





# Town of Hamilton

## Town Manager Report

For April 3, 2023

Department/ Project	Weekly Update	Timeline	Status
<p><b>Town Manager</b></p> <p>1. <b>Town Meetings April and June 2023</b></p> <p>2. New Finance Director starts</p> <p>3. Patton Park Master Plan Complete</p> <p>4. ADA Accessibility Plan complete</p>	<p>1. Annual Town Meeting was held on Saturday, April 3, and the slideshow, displaying the warrant article motions and vote totals has been posted to the town website. The slideshow includes valuable information on the Turf Field project and financial impacts to the town, for those residents who want to review that information before Thursday's election. Planning now begins for a Special Town Meeting in June. The Select Board will vote to open the warrant on Monday, April 3, 2023 - but we are expecting a short warrant.</p> <p>2. New Finance Director Wendy Markiewicz started in Hamilton on March 13.</p> <p>3. CBA Architects has completed the Patton Park Master Plan and will review the plan with the Select Board on Monday, March 20, 2023.</p> <p>4. The Collins Center at UMass Boston has completed Hamilton's ADA Self-Evaluation and Transition Plan (SETP). The Plan evaluated all public spaces and programs and makes recommendations for how to improve accessibility for all residents across all areas of programming and service delivery in town. Staff from the Collins Center will be invited to a future Select Board meeting to review the SETP and provide information for the Board on how to start implementing the recommendations of the Plan.</p>	<p>1. June 2023</p> <p>2. Complete</p> <p>3. Complete</p> <p>4. Complete</p>	<p>1. <i>Planning</i></p> <p>2. <i>Complete</i></p> <p>3. <i>Complete</i></p> <p>4. <i>Complete</i></p>

<p>5. Master Plan Steering Committee</p>	<p>5. The Hamilton Master Plan Steering Committee continues to work with new consultants, The Barrett Group, and members of the MPSC are meeting with the Steering Committee of the Wenham Master Plan this week to ensure that the two plans are aligned when it comes to shared services and shared resources. The Hamilton MPSC will make a brief report at the Annual Town Meeting.</p>	<p>5. On-going</p>	<p>5. <i>Late summer or Fall 2023</i></p>
<p>6. EV Charging Stations at Patton Park</p>	<p>6.</p>  <p>The two new EV Charging Stations at Patton Park are ready for public use. Additionally, the Select Board has approved a small fee structure, to help the town cover costs, in providing this service to our residents. Beginning on March 30, 2023, all four of the publicly available charging stations - at Patton Park and Town Hall -will now charge a small fee to cover the costs of electricity and other related costs. Still cheaper than a tank of gas.</p>	<p>6. Complete</p>	<p>6. <i>Complete</i></p>
<p>7. Addressing storm water runoff</p>	<p>7.</p> 	<p>7. On-going</p>	<p>7. <i>On-going</i></p>

	<p>Kudos to Conservation Agent Brian Colleran, who worked with state, other local staff, and the property developers to address an on-going storm water runoff issue that had developed on Bridge St. where several home lots are under construction. Due to the pitch of the hillside and lack of proper storm water mitigation efforts, silt from the site was running off during rain events and finding its way into the Miles River, and on to neighboring residential properties. Brian issued an enforcement order and notified state and federal officials of the threat to the wetlands bordering Miles River and the developers complied with the order to contain their runoff on their work sites. There are several other home lots adjacent to this site, so enforcement and protection of the natural resource area will be on-going until the homes are built, but at the moment the developer has undertaken appropriate measures to minimize and remove the impact to the Miles River and the neighboring properties. The town will continue to monitor this.</p>			
<p><b>Public Works</b></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>6 Fueling Facility</p>	<ol style="list-style-type: none"> <li>1. Interior process piping is under construction.</li> <li>2. All the installation work is complete with the final site restoration planned as soon as the weather breaks. <b>No new update.</b></li> <li>3. Working with the engineering consultant on a redesign to present to the owner of 470 Essex Street for consideration as well as a reviewing possible alternatives to the drainage along Essex Street north of Appaloosa Lane. <b>No new update.</b></li> <li>4. The Order of Conditions for the Chebacco Road project has been appealed. This project has been put on hold until there is resolution. <b>No new update.</b></li> <li>5. The weatherization work at the Hamilton Public Safety Building is complete. The re-commissioning work, Phase 2, of the project will begin this spring and finish up in the summer. <b>No new update.</b></li> <li>6. <b>Funding for the Hamilton Fueling Facility was approved at the ATM on April 1st. With the funds currently available the town is re-engaging our engineering consultants to finalize the design for construction.</b></li> </ol>		<p>1 Fall/Win. '22</p> <p>2 <b>April 2023</b></p> <p>3 <b>On-going</b></p> <p>4 In progress</p> <p>5 Completed by June</p> <p>6 In progress</p>	<p>1 On-going</p> <p>2 On-going</p> <p>3 In progress</p> <p>4 <b>On-hold</b></p> <p>5 On-going</p> <p>6 On-going</p>

7 CPC Project Patton Park Master Plan	7. The Patton Park Master Plan <b>final report</b> is complete and available on the Town of Hamilton website.	7 <b>Completed</b>	7 In-progress
8 Employment	8. Hamilton DPW will be advertising for a new Heavy Equipment Operator for the Highway Department. <b>DPW continues to review resumes and accept applications.</b>	8 <b>Open</b>	8 In-progress
9 DPW Garage Updates	9. DPW <b>received</b> additional funding at ATM on April 1st to secure full funding for new bay doors for the DPW garage. <b>Bid documents will be drafted for a summer construction project.</b>	9. In-process	9. In-progress
10 EV Charging Station	10. <b>New EV charging stations are on-line at Patton Park and Hamilton Town Hall.</b>	<b>10. Complete</b>	<b>10. Complete</b>
11. Lead and Copper Water Service Assessment	11. <b>On March 29th, Hamilton Water had an update meeting with consultants on the next steps in creating an assessment and inventory of the water services in Hamilton.</b>	11. October 2024	11. In-progress
12. Town Hall	12. The Town reengaged LLB Architects for assistance in reducing the scope of the Town Hall project to only include the high priority items. The revised project will require some re-design and plans are to have this ready for town meeting in June 2023. <b>No new update.</b>	12. On-going	12. In-progress
13. GIS Asset Management	13. The Town has contracted with Dewberry Engineers to assist with establishing a GIS asset management program, starting with the water system and then adding in other attributes in the future. <b>No new update.</b>	13. On-going	13. In-progress
14. Building Controls	14. The Town has contracted with Howse Corporation to upgrade the town's building control software and server. The upgrade will include the migration from Metasys over to Facility Explorer which provides an open-source solution for easier maintenance as well as alarm notifications. <b>No new update.</b>	14. June 2023	14. In-progress
15. Hamilton Downtown Streetscape Improvements	15. Hamilton DPW in partnership with the Hamilton Development Corp have engaged BSC Group for engineering services related to improvements to the Hamilton Downtown. BSC Group will assist the town with conceptual design improvements and	15. June 2023	15. In-progress

	pursuing grants for implementation. <b>BSC Group is assisting Hamilton and the HDC with a MassWorks grant application due in June 2023.</b>			
<b>Police</b> 1. 2nd annual Fundraiser to benefit Hamilton Wenham Special Education	On April 25th, the Hamilton Police Department will once again participate in our annual fundraiser to benefit the Hamilton/Wenham Special Education Department. Hamilton Police and Fire Departments along with the Wenham Police and Fire Departments will be teaming up with Five Sons Pizza to raise money for this worthy cause. On April 25th, Five Sons Pizza will donate 20% of all proceeds to the Special Education Department. Police Officers and Firefighters will be volunteering their time to deliver food to local residents.		1. April 25th	

<p><b>Fire Dept</b> 1. Department Stats</p>	<p>1. The Hamilton Fire Department responded to the following calls along with other department activities. In the previous two weeks we responded to 15 fire alarm activations, 1 Chimney fire, 34 ambulance calls, 2 mutual aid house fires (1 in Rowley &amp; 1 in Ipswich), 2 public assists and 1 OIC calls. We also conducted the following fire prevention activities, 15 smoke/carbon monoxide detector inspections, 2 child car seats installations and 1 open burning complaint.</p>	<p>1. On-going</p>	
<p>2.DFS Grant</p>	<p>2. The fire department 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. I have submitted the invoices of \$15,500.00 to the Town for payment. Once the vendor has been paid, I can then apply for reimbursement for these funds from the State.</p>	<p>2. On-going</p>	<p>2 The Grant needs to be finalized by the end of June.</p>
<p>3. Replacement of Engine 3</p>	<p>3. I met with the sales person from Pierce Fire Apparatus last Monday to finalize the specifications of the proposed fire engine. I am planning on meeting Allegiance Fire Apparatus after Town Meeting to place the order for our new fire Engine.</p>	<p>3. On-going</p>	<p>24-28 months out for the build and delivery time-frame.</p>
<p>4. Professional Development</p>	<p>4. For the past four weeks the fire department has been hosting a professional development Fire Officer 1 Class for area Cities and Towns. We presently have five of our officers enrolled in this program and once they have completed it, they will have earned their Massachusetts Fire Officer 1 State Certification.</p>	<p>4. On-going</p>	<p>The last class is being held on 4/8/23.</p>
<p>5. Call/Volunteer Firefighter Hiring Campaign</p>	<p>5. Come join the team of Hamilton Firefighters and make a difference! We are actively recruiting (PAID-ON-CALL) Firefighters. If you are a motivated person that wants to learn, help others and give back to the community all while being paid for your services, this part time position is for you. Call Chief Raymond Brunet for information at 978-468-5559 Monday through Friday between 8am-5pm. Click the link below for a job application. Completed forms can be emailed to rbrunet@hamiltonma.gov and/or mailed to 265 Bay Road Hamilton, MA 01982 Applications must be returned no later than 4/15/23 <a href="https://www.hamiltonma.gov/wp-content/uploads/2017/02/Hamilton-New-Hire-Application.pdf?fbclid=IwAR15a5tw9Mn56VnzIDQyFueCHj9JOoTostM4famBDIWya_-nl5Dm4g-RYRM">https://www.hamiltonma.gov/wp-content/uploads/2017/02/Hamilton-New-Hire-Application.pdf?fbclid=IwAR15a5tw9Mn56VnzIDQyFueCHj9JOoTostM4famBDIWya_-nl5Dm4g-RYRM</a></p>	<p>5. On-going</p>	<p>We are always looking for good people for our team!</p>



6. Chimney Fire

6. On March 26th the Hamilton Fire Department responded to an active Chimney Fire on Highland Street. Ladder 4 (a combination pump and ladder) was first due with a crew of 3. The crew laid 800 feet of supply line from the nearest hydrant on approach and positioned for ladder and pump operations in the driveway. All members did an excellent job to contain this fire to the chimney, with no damage to the structure or residents' contents. Kudos go to Ladder 4's operator, Firefighter Tuneberg for excellent positioning in a very tight driveway.



<b>Planning &amp; Inspectional Services</b>			
1. Master Plan	1. Open Committee meetings are held second and fourth Thursdays of each month with the addition of special meetings and public events as needed. A website has been created ( <a href="http://www.hamiltonmasterplan.com">www.hamiltonmasterplan.com</a> ) which included project materials, report documentation, engagement and other items. An electronic survey form is available to obtain public input. <b>A third public engagement meeting (to be held via Zoom) will occur May 17.</b>	1 Project to be completed approximately June 2023	1. On-going
2. 133 Essex Street, Senior Housing Special Permit Application	2. 133 Essex Street still before the Planning Board. At the 4/21/22 meeting the review focus was on a construction management plan during the construction period. <b>Project denial by Planning Board - applicant court case began.</b>	2 On-going	2. On-going
3. 421 Asbury St - 40b	3. 421 Asbury St. 40B Project - Formal submission to the ZBA has occurred for this 45 unit affordable housing project. The hearings process began April 6 with the ZBA. <b>Project approved March 1.</b>	3 Spring 2023	3. <b>ZBA Permitting Completed</b>
4. Planning Board consideration of zoning amendments	4. <b>GCTS campus rezoning discussions actively underway with a companion development agreement - both of which will require town meeting approval.</b>	4. <b>Sum. 2023/STM</b>	4. <b>On-going</b>
5. Inspectional Services	5. <b>59-63 Willow St- The 18 residential units were issued a Certificate of Occupancy on June 29, 2022. The 1st floor commercial space will be built out under a separate permit.</b> 6. <b>3 of the 9 lots on Bridge Street (land formerly owned by Gordon-Conwell) have been issued building permits and construction is underway.</b> 7. The online permitting system is getting closer to being a reality. 8. We are anticipating a pre-construction meeting with Habitat for Humanity regarding the upcoming project at 434-436 Asbury Street (5 duplexes).	5. To request occupancy permit mid May. Commercial space to be followed afterward.	5. On-going






<b>Public Health Department</b> 1. COVID  2. Food Permitting and Inspection  3. Septic  4. Animals  5. New Programs	1. Covid compliance is continuing to wind down with regard to state regulations. Wastewater data suggests a huge decline in numbers and currently new cases are down 20% over last week. We currently have approx. 1500 test kits and KN94 masks available at the COA if needed by the community. Public Health clinics for the flu and bivalent boosters are on-going every other Wednesday from 4:30-6:30 at the COA building for ages 5 and up (Primary booster - 6mo. And up).  2. Permitting of food establishments has been completed. Round 1 of food establishment inspection is nearing completion in accordance with appendix 5 of the 2013 food code.  3. Soil tests, plan reviews and septic inspections are on-going along with permitting of septic haulers. We have processed 582 septic pumping reports, licenced 39 septic installers, 9 septic haulers, 9 title inspectors and 6 maintenance providers. We have completed 59 plan reviews, 71 title 5 reports, 38 soil tests and issued 17 certificates of compliance..  4. Permitting of animal keeping is complete. Barn inspections are complete and the barn book is complete and filed with the state.  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 Road) taken home, filled and returned for disposal free of charge. Please contact the Health Dept. or the COA to take advantage of this program.	On-going	

<p><b>Finance</b></p> <p>1. Budget</p> <p>2. Financial Policy Implementation</p> <p>3. FY23 Year End</p> <p>4. Munis Upgrade</p> <p>5. FY 22 Audit</p> <p>6. Recovery Funds</p>	<p>1. FY24 budget was approved at Town Meeting on Saturday, April 1st.</p> <p>2. New Finance Director to review Financial Policy progress and work with Town Manager to determine a timeline for implementation of 2-3 prioritized financial policies (per guidance from SB, FinCom, and Administration).</p> <p>3. Begin to discuss a timeline for year end procedures; prioritize the challenges related to obtaining all FY23 documents and invoices timely.</p> <p>4. This has been rescheduled to August 2023, due to staff turnover.</p> <p>5. CLA to review its completion of the FY22 Audit with the Select Board on May 1st.</p> <p>6. Working to complete ARPA recovery fund requirements.</p>		<p>1. Complete</p> <p>2. In transition</p> <p>3. Ongoing through late August</p> <p>4. Rescheduled</p> <p>5. Review May 1, 2023</p> <p>6. Deadline April 30, 2023</p>	
<p><b>Treasurer/Collector</b></p> <p><b>1 Tax Title</b></p> <p><b>2 Billing</b></p>	<p>FY 22 Tax Title accounts have been recorded at the registry of Deeds.</p> <p>One bankruptcy account can now be taken into Tax Title. Advertisement has been completed now we can record at Registry and tax subsequent years as well</p> <p>Held our first Land Auction March 20th. We are in the process of completing all the paperwork for final closing. Final step will be to add back to our Tax role.</p> <p>1 st commitment of 2023 Motor Vehicle tax payments is still coming in at a steady pace.</p> <p>4th Qtr Real Estate and Personal Property tax bills are under review now and will be billed March 28th.</p> <p>4th Qtr Real Estate and Personal Property Bills are out and due May 1st.</p> <p>1st Commitment of the Excise tax bill was due March 30th. Analyzing flow in preparation of mailing demands</p>			



<p><b>3 Tailing</b></p>	<p>3. One of our bigger upcoming projects will be our tailings account process for the Towns A/P account.</p> <p>Started the tailing process this week. Reviewing old checks and will be reaching out to departments for some help.</p> <p>Mailed out our first round of tailings letters. Will begin the process of voiding and reissuing. Receiving responses from our letters. Leticia has started re-issuing checks.</p> <p>Have asked Sean to help. Have not received back any letters for Rec Refunds. There were quite a few of those due to Covid.</p> <p><b>Tails have been advertised and posted. Once Leticia gets back we will work on finalizing moving to our tailing account.</b></p>			
<p><b>4 Benefits /Payroll</b></p>	<p>4 Transitioning Benefits has also been completed. Sue has done a great job with organizing and cleaning up old outstanding issues.</p> <p><b>Knowing that Sue has Payroll and Benefits running smoothly I would like to have her start training Leticia as her back up for payroll.</b></p>			
<p><b>5 Annual Report</b></p>	<p>5 Working on FY2022 Annual Report for Continuing Disclosure.</p> <p>Due March 1st</p>			
<p><b>7 Misc</b></p>	<p>Files that have been approved to be disposed of have been so thanks to Andrew and Tim. Need to reorganize storage so we can move some boxes downstairs for permanent storage.</p> <p><b>Working on month end balancing of cash and receivables.</b></p>			

<p><b>Assessor</b></p> <p>1. Statutory exemption abatements/ Tax deferrals</p> <p>2. FY2023 tax recap</p> <p>3. FY2023 property record updates</p> <p>4. Permits/growth</p> <p>5. Motor vehicle/boat excise tax</p> <p>6. GIS updates</p> <p>7. Chapter land projects</p>	<p>1. The Assessors office mailed <b>120 FY2023 exemption applications to residents in July.</b> The Assessors <b>had one tax deferral paid in full.</b></p> <p>2. For FY2023 the Assessors office is <b>working with BLA advisor at DOR to begin meeting requirements for tax recap in the fall.</b></p> <p>3. 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.</p> <p>4. <b>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.</b></p> <p>5. The Assessors office <b>processed motor vehicle excise tax abatements for June and July. Residents are submitting boat ownership information re: boat excise.</b></p> <p>6. <b>Continue to work with CAI to ensure GIS maps are accurate and that GIS system maps parcels correctly</b></p> <p>7. <b>862 Bay Road is for sale and chapter land use is not going to continue..</b></p>		<p>1. Ongoing</p> <p>2. July 1 to December 1</p> <p>3. In process</p> <p>4. Ongoing</p> <p>5. Ongoing</p> <p>6. Ongoing</p> <p>7. Ongoing</p>	
<p><b>COA</b></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 May. <b>May is Older Americans month. We are looking to host some activities with other COA's in our area.</b> Our yoga class will continue. We are starting a guided meditation and reiki class. Balance Class started on Monday 2/6/2023 <b>(continuing to grow-averaging 5 people a week).</b> First lunch and learn series will be on March 13th <b>(we had 6 residents come out for the first lunch and learn).</b> We have a trip sponsored by the Friends that will run to Encore. <b>We had 4 people attend the Encore trip (2 had to cancel due to being sick).</b> Other upcoming program includes service dogs coming</p>			

	<p>back, space exhibit, Mike Wilson coming to our Men's Group. We also offered breakfast at our men's group that had 12 participants. We had 20 people for the St. Patricks Day Party.</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. Submitted the annual report to the state-which is in conjunction with the formula grant. Cultural council grant paperwork has been turned in for the 2023 year. Cultural Council Grant received. We will plan a spring trip on the Essex River Boat Cruise. Starting to plan the 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. 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. Started reaching out to the volunteers that</p>		
2 Grants		2a. March & ongoing.	
3 Volunteers		3a. Ongoing 3b. Ongoing. -Fall	

<p>4 Newsletter</p>	<p>expressed interest in volunteering during the Fair. We had 6 people respond.</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>4a. November</p>	
<p><b>Parks &amp; Recreation</b></p> <p>1.Scoreboards at Patton Park</p>	<p><b>Patton Park Summer Program</b></p> <ul style="list-style-type: none"> <li>Scoreboards have been installed at both baseball Diamonds at Patton Park.</li> </ul>  	<p>1. On-going</p>	<p>1. On-going</p>



<p>2. Veterans Memorial Pool</p>	<ul style="list-style-type: none"> <li>Site Works for the Pool Deck Expansion is on-going.</li> </ul> 	<p>2. On-going</p>	<p>2. On-going</p>
<p>3. Fans in Recreation Center</p>	<ul style="list-style-type: none"> <li>New Fans were installed in the Recreation Center Gymnasium</li> </ul> 	<p>3. On going</p>	<p>3. On going</p>
<p>4. Spring/Summer Registration</p>	<ul style="list-style-type: none"> <li>Spring and summer programming and registration continues. Some of our current programming includes tennis lessons, pokemon club, MS Basketball, Rock Climbing, Adult basketball, Pickleball, Nerf Wars, and Friday Night Fun.</li> </ul>		
<p>5. Staffing</p>	<p>We continue to recruit, interview, and hire staff. Currently we are in need of 2-3 more camp counselors, and lifeguards. All other positions have been filled for the summer.</p>		

<p>6. Town Elections</p>	<p>We are all set and ready to host the Town elections on 4/6</p>			
<p><b>Human Resources</b></p> <p>1. Openings</p> <p>2. Collaboration</p> <p>3. New Location</p> <p>4. Employee Engagement</p>	<p>1. <i>Current Openings:</i></p> <ul style="list-style-type: none"> <li>• <b>Secondary Distribution Operator</b></li> </ul> <p>2. <b>Working with Recreation to present ‘Interview Assistance’ to teens for Employment or College Interviews.</b></p> <p>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.</p> <p>4. Creating monthly positive HR interactions: February 14, mini buckets with hershey kisses, March 17, mini pots filled with Hazelnut truffles and hershey gold nuggets with shamrocks. April is in process.</p>		<p>1.1 On-going</p> <p>2.Scheduled in Recreation Brochure</p>	
<p><b>Town Clerk’s Office</b></p> <p>April 1 Town Meeting</p> <p>April 6 Local Election 7:00 am - 8 pm</p> <p>2023 Conflict of Interest Annual Filings</p>	<p>465 voters attended (8.2% turnout). Summary of votes by article posted on Town website and Facebook. ATM implementation underway: Voter activity uploaded to Voter Regis system; Vote certifications (19) being drafted; Borrowing authorization report to be submitted to DOR within 48 hours; Bylaw change to be submitted to Attorney General’s Office within 30 days; voted appropriations to be inserted into DOR gateway (will work with Wendy); minutes to be produced.</p> <p>No contested races. Ballots have arrived. Poll worker training held March 21. Ballot testing held March 22.</p> <p>New on-line portal for completing the Ethics training. Paper copies of certificates are no longer necessary. All town hall employees received</p>		<p>Jan - April</p> <p>January - July</p>	<p>In process</p>

<p>2023 STREET LIST Census Forms and Voter Registration data maintenance</p> <p>2023 Dog License Renewals</p> <p>DBA</p>	<p>training info, in July same info will be sent to all board and committee members.</p> <p>STREET LIST aka Town Census forms = proof of residency = eligibility to vote!! 2822 Census Forms with dog license renewal forms and the 2023 trash schedule were mailed last week of Dec. <b>As of March 31, 1875 have been processed.</b></p> <p>In 2022 we issued 1131 licenses and 4 kennel licenses. We've issued <b>781</b> 2023 licenses. Renewals are due March 31, late fees (\$25 in addition to license fee) will be applied June 1.</p> <p>"Doing Business As" renewals due every 4 years; approx 36 to be renewed in calendar year 2023. <b>So far 20 NEW this year. Many more DBA's being filed because banks are requiring them for business bank accounts.</b></p>		<p>January - June</p> <p>January - December</p> <p>Jan - Dec</p>	<p>Ongoing</p> <p>Several more expected</p>
<p><b>Patton Homestead</b> 1 Event/Programing</p>	<p>1. Ongoing outreach is being done to coordinate workshops, and planning in partnership with the H-W Rec Department.</p> <p><b>Merrohawke school will be offering a 5 week program to pre-K children and a caregiver. The Town is excited to welcome another youth focused organization to offer nature education at the property</b></p> <p><b>The YWCA conversations are on hold while they coordinate their existing Spring offerings. Talks will resume after a site visit. are in process for adding spring nature programs.</b></p> <p><b>"Blockprinting Basics" began on 3/30. It was a great start to the workshop and fun was had by all!</b></p> <p>Program offerings at the Patton Homestead can be found at the H-W Rec. website: <a href="http://hamiltonwenhamma.myrec.com">hamiltonwenhamma.myrec.com</a></p> <p>The Satellite book club hosted by H-W Library will Return for the 2023 season. <b>SPRING 2023 Dates Announced:</b> April 4, May 2, June 6, July 11, August 1,</p>		<p>1 - on-going</p> <p><b>April -May</b></p> <p><b>Summer 2023</b></p> <p><b>3/30</b></p> <p>ongoing</p> <p>Spring + Summer</p>	



	<p>Plan to replace flag pole, pending budget availability is scheduled for early May 2023 - <b>no update</b></p> <p>The Town and Incubate are in process of determining how to move forward with the idea of Patton Homestead being used temporarily as Town Hall. Special Town meeting planned for June. Discussions are still in progress. - <b>no update</b></p> <p>Pavillion Planning- Director waiting for announcement from MCC re: grant recipients - announced in May 2023 - <b>no update</b></p> <p>Crosswalk addition in need of a feasibility assessment from Hamilton Police Dept. and DPW. Gathering information for code requirements + cost - <b>no update</b></p> <p><b>MCC approved the Patton Homestead as recipient of a Festival and Programs Grant - THANK YOU, Mass Cultural Council! The Grant money will be applied to the event which took place in October 2022, Harvest Fest. Letters to elected officials and other acknowledgements are in progress.</b></p>		<p>Summer 2023</p> <p>on-going</p> <p>on-hold</p> <p>In progress</p> <p><b>March 28th</b></p>	