



Town of Hamilton

Town Manager Report


For March 6, 2023

Department/ Project	Weekly Update	Timeline	Status
Town Manager 1. Budget and Capital 2. Master Plan process 3. Gordon Conwell zoning and Development Agreement	1. The Warrant Book is nearing completion, including all appendices. The Select Board and Finance and Advisory Committee will vote on their recommendations to be included in the Warrant on Monday, March 6. 2. The consultant and the Steering Committee are now working on the draft of the Master Plan, as final public outreach efforts continue. 3. The Planning Board is working closely with attorney Jon Witten on developing the draft zoning and Select Board Chair Farrell and I have	1 Proposed budget finalized 2 Spring or Summer 2023 3. In development	1 <i>Will be voted April 1, 2023</i> 2 <i>On-going</i> 3. <i>On-going</i>

<p>4. Zoom Meetings continued by the House</p> <p>5. New Finance Director to start March 13, 2023</p> <p>6. Accounting division reorganization</p>	<p>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 ability for public boards and committees to hold virtual public meetings is on its way to being extended yet again. The Massachusetts House of Representatives voted this week to extend that ability, along with several other pandemic era allowances and the Senate will be taking up a similar proposal soon. The current allowance for “zoom” meetings expires in April 2023, unless the legislature acts to extend it.</p> <p>5. The Town has hired a new Finance Director. Wendy Markiewicz, who was most recently the Assistant Director and Director of Finance for the Reading Municipal Light Company has accepted the position with a start date of March 13, 2023.</p> <p>6. Despite the addition of Wendy Markiewicz, the town’s accounting division is still short-handed, with two open positions. The town has been advertising these positions for more than six months and it has been difficult to attract qualified candidates. As a result, we have added the services of a professional municipal services consultant to ensure that the town’s daily/ weekly accounting function is served, while Wendy gets</p>		<p>4. April 2023</p> <p>5. Completed</p> <p>6. Temporary contract help</p>	<p>4. <i>On-going</i></p> <p>5. <i>Completed</i></p> <p>6. <i>Will reassess in June 2023</i></p>
--	--	--	--	--

	<p>familiar with our operation and to provide her with support staff. We have engaged Marcum, a municipal finance auditing and consulting company that provides municipal accounting services on a contract basis. They currently have a long and successful track record in maintaining the General Ledger, managing accounts payable, and other accounting functions.</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>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. Close to 2000 forms have already come back! A reminder has been posted on the town message board and will be posted on Facebook. We will decide if we want to spend the money for a second mailing to delinquent households.</p> <p>In 2022 we issued 1131 licenses and 4 kennel licenses. We've already issued 665 2023 licenses. Renewals are due by March 31, late fees (\$25 in addition to license fee) will be applied June 1.</p>		<p>Dec 19 - completion</p> <p>January - December</p>	<p>Ongoing</p>

<p>DBA</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>“Doing Business As” renewals due every 4 years. There are 36 up for renewal in 2023. We have issued 13 new DBA’s this calendar year, banks are requiring a DBA when a business opens a new bank account or changes the address.</p> <p>Ballots have been ordered and the sample is posted on the Clerk’s webpage. There are no contested races. There is a candidate for each race. The Debt Exclusion question is the only question on the ballot.</p> <p>All elected officials and those that ran in 2022 but were not elected MUST file the year end report. Two of 28 officials have not yet filed and are delinquent. Next step is referral to state Campaign Finance who will imposed fines of \$25/day up to \$5000</p> <p>Info and links were sent to town hall employees for the Ethics Commission NEW on-line program for municipal employees and members of boards and committees to take the Conflict of Interest Training. Paper copies of training certificates will no longer be printed, completion will be tracked and maintained in the state database. As of March 9, 83 employees have created accounts in the new system. THANK YOU for your cooperation!</p>	<p>January - December</p> <p>Jan - April</p> <p>On going</p> <p>Feb - March</p>	
---	---	---	--

<p>2023 Annual Flammable Registration Renewals</p>	<p>There are 7 licenses for Flammable storage in Hamilton. Annually, both a registration form and a permit have to be renewed. We coordinate with the Fire Chief we have mailed the registration renewals and permit renewals.</p>		<p>March-April</p>	
<p>COA</p> <p>1. Programs</p>	<p>1a Continue to offer Dementia Friends Training once a month in collaboration with Wenham COA.</p>  <p>1b Starting to plan programming for April and May. Our yoga class will continue. We are starting a guided meditation and reiki class. Balance Class started on Monday 2/6/2023. First lunch and learn series will be on March 13th. We have a trip sponsored by the Friends that will run to Encore. 10 men showed up for breakfast on</p>		<p>1a. Ongoing</p>	

<p>2. Grants</p>	<p>Thursday. Other upcoming program includes service dogs coming back, space exhibit, Mike Wilson coming to our Men's Group. We also offered a breakfast at our men's group that had 12 participants.</p> <p>1c. We are partnering with the Health Department to start offering sharps containers to town residents. Sharps containers were delivered recently. So far we have given out 6 containers. Residents are starting to return the sharps containers.</p> <p>1d. Open Enrollment for Medicare was October 15th-December 7th-the month of November 40 residents were helped. In total 80 residents were helped during open enrollment. Continuing to get calls every week for SHINE appointments.</p> <p>2a. Funding for the Formula Grant has been released. Our funding has increased because of the 2020 census. We had an additional 648 residents on the census in 2020. Cultural council grant paperwork has been turned in for the 2023 year. No word on the Cultural Council Grant as of yet. Cultural Council Grant received. We will plan a spring trip on the Essex River Boat Cruise.</p>		<p>2. Ongoing.</p>	
------------------	---	--	--------------------	--

<p>3. Volunteers</p> <p>4. Newsletter</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. Friends met on Tuesday 3/7/2023 they talked about doing two fundraisers a year to help offset the costs. Looking at a fundraiser in May.</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. We have two new volunteers to help with getting the newsletter out.</p>	<p>3. Ongoing.</p> <p>4a. Ongoing</p>	
<p>Human Resources</p> <p>1. Openings</p> <p>2. New Location</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>1.1 Town Accountant interviews and reference checks completed. Recommendation sent to Town Manager.</p>	<p>1. Done</p>

<p>3. Employee Appreciation</p> <p>4. Audit</p> <p>5. Annual Town Report</p> <p>6. Personnel</p>	<p>3. Planning an employee appreciation/engagement event to take place early spring. Possible location at Patton Homestead.</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>8. Coordinating a 'Customer Service' town-wide training with MIIA.</p> <p>9. HR IMA under review.</p> <p>10. Creating a recreation presentation - College/Job Interview preparation for teens.</p> <p>10. Coordinating a 'Self-Awarness' town-wide training with MIIA. Researching additional options.</p>	<p>Active personnel files have been located to HR Office, Audit in progress - continues</p>	<p>4. Proceeding</p> <p>5. On-going</p>
--	---	--	---

<p>3. 421 Asbury St -40b</p>	<p>Project approved by ZBA March 1, 2023</p>	<p>3. Spring 2023</p>	
<p>4. Consideration of zoning amendments</p>	<p>GCTS campus land area to be considered for zoning amendments with the benefit of a consultant team funded by town and Gordon Conwell T.S.. Modifications to stormwater management bylaw likely to occur afterward. Starting consideration of MBTA residential zoning - created a committee to prepare an action plan - submitted Dec. 2022 ahead of Jan. 31, 2023 due date. Board considering amendments to Senior Housing, OSFPD and Inclusionary Housing bylaws.</p>	<p>4. Spring /Summer 2023</p>	
<p>5. Parking Study Recap</p>	<p>Planning Director presented parking plan to Select Board Dec 12. Addressing comments; working with DPW and later Select Board for approval and implementation.</p>	<p>5. Winter / spring 2022/2023</p>	
<p>6. Inspectional Services</p>	<p>1. On-line Permitting - we are getting closer everyday, the assessor's office has supplied the data to the company so the new system will mesh with the map & lot addresses.</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 75 building permits thru February for the current year, this includes everything from simple repairs to roofs, siding, additions, and new structures.</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.	

<p>5. GFOA Style budget book</p> <p>6. State Reporting</p>	<p>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</p> <p>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.</p>		<p>5. Spring 2023</p> <p>6. Recap, Schedule A, and Balance Sheet all submitted on time; waiting for free cash certification.</p>	
<p>Treasurer/Collector</p> <p>1 Tax Title</p> <p>2 Billing</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. Preparing to mail out 1st commitment of 2023 for Motor Vehicle excise tax.</p>			

<p>3 Tailing</p> <p>4 Benefits</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>Commitment 1 for 2023 of Motor vehicle excise tax is being mailed on the 28th.</p> <p>Still a challenge for Sue and I to keep up with Leticia out.</p> <p>Working on preparing a file for 4th qtr Real Estate and Personal property. Working with Kelly and Ryan on samples and mail date of the bills.</p> <p>Will talk with Sheryl about moving money into a tailings account at this point.</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>6 Continuing Disclosure</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>Sue has gotten a great handle on benefits and seems to be running smoothly now. Great Job Sue!</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. Returned information today. Waiting to see if there is any follow up questions,</p>			
---------------------------------------	--	--	--	--

<p>7 Misc</p>	<p>Working with Hilltop finalizing Annual Report should sign off by 3/10/2023.</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>Working with Dave Coppola to auction off one parcel of land hopefully March 20th</p>		<p>Completed</p>	
----------------------	--	--	------------------	--

Assessors			
1. Statutory exemption	1. The Assessors office is receiving FY2023 exemption applications in preparation for Actual bill run for Q3. Gathering information from DLS to ensure accurate documents are provided by veterans..		1. Ongoing
2. Abatements/ Tax deferrals	2. The Assessors office is currently conducting ongoing inspections for 45 real estate abatements.		2. May 30 deadline
3. FY2024 tax recap	3. For FY2024 the Assessors office is working with DLS advisor at DOR to begin meeting requirements for five year recertification in the fall.		3. In process
4. FY2023 property record updates	4. Working with CAMA company to update current and add records in preparation for FY2024 new growth and revaluation year adjustment process.		4. Ongoing
5. Permits/growth	5. Property Record Cards are updated with current new permit activity, assessors office will be conducting field inspections. Assessors office keeping track of new construction for actual bills.		5. Ongoing

<p>6. Motor vehicle/boat excise tax</p> <p>7. GIS updates</p> <p>8. Chapter land projects</p>	<p>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.</p> <p>7. Continue to work with CAI to ensure GIS maps are accurate and that GIS system maps parcels correctly</p> <p>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.</p>	<p>6. Ongoing</p> <p>7. Ongoing</p> <p>8. October 1, 2022</p>	
<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>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)</p>	<p>1. Sept 2022</p> <p>2. Awarded</p> <p>3. Submitted</p> <p>4. Submitted</p>	<p>1. Completed</p> <p>2. Awarded</p> <p>3. Awarded</p> <p>4. Awarded</p>

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
8.	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.	8. 12/17/2022	8. Completed
9.	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	9. 01/10/2023	9. Completed

<p>10.</p>	<p>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>On April 25th, the Hamilton Police Department will once again participate in our annual fundraiser to benefit the Hamilton/Wenham Special Education Department. HPD will be teaming up with Five Sons Pizza to raise money for this worthy cause. On April 25th, Five Sons Pizza will donated 20% of all proceeds to the Special Education Department. Officers will be volunteering their time to deliver food to local residents.</p>		<p>10. 04/25/2023</p>	
<p>Public Health</p> <p>1. Covid</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.</p> <p>We have approx. 1500 test kits available for the community that we'd like to distribute and a supply of KN94 masks. Please contact the health dept. Or the COA if needed.</p>			

<p>2. Food/Pools/ Camps - permitting and Inspection</p> <p>3. Septic</p> <p>4. Animals</p> <p>5. Programs</p>	<p>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 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. 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. 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</p>			
---	--	--	--	--


	<p>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. On March 15, 2023 regional social worker, Jess Palm LICSW will be presenting on Identifying Symptoms of stress and coping strategies.</p>			
<p>Public Works 1 GAC Filtration Project</p> <p>2 Asbury Grove Backflow</p> <p>3 Essex Street Drainage</p>	<ol style="list-style-type: none"> 1. Foundation block has been completed and building panels are being installed. The exterior of the building is scheduled to be finished by the end of next week. 2. The backflow installation and project is complete. 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 		<ol style="list-style-type: none"> 1. Fall/Win. '22 2. Complete 3. In-process 4. In-progress 	<ol style="list-style-type: none"> 1. On-going 2. Complete 3. In-progress 4. On-hold

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.		5. In-progress	5. On-going
5 PSB Recommissioning Project	5. Weatherization work at the Public Safety Building is complete and a final walk thru is scheduled for March 1st. Following the weatherization work the building re-commissioning work will commence and plans are to be complete by April 2023.		6. In-progress	6. 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.		7. In-progress	7. In-progress
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. No new update.		8. Grant Received	8. 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. No new update.			

9 SWMI Water/ Drought Task Force	9. The task force met on 1/31/23 and selected Dewberry Engineering for the first phase of the water regional study.	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. No new update.	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 were due to the town by 2/17/23. 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. No new update.	13. Current	13. In-progress
14 Patton Park Concrete Pool Deck	14. 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 has awarded this project to low bidder T4 Construction LLC from Salem,	14. Awarded	14. In-progress

<p>15 Hamilton Downtown Streetscape Project</p> <p>Patton Homestead</p> <p>1 Event/Programing</p>	<p>MA. Work is planned to begin when the weather improves.</p> <p>15. DPW in connection with the HDC has contracted with BSC Group, Inc. to provide conceptual designs and costs for improvements to Hamilton's downtown, including pedestrian walkways, sidewalks, crosswalks, plantings, etc. with intentions to file a MassWorks grant for construction funding</p> <p>1. EVENTS + PROGRAMING</p> <p>New Programming efforts are in the works for January-April 2023 + summer. 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 <u>Hamilton-Wenham Recreation: Programs Programs (myrec.com)</u> 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>15. Awarded</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>15. In progress</p>
--	---	--	--	------------------------

	<p>FPH Board have planned a meet and greet for prospective new board members. Member growth anticipated to start in Spring or Summer 2023.</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 - no update</p> <p>Family Music Nights “Patton Picnics” planned for Spring 2023. Tentative dates include 5/11, 5/18, 6/1 and 6/8.</p> <p>Movie Night Updates: The dates for outdoor movies will be held on the 4th friday of each month for 4 months, starting in May. May 26th, June 23rd, July 28th, 2023, August 25th Update: movie selection confirmed and licencing is pending - stand by for reveal by April 2023</p>		<p>March 14th</p> <p>No update</p> <p>Spring Music</p> <p>April 2023</p>	
--	---	--	--	--

<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 summer 2023 -no update</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</p>	<p>on-hold</p> <p>In progress</p> <p>February</p> <p>2. Property Updates</p> <p>February - ongoing</p>	
---	---	--	--

	<p>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 - update: conversations also starting with the Planning Office re: Open Space. Goal is to place informational signage onsite for general property regulations as well as user engagement</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. - no update</p> <p>Festival Grant submitted to Mass Cultural Council - no update</p> <p>MCC Facilities Grant Application 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 - no update</p> <p>Incubate CoWorking is not extending their lease.</p>		<p>No update</p> <p>No update</p> <p>February 2023</p> <p>Pushed to May 2023</p> <p>Feb update</p> <p>on-going</p> <p>Update for February</p>	
--	--	--	--	--

<p>3. Marketing</p>	<p>Misc. property user needs are on-going and addressed on a weekly basis.</p> <p>Flag Pole- replacement plan underway. Shortage on Town staff has resulted in lowering the priority of replacing the flag at the Patton Homestead - replacement could take place any day.</p> <p>3. Sponsor solicitation is underway for Public Events. Marketing resources are currently being reserved for the Spring Public Event Season</p>		<p>3. Marketing</p>	
<p>Parks and Recreation</p> <p>1. Spring/Summer Program</p> <p>2. Patton Park Master Plan</p>	<p>1. The Spring Summer Brochure is now available and can be viewed using the link below:</p> <p>https://online.flippingbook.com/view/154534987/</p> <p>2. The Patton Park Master Plan process is wrapping up and the final report will be finalized in the coming weeks. We will be sure to disseminate the report and information to the public in a timely fashion.</p>		<p>On going</p>	

<p>3.. Summer Staff</p> <p>4. Pool Improvements</p>	<p>3. All summer employment opportunities for the camp and pool have been posted and we are accepting applications and interviewing candidates. We are aiming to have this process wrapped up by the end of March. We typically employ approximately 70-75 seasonal employees</p> <p>4. Bids for the extension of the pool decking came back favorably and we will be starting this project when the weather warms. We will be adding some larger shade structures as well as additional tables and umbrellas to the deck as well. We will also be offering public wifi and well as cashless payment at the pool. We are excited about these news features and will start further promoting these to the public shortly.</p>		<p>On going</p>	
---	--	--	-----------------	--

<p>3.DFS Grant</p> <p>4. Budget</p> <p>5 Fire Engine</p>	<p>activities, 8 smoke/carbon monoxide detector inspections, 0 child car seats installations, and 0 open burning complaints.</p> <p>3. The fire department recently applied for an equipment grant through the Department of Fire Services. The gear has arrived and we are working towards finalizing the grant payments and closing out the paperwork.</p> <p>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 4/1/23. We provided data to David Wanger (Finance Rep) for the Town Meeting narrative that he will be writing for the replacement of Engine 3.</p> <p>5. I met with the sales person from Pierce Fire Apparatus last Monday to finalize the specs of the proposed Fire engine. I am happy to report to you that we are still within our original target price point</p>			<p>3. Ongoing</p> <p>4. Ongoing</p> <p>5.Ongoing</p>
--	---	--	--	--
