



Town of Hamilton

Town Manager Report

For December 5, 2022

Department/ Project	Weekly Update		Timeline	Status
Town Manager				
1. Cell Tower	1. The next step is for Verizon to run fiber-optic lines to the tower, we had been told to expect a November completion, but have obviously missed that deadline. Everest is still saying that Verizon wants to be “on air” before the end of December - stay tuned.		1 November	1 On-going
2. Municipal Holiday Party	2. The Town’s annual Holiday Celebration for employees and volunteers will be held on Thursday, Dec. 15 at the Community House beginning at 1 p.m. and extending until about 4 p.m. As is our tradition, Town Hall will close that day at 12:30, to allow our employees to participate in the celebration.		2 Dec. 15, 2022	2 A one day event
3. HPD Stuff a Cruiser	3. The Hamilton Police Department’s annual toy drive for the Shriners Hospital is underway and will culminate on Saturday, Dec. 17, when the HPD will put all of the toys they collect into a HPD vehicle and deliver them to th Shrioner’s Hospital. The bulk of the collection will be on Saturday, Dec. 17 between 10 a.m. and 2 p.m. at the Public Safety Building on Bay Road.		3. Dec. 17. 2022	3.A one day event
4. International Human Rights day celebration	4. The Hamilton Human Rights Commission is planning an event for Saturday, Dec. 10 at the Hamilton-Wenham Library to recognize International Human Rights Day. The event is planned for attendees of all ages and will feature programming for all ages. Please check out the Town website for additional details as the we get closer to Dec. 10, 2022		4.Dec. 10, 2022	4. A one day event

5. New EV Fast Charging Station	5. Site work has been completed at Patton Park, where two new fast charger EV stations will be installed in the coming months. The contractor is awaiting the actual charging equipment, which has been ordered but has had a long lead time, due to supply chain issues earlier in the year. When the equipment arrives it will be installed.		5. Started	5. Winter 2022-23
Town Clerk's Office				
1. 2023 STREET LIST aka Town Census Forms and Voter Registration data maintenance	1. STREET LIST aka Town Census forms = proof of residency = eligibility to vote!! The 2023 streetlist/census mailing will go out Dec 19 along with along with Dog License renewal forms and the 2023 trash schedule.		Dec 22 - Nov 23	Ongoing
2. 2022 Dog License Renewals	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.		January - December	
3. DBA	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.		Ongoing	
4. 2022 State Election	4. Final tally for Hamilton showed 65.7% turnout, 3731 ballots. I submitted the certified vote to the Sec of State today (Nov 21). There will 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). Our recount will be on Tuesday, Dec 6 starting with the 7:00 am transport of ballots from Town Hall to the Rec Center. Key figures - In-person Early Voting: 359 Mailed ballots: processed 1566 at the election (includes early voting) 42% In-person Election Day: 2134 - 57%			

5. 2023 Local Election Calendar	I've been coordinating with Wenham to establish the dates and deadlines for the 2023 Local Election. I'm expecting that nomination papers will be available January 10, 2023. I will be distributing a memo regarding the positions up for reelection.			
COA				
1. Programs	<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: Holiday party, Cookie decorating, Pearl Harbor Day, Sea Glass</p> <p>1d. We are partnering with the Health Department to start offering sharps containers to town residents. Sharps containers were delivered last week. They will be offered after the new year.</p> <p>1E. Open Enrollment for Medicare is October 15th-December 7th-the month of November 40 residents were helped.</p>	<p>1a. On-going</p> <p>1b.Fall</p> <p>1c. December</p> <p>January</p>		
2. Grants	<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>	2a.ongoing.		
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. Volunteers last month were able to get the newsletter ready to mail in just 6 hours. We had a total of 8 volunteers help with this.</p> <p>3b. Friends has officially filed a 501c3 status. They can start fundraising asap. Appeal letter will go out in a couple of weeks-to coincide with Giving Tuesday.</p>	<p>3a. Ongoing</p> <p>3b. Ongoing.-Fall</p>		

4. Newsletter	4a. All positive comments regarding the newsletter this month. No issues to report. We did do a write up regarding why we are doing a combined mailing with Wenham. Our target time to get the newsletter out to the printer is by the 10th of the month.	4a. on-going	
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) Town Accountant 	1.3 Interviews for Town Accountant starting on 10/18/2022 - continues	
2. Evaluations	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.	2. Evaluations under review.	
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	<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>		

6. Inspectional Services	<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.			
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Finance			
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	


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. Payments are coming in and we will be advertising those we have not received on the 30th in the Salem News.</p> <p>Tax Title Accounts will be advertised on the 8th</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> <p>Have mailed out payment plans waiting on signed copies to start implementation of the plan.</p> <p>Preparing for water liens to be processed next week. Trying to keep payments up to date for Gail to proceed with the water liens.</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. 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. Going to mail out second letter so little response want to reach out once more</p> <p>Working on mailing out a second letter giving them till Dec 6th to respond and hopefully will complete this process by the end of December.</p> <p>Not much response again will advertise the accounts over \$100.00 in the Salem New Mid-December to try and wrap this project up.</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>Working on Town Annual Report for FY22 Should wrap up by the end of the week.</p>			

<p>7 Misc</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>.</p>			
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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 7. GIS updates 8. Chapter land projects	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 received from Mss. Environmental Police. 7. Continue to work with CAI to ensure GIS maps are accurate and that GIS system maps parcels correctly 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		1. Ongoing 2. April 1 deadline 3. In process 4. Ongoing 5. Ongoing 6. Ongoing 7. Ongoing 8. October 1, 2022	

9. Information provided to Auditors 10. Daily questions about Assessing	with Registry to adjust and release tax liens. 9. Tax recap, all Schedules and classification documents provided to Auditors 10. Answering all questions about Assessing received in office		9. Ongoing until year end close 10. Ongoing	
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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. I received a call from CET on Veterans day to let me know that our brush truck was nearing completion. Our mechanic and I are tentatively scheduled to travel out to Montreal Canada next week. When we are there we will conduct the final inspection and then drive our forestry truck back home when we are done.</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). Course is ongoing...</p>	2. Class ends February of 2023	2. Ongoing
3. Fire Incidents Calls and activities	<p>The Hamilton Fire Department responded to the following calls over the past two weeks along with other fire department activities. In the past two weeks we responded to 15 fire alarm activations, 1 tractor fire, two mutual aid calls (Danver boat yard fire & Rockport brush fire), 23 ambulance calls, installed 4 child car seats, 3 public assists and conducted 7 fire prevention inspections. In addition, the fire chief attended a meeting of the Northeast Mutual Aid EMS Workgroup, which is brainstorming on the ambulance manpower shortages in this area.</p>		3. Ongoing
4. 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. Waiting for award</p>	4. Submitted	4. Ongoing 5. Ongoing

<p>5. COVID</p> <p>6. Fire Instructor Class</p> <p>7. Budget</p> <p>8. Annual Town Report</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. No updates</p> <p>I am happy to report all six firefighters that participated in the instructor 1 certification class all passed.</p>  <p>The fire department has completed its Budget & Capital requests for FY24 and has submitted it to the town manager Office. In addition, I submitted my GFOA - Budget FY22 and FY23 Accomplishments/Goals/Mission Statement to the finance director. I am scheduled to meet with my CAPCOM representative next week and go over my updated 5 year capital requests.</p> <p>Started working on my FY22 Annual Year end report, which covers July 2021 – June 2022.</p>		<p>6. Complete</p> <p>7. Ongoing</p> <p>8. Ongoing</p>
<p>Police</p> <p>1. Highway Safety Grant</p> <p>2. Med-Project</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>1. Sept 2022</p> <p>2. Awarded</p>	<p>1. Completed</p> <p>2. Awarded</p>

3. Road Safety Grant	3. \$9880.00 EOPSS Traffic Safety grant.	3. Submitted	3. Awarded
4. 911 Grant	4. Applied for State 911 Grant(s) a. EMD - \$860.00 b. Training - \$21533.80 c. Support and Incentive - \$27501.00	4. Submitted	4. Awarded
5. Public Safety Day	5. Public Safety Day and Bike Safety Rodeo. Public Safety was a huge success. Approximately 250-300 people were in attendance for the day.	5. 09/10/2022	5. Completed
6. Citizens Police Academy	<p>6. Citizens Police Academy</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>	6. 11/16/2022	6. Graduated
7. R.A.D. Class	<p>7. R.A.D Class</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>	7. 11/07/2022	7. Graduated
Public Health			
1. Covid	1. Covid compliance is winding down with regard to state regulations although a surge is		

<p>2. Food/Pools/ Camps - permitting and Inspection</p> <p>3. Septic</p> <p>4. Animals</p>	<p>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)</p> <p>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. To date we have permitted and inspected 36 food establishments, 47 temporary food establishments, 4 public pool and 2 recreational camps.</p> <p>3. Soil tests, plan reviews and septic inspections are on-going along with permitting of septic haulers. We have processed 582 septic pump reports, licenced 39 septic installers, 9 septic haulers, 9 title inspectors and 6 maintenance providers. We have completed 59 plan reviews, 71 title 5 reports 38 soil tests and issued 17 certificates of compliance.</p> <p>Permitting of animal keeping has begun and is 75% complete. Barn inspections have begun and the barn book is nearing completion prior to being filed with the state.</p>			
<p>Public Works</p> <p>1 GAC Filtration Project</p> <p>2 Asbury Grove Backflow</p>	<p>1. Building construction has begun with the masonry work will begin in the next few weeks.</p>  <p>2. Work is set to begin in December 2022.</p>		<p>1. Fall/Win. '22</p> <p>2. Fall/Win. '22</p>	<p>1. On-going</p> <p>2. On-going</p>

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. There was a project kick-off meeting on 11/29 with the consultant, DPW Director, Energy Manager, Police Chief, and Fire Chief to discuss the timeline on this project. The weatherization tasks are scheduled to begin mid-January and the recommissioning items scheduled for spring 2023.	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 this project is currently the high priority project on the capital plan scheduled for ATM 2023.	6. In-progress	6. On-going
7 DPW Garage Updates	7. The contractor has delivered all the roofing materials to the site and plans to begin the roof installation in early December. DPW has also been in discussions with a bay door company to help specify the exact door replacement and to determine market rates and estimates.	7. In-progress	7. In-progress
8 Lead and Copper Water Service Assessment	8. 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.	8. Grant Submitted	8. Submitted
9 SWMI Water/ Drought Task Force	9. 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	9. On-going	9. On-going

10 Well Maintenance	<p>Water Resilience Task Force in evaluating the regional water solutions. No new update.</p> <p>10. The Caisson Satellite Well was redeveloped in late November 2022 and achieved good pumping results following the work. Idlewood 1 Satellite well is scheduled for cleaning in the next few weeks.</p>	10. Asap	10. In-progress
11 Town Hall	<p>11. 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. The town has signed a contract amendment with LLB Architects to conduct a Feasibility Study on a revised Town Hall preservation project.</p>	11. On-going	11. In-progress
12 Mattress Collection	<p>12. On Nov 1st, MassDEP mandated mattress recycling. To comply, Hamilton has changed the mattress disposal procedures. Please see the town website for details</p>	12. Current	12. Underway
13 Employment	<p>13. The town is advertising for a Secondary Water Distribution Operator with resumes due November 21st, 2022.</p>	13. On-going	13. In-progress
14 Holiday Park Lights	<p>14. Holiday lights have been strung around the Patton Park gazebo.</p>	14. Current	14. Complete
Patton Homestead 1 Event/Programing	<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 removed for the season. Facility will be restored in Spring 2023</p> <p>6 dates scheduled for a ticketed speakers series - Plan to start ticket sales now on 12/5</p> <p>Movie Night to be re-scheduled for Spring 2023</p> <p>Wenham Museum Archive - programming on hold. Tours may still be available on Wenham Museum Website</p>	<p>future programing</p> <p>Spring 2023</p> <p>12/5</p> <p>Spring 2023</p>	

2 Property Improvements / General Planning	Friends of the Patton Homestead to coordinate some fundraising for FY23-24 - exact target of funds raised is currently being assessed	Plan for Summer 2023	
	New Seasonal Solstice Festival in early discussions with Rec. Department	December	
	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.	on-going	
	IRWA Kiosk has been quoted - on hold		
	New Back-lawn event space planning is on-going	Target for Summer 2023	
	Town is working on Festival Grant via Mass Cultural Council	December	
	The Friemds of the Patton Homestead Board has been asked to look into the Facilities grant from the Mass Cultural Council	January-Feb 2023	
	Webinar on 12/6 for Mass saves and Cultural Facilities	12/6	
	Youth wellness programming - on hold		
	Solar lights will be used for Winter 22-23 events, however, assessment will start this winter to identify energy saving light options for better event experience on the back lawn	Spring 23	
3. Marketing	Electric and water hook-up at the Pump House will be assessed and costed out for how to bring up and running	Winter 22-23	
	Utilities assessment underway to more clearly define house expense related to the Hamilton Historical Society, Incubate and Archive wings	Winter 23	
	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	on-going	

	2023 event inquiries and outreach on-going			
Parks and Recreation				
1. Winter Registration	1. Winter Program Registration is opened on Monday, 11/28. In just a little over 3 days we have had close to 300 total registrations. Non-Resident registration will open on Monday, 12/5. Most programs will start after the new year.		On going	
2. Patton Park Master Plan	2. The Public Survey will be released shortly, if not already (by the time of the Select Board Meeting) we are hopeful and expecting a good number of community members will respond. This information as well as the information gathered in the first public visioning session will help guide the discussion for our hearing on December 13th.		On going	
3. Department Transition	3. Our Department has been having ongoing discussions with the Town of Hamilton and Town of Wenham proposing a shift in the department. In the proposal the Recreation Department would be taking on the Patton Homestead as well as Pleasant Pond Beach Operations. There will be more information forthcoming as we get into the budget presentation cycle.		On going	
4. Summer Preparations	4. Have started the process of reaching out to our summer leadership staff (Directors and Assistant Directors) about their intentions for this summer. We will be meeting over the holiday break as we start the planning and marketing process.		On going	
5. December Special Events	5. We have four different programs running in December Special Events. Snow Globe Making, Reindeer Games, Gingerbread House Making, and Holiday Gift making will take place over the course of the month		On going	

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