



# Town of Hamilton

## Town Manager Report

For October 3, 2022

Department/ Project	Weekly Update	Timeline	Status
<p><b>Town Manager</b></p> <p>1. Cell Tower</p> <p>2. Accessibility Evaluation</p>	 <p>1. Timberline Communications, a contractor for Verizon, was on site at Hamilton Town Hall on Tuesday, Oct. 4 delivering equipment that will be used to activate the cell tower. The electrical sub-contractor is due on site on Friday, Oct. 7 and the work is expected to take about two weeks.</p> <p>2. The town has received the DRAFT Self-Evaluation and Transition Plan from our consultant. The SETP was submitted to the Massachusetts Office of Disabilities last Friday, along with a grant request for \$250,000 toward the cost of accessibility improvements at the Town hall. The Grant decisions will be made by the state in November.</p>	<p>1 Work to start 10/4</p> <p>2 September</p>	<p>1 On-going</p> <p>2 On-going</p>

<p>3. Chebacco Road permit appealed</p> <p>4. <b>Hamilton electricity rates/ Community Aggregation</b></p> <p>5. <b>FY'24 Budget season</b></p> <p>6. <b>Town Hall</b></p> <p>7. <b>New EV Charging Station</b></p>	<p>3. There is no current update. DEP is considering the appeal.</p> <p>4. <b>Hamilton residents and businesses enrolled in the Hamilton Community Choice Aggregation (CCA) Program will not be impacted by the rate hike recently announced by National Grid. Hamilton Community Choice Aggregation offers electricity rates that are fixed and will not change through December 2023. The vast majority of Hamilton households already participate in the Hamilton CCA Program. If you are not a current participant in the Program, you may go to <a href="http://hamiltoncca.com/enroll-in-the-program/">hamiltoncca.com/enroll-in-the-program/</a> to enroll today!</b></p> <p>5. <b>The town will be kicking off its FY'24 budget process in the next few days. Over the next several weeks the Town Manager and Finance Director will meet with the Select Board and the Finance and Advisory Committee to discuss budget goals for the coming year and develop the calendar for budget meetings and budget guidance to the department heads. We are also working with consultants from the Edward Collins Center at UMass Boston to complete the transformation of our budget document into the Government Finance Officers Association (GFOA) Budget format, so that we can apply to have our annual Hamilton Budget document accepted as a GFOA approved budget.</b></p> <p>6. <b>An internal team of staff is reviewing options for making the Town Hall ADA and fire code compliant. The TownManager and the team is planning to make a presentation to the Select Board at the October 17, 2022</b></p> <p>7. No update at this time</p>		<p>3. Unknown</p> <p>4. <b>On-Going</b></p> <p>5. <b>Beginning October 4, 2022</b></p> <p>6. <b>Expect to propose options Oct. 3 to SB</b></p> <p>7. <b>Fall of 2022</b></p>	<p>3. <i>Unknown</i></p> <p>4. <i>N/A</i></p> <p>5. <i>On-going</i></p> <p>6. <i>On-going</i></p> <p>7. <i>On-going</i></p>
<p><b>Public Works</b></p> <p>1 GAC Filtration Project</p>	<p>1. <b>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. No new update.</b></p>		<p>1 <b>Fall/Win. '22</b></p>	<p>1 <b>On-going</b></p>

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 10/3/2022 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 NTP was received from the DOER and the agreement has been signed between Hamilton and B2Q for the recommissioning work. A kick off meeting will be scheduled in the next few weeks	5 In progress	5 On-going
6 Fueling Facility	6. 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. DPW will reach out to the vendor to request a phased approach estimate to be included on the upcoming capital plan.	6 In progress	6 On-going
7 CPC Project Patton Park Master Plan	7. The town received proposals for the Patton Park Master Plan and plans to coordinate an interview with the select firms.	7 Fall 2022	7 In-progress
8 DPW Garage Updates	8. The IFB for the DPW Garage Roof Replacement is in process and anticipated to be advertised in the next few weeks. DPW has also been in discussions with a bay door company to help specify the exact door replacement required for public bid documents.	8. In-process	8. In-progress
9 EV Charging Station		9. Fall 2022	9. Waiting for schedule

<p>10. Coliform Sampling Plan</p> <p>11. Water System Leak Detection</p> <p>12. Lead and Copper Water Service Assessment</p> <p>13. Employment</p> <p>14. NPDES</p> <p>15. Salt Contracts</p> <p>16. Perpetual Care</p> <p>17. SWMI Water</p> <p>17. Well Maintenance</p>	<p>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. <b>Site work is tentatively scheduled for late October.</b></p> <p>10. Working with MassDEP to update Hamilton's Coliform Sampling Plan. <b>No update.</b></p> <p>11. <b>We are working with the consultant to schedule this work prior to winter.</b></p> <p>12. The necessary article for the grant submittal was approved at Hamilton's Special Town Meeting on 10/1/22</p> <p>13. Hamilton has advertised for a new Truck Driver/Laborer position</p> <p>14. DPW met with our consultant Weston and Sampson to finalized the Year 4 MS4 storm water report for MassDEP. <b>Complete</b></p> <p>15. 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. <b>Complete</b></p> <p>16. 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. <b>The hydroseed is complete and the mower has been ordered.</b></p> <p>17. <b>DPW and its' consultant, Dewberry Engineers presented the findings from the recent Water Resiliency report funded by the Sustainable Water Management Initiative (SWMI) state grant to the public on 9/21. This report will be used as a tool by the North Shore Water Resilience Task Force in evaluating the regional water solutions</b></p> <p>18. <b>Soliciting for two well redevelopments, Caisson Sat. Well and Idlewood 2.</b></p>		<p>10. Pending DEP review</p> <p>11. September 2022</p> <p>12. October 2022</p> <p>13. Asap</p> <p>14. <b>Complete</b></p> <p>15. <b>Complete</b></p> <p>16. <b>Complete</b></p> <p>17. <b>Complete</b></p> <p>18. <b>Quotes due 10/26</b></p>	<p>10. <b>Submitted</b></p> <p>11. In-progress</p> <p>12. In-progress</p> <p>13. Completed</p> <p>14. <b>Complete</b></p> <p>15. <b>Complete</b></p> <p>16. <b>Complete</b></p> <p>17. <b>Completed</b></p> <p>18. <b>In-progress</b></p>
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<p><b>Police</b></p> <p>1. Asbury Street "Cutler School Zone"</p> <p>2. Highway Safety Grant</p> <p>3. Med-Project</p> <p>4. Road Safety Grant</p> <p>5. 911 Grant</p> <p>6. Public Safety Day</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. <b>School Zone Project Completed</b></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. Public Safety was a huge success. <b>Approximately 250-300 people were in attendance for the day.</b></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. <b>Completed</b></p> <p>2. To be completed by 09/15/2022 <b>Completed.</b></p> <p>3. Ongoing</p> <p>4. Pending <b>Awarded</b></p> <p>5. Pending Award <b>Awarded</b></p> <p>6. To be completed on 09/10/2022 <b>Completed.</b></p>
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<b>Fire Department</b>			
<b>1. Brush Truck</b>	1. FY-22 the town was authorized to purchase a new forestry brush truck back in may of 2021. 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. <b>I received a call from the CEO of CET and he apologized for the delays 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).</b>		1. Ongoing
<b>2. New Call Firefighters.</b>	Fire Academy Recruit Training Class starts on October 17th, held here at the Hamilton Fire Department.		2. Ongoing
<b>3.CEMP Plan</b>	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.		3. Ongoing
<b>4. Class V License</b>	We now have our class 5 non-transporting ambulance license. I am now looking into ways to fund our fire based ambulance for the future of the department.		4. Ongoing
<b>5. Fire incidents Calls</b>	The Hamilton Fire Department responded to the following calls over the past two weeks. <b>25 alarm activations, 20 ambulance calls, installed 5 child car seats and conducted 15 fire prevention inspections. We also provided mutual aid to Beverly Fire with our ladder truck and Essex Fire with our boat to their incident off Wood Drive in Essex.</b>		5. Ongoing
<b>6. Ladder Truck</b>	<b>Our Pierce 105' ladder truck was out of service and couldn't be used for three days last week. The hydraulic turntable was unable to swing to the right when lifted out of the bed more than 30 degrees. Jay Fonterio, our mechanic, worked with the manufacturer to diagnose the problem and it has subsequently been fixed. The issue turned out to be a loose connection in the ladder's collision avoidance system.</b>		6. Resolved

<p><b>7. AFG Grant</b></p>	<p>I attended an Assistant to Firefighter (AFG) Grant webinar to be eligible to apply for it when it becomes available. We will be applying for grant monies to purchase a rescue vehicle, which will be used to respond to our EMS call and one day transport be able to transport patients to the hospital.</p>			<p>7. Ongoing</p>
<p><b>8. DFS Grant</b></p>	<p>The fire department recently applied for an equipment grant through the Department of Fire services. If we are successful we would be awarded up to \$15,500.00 to purchase much needed fire equipment and gear.</p>			<p>8. Ongoing</p>
<p><b>9. COVID</b></p>	<p>Since the new version of COVID vaccines have been available, the fire department has been helping GCACC with their clinics at the Hamilton COA, on Wednesdays from 4:30-6:30pm. On average we have been providing 130 shots in area residents' arms per week to fight this disease.</p>			<p>9. Ongoing</p>

<b>Planning &amp; Inspectional Services</b>			
1. Master Plan	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 ( <a href="http://www.hamiltonmasterplan.com">www.hamiltonmasterplan.com</a> ) which included project materials, report documentation, engagement and other items. An electronic survey form is available to obtain public input.	1 Project expected to be completed approximately March 1, 2023	1. On-going
2. 133 Essex Street, Senior Housing Special Permit Application	2. 133 Essex Street - Public hearing was closed July 26 - Board deliberation began Aug 16 and continues. Board decision/vote expected in Oct. 11, 2022 meeting.	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 Septic system was not included and is anticipated in a subsequent meeting. Architectural plans to be reviewed Oct. 5.	3 Spring 2022	3. On-going
4. Consideration of zoning amendments	4. GCTS campus and other areas to be considered for zoning amendments. Modifications to stormwater management bylaw likely Spring 2023. Starting consideration of MBTA residential zoning - create committee to create action plan - due Jan. 31, 2023	4. Fall 2022 /Spring 2023	4. On-going
5. Parking Study Recap	5. Planning Director to hold public hearing regarding parking plan; obtain comments;	5. Fall 2022	5. Fall 2022

<p>6. Inspectional Services</p>	<p>afterward present to Select Board for approval and implementation.</p> <ol style="list-style-type: none"> <li>6. 59-63 Willow St- a 54.6 KW Solar Array will be added to the roof at 59-63 Willow Street Project.</li> <li>7. 36 building permits have been issued to date in April.</li> <li>8. The online permitting system is getting closer to being a reality.</li> <li>9. We are anticipating a pre-construction meeting with Habitat for Humanity regarding the upcoming project at 434-436 Asbury Street (5 duplexes).</li> </ol>	<ol style="list-style-type: none"> <li>6. To request occupancy permit mid May. Commercial space to be followed afterward.</li> </ol>	
<p><b>Public Health Department</b></p> <ol style="list-style-type: none"> <li>1. COVID</li> <li>2. Staffing</li> <li>3 Food/Pools/Camps Permitting and Inspection</li> <li>5 Septic</li> <li>6. Animals</li> </ol>	<ol style="list-style-type: none"> <li>1. Covid compliance is winding down with regard to state regulations and wastewater data suggests a decline in numbers although another surge is anticipated</li> </ol> <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> <ol style="list-style-type: none"> <li>2. Requesting more hours for the administrative assistant</li> <li>3. The permitting of food trucks and vendors attending events in town is on-going.</li> <li>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</li> <li>5. Performed 4 soil tests for new septic designs and 3 septic inspections, reviewed 4 septic plan application</li> </ol>	<p>On-going</p> <p>Work performed since last meeting</p>	

<p>7. Avian Flu</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><b>Finance</b></p> <p>1. Budget</p> <p>2. Financial Policy Implementation</p> <p>3. FY22 Year End Closeout</p> <p>4. Coordinating FY22 Audit</p> <p>5. "Rollover" to FY23</p>	<p>1. Budget book. Work is ongoing as time allows.</p> <p>2. Working with Town Manager to put together a plan to implement 2 or 3 of the prioritized financial policies (per guidance from SB, FinCom, and Administration) before end of Calendar 2022. Teams are being assembled for the various policy implementations, as each individual policy impacts different groups in different ways, and must be managed independently of each other. Update - Anti-Fraud policy will be first implemented, work to begin late September.</p> <p>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.</p> <p>4. Update - Auditors on-site work is mostly complete; This is consistent with the last few years' schedule and do not anticipate any surprises.</p> <p>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</p>	<p>1. This remains a work in progress</p> <p>2. This remains an open-ended work in progress, with hopeful policy implementation by late Fall 2022.</p> <p>3. Updated timeline - ongoing through September</p> <p>4. Continuing through Sept. as scheduled.</p> <p>5. Completed</p>	

<p>6. Munis Upgrade</p> <p>7. STM Preparations</p> <p>8. Director of Assessor Position (Shared with Wenham)</p> <p>9. Interim Town Accountant</p>	<p>some new codes into munis, final accounting journaling in FY22,</p> <p>6. Coordinating Major Version upgrade with our Munis system, moving to from version 11.3 to 2021.5</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. <b>Update - warrant language 99% complete; FinCom book of recs nearly done pending final vote Thursday 9/8; send to printers 9/9.</b></p> <p>8. <b>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.</b></p> <p>8. <b>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 yeras 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.</b></p>	<p>6. Ongoing; TEST database has been upgrading; more work scheduled throughout the fall</p> <p>7. Work in progress; to be completed during August (roughly)</p> <p>8. <b>Hired/ Started</b></p> <p>9.</p>	
<p><b>Treasurer/Collector</b></p> <p><b>1 Tax Title</b></p> <p><b>2 Billing</b></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.</p>		



<p><b>5 Payroll</b></p> <p><b>6. Annual Report</b></p> <p><b>7 Misc</b></p>	<p>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>Sue reached out to Theresa at COA who was very helpful to Sue with Medicare information she will need to help the Town's retiree's.</p> <p>5. Sue working to finalize year end accrual and verifying FY23 balances are accruing correctly. To</p> <p>6. Working on FY2022 Annual Report for Continuing Disclosure. Due July 14th - completed</p> <p>Received request form Regional school to provide financial information for the school's annual report. Needs to be completed by Nov 1st.</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 these records.</p> <p>Received approval from the State now need to see how we can dispose of it. Reached out to Tim he is working on this for us.</p> <p>Leticia is very busy helping out with Finance with A/P. Appreciate everyone's help in getting information to her timely.</p>		
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<p><b>8 Audit</b></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. Review of Town investments went well. I have a copy of FY22 figures if anyone would like to review our investments.</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. Finalizing audit information and preparing to report FY22 figures to Gateway. Working with Sheryl to finalize FY22 receivables. Cleaning up some old problems</p>		
<p><b>Assessors</b></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>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>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>1. Ongoing</p> <p>2. April 1 deadline</p> <p>3. In process</p> <p>4. Ongoing</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>9. Information provided to Auditors</p> <p>10. Daily questions about Assessing</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. 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.</p> <p>9. Tax recap, all Schedules and classification documents provided to Auditors</p> <p>10. Answering all questions about Assessing received in office</p>		<p>5. Ongoing</p> <p>6. Ongoing</p> <p>7. Ongoing</p> <p>8. October 1, 2022</p> <p>9. Ongoing until year end close</p> <p>10. Ongoing</p>	
<p><b>COA</b></p> <p>1 Programs</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 &amp; 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. Had 36 residents come through the health fair with 13</p>		<p>1a. On-going</p> <p>1b. Fall</p> <p>1c. October</p>	



<ol style="list-style-type: none"> <li>1. Fall Programming</li> <li>2. Movie Night at the Homestead</li> <li>3. Gym Floor Refurbish</li> <li>4. Pumpkin Fest/Trunk or Treat</li> <li>5. Patton Park Master Plan</li> </ol>	<p>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.</p> <p>We</p> <p>The Gymnasium floor was refurbished last week. The gym was closed for a short period but it back open now.</p>  <p>We received one (1) submission to our RFQ, which was due on Friday. We will be following up with that firm for the next steps in the process.</p>		<p>.1</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>
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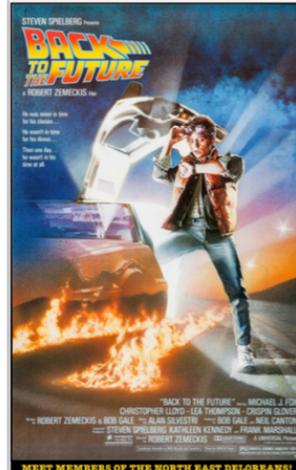
<p><b>Human Resources</b></p> <ol style="list-style-type: none"> <li>1. Openings</li> <li>2. Evaluations</li> <li>3. New Location</li> <li>4. Employee Appreciation</li> </ol>	<p>1. <i>Current Openings:</i></p> <ul style="list-style-type: none"> <li>● Public Health Nurse</li> <li>● Minute taker (Pending review of budget)</li> <li>● <u>Heavy Equipment Operator</u></li> <li>● Town Accountant</li> <li>● Water Division</li> </ul> <p>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. <b>Evaluation received and are under review.</b></p> <p>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.</p> <p>4. <b>Planning an employee appreciation/engagement event to take place early fall.</b></p> <p>5. <b>Reorganization and internal compliance audit of Personnell Files.</b></p> <p>6. <b>New Regional Social Worker started today, Jessica Perrigo Palm. Her office is located in the Health Department, second floor of COA building.</b></p>	<p>1.1. <b>Water recruitment starting on 9/20/2022.</b></p> <p>1.2 <b>Recruitment for Town Accountant starting on 9/12/2022.</b></p> <p>1.3 <b>Interviews for HEO scheduled for 10/4/2022.</b></p> <p>2. Currently drafting a guidelines book - Expect to send to Department Heads by the first week of September. <b>Meeting held on 9/14/2022 to review evaluation forms and expectations. Forms due on 9/30/2022.</b></p>	

<b>Town Clerk's Office</b>			
2 - 2022 Conflict of Interest Annual Filings	2 - I had decided to postpone sending to elected and appointed Boards and Committees until after the reappointments in June. <b>Laurie Wilson, God bless her, jumped in to help me get the emails out! THANK YOU LAURIE! She also created a shared Google document so that we can both update information. TERRIFIC TEAMWORK!!</b>	January - Sept	Almost complete
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.	Aug - Dec	Ongoing
4 - 2022 Dog License Renewals	4 - Over 1200 licenses issued 2021; renewal form sent with Census Forms <b>1115</b> 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.	January - December	
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.		Several more expected
7 - 2022 State Election	7 - <b>Early Voting for the Nov 8 State Election begins Saturday, Oct 22</b> and runs for two weeks. The first week of early voting is reduced hours and the second week is regular "business hours." All hours are posted on the Clerk's webpage.  We have received 136 more requests for mailed ballots, total now at 1269. Delivery of ballots expected this week; ballots will start going out.		
Oct 1 Special Town Meeting	Final check in number = 243, 4.3% of registered voters. I am completing the individual voter certifications for each warrant article. All voter activity has been uploaded to the Sec of State's system; Minutes will be completed by the middle of the month.		



# 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



650 ASBURY STREET • SO. HAMILTON, MA 01982

[www.hamiltonma.gov/about/patton-homestead](http://www.hamiltonma.gov/about/patton-homestead)

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

The integration of the Cellar Door into public events has been a great partnership and PH is excited to work together to plan a BBQ cookoff in Fall 2023, as well as other events

**HARVEST FEST**

Your Place to Explore Nature, Play • Gather  
[www.hamiltonma.gov/about/patton-homestead/](http://www.hamiltonma.gov/about/patton-homestead/)

OCTOBER	DATE	TIME	EVENTS
H A R V E S T	13	4:30 - 7PM	FALL Music Sessions 1013 - The Undercovers *Beehive Boy Essex County Brewing * Sheila's Tru Fire Pits * Treat
	14	5:30 - 8PM	MOONLIGHT Movies 1014 - Field of Dreams * True North Ale * Sheila's Food Truck * Cellar Door * Treat * Mudville Vintage Ball Club * Fire Pits
	15	12 - 5PM	FAMILY FUN! HW Mother's Club * Red Tail Hawk * Wood + Bone * Food * Craft Beer * Fire Pits * Greenbelt Nature Trails * IRWA * Acord Food Drive * MORE!

650 Asbury St. Hamilton

**PATTON HOMESTEAD**  
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2 Property Improvements / General Planning

Planning for Fall 2023

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

<p>3. Marketing</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. <b>Kiosk has been quoted and project is pending approval.</b></p> <p>2. Design approved - 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><b>New Back-lawn event space: ™ and DPW gathering info for costing out pavilion for 2023 / restrooms / water hook-up / electric Director looking into interim cost of Tent and labor associated with setting / striking for the season Will also be -looking into possible grants</b></p> <p>Several promising interested parties to help move the Stables into activation. In Progress</p> <p><b>Study Group presented findings to the board on October 3 - SB took a vote and unanimously voted in favor of approving the funding at a fixed rate for 5 more years - THANK YOU!</b></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 Kayaking map + listed as a stop-over + launch point.</p> <p><b>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</b></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. <b>In progress</b></p>	<p>Target for Spring 2023</p> <p>10/3</p> <p>Push to 2023</p> <p>October</p> <p>10/7</p> <p>9/18</p>	
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	<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>Last ad for Harvest Fest was placed in the North Shore Mag E-Newsletter - it will run as a "Feature"</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>- Director in attendance at HW Local event on 9/18</p>			