




# Town of Hamilton

## Town Manager Report

For November 21, 2022

Department/ Project	Weekly Update	Timeline	Status
<p><b>Town Manager</b></p> <p>1. <b>Cell Tower</b></p> <p>2. <b>Planning, planning, planning</b></p> <p>3. <b>Water treatment</b></p>	 <p>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.</p> <p>2. <b>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.</b></p> <p>3. Work on the new GAC Water treatment/ filtration system at the Hamilton Water PLant is</p>	<p>1 <b>November</b></p> <p>2 <b>Now thru the spring of 2023</b></p> <p>3. <b>Fall 2023</b></p>	<p>1 <i>On-going</i></p> <p>2 <i>On-going</i></p> <p>3. <i>On-going</i></p>

<p>4. <b>FY'24 Budget season</b></p> <p>5. <b>New EV Fast Charging Station</b></p>	<p>well-underway, please see Public Works updates on this project.</p> <p>4. <b>The FY'24 Annual Departmental Budgets and Capital plans are being reviewed with Finance and Advisory Committee liaisons and the Town Manager. These budget hearings will form the basis for the Town Manager's annual budget presentation to the Select Board and FinCom in January.</b></p> <p>5. 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.</p>		<p>4. <b>Now through April 1</b></p> <p>5. <b>Started</b></p>	<p>4. <i>On-going</i></p> <p>5. <i>Winter 2022-23</i></p>
<p><b>Town Clerk's Office</b></p> <p>1. 2023 STREET LIST aka Town Census Forms and Voter Registration data maintenance</p> <p>2. 2022 Dog License Renewals</p> <p>3. DBA</p>	<p>1. STREET LIST aka Town Census forms = proof of residency = eligibility to vote!! The Town Clerk must maintain a list of the persons <u>residing</u> in a home who are eligible to vote in town. This is different from knowing who owns the property. The Street List = Residency also ensures that the Public Safety departments know who resides in a home in case of an emergency. PLEASE return your street list to stay active as a voter.</p> <p><b>Please return the 2023 street list/census mailing which will go out Dec 19</b> along with Dog License renewal forms and the 2023 trash schedule.</p> <p>2. 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>3. "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>Dec 22 - Nov 23</p> <p>January - December</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Several more expected</p>

<p>4. 2022 State Election</p>	<p>4. A smooth, very busy election. We counted 19 ballots at the “Post Election Tabulation” and counted 12 electronic overseas ballots. Final tally for Hamilton showed 65.7% turnout, 3731 ballots. I submitted the certified vote to the Sec of State today (Nov 21).</p> <p>There is likely to be a district wide recount for the State Representative race between Kassner and Mirra. Today, a 10 vote difference in Mirra’s favor. Six towns involved: Hamilton, Ipswich, Rowley, Georgetown, Newbury, Topsfield (one precinct)</p> <p><b>Key figures -</b>  <b>In-person Early Voting:</b> 359  <b>Mailed ballots:</b> processed 1566 at the election (includes early voting) 42%  <b>In-person Election Day:</b> 2134 - 57%</p> <p>On Election Day, 140 inactive voters voted, these are the voters that did not return their Street List aka Census forms and did not respond to the subsequent mailing.</p>		
<p><b>COA</b></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. Helped with a training for the library staff.</p> <p>1b Cher trip only had 2 attendees-originally four people had signed up but had to cancel.</p> <p>1c. Upcoming programs: BoSoma Dance, National Author Day, Pie-giving Day, Medicare 101, Balance Class.</p> <p>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. No word on the Cultural Council Grant as of yet.</p>	<p>1a. On-going</p> <p>1b.Fall</p> <p>1c. November</p> <p>2a.ongoing.</p>	

<p>3. Volunteers</p> <p>4. Newsletter</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. <b>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.</b></p> <p>3b. Friends has officially filed a 501c3 status. They can start fundraising asap. <b>Appeal letter will go out in a couple of weeks-to coincide with Giving Tuesday.</b></p> <p>4a. <b>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.</b></p>	<p>3a. Ongoing</p> <p>3b. Ongoing. -Fall</p> <p>4a. <b>November</b></p>	
<p><b>Human Resources</b></p> <p>1. Openings</p> <p>2. Evaluations</p> <p>3. New Location</p> <p>4. Employee Appreciation</p> <p>5. Audit</p>	<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>● <b>Town Accountant</b></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><b>4. Planning an employee appreciation/engagement event to take place early fall.</b></p> <p><b>5. Reorganization and internal compliance audit of Personnel Files.</b></p>	<p><b>1.3 Interviews for Town Accountant starting on 10/18/2022 - continues</b></p> <p><b>2. Evaluations under review.</b></p> <p><b>5. Active personnel files</b></p>	

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<p>6. GFOA Budget</p> <p>7. Personnel</p>	<p>6. GFOA - Budget FY22 and FY23 Accomplishments/Goals/Mission Statement.</p> <p>7. Personnel Issues.</p> <p>8. Drafting a Code of Conduct policy for Town Hall Visitors.</p> <p>9. Coordinating a 'Customer Service' town-wide training with MIIA.</p>		<p>have been located to HR Office, Audit in progress - <b>continues</b></p>	
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<b>Finance</b>			
1. Budget	1. FY24 budget season in full swing. Running two parallel tracks - one for budget “numbers” development, other for GFOA style budget booklet. Work ongoing and highest priority.		1. This remains a work in progress
2. Financial Policy Implementation	2. Anti-fraud and indirect cost policies approved, application of policies underway. Grant Policy development is up next, to be (hopefully) approved in December.		2. Grants policy under development
3. Coordinating FY22 Audit	3. Site work complete; with departure of Asst. Town Accountant, who coordinated most of the audit, things are paused until position is filled. Will update as this evolves.		3. TBD, ongoing, temporarily paused
4. Munis Upgrade	4. Coordinating Major Version upgrade with our Munis system, moving to from version 11.3 to 2021.5		4. On track for winter 2023
5. Town Accountant search	5. Working with search firm as our two previous postings came up dry. Will update as this evolves, it is an increasingly difficult position to hire for in the current muni finance marketplace.		5. Ongoing
6. GFOA Style budget book	6. Develop and prepare a GFOA style budget. Project is being funded by a CCC grant, working with consultants from Collins Center at UMBoston, working in parallel with our black/white numbers budget process		6. Spring 2023
7. State Reporting	7. Various mandated state reporting (tax rate recap, schedule A, balance sheet, etc.) preparation is underway. Recap has been submitted, working towards approval. Schedule A/Balance sheet forthcoming.		7. To be completed by Winter 2023, likely sooner







<p><b>7 Misc</b></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>Tim has provided up with a bin to start disposing of old files approved by the state.</p> <p>Leticia and Andrew have been working hard to dispose of old records so we can make room to move FY22 records to storage now that the audit is complete.</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>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> <p>.</p>		
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<b>Assessors</b>			
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	

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<p>9. Information provided to Auditors</p> <p>10. Daily questions about Assessing</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>9. Ongoing until year end close</p> <p>10. Ongoing</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. 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. <b>No updates to Report</b>	1. January of 2023	1. Ongoing
<b>2. New Call Firefighters</b>	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). <b>Course is ongoing...</b>	2. Class ends February of 2023	2. Ongoing
<b>3. Fire Incidents Calls</b>	The Hamilton Fire Department responded to the following calls over the past two weeks. <b>In the past two weeks we responded to 9 alarm activations, 19 ambulance calls, 3 motor vehicle accidents, installed 0 child car seats and conducted 10 fire prevention inspections. In addition to the normal fire duties we had an active shooter meeting with the schools, 1 pre fire plan on a business and a visit to one of the local preschools for fire education.</b>		3. Ongoing
<b>4. DFS Grant</b>	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.	4. Submitted	4. Ongoing
<b>5. COVID</b>	Since the new version of COVID vaccines have been available, the fire department has been helping GCACC with their clinics at the Hamilton COA. <b>No updates as I was unable to work at the clinics because of other obligations.</b>		5. Ongoing
<b>6. Fire Instructor Class</b>	<b>The Hamilton Fire Department just got through hosting a Certified Fire Instructors Class. This class was taught by the Massachusetts Fire Academy and was held every Saturday for the past 5 weeks at the COA building. We had 6 of our firefighters enrolled in this class and once they were</b>		6. Complete

<p><b>7. Budget</b></p> <p><b>8. Citizens Police Academy</b></p>	<p>done, each of them took a written and a practical test to become Certified Fire Instructors. This course is a prerequisite for the Fire Office Certification Class for which we are scheduled to hold here in the spring of 2023.</p> <p>The fire department has completed its Budget &amp; Capital requests for FY24 and has submitted it to the town manager. In addition, I submitted my GFOA - Budget FY22 and FY23 Accomplishments/Goals/Mission Statement to the finance director.</p> <p>On November 9th we assisted the police department with their Citizens Police Academy. We presented a class to their students, (Intro to The Fire Service).</p>		<p>7. Ongoing</p> <p>8. Complete</p>
<p><b>Police</b></p> <p>1. Highway Safety Grant</p> <p>2. Med-Project</p> <p>3. Road Safety Grant</p> <p>4. 911 Grant</p> <p>5. Public Safety Day</p> <p>6. Citizens Police Academy</p>	<p>1. EOPSS Traffic Safety grant in the amount of \$12,433.50 was applied for and awarded.</p> <p>2. \$1300.00 Grant for Prescription Medication Disposal.</p> <p>3. \$9880.00 EOPSS Traffic Safety grant.</p> <p>4. Applied for State 911 Grant(s)  a. EMD - \$860.00  b. Training - \$21533.80  c. Support and Incentive - \$27501.00</p> <p>5. 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>6. Citizens Police Academy</p>	<p>1. Sept 2022</p> <p>2. Awarded</p> <p>3. Submitted</p> <p>4. Submitted</p> <p>5. 09/10/2022</p> <p>6. 11/16/2022</p>	<p>1. <b>Completed</b></p> <p>2. <b>Awarded</b></p> <p>3. <b>Awarded</b></p> <p>4. <b>Awarded</b></p> <p>5. <b>Completed</b></p> <p>6. <b>Graduated</b></p>

<p>7. R.A.D. Class</p>	<p>The Hamilton Police Department has been holding our Citizen’s Police Academy (CPA) since 2012. The Academy is 9-10 weeks long, and covers a variety of topics and activities, including motor vehicle law, domestic violence, animal control, a ride-along with an officer, and a K9 demonstration.</p> <p>The Academy allows officers and citizens to have positive, informative interactions. It is our goal to have participants come away from the program with a new perspective of what we do as police officers, and how and why we do it. In return, we, as a department, gain new insight into the needs and concerns of the community we serve.</p> <p><b>7. R.A.D Class</b></p> <p>The R.A.D. Systems of Self Defense offers programs for women, children, men and seniors. These offerings provide a truly holistic approach to self defense education, supporting the necessity of continuous learning in order to provide realistic options for each population as they go through life. Each of these programs includes educational components comprised of lecture, discussion, physical resistive strategies.</p>		<p>7. 11/07/2022</p>	<p><b>7. Graduated</b></p>
<p><b>Public Health</b></p> <p>1. Covid</p> <p>2. Food/Pools/ Camps - permitting and Inspection</p>	<p><b>1. Covid compliance is winding down with regard to state regulations although a surge is anticipated through the holidays. The state positivity rate is currently down 3.2% as more booster shots are being administered. We have 1800 test kits available for the community and a supply of KN94 masks. Vaccine clinics are ongoing for the flu and bivalent booster every Wednesday from 4:40-6:30 at the Senior Center for ages 5 and up (Primary booster - 6mo. and up)</b></p> <p><b>2.The renewal of food permits is on-going and round 2 food inspections is underway in accordance with appendix 5 of the 2013 food code.</b></p>			

3. Septic	3. Soil tests, plan reviews and septic inspections are on-going along with permitting of septic haulers.		
4. Animals	Permitting of animal keeping has begun and is 50% complete. Barn inspections have begun and the barn book is nearing completion prior to being filed with the state.		
<b>Public Works</b>			
1 GAC Filtration Project	1. Masonry work will begin in the next few weeks. Filter vessels have been delivered and have been installed. The building construction will start next week.	1. Fall/Win. '22	1. On-going
2 Asbury Grove Backflow	2. Work is set to begin in December 2022.	2. Fall/Win. '22	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 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 Town is still awaiting a ruling from MassDEP regarding the filed appeal to the Order of Conditions.	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. No new update.	5. In-progress	5. On-going
6 Fueling Facility	6. The state has informed Hamilton that the underground storage tanks have to be brought back on-line or removed from the ground by 8/24/2025, five years from when the tanks were decommissioned. DPW has received an updated phased quote and has included this project on the FY24 capital as top priority.	6. In-progress	6. On-going
7 DPW Garage Updates	7. DPW received five bids for the roof replacement. Low bid was \$155, 500 from Corolla Contracting. An agreement was signed and construction is planned for December 2022. DPW has also been in discussions with a bay door company	7. In-progress	7. In-progress

8 Coliform Sampling Plan	<p>to help specify the exact door replacement required for public bid documents.</p> <p>8. The Town received an approved Coliform Sampling Plan from MassDEP on October 28th, 2022.</p>	8. Submitted	8. Approved
9 Water System Leak Detection	<p>9. A system wide leak detection survey has been completed. Areas were highlighted for further leak investigation or monitoring. One noticeable leak was found along Horseshoe Ave and the Hamilton Water Dept has repaired.</p>	9. Completed	9. Completed
10 Lead and Copper Water Service Assessment	<p>10. The necessary article for the grant submission was approved at Hamilton's Special Town Meeting on 10/1/22. DPW and consultant, Stantec, have prepared the grant application for submission.</p>	10. Grant Submitted	10. Submitted
11 Employment	<p>11. Hamilton has hired Robert Preston as the new Truck Driver/Laborer. Robert started in early November.</p>	11. Completed	11. Completed
12 SWMI Water/ Drought Task Force	<p>12. DPW and its consultant, Dewberry Engineers, presented the finding 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>	12. On-going	12. On-going
13 Well Maintenance	<p>13. Three quotes were received for two well redevelopments. The low quote was from Maher Services at \$37,200 and the town has issued a contract for this work. The work is scheduled to begin immediately.</p>	13. Asap	13. In-progress
14 Town Hall	<p>14. Met with the Town Manager and other Dept. Heads to discuss priority items to formulate a modified Town Hall project with assistance from LLB Architects. Following the meeting DPW had a discussion with LLB Architects to provide the town with a contract amendment for a new feasibility study on a reduced project.</p>	14. On-going	14. In-progress
		15. Current	15. Underway



<p>15 Mattress Collection</p>	<p>15. On Nov 1st, MassDEP mandated mattress recycling. To comply, Hamilton has changed the mattress disposal procedures. Please see the town website for details</p>		
<p><b>Patton Homestead</b> 1 Event/Programing</p>	<p>1. After the Winter 23-24 season, the Town of Hamilton will no longer be working to bring programming to the inside of the house at the Patton Homestead due to lacking amenities needed for such use. The focus will go toward the grounds, coordinating a multitude of new uses for the surrounding community.</p> <p>Portable restroom being removed for the season on 11/23 . Facility will be restored in Spring 2023</p> <p>6 dates scheduled for a ticketed speakers series - Plan to start ticket sales 12/1</p> <p>Large Music Fest was decided to be too difficult to coordinate wit the limited staff available at this time</p> <p>Movie Night to be re-scheduled for Spring 2023</p> <p>Fall BBQ fest on hold</p> <p>Wenham Museum Archive - programming on hold. Tours may still be available on Wenham Museum Website</p> <p>Friends of the Patton Homestead to coordinate some fundraising for FY23-24</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>future programing</p> <p>11/23</p> <p>12/1</p> <p>11/9</p> <p>Spring 2023</p> <p>Plan for Summer 2023</p> <p>Target for Spring 2023</p>	
<p>2 Property Improvements / General Planning</p>	<p>2. Budget Planning in progress and there are some plans to restructure the Town staff at Patton and possibly work more closely if not directly for the Recreations Department. There are quite a few pieces of the puzzle yet to be put in place, but the sense is that this will be a very positive development for Hamilton as well as Wenham.</p> <p>IRWA Kiosk has been quoted - on hold</p>	<p>on-going</p>	

<p>3. Marketing</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:</b> Building a pavilion style shelter on the back lawn is being prioritized. The structure would be a bookable space for residents and surrounding communities as well as a reliable shelter for the Recreation Department to use for on-site youth programming. Next steps would be adding a water hook-up, power and permanent restroom access.</p> <p><b>Examining Mass Cultural Council Festival + Facility Grant</b></p> <p>Youth wellness programming at the Homestead Stables still feels like a useful and much needed goal to implement, however facilities need much work before any programs can get coordinated. Assessing options for next steps</p> <p>Invest effort in adding more on-site lighting and signs. Several solar lights will be installed for way-finding from public lot to the main house for winter 2023-24 programming</p> <p>Director starting work on FY24 Budget</p> <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>		<p>Spring 2023</p> <p>November-December</p> <p>ongoing</p> <p>November 2022</p> <p>on-going</p>	
<p><b>Parks and Recreation</b></p> <p>1. Winter Brochure</p> <p>2. Patton Park Master Plan</p>	<p>1. Winter Brochure is complete and will be released on 11/21 with registration starting on 11/28. We have added a number of new programs including a number of special events, adult programs, and a more robust school vacation programming.</p> <p>2. We held the first of two Patton Park Master Plan workshops on Thursday 11/17. Event was well attended and I felt</p>		<p>On going</p> <p>On going</p>	

<p>3. Winter Sports</p> <p>4. Summer Preparations</p>	<p>as though there was great discussion. The next workshop will be on Tuesday 12/13. A community wide public survey will be released shortly.</p> <p>3. Winter sports have started and the gym is experiencing greater use. We look forward to having a bust REc Center with programming, Youth and Adult sports throughout the winter.</p> <p>4. We will now turn our attention to preparing ourselves for the Spring and Summer with a focus on the summer, primarily our staffing needs.</p>		<p>On going</p> <p>On going</p>	<p>2</p>
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