





Town of Hamilton

Town Manager Report

For September 19, 2022



| Department/ Project | Weekly Update | | Timeline | Status |
|----------------------------------|---|--|---|-----------------------------|
| Town Manager | | | | |
| 1. Cell Tower | 1. Verizon's contractor, Timberline, informed us in early September that they "have most of the supplies from Verizon and will plan to have electricians start on Sep. 15." However, on Sep. 15, they informed us that they are still waiting for a few pieces of equipment. The town continues to ask for a start date, but has not been given a firm answer as yet. | | 1 Work to start | 1 On-going |
| 2. Accessibility Evaluation | 2. The town has received portions of the evaluation results, table and final report components, but not the full report. We expect to have enough material to be able to apply for related state grants before Sep. 30. | | 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's consultant will provide a presentation on the WMA study findings this week, beginning at 6:30 p.m. on Wed. Sep. 21 at the Hamilton-Wenham Library. | | 4. Presentation scheduled for week of 9/21 at the Library | 4. Complete |
| 5. Special Town Meeting Warrant | 5. The Warrant has been mailed to residents and the Script was reviewed by the Select Board on Monday, Sep. 19. | | 5. October 1, 2022 | 5. Complete on Oct. 1, 2022 |
| 6. Town Hall | 6. An internal team of staff is reviewing options for making the Town Hall ADA and fire code compliant. | | 6. Expect to propose options Oct. 3 to SB | 6. On-going |


| | | | | |
|---|---|--|--------------------|--------------------|
| 7. New EV Charging Station | 7. No update at this time | | 7. Fall of 2022 | 7. <i>On-going</i> |
| Public Works 1 GAC Filtration Project | 1. Masonry work will begin in the next few weeks. The building materials have been delivered and construction will start in the next few weeks. Filter vessels are scheduled for delivery in October.  | | 1 Fall/Win. '22 | 1 On-going |
| 2 Asbury Grove Backflow | 2. Bids for the Asbury Grove backflow were received on September 8th. Low bidder, D&C Construction Co., Inc., submitted a price of \$145,000 and DPW has drafted a contract for this work, pending SB vote at the 9/19/2022 meeting. | | 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. No new update. | | 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 | | 5 In progress | 5 On-going |

| | | | |
|--|---|---------------|-------------------------|
| | <p>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. The Town and consultants are waiting for the Notice to Proceed from the DOER.</p> | | |
| 6 Fueling Facility | <p>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 important facility for all public safety divisions with full support for a separate facility in the DPW yard behind Town Hall. The state has informed Hamilton that the underground USTs have to be brought back online or removed from the ground by 8/24/2025, five years from when the tanks were taken off-line.</p> | 6 In progress | 6 On-going |
| 7 CPC Project Patton Park Master Plan | <p>7. The RFP for the Patton Park Master Plan has been distributed to five selected firms specializing in park master plans. RFP responses are due to the town on 9/30/22</p>  | 7 Fall 2022 | 7 In-progress |
| 8 DPW Garage Updates | <p>8. The IFB for the DPW Garage Roof Replacement is in process and anticipated to be advertised by the end of September 2022. DPW has also been in discussions with a bay door company to help specify the exact door replacement required for public bid documents.</p> | 8. In-process | 8. In-progress |
| 9 EV Charging Station | <p>9. Met with the Town Manager, Energy Manager, and our consultant Voltrek to discuss installation of EV charging stations</p> | 9. Fall 2022 | 9. Waiting for schedule |

| | | | |
|--|---|------------------------|----------------------|
| | at Patton Park. DPW will move the existing fence and perform the required excavation in accordance with the consultants construction schedule. No new update. | | |
| 10. Coliform Sampling Plan | 10. Working with MassDEP to update Hamilton's Coliform Sampling Plan. No update. | 10. Pending DEP review | 10. Submitted |
| 11. Water System Leak Detection | 11. A purchase order has been issued for the system wide leak detection project. | 11. September 2022 | 11. In-progress |
| 12. Lead and Copper Water Service Assessment | 12. 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. No new update. | 12. October 2022 | 12. In-progress |
| 13. Winter Treatment Techniques | 13. 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. | 13. Completed | 13. In-progress |
| 14.. Employment | 14. Hamilton will be advertising for a new Secondary Water Distribution Operator and a new Truck Driver/Laborer position | 14. Asap | 14. Completed |
| 15. NPDES | 15. DPW met with our consultant Weston and Sampson to finalized the Year 4 MS4 storm water report for MassDEP | 15. End of Sept. | 15. In-progress |
| 16. Salt Contracts | 16. The Town has prepared two contracts for road salt for FY23 winter with Eastern Minerals and Morton Salt. Salt prices have increased almost 25% per ton. | 16. Pending Signature | 16. In-progress |
| 17. Perpetual Care | 17. DPW has requested use of perpetual care funds to hydroseed an area at the Hamilton Cemetery as well as use funds to purchase a new Walker Mower. | 17. End of Sept. | 17. In-process |
| 18. SWMI Water | 18. DPW and its' consultant, Dewberry Engineers will be presenting the findings | 18. 9/21/22 | |

| | | | | |
|---|--|--|--|---|
| | from the recent Water Resiliency report funded by the Sustainable Water Management Initiative (SWMI) state grant | | 6:30pm HW Library | 18. Scheduled |
| 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 | 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 2. EOPSS Traffic Safety grant in the amount of \$12,433.50 was applied for and awarded. 3. \$1300.00 Grant for Prescription Medication Disposal. 4. \$9880.00 EOPSS Traffic Safety grant. 5. Applied for State 911 Grant(s) a. EMD - \$860.00 b. Training - \$21533.80 c. Support and Incentive - \$27501.00 6. Public Safety Day and Bike Safety Rodeo | | 1. End of June 2. Spring 2022 3. Awarded 4. Submitted 5. Submitted | 1. Completed 2. To be completed by 09/15/2022 3. Ongoing 4. Pending Award 5. Pending Award Awarded 6. To be completed on 09/10/2022 |

| | | | |
|--|--|--|---|
| <p>Fire Department</p> <p>1. Brush Truck</p> <p>2. New Call Firefighters.</p> <p>3.CEMP Plan</p> <p>4. Class V License</p> <p>5. Public safety Day</p> <p>6. 9/11/2001 annual remembrance service NEVER FORGET!</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. I received a call from the CEO of CET and he apologized for the delay we are having. He stated that he is still waiting for key materials/components for the build and we are presently looking at a delivery date of around the first of the year (2023).</p> <p>Fire Academy Recruit Training Class starts October 17th held here at the Hamilton Fire Department.</p> <p>3. 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. The CEMP plan has now been completed and is with the State in its review process.</p> <p>I am now looking into ways to fund our fire based ambulance for the future of the department.</p> <p>Hamilton Police and Fire held our annual public safety day on September 10th, it was a huge success.</p>   | | <p>1. Ongoing</p> <p>2. Ongoing</p> <p>3. Ongoing</p> <p>4. Ongoing</p> |
|--|--|--|---|

| | | | |
|------------------------------|---|--|------------|
| 7. The past two weeks | <p>The Hamilton Fire Department responded to the following calls over the past two weeks. 22 alarm activation, 25 ambulance calls, 7 motor vehicle accidents, 1 animal rescue,</p>  <p>1 Mutual aid call to Essex and 1 to Beverly. We also had our 2nd set of fire drills in the schools where we had fire drills in the Winthrop, Cutler, High & Middle and the Pingree School over the course of a week.</p> | | 7. 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. 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 5 Septic 6. Animals 7. 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 ordered 2100 additional test kits through the free test kit program and are awaiting delivery. We currently have approx. 450 test kit in stock for distribution</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. 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>5. Performed 4 soil tests for new septic designs and 3 septic inspections, reviewed 4 septic plan application</p> <p>6. The barn book is complete and filed with the state.</p> <p>7. Several cases of EEE have been reported in the commonwealth.</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>8. 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 . Letters are due 9/22/22. Preparing subsequent this week to move forward with tax title process</p> <p>2. Working on FY23 Real Estate and Personal Property tax 2nd quarter billing files in preparation of mailing out quarterly bills. File was sent to Kelly & Ryan this week and samples have been approved. Bill will be mailed 9/28/22. Leticia is processing all water payment so Gail can prepare water demand 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.</p> | | |

| | | | |
|--------------------------|---|--|--|
| <p>4 Benefits</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>Going to mail out second letter so little response want to reach out once more</p> <p>4. Transitioning Benefits has also been a big project in our office. Sue is slowly taking over this role from Finance.</p> <p>Sue is moving forward with the benefit side of payroll. Working with Dyan on paying the insurance bills for the Town. Would like that to be part of Sue's monthly routine of paying payroll vendors.</p> <p>Transitions of benefits is still a work in progress but I think Sue is making great progress with talking over benefits.</p> <p>Organizing upcoming Benefits Fair.</p> <p>Sue has made great progress with benefits and has done a great job organizing herself for the transition. Unfortunately the Benefits Fair has been canceled. I was hoping Sue would have time with our vendors.</p> <p>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> <p>I think the visit from empower was well received by employees. Sue did a great job setting that up.</p> <p>Sue is working on taking over retiree's. That is the final step of moving benefits to our office</p> | | |
| <p>5 Payroll</p> | <p>5. Sue working to finalize year end accrual and verifying FY23 balances are accruing correctly.</p> <p>6. Working on FY2022 Annual Report for Continuing Disclosure.</p> | | |

| | | | | |
|-------------------------|---|--|--|--|
| 6. Annual Report | Due July 14th - completed Preparing for the BAN sale and paying off FY22 Ban sale. Paperwork to be signed tonight at the select board meeting. I will email signatures tomorrow and overnight to Locke & Lord.-completed | | | |
| 7 Misc | 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. 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. Received approval from State now need to see how we can dispose of. 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. Putting Invoice Cloud off to time with our munis upgrade. Hoping for a smoother transition. Meeting with Bartholomew this week for annual review of OPEB, Stabilization, and Trust Funds. Review of Town investments went well. I have a copy of FY22 figures if anyone would like to review our investments. | | | |
| 8 Audit | 8. Starting to prepare for the Audit will be working on gathering the information they have requested they would like by August 26th.. Auditors took up a lot of our office time this week . Also had the Worker's Comp Auditor this week. Finalizing audit information and preparing to report FY22 figures to Gateway. | | | |
| Assessors | | | | |

| | | | |
|-------------------------------------|---|---------------------------------|--|
| 1. Statutory exemption | 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.. | 1. Ongoing | |
| 2. Abatements/ Tax deferrals | 2. The Assessors approved a new request for tax deferral. | 2. April 1 deadline | |
| 3. FY2023 tax recap | 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. | 3. In process | |
| 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 | |
| | | | |

| | | | |
|---|---|--|--|
| <p>COA</p> <p>1 Programs</p> <p>2 Grants</p> <p>3 Volunteers</p> <p>4 Newsletter</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. 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 start advertising it next week.</p> <p>1d. Upcoming programs: Pumpkin decorating (pumpkins donated by the Sheriff's Department) Halloween Party, World Gratitude Day, Albie Sing Along, National Dessert Day.</p> <p>1E. Open Enrollment for Medicare is October 15th-December 7th we have already had people calling to make appointments.</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. Trip is completely booked with a waiting list.</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>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</p> | <p>1a. On-going</p> <p>1b. Fall</p> <p>1c. October</p> <p>2a. March & ongoing.</p> <p>3a. Ongoing</p> <p>3b. Ongoing. -Fall</p> <p>4a. November</p> | |
|---|---|--|--|

| | | | | |
|---------------------------------|--|-------------|-------------|--|
| | marketing team for ads. We will meet with the publishing team for our outline. | | | |
| Parks & Recreation | Patton Park | | | |
| 1. Fall Programming | Fall programs are now underway. We are running close to 30 programs this Fall. Programs will run until after Thanksgiving when our Winter Programs registration will begin. | .1 | 1. On-going | |
| 2. Movie Night at the Homestead | We are co-sponsoring movie night at the Homestead. The first movie will be this Saturday. | 2. On-going | 2. On-going | |
| 3. Gym Floor Refurbish | <p>The Gymnasium floor was refurbished last week. The gym was closed for a short period but it back open now.</p>  | 3. On going | 3. On going | |
| 4. Pumpkin Fest/Trunk or Treat | We are starting to take registrations for the participants who are interested in hosting a vehicle for our trunk or treat event at Pumpkin Fest. | | | |
| 5. Patton Park Master Plan | Tim Olson and I hosted a site walk of Patton Park with firms interested in submitting a response to our RFQ. We will be releasing further information soon after the response deadline. | | | |

| | | | | |
|---|---|--|---|--|
| | | | | |
| 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) • Heavy Equipment Operator • Town Accountant • Water Division 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. Evaluation forms and job descriptions have been sent to all Department Heads. 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. 5. Reorganization and internal compliance audit of Personnell Files. | | <p>1.1. Water recruitment starting on 9/20/2022.</p> <p>1.2 Recruitment for Town Accountant starting on 9/12/2022.</p> <p>1.3 Recruitment for Town Accountant starting on September 6.</p> <p>2. Currently drafting a guidelines book - Expect to send to Department Heads by the first week of September. Meeting held on 9/14/2022 to review evaluation forms and expectations. Forms due on 9/30/2022.</p> | |

| | | | | |
|--|--|--|--------------------|-----------------------|
| | | | | |
| Town Clerk's Office | | | | |
| 2 - 2022 Conflict of Interest Annual Filings | 2 - Decided to postpone sending to elected and appointed Boards and Committees until after the reappointments in June. | | January - Sept | In process |
| 3 - 2023 Census Forms and Voter Registration data maintenance; STREET LIST | Census forms = proof of residency = eligibility to vote. I have placed the order form for the 2023 Census mailing envelopes because there is a backlog of paper and envelope orders. Our 2024 census will be mailed Dec 19 along with Dog License renewal forms and the 2023 trash schedule. | | | Ongoing |
| 4 - 2022 Dog License Renewals | 4 - Over 1200 licenses issued 2021; renewal form sent with Census Forms 1111 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. Anne attended a meeting to receive more details about the Animal Licensing Laws in MA. | | Aug - Dec | |
| 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. | | January - December | Several more expected |
| 7 - 2022 State Election | 7 - Primary Election Summary: Turnout was 1505 voters or 26.85%; 87 voters voted early; 710 voted by mail; 708 voted at the polls. Surprisingly, of the 1050 ballots mailed to voters, 30% (293) were never returned. Our final vote totals were certified and sent to the Secretary of State's Office. | | | |



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

+ 10/14, FIELD OF DREAMS - rain date tbd
Mudville Vintage Ball Club + Little League Demo
RUE NORTH + SHEILAS FOOD TRUCK

9/24

10/14

MOONLIGHT MOVIES

AT THE PATTON HOMESTEAD

STEVEN SPIELBERG Presents
BACK TO THE FUTURE
A ROBERT ZEMECKIS Film

MEET MEMBERS OF THE NORTH EAST DELGREALS!

SAT. SEPT. 24 @ 7:00 PM

KEVIN COSTNER
All his life, Ray Kinsella was searching for his dream.
Then one day, his dream came knocking for him.

FIELD OF DREAMS

MEET MEMBERS OF THE MUDDVILLE BASS HALL CLUB!

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

On-going

| | | | |
|---|--|--|--|
| <p>2 Property Improvements / General Planning</p> | <div data-bbox="469 239 1083 1056"> </div> <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>New Back-lawn event space: Director gathering info for costing out pavilion / seasonal sail flies / minimal cook space / restrooms / water hook-up / electric -looking into possible grants</p> | <p>September</p> <p>Ongoing</p> <p>Push to 2023</p> <p>October</p> <p>Ongoing</p> <p>on-hold</p> <p>september</p> <p>9/14</p> <p>9/7-9/8</p> <p>9/14 + 9/241</p> | |
| <p>3. Marketing</p> | | | |

| | | | | |
|--|--|--|---|--|
| | <p>Several promising interested parties to help move the Stables into activation. In Progress</p> <p>Study Group held 9/13 - decided to present findings to board in October</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 programing at the Homestead Stables or on-site nature programming. There may be some level of coordination with HW Schools - on hold</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- stalled by company - temporary signs made for Fall Events</p> <p>3. Press Kits were sent out to all press contacts in North Shore Area. Cycle will continue through all events</p> <p>Ad placed in Ipswich Local Paper 9/14 + 9/21</p> <p>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>- Plan to distribute new PUBLIC EVENT BROCHURE at the Sm. Business event on 9/18</p> | | <p>9/2, 9/9 complete 9/23, 10/7</p> <p>August / september / october</p> <p>9/18</p> | |
|--|--|--|---|--|