



Town of Hamilton

Town Manager Report

For January 9, 2023

Department/ Project	Weekly Update	Timeline	Status
<p>Town Manager</p> <p>1. Budget and Capital Presentation</p> <p>2. Master Plan meetings and workshop</p> <p>3. Gordon Conwell community meeting</p>	<p>Happy New Year!</p> <p>1. Town Department heads and administrative personnel will be presenting the Fiscal year 2024 Budget and Capital Recommendations to a joint meeting of the Select BOrd and Finance and SAdvisory Committee on Saturday, Jan. 14 beginning at 9 a.m. at Town Hall. The Town's administrative team has been working to prepare a balanced budget for FY'24 that will continue to provide town services and improve efficiencies. The meeting will be broadcast live on HWCAM.</p> <p>2. The re-organized Master Plan Steering Committee will meet on Wed., Jan. 18 at 6:30 p.m. and will be planning for a new community engagement event that is scheduled for Sat. Feb. 4, 2023 with more details to come. The Master Plan Steering Committee and consultants from Barrett Planning Group will be engaging the community about Hamilton's future over the coming two or three months, we hope you will look for opportunities to participate and share your ideas about how best to help preserve and grow Hamilton going forward.</p> <p>3. Barry Abramson and David Gamble, consultants who have been hired by the Town of Hamilton and Gordon Conwell Seminary, to help the town plan for the future of the GC campus, will be hosting a third public engagement event on Thursday, Jan. 26 beginning at 7 p.m. at the Community House. Gordon Conwell's decision last year to start to sell at least portions of the Hamilton campus presents the town with a unique opportunity to plan for a future redevelopment of the site in a way that will</p>	<p>1 Sat., Jan. 14, 2023 at 9 a.m.</p> <p>2 Next meeting on Wed., Jan. 18 at 6:30 p.m.</p> <p>3. Jan. 26, 2023 at 7 p.m.</p>	<p>1 <i>On-going through Town Meeting on April 1, 2023</i></p> <p>2 <i>On-going through completion of Master Plan in May-or June 2023</i></p> <p>3. <i>Jan. 26, 2023</i></p>

<p>4. Christmas Tree collection</p> <p>5. Conservation Conversation</p>	<p>complement and benefit the Town of Hamilton for generations to come. We hope you can come learn more about the campus and what it could be in the future and share your ideas about how the campus can become an even bigger asset to the community.</p> <p>4. The DPW is collecting Christmas Trees to be properly disposed of at the back of Patton Park (behind the little league ball field) until January 15, 2023. All trees must be free of all decorations, lights, etc.</p> <p>5. The Hamilton Conservation Commission is hosting two community meetings to discuss and answer questions about their proposed Conservation By-Law revisions, which will be voted on at Town Meeting on April 1. The two sessions are Jan. 31 from 6 to 8 p.m. and Feb. 11 from 10 a.m. to noon, both are at the HW Public Library.</p>		<p>4. Until January 15, 2023</p> <p>5. Jan. 31 and Feb. 11</p>	<p>4. <i>Jan. 15, 2023</i></p> <p>5. <i>On-going</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, Dog License renewal forms and the 2023 trash schedule were mailed to 2822 addresses. Residents are asked to respond within 10 days. Approx 300 forms have already come back!</p> <p>In 2022 we issued 1131 licenses and 4 kennel licenses. We've already issued 156 2023 licenses.</p> <p>"Doing Business As" renewals due every 4 years. There are 36 up for renewal in 2023.</p> <p>The District wide Recount for the State Representative race between Kassner and Mirra was completed and certified by the Governor's Council. Lenny Mirra challenged the outcome in the courts but his case was denied each time. Kristen Kassner was NOT sworn in on January 4 because the Legislature will appoint a Special Committee to conduct a "thorough review" of recount legal issues raised by Mirra.</p>		<p>Dec 19 - completion</p> <p>January - December</p> <p>January - December</p> <p>Ongoing</p>	<p>Ongoing</p>

<p>2023, April 6 Local Election Calendar</p> <p>2022 Year End Campaign Finance report</p> <p>Annual State Ethics filing requirements</p>	<p>Key Hamilton Election figures - In-person Early Voting: 359 Mailed ballots: processed 1566 at the election (includes early voting) and 18 post election 42.5% In-person Election Day: 2147 - 57.5% Overall Turnout: 65.77%</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>The unexpired term of Mimi Fanning on the Housing Authority will also be on the ballot, thus 10 positions up for reelection. All incumbents have been contacted regarding nomination papers.</p> <p>All elected officials and those that ran in 2022 but were not elected MUST file the year end report. All have been contacted.</p> <p>The Ethics Commission has postponed the roll out of the NEW on-line program for municipal employees and members of boards and committees. Paper copies of training certificates will not longer be printed, completion will be tracked and maintained in the state database.</p>		<p>Jan 1 - Jan 30</p> <p>TBD</p>	
<p>COA</p> <p>1. Programs</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>1a. Ongoing</p>	



1b. Starting to plan programming for February and March. Our yoga class will continue. We are starting a guided meditation and reiki class. Qigong class started today.

1c. We are partnering with the Health Department to start offering sharps containers to town residents. Sharps containers were delivered last week. Currently we have given out two of them.

1d. 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.

2. Grants

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.

3. Volunteers

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.

4. Newsletter

4a. Our target time to get the newsletter out to the printer is by the 10th of the month. Still trying to determine best timeline for sending out the newsletter. What is the best timeline so that residents don't get it too soon or too late. Newsletter has gone out early again this month. Volunteers were able to fold, seal and label in 3 hours.

2a.Ongoing.

3. Ongoing.

4a. on-going

<p>Human Resources</p> <ol style="list-style-type: none"> 1. Openings 2. Evaluations 3. New Location 4. Employee Appreciation 5. Audit 6. GFOA Budget 7. Personnel 	<ol style="list-style-type: none"> 1. <i>Current Openings:</i> <ul style="list-style-type: none"> • 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. 11. Coordinating a 'Self-Awarness' town-wide training with MIIA. 	<ol style="list-style-type: none"> 1.1 Public Health Nurse - Judith Ryan to start on January 9, 2023 1.2 Typist/Clerk - Joan Dolamore to start on 1/9/2023 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 	
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Planning & Inspectional Services			
1. Master Plan	<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>1. Project expected to be completed later 2023</p>	<p>1. In process</p>
2. 133 Essex Street, Senior Housing Special Permit Application	<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>2. Land court process on-going</p>	<p>2. Moving ahead</p>
3. 421 Asbury St -40b	<p>Formal submission to the ZBA has occurred for this 45 unit affordable housing project. The hearings process began April 6 with the ZBA. Hearing is closed as of Jan. 4, 2023. Decision in preparation to be deliberated upon within 40 days.</p>	<p>3. Spring 2023</p>	<p>3. Moving Ahead</p>
4. Consideration of zoning amendments	<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>4. Spring /Summer 2023</p>	<p>4.on-going</p>
5. Parking Study Recap	<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>5. Winter / spring 2022/2023</p>	<p>5. on-going</p>

<p>6. Inspectional Services</p>	<p>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.</p> <p>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.</p> <p>3. 434-436 Asbury Street - The Habitat for Humanity project - all 5 building permits have been issued.</p> <p>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.</p>		
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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	

<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.</p> <p>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>		
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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	9. Tax recap, all Schedules and classification documents provided to Auditors		

10. Daily questions about Assessing	10. Answering all questions about Assessing received in office	9. Ongoing until year end close 10. Ongoing	
<p>Police</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>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>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. Completed</p> <p>2. Awarded</p> <p>3. Awarded</p> <p>4. Awarded</p> <p>5. Completed</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>9.</p>	<p>On Tuesday afternoon, the Hamilton Police Department held an awards ceremony to recognize the response of a stabbing incident which occurred in January 2022. Sgt. Joe Achadinha, Ofc. Jake Santarelli, Wenham Police Department Ofc. Bart Connors and Hamilton Public Safety Dispatcher Rich Sherrick were all awarded the Meritorious Service Medal for their actions to safely end the situation and render aid to those involved. Town Manager Joe Domelowicz and Captain Scott Janes presented the certificates and ribbon. Also on hand to make presentations to the awardees on behalf of the Massachusetts State Setate were State Senator Bruce Tarr and State Rep. Lenny Mirra. We were also glad to see the victim and her family were able to be present for the ceremony.</p>	<p>9. 01/10/2023</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. 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. Food/Pools/ Camps - permitting and Inspection</p> <p>3. Septic</p> <p>4. Animals</p> <p>5. Programs</p>	<p>2.The renewal of food permits is complete and round 1 food inspections is underway for calendar yaeer 2023 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 is complete. Barn inspections are complete 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>4 Chebacco Road Reconstruction</p>	<p>1. Building construction has begun with the masonry work will begin in the next few weeks. The building framing is complete and the mason has started building the knee wall.</p> <p>2. Work is set to begin in December 2022. With the long lead times this work has been pushed into March 2023.</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. No new update</p> <p>4. The Town is still awaiting a ruling from MassDEP regarding the filed appeal to the Order of Conditions. No new update</p>		<p>1. Fall/Win. '22</p> <p>2. March 2023</p> <p>3. In-process</p> <p>4. In-progress</p>	<p>1. On-going</p> <p>2. On-going</p> <p>3. In-progress</p> <p>4. On-hold</p>

5 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. The DPW Garage Roof is nearing completion. The last remaining item is the metal fascia which is scheduled for installation mid-January 2023.	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. No new update.	8. Grant Received	8. Complete
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 Idlewood 1 Satellite was redeveloped in December 2022. Both wells achieved good pumping results following the work.	10. Complete	10. Complete

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. Working with the consultant on the project priorities and to set up a meeting to begin the re-design.		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 will be advertising for a Secondary Water Distribution Operator in the near future.		13. On-going	13. In-progress
14 Annual Town Report	14. Working on the FY22 DPW/Water Annual report		14. Complete	14. Complete
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. FYI -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. UPDATE: The Town of Hamilton will retain and continue to operate out of the North Room at the Patton Homestead with access to an on-site indoor restroom. The room is not open to the public, unless otherwise used for scheduled program, but parameters surrounding the use of this space are actively being discussed and defined. New Programming efforts are in the works for January-April 2023. Efforts may coincide with the Recreation Department.		January UPDATE	
			January-April	

<p>2 Property Improvements / General Planning</p>	<p>Proposed Date for the new movie night is May 27th to align with the Town Memorial Day Events.</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 fundraising for FY23-24 - exact target of funds raised is currently being assessed - Still pending</p> <p>Preliminary discussions for Spring planning took place in December. Involvement with Recreation Department on hold until proposed transition is approved</p> <p>2. Rec. Department is actively planning programs to kick off at Patton in Spring 2023.</p> <p>IRWA Kiosk has been quoted - on hold</p> <p>Back Lawn Specs to be reviewed after 1/14 Budget meeting. Intention to proceed with design and budget for winter 2023</p> <p>Festival Grant submitted to Mass Cultural Council - no update</p> <p>Meeting regarding specific fundraising needs will be schedule for after 1/14 budget meeting</p> <p>Solar light + sign plan in progress but pushed to Spring - still gathering costs and assessing priorities</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>DPW met with The Town Manager and Finance Department to resolve the recent Boiler Issues. Thanks to the urgency from the DPW, a plumbing inspector was brought in and was able to identify the source of the recent issues. The issue has been repaired.</p> <p>Misc. property user needs are on-going and addressed on a weekly basis.</p>		<p>May 2023</p> <p>on-hold</p> <p>January 2023</p> <p>on-hold</p> <p>Spring 2023</p> <p>on-hold</p> <p>Winter 23</p> <p>December-January</p> <p>January 2023</p> <p>on-going</p> <p>January 2023</p> <p>Dec-January</p> <p>on-going</p>	
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<p>3. Marketing</p>	<p>Flag Pole- The flag was ripped and badly damaged in the wind storm in December. It was taken down with intention of being replaced, however, the pole itself was discovered to be in disrepair and not functional. Options are being assessed. Friends of Patton Homestead may be able to raise funds for replacement.</p> <p>3. Sponsorship packets will be available for winter outreach</p> <p>“Get to know the Patton Homestead” tour plan in preliminary stages - the idea is to offer frequent tours throughout the winter and early spring to increase usership / onsite Rec. Dept. program awareness and support / understanding and possibly financial support for maintaining and improving the property no update</p>		<p>January</p> <p>On-going</p> <p>in-progress</p>	
<p>Parks and Recreation</p> <p>1. Winter Registration</p> <p>2. Patton Park Master Plan</p> <p>3. Department Transition</p>	<p>1. Winter Program Registration 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.</p> <p>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.</p> <p>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.</p>		<p>On going</p> <p>On going</p> <p>On going</p>	

<p>4. Summer Preparations</p>	<p>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.</p>	<p>On going</p>	
<p>5. December Special Events</p>	<p>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</p>	<p>On going</p>	
<p>Fire Department</p>			
<p>1. Brush Truck</p>	<p>1. We are finishing up on the squad truck this week and should have it ready for Open Burning Season. Once we received the truck we needed to have the two way radio programmed and all the hose & equipment installed in it. Finally, all the personnel need to be trained and checked off on the operations of this new equipment.</p> 	<p>1. January 2023</p>	<p>1. Ongoing</p>
<p>2. New Call Firefighters</p>	<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 in it (41). All of our recruits are about a 1/3 of away through the program and all three of them are doing an excellent job.</p>		<p>2. Ongoing</p>
<p>3. Fire Incidents</p>	<p>3. The Hamilton Fire Department responded to the following calls over the past two weeks along with other department activities. In the past two weeks we responded to 22 fire alarm activations, 9 ambulance calls, 15 storm related incidents, 2 mutual aid fires in other communities and 4</p>		<p>3. Ongoing</p>

	<p>public assists. We also conducted the following fire prevention activities, 4 smoke/carbon monoxide detector inspections, 1 child car seats installation. In addition, the fire chief attended a regional ambulance discussion group at the Rowley Fire department. This group is looking into the problems of ambulance coverage and responses within our service area. We are collaborating with our peers to come up with a solution to fix these ongoing issues.</p>		
4 DFS Grant	<p>4. The fire department recently applied for an equipment grant through the Department of Fire Services. The State finally sent the signed contract back to us the other day and we have since ordered the gear and equipment.</p>		4. Ongoing
5. Budget	<p>5. The fire department has completed its Budget & Capital requests for FY24 and has submitted it to the Town Manager's office. In addition, I submitted my GFOA - Budget FY24 and FY23 Accomplishments/Goals/Mission Statement to the finance director. My budget is complete and I am waiting to see if any further changes are needed. Within the budget, the department has requested for the addition of a Deputy Chief that would eventually take the place of the current Fire Chief when he retires at the end of 2025... The department has also asked to replace Engine 3 through its Capital Program. This truck will be almost 23 years old when it is replaced. The frame on this truck is rusting to the point where the halves are pushing apart from each other and we do not know how much longer it will pass its annual inspection.</p>		5. Ongoing
6.Report	<p>I have been working on my FY22 Annual Year end report, which covers July 2021 – June 2022.</p>		6. Ongoing
7, Open Burning Season	<p>The department has posted the beginning of Open Burning Season on our social media platforms. The burning season begins on January 15, 2023 and ends May 1st.</p>		7. January 15th-May 1st

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