



Town of Hamilton


Town Manager Report


For October 17, 2022

Department/ Project	Weekly Update	Timeline	Status
<p>Town Manager</p> <p>1. Cell Tower</p> <p>2. Accessibility Evaluation</p> <p>3. Chebacco Road permit appealed</p> <p>4. Hamilton electricity rates/ Community Aggregation</p>	<p>1. Timberline Communications confirmed in an email last week that work on the cell tower behind Town Hall has begun and is likely to take a couple of weeks to complete. There is electrical work, installation of a platform at the top of the tower and other site work that will be on-going. We will do our best to take and share pictures of the progress over the next few weeks. Residents can check the town website and social media accounts to see progress as it occurs.</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>3. There is no current update. DEP is considering the appeal.</p> <p>4. 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 hamiltoncca.com/enroll-in-the-program/ to enroll today!</p>	<p>1 Work began 10/4</p> <p>2 Nearly complete</p> <p>3. Unknown</p> <p>4. On-Going</p>	<p>1 <i>On-going</i></p> <p>2 <i>On-going</i></p> <p>3. <i>Unknown</i></p> <p>4. <i>N/A</i></p>

<p>5. FY'24 Budget season</p> <p>6. Town Hall</p> <p>7. New EV Charging Station</p>	<p>5. Department heads will receive FY'24 budget guidance and budget goals during the coming week, following input from the Select Board and Finance and Advisory Committee. Department heads have also reviewed their planned FY'24 capital request and will resubmit those requests to the Capital Committee in the coming weeks. The town administration has also had initial discussions with their counterparts in Wenham and at the Regional School District to discuss the budget calendar, timing and shared goals of the towns and schools. The annual presentation of the town budget and capital programs to the Select Board and Finance and Advisory Committee is currently scheduled for January 14, 2023.</p> <p>6. Town staff is preparing a reduced scope for Town Hall improvements that would seek to secure the building envelope and preserve the architectural features, provide ADA accessibility, provide fire suppression and make modest upgrades to interior building features needed to improve functionality and efficiency.</p> <p>7. No update at this time</p>		<p>5. Started</p> <p>6. Fall/Winter of 2022</p> <p>7. Fall of 2022</p>	<p>5. <i>On-going</i></p> <p>6. <i>On-going</i></p> <p>7. <i>On-going</i></p>
Public Health Department				
<p>1. COVID</p> <p>2. Staffing</p>	<p>1. Covid compliance is winding down with regard to state regulations although another surge is anticipated. Mass. positivity rate has risen to above 8% and hospitalizations are up 22%.</p> <p>We have ordered 2100 additional test kits through the free test kit program and are awaiting delivery. We currently have aprox. 450 test kit in stock for distribution. We also have a limited number of KN 94 masks available.</p> <p>Vaccine clinics for the flu and new bivalent booster are on-going every Wednesday from 4:30 - 6:30 at the Senior Center for ages 5 and up (primary booster - 6mo and up)</p> <p>2. Requesting more hours for the administrative assistant</p>			

<p>3. Food/ Pools/Camps Permitting and Inspection</p> <p>4. Septic</p> <p>5. Animals</p> <p>6. Triple E</p>	<p>3. The permitting of food trucks and vendors attending events in town is on-going. Round 1 of food establishment inspection is complete and round 2 has begun starting with the town's schools in accordance with appendix 5 of the 2013 food code</p> <p>4. Performed 5 soil tests for new septic designs and 4 septic inspections, reviewed 3 septic plan applications</p> <p>5. Barn and animal inspections has begun and completion of the barn book is ongoing.</p> <p>6. Several cases of EEE have been reported in the commonwealth.</p>			
<p>Town Clerk's Office</p> <p>1 - 2022 Conflict of Interest Annual Filings</p> <p>2 - 2023 Census Forms and Voter Registration data maintenance; STREET LIST</p> <p>3 - 2022 Dog License Renewals</p> <p>4 - DBA</p>	<p>1. Laurie Wilson was a tremendous help. She sent emails to anyone that had not yet submitted the annual filing materials. We have made tremendous progress.</p> <p>2. Census forms = proof of residency = eligibility to vote.</p> <p>I have received draft documents for the 2024 street list/census mailing that will go out Dec 19 along with Dog License renewal forms and the 2023 trash schedule.</p> <p>3. Over 1200 licenses issued 2021; renewal form sent with Census Forms 1115 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.</p> <p>4. "Doing Business As" renewals due every 4 years; approx 63 to be renewed 2022. Very good response to Anne's letter reminding folks to renew. So far 19 NEW this year; 19 renewals.</p>		<p>January - Oct</p> <p>Aug - Dec</p> <p>December</p> <p>January - December</p>	<p>Almost complete</p> <p>Ongoing</p> <p>Several more expected</p>

<p>5 - 2022 State Election</p> <p>6 - Oct 1 Special Town Meeting</p> <p>7 - Town Hall Admin</p>	<p>5. Early Voting for the Nov 8 State Election begins Saturday, Oct 22 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.</p> <p>We have received 343 more requests for mailed ballots, total now at 1393. Vote by Mail ballots mailed out starting Wed, Oct 12. Several already returned. Ballots going out! Ballots coming in!!</p>  <p>6. Final check in number = 243, 4.3% of registered voters. Individual vote certifications for each warrant article have been completed and given to Treasurer, Dir of Finance, and School Dept. Minutes will be completed by the end of the month.</p> <p>7. New postage machine will be delivered mid November (after the election). Multiple staff in town hall will be trained to use it in order to ensure “mail room” coverage if/when Anne and I are not available.</p>			
<p>Council on Aging - COA</p> <p>1 Programs</p>	<p>1a Continue to offer Dementia Friends Training once a month in collaboration with Wenham COA.</p>		<p>1a. On-going</p>	


<p>Programs cont.</p>	<p>1b We have a trip coming up to the Cape Ann Museum which is a pilot trip. Pilot program went well. Everyone enjoyed it. Although the cost of the program was a little high and might deter people in the future from going. Sign ups for the Best of Times trips has been slow. 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. Had 36 residents come through the health fair with 13 vendors.</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>1b.Fall</p> <p>1c. October</p> <p>1d. October</p> <p>1e. October - December</p>	
<p>2 Grants</p>	<p>2a. Formula Grant contracts have 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. Cultural council grant paperwork has been turned in for the 2022 year. Requesting funding for another Essex River Cruise to help cover the cost for a future trip.</p>	<p>2a. March & ongoing.</p>	
<p>3 Volunteers</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>3a. Ongoing</p>	

<p>4 Newsletter</p>	<p>3b. Friends has officially filed a 501c3 status. They can start fundraising asap. Fundraiser was Friday October 14th. Family Feud- sold out- Room for one more team. The event was great!! Everyone had a good time.</p> <p>4a. Our newsletter will be transitioning to a new company starting in November. Working on November newsletter with Wenham. Combined newsletter was submitted.</p>		<p>3b. Ongoing. - Fall</p> <p>4a. November</p>	
<p>Human Resources</p> <p>1. Openings</p> <p>2. Evaluations</p> <p>3. New Location</p> <p>4. Employee Appreciation</p> <p>5. Personnel files</p>	<p>1. <i>Current Openings:</i></p> <ul style="list-style-type: none"> ● Public Health Nurse ● Minute taker (Pending review of budget) ● <u>Heavy Equipment Operator</u> ● Town Accountant ● Water Division <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. Evaluation received and are under review.</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. Planning an employee appreciation/engagement event to take place early fall.</p> <p>5. Reorganization and internal compliance audit of Personnel Files.</p>		<p>1.1. Water recruitment starting on 9/20/2022.</p> <p>1.2 Interviews for Town Accountant starting on 10/18/2022.</p> <p>1.3 Interviews for HEO scheduled for 10/18/2022.</p> <p>2. Currently drafting a guidelines book - Expect to send to Department Heads by the first week of September. Evaluations under review.</p> <p>5. Active personnel files have been relocated to HR Office, Audit in progress.</p>	

<p>Finance</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>6. Munis Upgrade</p> <p>7. STM Preparations</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 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. Update - warrant language 99% complete; FinCom book of recs nearly done pending final vote Thursday 9/8; send to printers 9/9.</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. 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>	
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<p>8. Director of Assessor Position (Shared with Wenham)</p> <p>9. Interim Town Accountant</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>8. Hired/ Started</p> <p>9.</p>	
<p>Assessors</p> <p>1. Statutory exemption</p> <p>2. Abatements/ Tax deferrals</p> <p>3. FY2023 tax recap</p> <p>4. FY2023 property record updates</p> <p>5. Permits/growth</p> <p>6. Motor vehicle/boat excise tax</p> <p>7. GIS updates</p>	<p>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>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>1. Ongoing</p> <p>2. April 1 deadline</p> <p>3. In process</p> <p>4. Ongoing</p> <p>5. Ongoing</p> <p>6. Ongoing</p> <p>7. Ongoing</p>	

<p>8. Chapter land projects</p> <p>9. Information provided to Auditors</p> <p>10. Daily questions about Assessing</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>8. October 1, 2022</p> <p>9. Ongoing until year end close</p> <p>10. Ongoing</p>	
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Fire Department				
1. Brush Truck	<p>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. I received a call from the CEO of CET and he apologized for the delays but we should see it in January. 10-14-22. Update, I received some photos of some progress on our truck.</p>		1. January of 2023	1. Ongoing
				
2. New Call Firefighters.	<p>Fire Academy Recruit Training Class started on October 17th, held here at the Hamilton Fire Department. The class has a record number of students (41).</p>		2. Class ends February of 2023	2. Ongoing
3. Class V License	<p>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.</p>		3. Completed	3. Ongoing
4. Fire Incidents Calls	<p>The Hamilton Fire Department responded to the following calls over the past two weeks. We responded to 15 alarm activations, 25 ambulance calls, installed 2 child car seats and conducted 9 fire prevention inspections. In addition we inspected all the eating establishments in town for their liquor license renewals, Myopia, Post, Weather Vane Fifteen Walnut and the American Legion.</p>			4. Ongoing
5. DFS Grant	<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>		5. Submitted	5. Ongoing
6. COVID	<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 10-21-22 we gave out 125 COVID vaccinations at the clinic.</p>			6. Ongoing
7. Hose Testing	<p>Our firefighter's just finished up on our yearley fire hose testing program. By NFPA standards all fire hoses must be tested and inspected on an annual basis. The fire crew pulled all of the hose off the apparatus and pressure tested it to insure it is safe to use during firefighting operations. As it turns out we have several lengths of hose that failed and I am in the process of placing an order for new hose</p>			7. Ongoing

<p>Police</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. 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. Public Safety was a huge success. Approximately 250-300 people were in attendance for the day.</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 Completed.</p> <p>3. Ongoing</p> <p>4. Pending Awarded</p> <p>5. Pending Award Awarded</p> <p>6. To be completed on 09/10/2022 Completed.</p>
<p>Public Works</p> <p>1 GAC Filtration Project</p> <p>2 Asbury Grove Backflow</p> <p>3 Essex Street Drainage</p> <p>4 Chebacco Road Reconstruction</p>	<p>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. No new update.</p> <p>2. Work is set to begin in November 2022. Exact time frame TBD.</p> <p>3. Working with the engineering consultant on a redesign to present to the owner of 470 Essex Street for consideration as well as a reviewing possible alternatives to the drainage along Essex Street north of Appaloosa Lane. No new update.</p> <p>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</p>		<p>1 Fall/Win. '22</p> <p>2 Fall/Winter 2022</p> <p>3 Fall 2022</p> <p>4 In progress</p>	<p>1 On-going</p> <p>2 On-going</p> <p>3 In progress</p> <p>4 On-hold</p>

5 Public Safety Building Recommissioning Project	<p>MassDEP and have also submitted a formal response from questions asked by the appeal applicants and their consultant. No new update.</p> <p>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. No new update.</p>		5 In progress	5 On-going
6 Fueling Facility	<p>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 has received an updated phased quote and plans to include the fuel facility on the capital plan.</p>		6 In progress	6 On-going
7 CPC Project Patton Park Master Plan	<p>7. The Town has contracted with CBA Landscape Architects for the Patton Park Master Plan. CBA has extensive experience in public parks and facilities. They plan to attend Pumpkin Fest as a kick off event to meet residents</p>		7 Fall 2022	7 In-progress
8 DPW Garage Updates	<p>8. The IFB for the DPW Garage Roof Replacement has been advertised with a pre-bid meeting scheduled for 10/20. 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 at Patton Park. DPW will move the existing fence and perform the required excavation in accordance with the consultants construction schedule. Site work is tentatively scheduled for late October. No new update.</p>		9. Fall 2022	9. Waiting for schedule
10. Coliform Sampling Plan	<p>10. Working with MassDEP to update Hamilton's Coliform Sampling Plan. No update.</p>		10. Pending DEP review	10. Submitted
11. Water System Leak Detection	<p>11. A system wide leak detection survey is underway. Early indications have revealed no concerning issues in the system</p>		11. September 2022	11. In-progress

<p>12. Lead and Copper Water Service Assessment</p> <p>13. Employment</p> <p>14. SWMI Water/Drought Task Force</p> <p>15. Well Maintenance</p> <p>16. Town Hall</p>	<p>12. The necessary article for the grant submittal was approved at Hamilton's Special Town Meeting on 10/1/22. DPW is working with our consultant on the grant application.</p> <p>13. Hamilton has advertised for a new Truck Driver/Laborer position. DPW has conducted a few interviews with interested candidates.</p> <p>14. 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. No new update.</p> <p>15. Soliciting for two well redevelopments, Caisson Sat. Well and Idlewood 2. No new update.</p> <p>16. Met with the Town Manager and other DHs to discuss priority items to formulate a modified Town Hall project with assistance from LLB Architects.</p>		<p>12. October 2022</p> <p>13. Asap</p> <p>14. Complete</p> <p>15. Quotes due 10/26</p> <p>16. On-going</p>	<p>12. In-progress</p> <p>13. Completed</p> <p>14. Completed</p> <p>15. In-progress</p> <p>16. In-progress</p>
<p>Patton Homestead 1 Event/Programing</p>	<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. - on hold</p> <p>Portable restroom is onsite. Two units being removed 10.22</p> <p>Fall Public Event Results - music 9/22 cancelled - movie 9/24 - great turn out - Music 9/29 - moderate turn out - Music 10/6 - moderate turn out - Music 10/13 - cancelled - Movie 10/14 - Postponed to spring - Harvest Family Fun 10/15 - great turn out</p> <p>Last of Fall Public Events</p>		<p>1 - on-going</p> <p>9/22 - 10/15</p>	<p>1 June and on-going</p>

<p>2 Property Improvements / General Planning</p>	<p>Wenham Museum Archive is planning weekend tours and has implemented a Speakers Series - ticketing through the Wenham Museum.</p> <p>IRWA is interested in coordinating a community education event for the Town through the Greenscapes coalition of which Hamilton is a member. Date pending. Kiosk has been quoted and project is pending approval.</p> <p>2. 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>New Back-lawn event space: <small>TM and DPW gathering info for costing out pavilion for 2023 / restrooms / water hook-up / electric</small> Director looking into interim cost of Tent and labor associated with setting / striking for the season Will also be -looking into possible grants</p> <p>Several promising interested parties to help move the Stables into activation. On Hold</p> <p>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!</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>Ramping up effort to get permanent signs on the property</p> <p>After events with early sun-down time, the need for property lights on the lawn came to the directors attention. Running ext cords and hand placing lights are not efficient - need a permanent solution</p>		<p>Target for Spring 2023</p> <p>10/3</p> <p>Push to 2023</p> <p>October - November 2022</p> <p>October</p>	
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3. Marketing	<p>3. Working to put together a sponsorship packet using existing and new materials to be able to approach local business to support the shelter project</p> <p>2023 event inquiries and outreach on-going</p>		October - November 2022	
<p>Planning & Inspectional Services</p> <p>1. Master Plan</p> <p>2. 133 Essex Street, Senior Housing Special Permit Application</p> <p>3. 421 Asbury St - 40b</p> <p>4. Consideration of zoning amendments</p>	<p>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> <p>133 Essex Street - Public hearing was closed July 26 - Board deliberation began Aug 16 and continues. Board decision/vote denied the project Oct. 11, 2022.</p> <p>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.</p> <p>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. Board considering amendments to Senior Housing, OSFPD and Inclusionary Housing bylaws.</p>		<p>1 Project expected to be completed approximately March 1, 2023</p> <p>2 On-going</p> <p>3 Spring 2022</p> <p>4. Fall 2022 /Spring 2023</p>	<p>1. On-going</p> <p>2. On-going</p> <p>3. On-going</p> <p>4. On-going</p>

<p>5. Parking Study Recap</p> <p>6. Inspectional Services</p>	<p>5. Planning Director to hold public hearing regarding parking plan; obtain comments; afterward present to Select Board for approval and implementation.</p> <ol style="list-style-type: none"> 1. On-line Permitting - The Town Manager has contracted with PermitLink for E-permitting services, we anticipate the system to be up and running January 2023. 2. The Building Department has been reorganizing its work space and public record files; the new filing system/layout will be complete at the end of October. 3. 434-436 Asbury Street - The Habitat for Humanity project will be starting at the beginning of November. 4. To date the department has issued 314 building permits for the current calendar year, this includes everything from simple repairs to roofs, siding, additions, and new structures. 		<p>5. Fall 2022</p>	<p>5. Fall 2022</p>
<p>Parks & Recreation</p> <ol style="list-style-type: none"> 1. Fall Programing 2. Site Coordinator Position 3. Patton Park Master Plan 	<p>Our second session of Fall programming will begin next week. Numbers are once again strong and we are looking forward to our winter programming and planning</p> <p>We are currently hiring part time site coordinator positions. These positions will help plan, execute, and evaluate current and new programs. We feel this will add another dimension to our department while also making sure that all programs are well staffed and supervised. We look forward to offering more evening/weekend classes as well as classes during school breaks.</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>

<p>4. Pumpkin Fest & Trunk or Treat</p>	<p>We met with CBA Landscape architects late last week to map out the next steps in the Master Plan Process. We will be providing information to the public about this process in the coming days/week.</p> <p>Planning is still underway for Pumpkin Fest/Trunk or Treat. The Event will be held on Saturday 10/29 starting at 1:00pm at Patton Park.</p>			
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<p>Treasurer/ Collector</p> <p>1 Tax Title</p> <p>2 Billing</p> <p>3 Tailing</p> <p>4 Benefits</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>Real Estate and Personal Property taxes have been mailed and starting to come in.</p> <p>Worked on issuing a refund for the Kaminski taxes. Completed today with Kaminski picking up his refund check.</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. Have asked Sean to help. Have not received back any letters for Rec Refunds. There were quite a few of those due to Covid. 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. Sue is moving forward with the benefit side of payroll. Working with Dyan on paying the insurance bills for the Town. Would like that to be part of Sue's monthly routine of paying payroll vendors. Transitions of benefits is still a work in progress but I think Sue is making great progress with talking over benefits. Organizing upcoming Benefits Fair.</p> <p>Sue has made great progress with benefits and has done a great job organizing herself for the transition. Unfortunately the Benefits Fair has been canceled. I was hoping Sue would have time with our vendors. 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>			
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