





Town of Hamilton

Town Manager Report

For November 7, 2022

Department/ Project	Weekly Update		Timeline	Status
Town Manager				
1. Cell Tower	1. More progress on the Cell tower behind Town Hall. The array antennae were added to the tower this past week and the tower was fully energized by National Grid on Monday. The next step is for Verizon to run fiber-optic lines to the tower, now being told to expect a November completion.		1 November	1 On-going
2. Planning, planning, planning	2. Whether it be the new Patton Park Master Plan, the Strategic Plan for Gordon Conwell Seminary, the reinvigorated Master Plan project, the annual Capital Plan process, or the looming Elementary Schools Feasibility Planning - Hamilton is engaged in a series of very important exercises to help us determine how the town will provide for its residents and maintain an affordable community for all of our residents over the next few months. We hope that residents will seek out ways to engage these very important		2 Now thru the spring of 2023	2 On-going

	<p>processes, so that we can be sure to consider as many options as possible. Please watch the town website for information on meeting days, times and location.</p> 			
3. Water treatment	3. Work on the new GAC Water treatment/ filtration system at the Hamilton Water PLant is well-underway, please see Public Works updates on this project.	3. Fall 2023	3. On-going	
4. FY'24 Budget season	4. Town department heads are in the process of refining their projected FY'24 budget needs in preparation for annual meetings with the Town Manager, Finance Director and Finance and Advisory Committee. These sessions will form the backbone of the town side operational and capital budget requests for the next Fiscal year, which will be brought to Annual Town Meeting on April 1.	4. Now through April 1	4. On-going	
5. Town Hall reno	5. A scaled down proposal to undertake needed repairs and code improvements for the Town Hall will be coming forward to the Hamilton Select Board in the next two to four weeks. The proposal, which will not be able to provide the full renovation that was proposed during two previous debt-exclusion ballot questions, will seek to make the critical repairs and accessibility and fire prevention improvements the building needs, without seeking additional taxpayer funding, beyond what is already available. The goal will be to have a fully-designed improvement project ready for Annual Town Meeting on April 1, 2023.	5. Started	5. On-going	

6. New EV Fast Charging Station	6. Conduit and site work have begun at Patton Park, where two new fast charger EV stations will be installed in the coming weeks. Crews have begun the site and electrical work, but will have to await the arrival of the fast charger stations themselves, for final installation, which could take several weeks.		6. Started	6. Winter 2022-23
Town Clerk's Office				
2 - 2022 Conflict of Interest Annual Filings	2 - 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.		January - Oct	Almost complete
3 - 2023 Census Forms and Voter Registration data maintenance; STREET LIST	Census forms = proof of residency = eligibility to vote. 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.		Aug - Dec	Ongoing
4 - 2022 Dog License Renewals	4 - 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.		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 - Early Voting for the Nov 8 State Election ended Fri, Nov 4. We had 359 voters vote early over a 12 day period including 2 Saturdays. As expected, the highest turnout was the last day, only 4.5 hours but 57 voters! We mailed out 1502 mailed ballots (452 more than the Primary) and have received 1065 back.			

<p>Oct 1 Special Town Meeting</p> <p>Town Hall Admin</p>	<p>With 5682 registered voters, we already have 25% turnout.</p> <p>Ballots that are postmarked on or before Nov. 8 can arrive through Sat. Nov 12 and be counted in the official results. Those late ballots will be counted on Mon. Nov 14.</p> <p>Minutes have been posted to the Town website.</p> <p>New postage machine was delivered. 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>COA</p> <p>1 Programs</p> <p>2 Grants</p>	<p>1a Continue to offer Dementia Friends Training once a month in collaboration with Wenham COA.</p> <p>1b Met with Best of Times and planned two trips for the end of the year. To see a cover of Cher at Danversport. Trip flyers have been printed-signup sheets are ready to go.</p> <p>1c. Upcoming programs: BoSoma Dance, National Author Day, Pie-giving Day, Medicare 101, Balance Class. 1E. Open Enrollment for Medicare is October 15th-December 7th appointments are booking the week of Thanksgiving.</p> <p>2a. Funding for the Formula Grant has been released. Our funding has increased because of the 2020 census. We had an additional 648 residents on the census in 2020. cultural council grant paperwork has been turned in for the 2023 year. Requesting funding for another Essex River Cruise to help cover the cost for a future trip.</p>		<p>1a. On-going</p> <p>1b.Fall</p> <p>1c. November</p> <p>2a.ongoing.</p>	

3 Volunteers	<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. We will be looking for volunteers for help with the newsletter. We have had several people express interest in helping-it just needs to be organized.</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>		3a. Ongoing	
4 Newsletter	<p>4a. Combined newsletter was submitted. Received the newsletter on Monday October 24th. Started having volunteers fold, seal and label it. It was ready to go in the mail on Wednesday but we missed the window on when we could drop them off. Newsletters went into the mail on Thursday and were received by residents Saturday/Monday. So far mostly positive comments.</p>		3b. Ongoing. -Fall	
			4a. November	
Human Resources				
1. Openings	<p>1. <i>Current Openings:</i></p> <ul style="list-style-type: none"> • Public Health Nurse • Minute taker (Pending review of budget) • Heavy Equipment Operator • Town Accountant 		<p>1.1. Heavy Equipemnt Operator, Robert Preston starts on 11/7/2022</p> <p>1.2 Interviews for Town Accountant starting on 10/18/2022 - continues</p>	
2. Evaluations	<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>2. Currently drafting a guidelines book - Expect to send to Department Heads by the first week of September. Evaluations under review.</p>	

3. New Location	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. Employee Appreciation	4. Planning an employee appreciation/engagement event to take place early fall.			
5. Audit	5. Reorganization and internal compliance audit of Personnel Files.		5. Active personnel files have been located to HR Office, Audit in progress - continues	
6. GFOA Budget	6. GFOA - Budget FY22 and FY23 Accomplishments/Goals/Mission Statement.			
7. Personnel	7. Personnel Issues.			

<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. Town Accountant search</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>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. Ongoing</p>	
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Treasurer/Collector				
1 Tax Title	<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 the tax title process.</p> <p>FY 2022 Tax Title letters are being mailed today. We have 39 letters being mailed out. Hopefully it will prompt people to pay their FY 22 taxes.</p>			
2 Billing	<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.</p> <p>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>Water bills have been mailed so they are starting to come in.</p> <p>Working with Tim on a couple water payment plans,</p>			
3 Tailing	<p>3. One of our bigger upcoming projects will be our tailings account process for the Towns A/P account.</p> <p>Started the tailing process this week. Reviewing old checks and will be reaching out to departments for some help.</p> <p>Mailed out our first round of tailings letters. Will begin the process of voiding and reissuing</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>			
4 Benefits	<p>4. Transitioning Benefits has also been a big project in our office. Sue is slowly taking over this role from Finance.</p> <p>Sue 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 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>Dyan came in Friday to help Sue with processing of the senior checks and benefits.</p> <p>Sue is now organizing the retirees side of the MIA payments</p> <p>Sue has worked hard to organize and get Health insurance caught up and on time.</p>			
5 Payroll	<p>5. Preparing for year end Sue will be taking advantage of a couple zoom meeting offered by Harpers.</p>			
6. Annual Report	<p>6. Working on FY2022 Annual Report for Continuing Disclosure.</p> <p>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 Misc</p>	<p>7. Starting to try and clean up old files downstairs when we have a spare few moments.</p> <p>Storage is getting over run. Going to see if we can downsize some of our records that are permanent. Going to reach out to Records Management for advice.</p> <p>Leticia has written to the state about disposal of old files trying to make room downstairs. We are also speaking to Tim on how to dispose of 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>Tim has provided up with a bin to start disposing of old files approved by the state.</p> <p>Leticia is very busy helping out with Finance with A/P. Appreciate everyone's help in getting information to her timely.</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.</p> <p>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>Working with our Banks trying to take advantage of the current interest rates. Nice to finally be making a little money on our investmants.</p> <p>Sue and I took part in a Zoom offered by MMA on Municipal Conflict Management. Great tips on dealing with difficult situations.</p>		
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8 Audit	<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.</p> <p>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>Finalized receivable number with Sheryl have all information updated with Gateway,</p>		
Assessors 1. Statutory exemption 2. Abatements/ Tax deferrals 3. FY2023 tax recap 4. FY2023 property record updates 5. Permits/growth 6. Motor vehicle/boat excise tax	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.. 2. The Assessors approved a new request for tax deferral. 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. 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. 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. 6. The Assessors office continues processing motor vehicle excise tax abatements and will generate boat excise tax file in September once data is	1. Ongoing 2. April 1 deadline 3. In process 4. Ongoing 5. Ongoing 6. Ongoing	

7. GIS updates	received from Mss. Environmental Police.		7. Ongoing	
8. Chapter land projects	7. Continue to work with CAI to ensure GIS maps are accurate and that GIS system maps parcels correctly		8. October 1, 2022	
9. Information provided to Auditors	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.		9. Ongoing until year end close	
10. Daily questions about Assessing	9. Tax recap, all Schedules and classification documents provided to Auditors		10. Ongoing	
	10. Answering all questions about Assessing received in office			

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.	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).	2. Class ends February of 2023	2. Ongoing
3. Class V License	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.	3. Completed	3. Ongoing
4. Fire Incidents Calls	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.		4. Ongoing
5. DFS Grant	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	5. Submitted	5. Ongoing
6. COVID	Since the new version of COVID vaccines have been available, the fire department has been		6. Ongoing

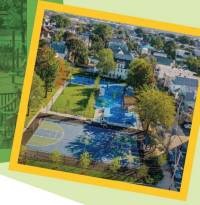
7. Hose Testing	<p>helping GCACC with their clinics at the Hamilton COA. On 10-21-22 we gave out 125 COVID vaccinations at the clinic.</p> <p>Our firefighter's just finished up on our yearley fire hose testing program. By NFPA standards all fire hoses must be tested and inspected on an annual basis. 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
Police 1. Highway Safety Grant 2. Med-Project 3. Road Safety Grant 4. 911 Grant 5. Public Safety Day	1. EOPSS Traffic Safety grant in the amount of \$12,433.50 was applied for and awarded. 2. \$1300.00 Grant for Prescription Medication Disposal. 3. \$9880.00 EOPSS Traffic Safety grant. 4. Applied for State 911 Grant(s) a. EMD - \$860.00 b. Training - \$21533.80 c. Support and Incentive - \$27501.00 5. Public Safety Day and Bike Safety Rodeo. Public Safety was a huge success. Approximately 250-300 people were in attendance for the day.	1. Sept 2022 2. Awarded 3. Submitted 4. Submitted 5. 09/10/2022	1. Completed 2. Awarded 3. Awarded 4. Awarded 5. Completed

Public Health				
Patton Homestead 1 Event/Programing	<p>1. Ongoing outreach is being done to coordinate workshops</p> <p>Reached out to the director of the MAPC arts and culture division re: artist residency - gaining more info. - on hold</p> <p>Portable restroom is onsite. There is one restroom unit on site but will likely be removed seasonally 12/1. tbd.</p> <p>Plans in place for ticketed topical dinners - planning in beginning stages and if it is a go, it will be launched by holidays</p> <p>Large Music Fest in talks</p> <p>Movie Night to be re-scheduled for Spring 2022</p> <p>Fall BBQ fest in preliminary conversations</p> <p>Wenham Museum Archive in progress of planning future programing and next steps for the Collection</p> <p>Community Bike Fundraiser to restore Stables for use in preliminary conversations with Friends Group as well as possible sponsors</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.</p>		<p>1 - on-going</p> <p>9/22 - 10/15</p> <p>Fall 2023</p> <p>Plan for Summer 2023</p> <p>December 2022</p> <p>Target for Spring 2023</p>	<p>1 June and on-going</p>
2 Property Improvements / General Planning	<p>2. IRWA Kiosk has been quoted - project is pending approval.</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:</p>			

<p>Parks & Recreation</p> <p>1. Pumpkin Fest</p>	<p>We held Pumpkin Fest at Patton Park on Saturday,10/29. It was well attended and our first ever Trunk or Treat was a huge success. We look forward to a bigger and better event in the Fall of 23</p>   <p>We have hired two part time site Coordinators. We look forward to working with them to offer a more robust line-up of programming.</p> <p>We have scheduled the first two public visioning sessions with CBA. They will be on Thursday, November 17th at the COA and Tuesday December 13th at the Library. Both will be from 6:30pm - 8:00pm</p>	<p>1.</p>	<p>1. Completed</p>
<p>2. Site Coordinator Position</p>	<p></p>	<p>2.</p>	<p>2. Completed</p>
<p>3. Patton Park Master Plan</p>	<p></p>	<p>3. On going</p>	<p>3. On going</p>

Help Design the Master Plan for PATTON PARK!

How to get involved:



Come to an Event!

Visioning Workshop #1:
November 17th, 2022
Hamilton Council on the Aging
6:30-8 PM

Visioning Workshop #2:
December 13th, 2022
Hamilton Public Library
6:30-8 PM

Additional Pop-Up Event:
TBD

Coming Soon: Online Survey!

The Town and the design team are developing an online survey to gather ideas and priorities of what the plan should include. Stay tuned for more information!



CBA | LA

Patton Park Master Plan is by the Hamilton Parks and Recreation Department, the Hamilton Department of Public Works, and CBA Landscape Architects
