



Town of Hamilton

Town Manager Report

For February 6, 2023

Department/ Project	Weekly Update	Timeline	Status
<p>Town Manager</p> <p>1. Budget and Capital</p> <p>2. Master Plan process</p> <p>3. Gordon Conwell zoning and Development Agreement</p> <p>4. Conservation By-Law update</p> <p>5. Search for a new Finance Director</p>	<p>1. The Proposed FY'24 operating budget and capital plan have been finalized and the warrant is being prepared. Town and school department representatives are coordinating the requests and are able to answer questions. Residents can engage with the Select Board and School Committee meetings to be better prepared for the Annual Town Meeting on April 1.</p> <p>2. The final public engagement for the Master Plan was held last Saturday, February 4 and was well attended. The consultants and Steering Committee will continue to work and solicit input from the public as they work toward a completion later this Spring or nearly summer.</p> <p>3. The Planning Board is working closely with attorney Jon Witten on developing the draft zoning and Select Board Chair Farrell and I have begun negotiations with the Seminary on the Development Agreement that is meant to accompany the zoning. The next few weeks will be critical in determining whether this proposed new zoning can be ready for Annual Town Meeting.</p> <p>4. The Hamilton Conservation Commission has one more community meeting to discuss and answer questions about the proposed Conservation By-Law revisions, which will be voted on at Town Meeting on April 1. The last session is on Feb. 11 from 10 a.m. to noon, at the HW Public Library.</p> <p>5. Finance Director Alex Magee has announced that he is leaving to take on the role of Deputy</p>	<p>1 Proposed budget finalized</p> <p>2 Spring or Summer 2023</p> <p>3. In development</p> <p>4. Feb. 11</p> <p>5. Position open until filled</p>	<p>1 <i>Will be voted April 1, 2023</i></p> <p>2 <i>On-going</i></p> <p>3. <i>On-going</i></p> <p>4. <i>On-going</i></p> <p>5. <i>On-going</i></p>

	Town Manager in the Town of Arlington. His final day in Hamilton will be February 24, 2023, and the search for a new Finance Director and Town Accountant is already under way.		
Town Clerk's Office			
2023 STREET LIST aka Town Census Forms and Voter Registration data maintenance	STREET LIST aka Town Census forms = proof of residency = eligibility to vote!! 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. Close to 2000 forms have already come back!	Dec 19 - completion	Ongoing
Dog License Renewals	In 2022 we issued 1131 licenses and 4 kennel licenses. We've already issued 590 2023 licenses.	January - December	
DBA	"Doing Business As" renewals due every 4 years. There are 36 up for renewal in 2023.	January - December	
2022 State Election is over!	On Friday, Feb 3 Kristin Kassner was sworn in as State Representative. Key Hamilton State 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%	Done	
2023, April 6 Local Election Calendar	Nomination papers became available January 10, 2023. Nine (9) positions up for reelection: <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. The unexpired term of Mimi Fanning on the Housing Authority will also be on the ballot, thus 10 positions up for reelection.		
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. Three of 28 officials have not yet filed and are	On going	

<p>3. Volunteers</p> <p>4. Newsletter</p>	<p>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. Cultural Council Grant received. We will plan a spring trip on the Essex River Boat Cruise.</p> <p>3. Friends has officially filed a 501c3 status. They can start fundraising asap. We are participating in the volunteer fair on Wednesday with the League of Women Voters. Hoping to get a good response from that.</p> <p>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.</p>		<p>3. Ongoing.</p> <p>4a. on-going</p>	
<p>Human Resources</p> <p>1. Openings</p> <p>2. New Location</p> <p>3. Employee Appreciation</p> <p>4. Audit</p> <p>5. Annual Town Report</p> <p>6. Personnel</p>	<p>1. <i>Current Openings:</i></p> <ul style="list-style-type: none"> ● Town Accountant/Finance Director ● Assistant Town Accountant ● Conservation Agent <p>2. The Human Resources office can be found with the new Health and Human Services Department located on the second floor of the Hamilton Council on Aging building at 299 Bay Road.</p> <p>3. Planning an employee appreciation/engagement event to take place early spring.</p> <p>4. Reorganization and internal compliance audit of Personnel Files.</p> <p>5. Annual Town Report</p> <p>6. Personnel Issues.</p> <p>7. Drafting a Code of Conduct policy for Town Hall Visitors.</p>		<p>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>8. Coordinating a 'Customer Service' town-wide training with MIIA.</p> <p>9. HR IMA under review.</p> <p>10. Coordinating a 'Self-Awarness' town-wide training with MIIA.</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. An appeal of the denied Stormwater Management permit application denial is also occurring.</p>	<p>2. Land court process on-going</p>	<p>2. Moving ahead</p>
<p>3. 421 Asbury St -40b</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. Hearing is closed as of Jan. 4, 2023. Decision in preparation by Special Town Counsel and by Board. Expect decision to be voted March 1.</p>	<p>3. Spring 2023</p>	<p>3. Moving Ahead</p>
<p>4. Consideration of zoning amendments</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</p>	<p>4. Spring /Summer 2023</p>	<p>4.on-going</p>

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 following the Jan. 14 budget presentation. Minimal changes are expected ahead of ATM.
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. Munis Upgrade	3. Coordinating Major Version upgrade with our Munis system, moving to from version 11.3 to 2021.5		3. Winter 2023
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.		4. Ongoing; no applicants during initial search period. Revisiting with T.M. and consultant.
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		5. Spring 2023
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.		6. Recap, Schedule A, and Balance Sheet all submitted on time; waiting for free cash certification.

Treasurer/Collector			
<p>1 Tax Title</p>	<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 Recorded our Tax Titles for FY 22 on Friday the 3rd at the registry of Deeds</p>		
<p>2 Billing</p>	<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> <p>With Leticia out on medical leave we are extremely busy trying to keep up with payments as well as our regular daily task.</p>		
<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>Will advertise tailings amount over \$100.00 next week.</p> <p>Tailings have been advertised and posted on the Town's website. At this point we will be able to move into tailing account as of Feb 17th</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</p>		

<p>5 Payroll</p> <p>6 Continuing Disclosure</p> <p>7 Misc</p>	<p>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>A couple of outstanding retirees issues regarding health care payments Sue is trying to resolve with retirees and bring them current.</p> <p>Sue had one last retiree outstanding issue which she hopes to wrap up Friday, She is meeting with our retirees to hopefully be resolved Friday.</p> <p>5. W2's have arrived and are being distributed now.</p> <p>6. Working on the Town's continuing disclosure for upcoming borrowings. Needs to be completed and returned back to Locke & Lorde by March 1st.</p> <p>7. Starting to try and clean up old files downstairs when we have a spare few moments. Storage is getting over run. Going to see if we can downsize some of our records that are permanent. Going to reach out to Records Management for advice.</p> <p>Leticia has written to the state about disposal of old files trying to make room downstairs. We are also speaking to Tim on how to dispose of these records.</p>	<p>Completed</p>	
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	<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. 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>Assessors 1. Statutory exemption</p>	<p>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..</p>		<p>1. Ongoing</p>	

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	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) a. EMD - \$860.00 b. Training - \$21533.80 c. Support and Incentive - \$27501.00	4. Submitted	4. Awarded
5. Public Safety Day	5. Public Safety Day and Bike Safety Rodeo. Public Safety was a huge success. Approximately 250-300 people were in attendance for the day.	5. 09/10/2022	5. Completed
6. Citizens Police Academy	6. Citizens Police Academy 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. 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.	6. 11/16/2022	6. Graduated
7. R.A.D. Class	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.	7. 11/07/2022	7. Graduated

<p>8.</p> <p>9.</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>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 Senate 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>8. 12/17/2022</p> <p>9. 01/10/2023</p>	<p>8. Completed</p>
<p>Public Health</p> <p>1. Covid</p> <p>2. Food/Pools/ Camps - permitting and Inspection</p> <p>3. Septic</p>	<p>1. Covid compliance is continuing to wind down with regard to state regulations. Wastewater data suggests that numbers are trending downward. The current seven day average of weekly new cases decreased 11.3% as more booster shots are being administered. We have approx. 1500 test kits available for the community and a supply of KN94 masks. Public Health Clinics are ongoing for the flu and bivalent booster every other 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 complete and round 1 food inspections is 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. 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</p>			

<p>4. Animals</p> <p>5. Programs</p>	<p>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 is complete. Barn inspections are complete and the barn book has been completed and 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. Please contact the Health Dept. or the COA to take advantage of this program.</p> <p>A new educational aspect has been added to the vaccination clinic times every other Wednesday evening at the COA. A number of topics have been planned for the upcoming classes and public health nurses and a social worker will be available for questions from the community. February 15, 2023 and February 22, 2023 Judith Ryan RN, BSN will be presenting on Heart Health.</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>5 PSB Recommissioning Project</p>	<p>1. The builders are working on the steel manufactured building. Wall paneling is planned for next week, followed by interior electrical work.</p> <p>2. The Contractor plans to begin the backflow installation work next week. Construction should take approximately 3 weeks to complete.</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>5. Weatherization work at the Public Safety Building began on 2/9/2023. This work should take a few weeks to complete.</p>		<p>1. Fall/Win. '22</p> <p>2. March 2023</p> <p>3. In-process</p> <p>4. In-progress</p> <p>5. In-progress</p>	<p>1. On-going</p> <p>2. On-going</p> <p>3. In-progress</p> <p>4. On-hold</p> <p>5. On-going</p>

6 Fueling Facility	<p>Following the weatherization work the building re-commissioning work will commence and plans are to be complete by April 2023.</p> <p>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.</p>	6. In-progress	6. On-going
7 DPW Garage Updates	7. The DPW Garage Roof is complete. Final walk through is scheduled for next week with the consultant, contractor, and roofing manufacturer.	7. In-progress	7. In-progress
8 Lead and Copper Water Service Assessment	8. Town staff has been busy gathering data for the consultants to start populating an inventory/assessment data set.	8. Grant Received	8. In-progress
9 SWMI Water/ Drought Task Force	9. The task for meet on 1/31/23 to discuss selection of a consultant for the regional study administered by MAPC.	9. On-going	9. On-going
10 Town Hall	10. Selected town staff met with the town hall architect to discuss a revised project scope and deliverables/timeline for revised bid documents.	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 Secondary Distribution Operator position is out for advertisement. Resumes are due to the town by 2/17/23.	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. No new update.	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. Completed	14. Completed

<p>15 Patton Park Concrete Pool Deck</p> <p>Patton Homestead</p> <p>1 Event/Programing</p>	<p>15. The town received 9 bids for the concrete pool deck for the expansion at the Patton Park Pool. The low bid was \$68,500. The town is performing reference checks on the low bidder. Work is planning to be completed by mid May 2023.</p> <p>ANNOUNCEMENT: Carol Jean Risch Mori, 67, wife, mother, and archivist at the Wenham Museum's Patton Family Archives, passed away peacefully at Kaplan House in Danvers on January 25, 2023, surrounded by her loving family after a courageous 25-year battle with breast cancer. It is so sad to learn of Carol's passing; she is simply irreplaceable and will be missed. Thoughts are with her family, and those who knew her well in this time of remembrance. Her obituary can be found here</p> <p>1. EVENTS + PROGRAMING</p> <p>New Programming efforts are in the works for January-April 2023. Efforts may coincide with the Recreation Department. Active registration: 4 art workshops, each spanning 6 weeks, are still 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 Programs (myrec.com) Update : still open for registration</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. - No Update</p> <p>Hamilton Historical Society will commence with Open Hours of their archived materials Thursdays from 1-3. They will host their Board meeting on the First Thursday of each month in the North Room from 1-3pm</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. Update: movie selection will be announced in the next newsletter!</p>	<p>15. Due Feb 8th</p> <p>January 25th</p> <p>1. Events + Programs</p> <p>January - ongoing</p> <p>Registration closes in Early March</p> <p>In progress for Spring 2023</p> <p>New Dates on-going</p> <p>May 26th, June 23rd, July 28th, 2023, August 25th</p>	<p>15. In-progress</p>
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<p>2 Property Improvements / General Planning</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 event for FY23-24 - Update: new conversations started for mid summer 2023</p> <p>Music Nights are still in early planning.</p> <p>General discussions with the Rec Department took place in January to continue Spring + Summer public programming. Update - several key conversations and on-site visits have occurred with some promising Nature Programs. Specific dates for youth offerings almost confirmed - stay tuned for updates on Social Media</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 - no update</p> <p>Estimate for the Pavilion was produced by a licensed architect in late January. With a defined cost, we are excited to actively coordinate a fundraising effort with Friends of the Patton Homestead.</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. Update - Grant Application</p>	<p>on-hold</p> <p>In progress</p> <p>Spring 2023</p> <p>February</p> <p>2. Property Updates</p> <p>February</p> <p>Late January</p> <p>Spring 2023</p> <p>February 2023</p>	
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<p>3. Marketing</p>	<p>submitted 2/2/23; results will be announced in May 2023</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 - conversations in place to renegotiate the on-going arrangement with Incubate.</p> <p>Misc. property user needs are on-going and addressed on a weekly basis.</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. 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. - no update</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>Assessed in May 2023</p> <p>on-going</p> <p>January 2023</p> <p>Spring 2023</p> <p>3. Marketing</p> <p>No update</p>	
<p>Parks and Recreation</p> <p>1. Spring/Summer Program</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>On going</p>	

2. Patton Park Master Plan	2. All public sessions have been concluded and we are working without 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.	On going	
3.. Summer Staff	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	On going	
Fire Department			
1. New Call Firefighters	1. The past two weeks our recruits were training in Hamilton with Massachusetts Fire Academy Class. This class is starting to wind down and the entire class took their State Firefighter 1&2 final exam on 2/6/23 for their certification.		1. Ongoing
2. Fire Incidents	2. The Hamilton Fire Department responded to the following calls along with other department activities. In the previous two weeks we responded to 13 fire alarm activations, 15 ambulance calls, 3 mutual aid calls in other communities, (Rowley and 2 times to Essex), 20 water emergencies and 5 public assists. We also conducted the following fire prevention activities, 4 smoke/carbon monoxide detector inspections, 2 child car seats installations, and 1 hydrant complaint		2. Ongoing
3.DFS Grant	3. The fire department recently applied for an equipment grant through the Department of Fire Services. The gear and equipment that we ordered through this grant has started to arrive from our vendor, we should have all of it by the end of February.		3. Ongoing
4. Budget	4. The fire department has completed its Budget & Capital requests for FY24 and it has been submitted . Waiting for the Warrant to be finalized and for Town Meeting on 3/1/23.		4. Ongoing
5. Two Car Head on MVA	5. The Hamilton Fire Department responded to Bridge Street for a head on two Car motor vehicle accident (MVA) reported with entrapment.		5. Ongoing highlights

6. Response to weather extreme conditions

Although this accident looked really bad no one was seriously injured.



6. Over the weekend we responded to a plethora of cold weather emergencies. The emergency calls just didn't stop, they started on Friday night and didn't end until Monday morning.

- > Broken water pipes
- > Sprinkler system freeze ups
- > Water Damage
- > House fire in Essex



HFD responded to a house fire on Friday night in Essex off of Chebacco Lake.

Picture taken from Gregory Island Road in Hamilton.