




Town of Hamilton

Town Manager Report

For January 23, 2023

| Department/ Project | Weekly Update | | Timeline | Status |
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| Town Manager | | | | |
| 1. Budget and Capital Presentation | 1. The Town Manager's FY'24 Budget and Capital Plan has been presented to the Select Board and Finance and Advisory Committee. The budget presentation slides are available on the town website to be reviewed and members of the public who wish to review the budget can contact the Town Manager's office to get a copy of it. | | 1 On-going | 1 On-going through Town Meeting on April 1, 2023 |
| 2. Master Plan meetings and workshop | 2. The Master Plan Steering Committee will be hosting 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. | | 2 Sat., Feb. 4 at 6:30 p.m. | 2 On-going through completion of Master Plan in May-or June 2023 |
| 3. Gordon Conwell community meeting | 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 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 | | 3. Jan. 26, 2023 at 7 p.m. | 3. Jan. 26, 2023 |

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| 4. Conservation Conversation | <p>campus can become an even bigger asset to the community.</p> <p>4. 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> | | 4. Jan. 31 and Feb. 11 | 4. On-going |
| Town Clerk's Office 2023 STREET LIST aka Town Census Forms and Voter Registration data maintenance Dog License Renewals DBA 2022 State Election | <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 1500 forms have already come back!</p> <p>In 2022 we issued 1131 licenses and 4 kennel licenses. We've already issued 590 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. No update yet.</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> | | Dec 19 - completion January - December January - December Ongoing | Ongoing |

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| 2023, April 6 Local Election Calendar | <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> | | |
| 2022 Year End Campaign Finance report | All elected officials and those that ran in 2022 but were not elected MUST file the year end report. All have been contacted. | Jan 1 - Jan 30 | |
| Annual State Ethics filing requirements | 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. | TBD | |
| 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. 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.</p> | 1a. Ongoing | |

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| | <p>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.</p> <p>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.</p> | | | |
| 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. | | 2a.Ongoing. | |
| 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. | | 3. Ongoing. | |
| 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. | | 4a. on-going | |
| Human Resources | | | | |
| 1. Openings | 1. <i>Current Openings:</i> <ul style="list-style-type: none"> Town Accountant Conservation Agent | | 1.1 Public Health Nurse - Judith Ryan to start on January 9, 2023 | |
| 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. | | 1.2 Typist/Clerk - Joan Dolamore to start on 1/9/2023 | |
| 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. | | 1.3 Interviews for Town Accountant starting on 10/18/2022 - continues | |

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| <p>4. Employee Appreciation</p> <p>5. Audit</p> <p>6. GFOA Budget</p> <p>7. Personnel</p> | <p>4. Planning an employee appreciation/engagement event to take place early spring.</p> <p>5. Reorganization and internal compliance audit of Personnel Files.</p> <p>6. Annual Town Report</p> <p>7. Personnel Issues.</p> <p>8. Drafting a Code of Conduct policy for Town Hall Visitors.</p> <p>9. Coordinating a 'Customer Service' town-wide training with MIIA.</p> <p>10. HR IMA under review.</p> <p>11. Coordinating a 'Self-Awareness' town-wide training with MIIA.</p> | <p>2. Evaluations under review.</p> <p>5. Active personnel files have been located to HR Office, Audit in progress - continues</p> | |
| <p>Planning & Inspectional Services</p> <p>1. Master Plan</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>1. Project expected to be completed later 2023</p> | <p>1. In process</p> |
| <p>2. 133 Essex Street, Senior Housing Special Permit Application</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>2. Land court process on-going</p> | <p>2. Moving ahead</p> |

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| 3. 421 Asbury St -40b | 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. | 3. Spring 2023 | 3. Moving Ahead |
| 4. Consideration of zoning amendments | 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. | 4. Spring /Summer 2023 | 4.on-going |
| 5. Parking Study Recap | Planning Director presented parking plan to Select Board Dec 12. Addressing comments; working with DPW and later Select Board for approval and implementation. | 5. Winter / spring 2022/2023 | 5. on-going |
| 6. Inspectional Services | <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. | | |
| 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. | 1. This remains a work in progress following the Jan. 14 budget presentation. Minimal changes are expected ahead of ATM. | |
| 3. Munis Upgrade | 3. Coordinating Major Version upgrade with our Munis system, moving to from version 11.3 to 2021.5 | 2. Grants policy under development | |
| 4. Town Accountant search | 4. 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. | 3. Winter 2023 | |
| 5. GFOA Style budget book | 5. 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 | 4. Ongoing; no applicants during initial search period. Revisiting with T.M. and consultant. | |
| 6. State Reporting | 6. 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. | 5. Spring 2023 | |
| | | 6. Recap, Schedule A, and Balance Sheet all submitted on time; waiting for free cash certification. | |

| Treasurer/Collector | | | |
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| 1 Tax Title | <p>1. Advertisement has been completed. Trying to clean up a few small water lien balances before recording at the registry of deeds. Preparing instrument of taking to record at Salem Registry of Deeds</p> | | |
| 2 Billing | <p>2. Received samples for 3rd Qtr actual bills today. Approved those to be mailed on the 28th of December.</p> <p>Preparing to mail out 1st commitment of 2023 for Motor Vehicle excise tax.</p> <p>3rd quarter water billing will start to come in as well. Our busiest time period for payment processing is the next couple of months.</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>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>Will advertise tailings amount over \$100.00 next week.</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</p> | | |

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| | <p>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>A couple of outstanding retirees issues regarding health care payments Sue is trying to resolve with retirees and bring them current.</p> | | | |
| 5 Payroll | <p>5. W2's have arrived and are being distributed now.</p> | | | |
| 6 Annual Report | <p>Working on Town Annual Report for FY22 Should wrap up by the end of the week. E-mailed Laurie my FY22 Annual Town Report information.</p> | | | |
| 7 Misc | <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. 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> | | Completed | |

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| | <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. 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 2. Abatements/ Tax deferrals 3. FY2023 tax recap | <ol style="list-style-type: none"> 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. | | 1. Ongoing 2. April 1 deadline 3. In process | |

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| 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 | 9. Ongoing until year end close | |
| 10. Daily questions about Assessing | 10. Answering all questions about Assessing received in office | 10. Ongoing | |
| Police | | | |
| 1. Highway Safety Grant | 1. EOPSS Traffic Safety grant in the amount of \$12,433.50 was applied for and awarded. | 1. Sept 2022 | 1. Completed |
| 2. Med-Project | 2. \$1300.00 Grant for Prescription Medication Disposal. | 2. Awarded | 2. Awarded |
| 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) <ul style="list-style-type: none"> a. EMD - \$860.00 b. Training - \$21533.80 c. Support and Incentive - \$27501.00 | 4. Submitted | 4. Awarded |

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| 5.Public Safety Day | <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> | 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>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 |
| 8. | <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> | 8. 12/17/2022 | 8.Completed |
| 9. | <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</p> | 9. 01/10/2023 | |

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| | <p>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> | | |
| Public Health | | | |
| <p>1. Covid</p> | <p>1. Covid compliance is winding down with regard to state regulations and wastewater data suggests that numbers are trending downward. The state positivity rate is currently down 2.8% as more booster shots are being administered. We have approx. 1500 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>2.The renewal of food permits is complete and round 1 food inspections are underway for calendar year 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 pools and 2 recreational camps.</p> | | |
| <p>3. Septic</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, licensed 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. Animals</p> | <p>4. Permitting of animal keeping is complete. Barn inspections are complete and the barn book is complete and filed with the state.</p> | | |
| <p>5. Programs</p> | <p>5. The Health Dept. is proud to announce a new sharps collection/disposal program for Hamilton</p> | | |

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| | 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. Please contact the Health Dept. or the COA to take advantage of this program. | | | |
| Public Works | | | | |
| 1 GAC Filtration Project | 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. No new update. | | 1. Fall/Win. '22 | 1. On-going |
| 2 Asbury Grove Backflow | 2. Work is set to begin in December 2022. With the long lead times this work has been pushed into March 2023. No new update. | | 2. March 2023 | 2. On-going |
| 3 Essex Street Drainage | 3. Working with the engineering consultant on a redesign to present to the owner of 470 Essex Street for consideration as well as reviewing possible alternatives to the drainage along Essex Street north of Appaloosa Lane. No new update | | 3. In-process | 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. 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. The DPW Garage Roof is nearing completion. The last remaining item is the metal fascia which is scheduled for installation mid-January 2023. No new update. | | 7. In-progress | 7. In-progress |

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| 8 Lead and Copper Water Service Assessment | 8. Had a kick off meeting with the consultant on 1/18/2023 to discuss next steps. Consultant will provide the town a data list to compile to begin the inventory listing. | 8. Grant Received | 8. In-progress |
| 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. Senator Tarr task force meeting has been scheduled for January 31st. | 9. On-going | 9. On-going |
| 10 Town Hall | 10. A meeting with the architect has been set up for January 24th to begin refining the project scope of work. | 10. On-going | 10. In-progress |
| 11 Mattress Collection | 11. 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. | 11. Current | 11. Underway |
| 12 Employment | 12. The town will be advertising for a Secondary Water Distribution Operator in the near future. No new update. | 12. On-going | 12. In-progress |
| 13 GFOA Budget | 13. Finalizing the GFOA budget presentation for the DPW/Facilities/Water. Submitted the GFOA budget document to our consultant to finalize. | 13. Current | 13. In-progress |
| 14 MassDEP Solid Waste Survey and RDP Spending Report | 14. Working on the 2022 MassDEP Solid Waste Report and RDP Spending Report due in February. | 14. Due Feb. 2023 | 14. In-progress |
| 15 Patton Park Concrete Pool Deck | 15. Advertised for the concrete deck addition at the Patton Park Veteran's Pool. Bids are for the construction of an additional 3,700 SF concrete deck within the fenced area. Bids are due Feb 8th, 2023 at 11am. | 15. Due Feb 8th | 15. In-progress |

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| <p>Patton Homestead 1 Event/Programing</p> | <p>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. 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.</p> <p>New Programming efforts are in the works for January-April 2023. Efforts may coincide with the Recreation Department. Update: 4 art workshops, each spanning 6 weeks, are now open for registration. Programs are slated for March -April and take place in the North room of the Patton Homestead. More information can be found Hamilton-Wenham Recreation: Programs (myrec.com)</p> <p>Movie Night Updates: 4 new dates! The new dates for outdoor movies will be held on the 4th friday of each month for 4 months, starting in May.</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. No update</p> <p>Friends of the Patton Homestead working on coordinating Veterans Wellness Programs which will commence Spring 2023. Programs will take place on the grounds of the Patton Homestead in partnership with the Town as well as the Wenham Museum.</p> <p>Music Nights are in early stage planning</p> <p>General discussions with Rec Department took place in January to continue Spring + Summer public programming</p> | <p>1. Events + Programs</p> <p>January - ongoing</p> <p>January-April</p> <p>May 26th, June 23rd, July 28th, 2023, August 25th</p> <p>on-hold</p> <p>on-hold</p> <p>In progress for 2023 roll out</p> <p>In progress for Spring 2023</p> | |
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| <p>2 Property Improvements / General Planning</p> | <p>Town met with the HHS to discuss opportunities for them in the coming year at PH. Space was the primary topic of conversation. They will remain at PH with some limited use of the North Room, however, their main location remains in their current location.</p> <p>2. IRWA Kiosk has been quoted. Conversation with IRWA has materialized the possibility to this project being completed by IRWA with their new grant - conversations in progress</p> <p>Pavilion meeting took place with Town and Friends of the Patton Homestead representative. Estimates in progress. Quote may be obtained as early as last week in January</p> <p>Festival Grant submitted to Mass Cultural Council - no update</p> <p>MCC Facilities Grant is in progress for the Pavilion Structure. Town will submit grant with support from FPH. Due 2/2/23</p> <p>Meeting regarding specific fundraising needs will be scheduled in February. No - update</p> <p>Solar light + sign plan in progress but pushed to Spring - still gathering costs and assessing priorities. Update - need to wait for end of FY23 cycle to assess available funds</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. Update - new lease was submitted to incubate with updates based on the Utilities assessment. Negotiations in progress</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>January</p> <p>2.Property Updates</p> <p>January - in-progress</p> <p>January - in progress</p> <p>Spring 2023</p> <p>January 2023</p> <p>February 2023</p> <p>Assessed in May 2023</p> <p>on-going</p> <p>January 2023</p> <p>on-going</p> | |
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| 3. Marketing | <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. Update: FPH may be able to fund part of a flag pole replacement, but will require the Town to fund part of this project as well. The exact financial needs are being assessed.</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 update</p> <p>3. Marketing On-going</p> <p>No update</p> | |
| <p>Parks and Recreation</p> <p>1. Spring/Summer Program</p> <p>2. Patton Park Master Plan</p> <p>3.. Summer Staff</p> | <p>1. In the process of putting together our Spring/Summer brochure which includes the Patton Park Program and Pool. The brochure will be released in mid-february with registration starting on March 6th</p> <p>2. All public sessions have been concluded and we are working with out consultants on a draft final report. Once the draft is reviewed we will have a final master plan report which should be released by the end of February.</p> <p>3. We have started the process of our summer staff hiring. Once we know how many counselors/guards intend to return we will start the recruitment process</p> | | <p>On going</p> <p>On going</p> <p>On going</p> | |

7. Close call on the MBTA RailRoad Tracks.

7. The Hamilton Fire Department responded to Asbury Street @ the railroad crossing for the car versus the MBTA Train. The driving of the car thought they were turning onto a street instead of the railroad tracks. When they realized their error, they thankfully left the vehicle before the train collided with the car.



8. Training

Members of the Hamilton Fire Department completed the practical portion of the Nero's Law Training, which now allows EMS providers to render care and transport to injured K9's service dogs. Thank you to Jake McNeilly from McNeilly EMS Educators, Deputy Sheriff Boleski K9 unit and Essex Fire for hosting the class.

