



Town of Hamilton

Town Manager Report

For December 19, 2022

Department/ Project	Weekly Update	Timeline	Status
<p>Town Manager</p> <p>1. Cell Tower</p> <p>2. International Human Rights Day - Dec. 10</p>	<p>1. At long last, the town was informed last Friday, Dec. 16, that the tower had been activated on Dec. 13. We have been provided with a new contact to manage any issues that arise, but as of last week we had already heard from several residents who had reported improved cell service in town. This is the first step of the town's process to improve cell service throughout our town and will most dramatically affect residents living near or on Bay Road. We expect to be actively pursuing a second cell tower for the town in the months ahead.</p> <p>2. Nancy Stehfast of the Hamilton Human Rights Commission reports the first International Human Rights celebration in Hamilton (and Wenham) on Dec. 10 was a great success. According to Nancy: "The Towns of Hamilton and Wenham sponsored the event, with participation from: North Shore NAACP, The Food Project, HWHRC, Mass. DCF, HWRHS Club members from The Social Justice Club and The Environmental Club. <u>Aeneas Strozier</u> provided musical entertainment the entire time, there was a comfy reading zone, craft tables and treats, we also heard from Representative Elect Kristin Kassner on the importance of voting. Similar to the Kassner win, the decision where to plant a tree in Hamilton came down to one vote! Voting Results for Hamilton: 8 for Patton Homestead and 9 for the High School. Planning has already begun for next year's IHRD.</p>	<p>1 Complete</p> <p>2 One Day event</p>	<p>1 Complete</p> <p>2 Complete for this year</p>

<p>3. FY' 2024 Budget work</p> <p>4. New EV Fast Charging Station</p>	<p>3. Town administrative staff continues to work on the proposed budget and capital proposals for the 2024 fiscal year with a focus on living within our means. That means continuing to provide a high-level of services to town residents across all departments, without the need for a Proposition 2 1/2 override. At this juncture we are projecting that we will once again be able to deliver on that goal, but we continue to fine tune the budget proposal as there are several factors still beyond our control.</p> <p>4. 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.</p>	<p>3. Presentation to Select Board and FinCom on Jan. 14, 2023</p> <p>4. Pending</p>	<p>3. <i>On-going</i></p> <p>4. <i>Winter 2023</i></p>
<p>Town Clerk's Office</p> <p>2023 STREET LIST aka Town Census Forms and Voter Registration data maintenance</p> <p>Dog License Renewals</p> <p>DBA</p> <p>2022 State Election</p>	<p>STREET LIST aka Town Census forms = proof of residency = eligibility to vote!!</p> <p>The 2023 streetlist/census mailing will go out Dec 19 along with Dog License renewal forms and the 2023 trash schedule. Residents are asked to respond within 10 days.</p> <p>In 2022 we issued 1131 licenses and 4 kennel licenses; 2023 renewal form being sent with Census Forms.</p> <p>“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 26 NEW this year; 23 renewals; 8 discontinued.</p> <p>The District wide Recount for the State Representative race between Kassner and Mirra was completed and certified by the Governor’s Council. Kassner won by one vote. We do not have any further information about Mirra’s next step. The minutes from the Recount have been approved by the Board of Registrars.</p> <p>Key Hamilton figures - In-person Early Voting: 359</p>	<p>Dec 19 - completion</p> <p>January - December</p> <p>Ongoing</p>	<p>Ongoing</p>

<p>2023 Local Election Calendar</p>	<p>Mailed ballots: processed 1566 at the election (includes early voting) 42% In-person Election Day: 2134 - 57%</p> <p>The dates and deadlines for the April 6, 2023 Local Election have been completed by Wenham and Hamilton Town Clerks. Nomination papers will be available January 10, 2023. Nine (9) positions up for reelection:</p> <ul style="list-style-type: none"> • Select Bd 1, • Bd of Assessors 1, • Planning Bd 2, • HW Library Trustees 1, • HW Reg School Comm 2, • Town Moderator, • Town Clerk. 		
<p>COA</p> <p>1. Programs</p> <p>2. Grants</p> <p>3. Volunteers</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. Starting to plan programming for January and February. Our yoga class will continue. We are starting a guided meditation and reiki class.</p> <p>1c. 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. In total 80 residents were helped during open enrollment.</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>3. 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>1a. Ongoing</p> <p>1b. January</p> <p>1c. January</p> <p>2a.Ongoing.</p> <p>3. Ongoing.</p>	

4. Newsletter	4a. Our target time to get the newsletter out to the printer is by the 10th of the month. Newsletter has gone out early again this month. Volunteers were able to fold, seal and label in 3 hours.	4a. on-going	
Human Resources 1. Openings 2. Evaluations 3. New Location 4. Employee Appreciation 5. Audit 6. GFOA Budget 7. Personnel	1. <i>Current Openings:</i> <ul style="list-style-type: none"> ● Public Health Nurse ● Minute taker (Pending review of budget) ● Town Accountant 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. 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. Planning an employee appreciation/engagement event to take place early spring. 5. Reorganization and internal compliance audit of Personnel Files. 6. GFOA - Budget FY22 and FY23 Accomplishments/Goals/Mission Statement. 7. Personnel Issues. 8. Drafting a Code of Conduct policy for Town Hall Visitors. 9. Coordinating a 'Customer Service' town-wide training with MIIA. 10. HR IMA under review.	1.1 Interview for Public Health Nurse this week. If hired will be available to start mid-january. 1.2 Interviewed - Job offer pending. 1.3 Interviews for Town Accountant starting on 10/18/2022 - continues 2. Evaluations under review. 5. Active personnel files have been located to HR Office, Audit in progress - continues	

<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>5. Parking Study Recap</p>	<p>Phase 1 of the project (data collection on existing conditions) has been largely finished and is being reviewed by the new consultant team . Phase II has started and the major focus will be 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>Public hearing was closed July 26 - Board decision/vote denied the project Oct. 11, 2022. Decision is under appeal with State Land Court. First mediation hearing to be 1/5/23.</p> <p>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 is still before the ZBA. The applicant has amended their application with more land area which required additional consultant, staff and Board review.</p> <p>GCTS campus and other areas to be considered for zoning amendments with the benefit of consultant team funded by town and Gordon Conwell T.S.. Modifications to stormwater management bylaw likely fall 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>Planning Director presented parking plan to Select Board Dec 12. Addressing comments; working with DPW and later Select Board for approval and implementation.</p>	<p>1. Project expected to be completed later 2023</p> <p>2. Land court process on-going</p> <p>3. Spring 2023</p> <p>4. Spring /Summer 2023</p> <p>5. Winter / spring 2022/2023</p>	<p>1. Restart</p> <p>2. In court</p> <p>3. Moving ahead</p> <p>4. Moving Ahead</p> <p>5. As weather allows</p>
--	---	---	--

<p>6. Inspectional Services</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 completed reorganizing its work space and public record files. We have started the next phase and begun scanning plans to create electronic files of our existing public records.3. 434-436 Asbury Street - The Habitat for Humanity project - all 5 building permits have been issued.4. To date the department has issued 400 building permits for the current calendar year, this includes everything from simple repairs to roofs, siding, additions, and new structures.		
--	--	--	--


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

<p>3 Tailing</p>	<p>3. One of our bigger upcoming projects will be our tailings account process for the Towns A/P account.</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> <p>Posted tailings uncashed checks to the Town's website today.</p> <p>Will advertise the larger amount in the Salem News after the holidays.</p>		
<p>4 Benefits</p>	<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>		
<p>5 Payroll</p>	<p>5. Preparing for year end Sue will be taking advantage of a couple zoom meeting offered by Harpers.</p>		
<p>6 Annual Report</p>	<p>Working on Town Annual Report for FY22 Should wrap up by the end of the week.</p> <p>E-mailed Laurie my FY22 Annual Town Report information.</p>	<p>Completed</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</p>		

	<p>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>			
--	---	--	--	--

Assessors			
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

9. Information provided to Auditors 10. Daily questions about Assessing	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	
--	---	--	--

Fire Department			
1. Brush Truck	<p>1. The fire mechanic and myself drove out to Drmmondville QC Canada on 12/6/22 to inspect our squad truck. Once we were done with the inspection it was too late to make the journey home. We ended up spending the night and returned the following day. In a few weeks we will have all the equipment mounted and it will finally be in service after a year and half wait.</p>	<p>1. January of 2023</p>	<p>1. Ongoing</p>
			
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>	<p>2. Class ends February of 2023</p>	<p>2. Ongoing</p>
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 11 fire alarm activations, 14 ambulance calls. We also conducted the following fire prevention activities, 5 smoke/carbon monoxide detector inspections, 2 liquor license building safety inspections, 3 oil tank inspections and we installed 2 child car seats. In addition, the fire chief attended the monthly Essex County Fire Chief's meeting on 12-13-12.</p>		<p>3. Ongoing</p>
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. As of this week we were awarded the grant. Joe and I have finished up the contract documents and I sent them back off to the State for their sign off.</p>	<p>4. Submitted</p>	<p>4. Ongoing</p>

<p>6. Citizens Police Academy</p>	<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>		<p>6. 11/16/2022</p>	<p>6. Graduated</p>
<p>7. R.A.D. Class</p>	<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>		<p>7. 11/07/2022</p>	<p>7. Graduated</p>
<p>8.</p>	<p>The Hamilton Police Departments annual Christmas Toy Drive was a huge success. We collected over two large cargo vans full of toys for local families in need and the Shriners Children's Hospital.</p>		<p>8. 12/17/2022</p>	<p>8.Completed</p>
<p>Public Health</p> <p>1. Covid</p>	<p>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.</p>			

<p>2. Food/Pools/ Camps - permitting and Inspection</p> <p>3. Septic</p> <p>4. Animals</p> <p>5. Programs</p>	<p>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>4. 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>5. The Health Dept. is proud to announce a new sharps collection/disposal program for Hamilton residents. A sharps collection container can now be obtained from the Senior Center (299 Bay Rd.), taken home, filled and returned for disposal free of charge.</p>			
<p>Public Works</p> <p>1 GAC Filtration Project</p> <p>2 Asbury Grove Backflow</p> <p>3 Essex Street Drainage</p>	<p>1. Building construction has begun with the masonry work will begin in the next few weeks. No new Update</p> <p>2. Work is set to begin in December 2022. No new update.</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 reviewing possible alternatives to the drainage along Essex Street north of Appaloosa Lane. Solicited for engineering proposal for this drainage work and additional drainage work along Bridge Street</p>		<p>1. Fall/Win. '22</p> <p>2. Fall/Win. '22</p> <p>3. Fall 2022</p>	<p>1. On-going</p> <p>2. On-going</p> <p>3. In-progress</p>

4 Chebacco Road Reconstruction	4. The Town is still awaiting a ruling from MassDEP regarding the filed appeal to the Order of Conditions. No new update.	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. 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 this project is currently the high priority project on the capital plan scheduled for ATM 2023. No new update.	6. In-progress	6. On-going
7 DPW Garage Updates	7. 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. The roofing contractor has started the construction of the DPW Garage Roof and is scheduled to be completed by 12/23/22.	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. Hamilton was awarded the state grant of \$100,000 for the Lead Service Line Assessment from MassDEP and the Massachusetts Clean Water Trust. Work will begin following the holiday season.	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 Water Resilience Task Force in evaluating the regional water solutions. No new update.	9. On-going	9. On-going

10 Well Maintenance	10. The Caisson Satellite Well was redeveloped in late November 2022 and achieved good pumping results following the work. Idlewood 1 Satellite well redevelopment will be completed by the end of December 2022.		10. Asap	10. In-progress
11 Town Hall	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. No new update.		11. On-going	11. In-progress
12 Mattress Collection	12. On Nov 1st, MassDEP mandated mattress recycling. To comply, Hamilton has changed the mattress disposal procedures. Please see the town website for details. No new update.		12. Current	12. Underway
13 Employment	13. The town is advertising for a Secondary Water Distribution Operator with resumes due November 21st, 2022. No new update.		13. On-going	13. In-progress
14 Annual Town Report	14. Working on the FY22 DPW/Water Annual report		14. Current	14. In-progress
15 GFOA Budget	15. Finalizing the GFOA budget presentation for the DPW/Facilities/Water		15. Current	15. In-progress
Patton Homestead 1 Event/Programing	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. Speakers series canceled due to inability for speakers to commit to program dates in late winter and early spring In progress of rescheduling Movie Night for Spring 2023		ON HOLD January Winter 2023	

	<p>Wenham Museum Archive - programming on hold. Tours may still be available on Wenham Museum Website</p>	<p>On hold</p>	
<p>2 Property Improvements / General Planning</p>	<p>Friends of the Patton Homestead to coordinate fundraising for FY23-24 - exact target of funds raised is currently being assessed</p>	<p>January-Feb 2023</p>	
	<p>Preliminary discussions for Spring planning took place in December. Involvement with Recreation Department on hold until proposed transition is approved</p>	<p>Complete 12/13</p>	
	<p>2. Rec. Department is actively planning programs to kick off at Patton in Spring 2023.</p>	<p>on-going</p>	
	<p>IRWA Kiosk has been quoted - on hold</p>	<p>On hold</p>	
	<p>General specs for the back-lawn program shelter have been drawn up for conversation and consideration for next steps</p>	<p>Spring 2023</p>	
	<p>Festival Grant submitted to Mass Cultural Council</p>	<p>Winter 23</p>	
	<p>The Friends of the Patton Homestead Board has been asked to look into the Facilities grant from the Mass Cultural Council</p>	<p>December-January</p>	
<p>3. Marketing</p>	<p>Youth wellness programming - on hold</p>		
	<p>Solar light plan in progress but pushed to Spring - still gathering costs and assessing priorities</p>	<p>December - complete</p>	
	<p>Utilities assessment submitted to the Town to more clearly define Town's responsibility to the expense as it relates to the Hamilton Historical Society, Incubate and Archive wings</p>	<p>December-January</p>	
	<p>DPW is hard at work to resolve recent heating system issues. Options being researched.</p>	<p>January 2023</p>	
	<p>Several minor maintenance upgrades have been completed to allow Inc.ubate to continue use as usual</p>		
	<p>3. Sponsorship packets nearly complete and will be available for winter outreach</p>		
	<p>"Get to know the Patton Homestead" tour plan in preliminary stages - the idea is so offer frequent tours throughout the winter and early</p>		

	spring to increase usership / onsite Rec. Dept. program awareness and support / understanding and possibly financial support for maintaining and improving the property		
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	
