				
1. Cell Tower	1. The town was contacted this week by the contractor working for Verizon and have informed us that they expect to start work on installing Verizon equipment on the pole on Sep., 15. That work may take two to three weeks, according to the contractor, which could make the tower operational by the first week of October sometime.		1 Work to start on Sep. 15	1 On-going
2. Accessibility Evaluation	2. The consultant will meet with staff this week to outline possible grants to pursue.		2 September	2 On-going
3. Chebacco Road permit appealed	3. There is no current update. DEP is considering the appeal.		3. Unknown	3. Unknown
4. SWMI Grant/Report complete	4. The town is planning a presentation on the SWMI Report for the week of Sep. 19. We will secure a location and a zoom link and post an update to the town website and social media pages, for those who wish to learn more about our efforts to secure a more sustainable water source.		4. Presentation planned for week of 9/19	4. Complete
5. Special Town Meeting Warrant	5. The Warrant will be finalized at the Sep. 7 SB meeting		5. October 1, 2022	5. Complete on Oct. 1, 2022
6. Regional Assessing	6. Our new Chief Assessor for Hamilton and Wenham started work on Tues., September 6, 2022. Please welcome Todd Laramie to town.		6. Hired	6. Complete
7. Town Hall	7. An internal team of staff is reviewing options for making the Town hall ADA and fire code compliant.		7. Expect to propose options Oct. 3 to SB	7. On-going

8. New EV Charging Station	8. 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.		8. Fall of 2022	8. <i>On-going</i>
Public Works				
1 GAC Filtration Project	1. The building foundation is complete. The building and filters are set to be delivered in late October. Masonry work will begin in the next few weeks.		1 Fall/Win. '22	1 On-going
2 Asbury Grove Backflow	2. The backflow project has been advertised for a Sept 8th, 2022 bid date with construction planned for Nov. 2022. No update.		2 Fall/Winter 2022	2 On-going
3 Essex Street Drainage	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.		3 Fall 2022	3 In progress
4 Chebacco Road Reconstruction	4. The Order of Conditions for the Chebacco Road project has been appealed. An appeal meeting administered by MassDEP was held on August 17th. The town and its consultants answered questions from MassDEP and have also submitted a formal response from questions asked by the appeal applicants and their consultant.		4 In progress	4 On-hold
5 PSB Recommissioning Project	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 buildings envelope. No update.		5 In progress	5 On-going
6 Fueling Facility	6. The town received another quote of ~\$20k which is more than double from past year costs for insurance coverage in the underground fuel tanks. The increase is mainly due to the age of the underground tanks and the increased liability. DPW would like to consider funding a new facility through the upcoming capital process for ATM consideration. This is a very		6 In progress	6 On-going

	important facility for all public safety divisions with full support for a separate facility in the DPW yard behind Town Hall.			
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. No update.	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. No update.	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. This work has been completed.	10. Completed	10. Completed	
11. Coliform Sampling Plan	11. Working with MassDEP to update Hamilton's Coliform Sampling Plan. No update.	11. August 2022	11. In-progress	
12. Water System Leak Detection	12. A purchase order has been issued for the system wide leak detection project.	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 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. An article for the funding has been drafted for STM in October 2022.	13. October 2022	13. In-progress	

14. Winter Treatment Techniques	<p>14. Both of the primary sanders have been equipped with the pre-treatment spray equipment. DPW has begun the sitework for the new batch tank and has researched the “Safe Melt” product for liquid de-icing treatment.</p> 	14. Completed	14. Completed
15. Employment	<p>15. Hamilton will be advertising for a new Secondary Water Distribution Operator and a new Truck Driver/Laborer position</p>	15. Asap	15. In-process
Police 1. Asbury Street “Cutler School Zone” 2. Highway Safety Grant 3. Med-Project 4. Road Safety Grant 5. 911 Grant 6. Public Safety Day	<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. School Zone Project Completed</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) a. EMD - \$860.00 b. Training - \$21533.80 c. Support and Incentive - \$27501.00</p> <p>6. Public Safety Day and Bike Safety Rodeo</p>	<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. Completed</p> <p>2. To be completed by 09/15/2022</p> <p>3. Ongoing</p> <p>4. Pending Award</p> <p>5. Pending Award Awarded</p> <p>6. To be completed on 09/10/2022</p>

5. Fire Drill	The fire department, along with the school resource officer Kent Richards, conducted the first of four fire drills of the year at Winthrop, Cutler and the High School/Middle School.			5. Ongoing
6. Public Safety Day	Hamilton Police and Fire are holding our annual public safety day on September 10th from 10am until 2pm.			6. Ongoing

Planning & Inspectional Services			
1. Master Plan	<p>1. Phase 1 of the project (data collection on existing conditions) has been largely finished. Phase II will start back up in roughly a month with a consultant focusing on public engagement, committee facilitation and a collective future vision. Open Committee meetings will be once a month and public engagement events scheduled. 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.</p>	1 Project to be completed approximately March 1, 2023	1. On-going
2. 133 Essex Street, Senior Housing Special Permit Application	<p>2. 133 Essex Street still before the Planning Board. At the 4/21/22 meeting the review focus was on a construction management plan during the construction period. Public hearing was closed July 26 - Board deliberation began Aug 16 and continues.</p>	2 On-going	2. On-going
3. 421 Asbury St - 40b	<p>3. 421 Asbury St. 40B Project - Formal submission to the ZBA has occurred for this 45 unit affordable housing project. The hearings process began April 6 with the ZBA. Active project review has begun - traffic review occurred Aug. 3, 2022 with infrastructural review beginning Sep.7 Septic system was not included and is anticipated in a subsequent meeting.</p>	3 Spring 2022	3. On-going
4. Planning Board consideration of zoning amendments	<p>4. GCTS campus and other areas to be considered for zoning amendments. Modifications to stormwater management bylaw likely Spring 2023.</p>	4. Fall 2022 /Spring 2023	4. On-going
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>5. To request occupancy permit mid May. Commercial space to be followed afterward.</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>		
Public Health Department 1. COVID 2. Staffing 3 Food/Pools/Camps Permitting and Inspection 6 Septic 7. Animals 8. Avian Flu	<p>1. Covid compliance is winding down with regard to state regulations and wastewater data suggests a decline in numbers although another surge is anticipated</p> <p>We have received 1500 additional test kits and have distributed approx. 60%</p> <p>Vaccine clinics are on-going every other Wednesday and Saturday.</p> <p>2. Requesting more hours for the administrative assistant</p> <p>3. The permitting of food trucks and vendors attending events in town is on-going.</p> <p>4. The permitting and inspection of pools and camps is complete.</p> <p>5. Round 1 of food establishment inspection is almost complete and round 2 will commence soon in accordance with appendix 5 of the 2013 food code</p> <p>6. Performed 5 soil tests for new septic designs and 3 septic inspections, reviewed 2 septic plan application</p> <p>7. The barn book is complete and filed with the state.</p> <p>8. Several cases of EEE 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. Work is ongoing as time allows.		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. Update - Anti-Fraud policy will be first implemented, work to begin late September.		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 mid September. 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 further/final progress on our audit of FY22.		3. Updated timeline - ongoing through September	
4. Coordinating FY22 Audit	4. Update - Auditors on-site work is mostly complete; This is consistent with the last few years’ schedule and do not anticipate any surprises.		4. Continuing through Sept. 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. Completed	
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	

<p>7. STM Preparations</p> <p>8. Director of Assessor Position (Shared with Wenham)</p> <p>9. Interim Town Accountant</p>	<p>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. Update - warrant language 99% complete; FinCom book of recs nearly done pending final vote Thursday 9/8; send to printers 9/9.</p> <p>8. New Assessors has been hired and started on Tuesday 9/6. Todd Laramie, formerly the Chief Assessor in Amesbury, now leading the Hamilton-Wenham shared assessing operation.</p> <p>9. An Interim Town Accountant has been appointed following the resignation of Assistant Finance Director/Town Accountant who left for another municipal opportunity. Interim is a retired municipal Auditor/Accountant who brings over 30 years of professional experience to the role. I am confident she will help us until we have a permanent hire in place. Position posting is imminent, hopefully a hire within the next 5-6 weeks.</p>	<p>7. Work in progress; to be completed during August (roughly)</p> <p>8. Hired/Started</p> <p>9.</p>	
<p>Treasurer/Collector</p> <p>1 Tax Title</p> <p>2 Billing</p> <p>3 Tailing</p>	<p>1 Sending out small balance account letters in preparation of FY22 Tax Title letters</p> <p>2. Working on FY23 Real Estate and Personal Property tax 2nd quarter billing files in preparation of mailing out quarterly bills.</p> <p>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. 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.</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>Going to mail out second letter so little response want to reach out once more</p>		
4 Benefits	<p>4. Transitioning Benefits has also been a big project in our office. Sue is slowly taking over this role from Finance.</p> <p>Sue is moving forward with the benefit side of payroll. Working with Dyan on paying the insurance bills for the Town. Would like that to be part of Sue's monthly routine of paying payroll vendors.</p> <p>Transitions of benefits is still a work in progress but I think Sue is making great progress with talking over benefits.</p> <p>Organizing upcoming Benefits Fair.</p> <p>Sue has made great progress with benefits and has done a great job organizing herself for the transition. Unfortunately the Benefits Fair has been canceled. I was hoping Sue would have time with our vendors.</p> <p>Sue scheduled a visit from Empower to go over 457-B plan service and to meet our new representative. Also scheduling individual meetings for employees.</p>		
5 Payroll	<p>5. Sue working to finalize year end accrual and verifying FY23 balances are accruing correctly.</p>		
6. Annual Report	<p>6. Working on FY2022 Annual Report for Continuing Disclosure.</p> <p>Due July 14th - completed</p> <p>Preparing for the BAN sale and paying off FY22 Ban sale.</p> <p>Paperwork to be signed tonight at the select board meeting. I will email signatures tomorrow and overnight to Locke & Lord.-completed</p>		
7 Misc	<p>7. Starting to try and clean up old files downstairs when we have a spare few moments.</p>		


<p>8 Audit</p>	<p>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>Received approval from State now need to see how we can dispose of.</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>Putting Invoice Cloud off to time with our munis upgrade. Hoping for a smoother transition.</p> <p>Meeting with Bartholomew this week for annual review of OPEB, Stabilization, and Trust Funds.</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>Auditors took up a lot of our office time this week . Also had the Worker's Comp Auditor this week.</p>		
<p>Assessors</p> <p>1. Statutory exemption</p> <p>2. Abatements/ Tax deferrals</p> <p>3. FY2023 tax recap</p>	<p>1. The Assessors office is receiving FY2023 exemption applications in preparation for Actual bill run for Q3. Gathering information from DLS to ensure accurate documents are provided by veterans..</p> <p>2. The Assessors approved 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 assisted with the hiring of new Director of Assessing Todd Laramie. Inspections and record updates underway for interim value adjustments.</p>	<p>1. Ongoing</p> <p>2. April 1 deadline</p> <p>3. In process</p>	

4. FY2023 property record updates	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.	4. Ongoing	
5. Permits/growth	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.	5. Ongoing	
6. Motor vehicle/boat excise tax	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.	6. Ongoing	
7. GIS updates	7. Continue to work with CAI to ensure GIS maps are accurate and that GIS system maps parcels correctly	7. Ongoing	
8. Chapter land projects	8. FY2024 chapter land applications, including new applications, being received in office for October 1st deadline. BOA taking action on some applications and visiting sites. Working with Registry to adjust and release tax liens.	8. October 1, 2022	
9. Information provided to Auditors	9. Tax recap, all Schedules and classification documents provided to Auditors	9. Ongoing until year end close	
10. Daily questions about Assessing	10. Answering all questions about Assessing received in office	10. Ongoing	
COA			
1 Programs	<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. Trip flyers have been printed-signup sheets are ready to go.</p> <p>1c. Health & Wellness Fair is planned for October 4th. We are working with Wenham to plan this. Currently we have 12 vendors signed up for the fair. Will stop advertising it next week.</p>	<p>1a. On-going</p> <p>1b. Fall</p> <p>1c. October</p>	

Parks & Recreation	Patton Park			
1. Patton Park Program	We finished up the program on the 16th. I will provide a report to the Select Board at the upcoming Meeting and then post the info to our website and social media outlets.		.1	1. On-going
2. Veterans Memorial Pool	The last day of the pool will be on Labor Day. I will be reporting to the Select Board at the upcoming meeting and posting the information on our website and social media outlets.		2. On-going	2. On-going
3. Fall Programming	Resident Registration started on Monday, August 29th. As of this morning (9/2), we have 350 registrations for our programs with a number of them already filled/		3. On going	3. On going
4. Gym Floor Refurbish	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.			
5. Pumpkin Fest/Trunk or Treat	Pumpkin Fest with the additional of a trunk or treat will be at Patton Park on Saturday, October 29th. We will be providing more information on the event next week.			
6. Movie Night(s) at Patton Homestead	We are co-sponsoring Movie Nights with the Patton Homestead. Movies will be on Saturday, September 14th and Friday, October 14th. We are looking forward to it.			
7. Youth Field Hockey League	<p>This upcoming week will be starting our first ever Youth Field Hockey League. We have 3 full teams with over 25 participants registered. Our team will be playing surrounding towns...Georgetown, North Reading, Beverly, North Andover, Melrose, Danvers, etc...</p> <p>Danielle Kiely the Recreation Department Administrative Assistant has worked tirelessly on this effort. We hope to grow this program in years to come.</p>			

Human Resources <ol style="list-style-type: none"> 1. Openings 2. Evaluations 3. New Location 4. Employee Appreciation 	<ol style="list-style-type: none"> 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 - • Town Accountant • Principal Assessor - Hamilton/Wenham 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. 4. Planning an employee appreciation/engagement event to take place early fall. 		<ol style="list-style-type: none"> 1.1 Jessical Perrigo Palm, Regional Social Worker for the Eastern Essex Regional Health Collabroative will start on September 12. 1.2 Todd Laramie, Principal Asessor for Hamilton and Wenham will start on September 6. 1.3 Recruitment for Town Accountant starting on September 6. 2. Currently drafting a guidelines book - Expect to send to Department Heads by the first week of September. 	

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.			Pending
2 - 2022 Conflict of Interest Annual Filings	2 - Decided to postpone sending to elected boards and Committees until after the reappointments in June.		January - Sept	In process
3 - 2022 Census Forms and Voter Registration data maintenance; STREET LIST	3 - 3000 Census Forms mailed last week of Dec. Census forms = proof of residency = eligible to vote. 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.		January - June	Ongoing
	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.		Aug - Dec	
4 - 2022 Dog License Renewals	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.		January - December	Several more expected
5 - DBA	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.		Jan - Dec	
7 - 2022 State Election	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. 87 voters voted early. For the Nov 8 State Election one week of early voting is "business hours" and the		Feb - November	

	<p>other week is “at least 50% of regular business hours” which has been approved by the Select Board.</p> <p>We have received over 1000 requests for mailed ballots. This represents 20% of our registered voters. The 2020 State Primary turnout was 40%.</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>		
Patton Homestead 1 Event/Programing	<p>1. Ongoing outreach is being done to coordinate workshops</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>Movie Nights: FREE - 9/24, BACK TO THE FUTURE - rain date 9/30 w/ the Delorean car club and 80’s DJ for pre-movie fun. TRUE NORTH + SHEILAS FOOD TRUCK</p> <p>+ 10/14, FIELD OF DREAMS - rain date tbd Mudville Vintage Ball Club + Little League Demo RUE NORTH + SHEILAS FOOD TRUCK</p>	<p>1 - on-going</p> <p>on-going</p> <p>9/22-10/13 * Planning on-going</p> <p>9/24</p> <p>10/14</p>	<p>1 June and on-going</p>

MOONLIGHT MOVIES

AT THE PATTON HOMESTEAD



SAT. SEPT. 24 @ 7:00 PM



FRI. OCT. 14 @ 7:00PM

FREE ADMISSION!
FOOD TRUCK! BEER TRUCK!



PATTON HOMESTEAD

A CULTURAL CENTER

Hamilton-Wenham



Recreation

650 ASBURY STREET • SO. HAMILTON, MA 01982

www.hamiltonma.gov/about/patton-homestead

GATES OPEN AT 5:30 PM. MOVIES START WITHIN 30 MINUTES OF DUSK.

Harvest Fest
10/13-10/15 -
*planning
on-going

3. Marketing	<p>Several promising interested parties to help move the Stables into activation. In Progress</p> <p>Study Group scheduled for 9/13</p> <p>Director met with Rep from Tim Hopkins Catering about possible partnership for future events + possible programming - need to push out to next season for 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 Stables or on-site nature programming. There may be some level of coordination with HW Schools - in progress</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>Signs in process and hope to be in place by 9/22 start to public fall event schedule</p> <p>3. Ad placed with North Shore Mag. for 4 specified dates and placed in subscribed Friday event e-mail blast. Feature will run on 10/7</p> <p>-director working on posting events to social channels / creating and placing event flyers / creating and placing press releases to press / upload digital flyer for all events to patch / upload to city spark / working on printed event announcements, etc.</p> <p>-</p>		<p>Ongoing</p> <p>september</p> <p>9/2, 9/9, 9/23, 10/7</p> <p>August / september / october</p>	