



Town of Hamilton

Town Manager Report

For May 15, 2023


Department/ Project	Weekly Update	Timeline	Status
<p>Town Manager</p> <p>1. Master Planning</p> <p>2. Special Town Meeting Planning</p> <p>3. Gordon Conwell/ Brown's Hill re-zoning</p> <p>4. Police Memorial Day</p> <p>5. Vandalism at Park</p>	<p>1. The Master Plan Steering Committee and the town's consultants from Barrett Planning Group will be hosting a community forum on Wednesday, May 17 from 7 to 8:30 p.m. via zoom. The forum will focus on a short presentation by the consultant team on the findings in the process so far, along with some time for questions and an interactive group discussion about the key issues facing Hamilton that participants feel the Plan should address.</p> <p>2. The Select Board will discuss a new date for a fall Special Town Meeting at their meetings in June.</p> <p>3. The Planning Board is holding a public meeting on the Brown's Hill re-zoning effort on Tuesday, May 16 at the Hamilton-Wenham Public Library and will also discuss holding additional, extra meetings in June to garner public input into the process and take public comments to help shape a new zoning overlay district for the Gordon Conwell campus.</p> <p>4. The Hamilton Police Department is inviting residents to attend the annual Police Memorial Day ceremony at the Hamilton Cemetery on Sunday, May 21, 2023 beginning at 9 a.m. The event is meant to honor past police officers who had served and have passed away.</p> <p>5. The town continues to struggle with vandalism at the Patton Park restrooms. Town staff once again had to clean up graffiti on the inside of the restroom</p>	<p>1. May 17, 2023</p> <p>2. TBD</p> <p>3. TBD</p> <p>4. May 21, 2022 at 9 a.m.</p> <p>5. Summer 2023</p>	<p>1. Scheduled</p> <p>2. TBD</p> <p>3. On-going</p> <p>4. May 21, 2023</p> <p>5. On-going</p>

	<p>doors this week, after being forced to close the restrooms to the public several times last summer and fall. The restrooms will soon be getting some new doors, new power supply and other minor improvements and our police will be installing surveillance cameras outside of the restrooms and the doors will be outfitted with new electronic locks to improve security during hours when the park is closed.</p>			
<p>6. Chebacco Road paving</p>	<p>6. The town was informed this week that there are no new appeals of the DEP permit to pave most of the gravel portion of Chebacco Road. With the appeal period ended, our engineers are preparing bid documents to undertake that project this summer.</p>		<p>6. Summer 2023</p>	<p>6. <i>On-going</i></p>
<p>7. School Feasibility Study</p>	<p>7. The Cutler School Feasibility Study Group submitted their selection for Owner’s Project Manager (OPM) to the Massachusetts School Building Authority (MSBA) and on May 1, the MSBA interviewed the preferred vendor PMA Consultants and will sign a contract with PMA on May 5. The next step is for the OPM, PMA Consultants, to assist with designer selection and that next phase will begin on May 17, when PMA and the MSBA will finalize and advertise the designer RFS (Request for Services). Designer interviews will be conducted in June, with the goal of signing a designer services contract by July 26, 2023. Please look for a more detailed timeline from the OPM, which will be posted with this Town Manager Report on the Town of Hamilton website.</p>		<p>7. Feasibility completion in 2024</p>	<p>7. <i>On-going</i></p>
<p>8. Memorial Day weekend</p>	<p>8. AP Gardner Post 194 of the American Legion will once again be preparing for annual Memorial Day services and remembrances. On Sunday May 28 at 8 a.m. the Legion will again host the annual Memorial Day breakfast at the Legion Post on School St and on Monday, May 29 the Legion will lead our annual Memorial Day festivities with a parade and ceremony at the Hamilton Cemetery. Those marching in the parade are encouraged to arrive at Town Hall at 8 a.m. with the parade stepping off promptly at 8:30 a.m. and graveside remembrances immediately following the March to the Cemetery.</p>		<p>8. May 28 and 29, 2023</p>	<p><i>Scheduled</i></p>
<p>9. Pride Flag Raising</p>	<p>9. Leading off June as Pride Month, the Hamilton Human Rights Commission in partnership with the Hamilton Police and the Hamilton Select Board will once again raise the Pride Flag over Patton Park on Thursday, June 1 at 6 p.m.</p>		<p>9. Thu., June 1 at 5:30 p.m.</p>	<p>9. <i>Scheduled</i></p>

<p>Public Works</p> <p>1 GAC Filtration Project</p> <p>2 Essex Street Drainage</p> <p>3 Chebacco Road Reconstruction</p> <p>4 PSB Recommissioning Project</p> <p>5 Fueling Facility</p> <p>6 Employment</p> <p>7 DPW Garage Updates</p> <p>8. Lead and Copper Water Service Assessment</p> <p>9. Town Hall</p>	<p>1. Interior process piping is under construction. No new update.</p> <p>2. 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. No new update.</p> <p>3. The Town plans to re-bid this project in June for a potential fall 2023 thru spring 2024 project.</p> <p>4. 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. No new update.</p> <p>5. 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. No new update.</p> <p>6. Hamilton DPW continues to advertise for a new Heavy Equipment Operator for the Highway Department as well as a Truck Driver/Laborer for the Water Department. DPW is also looking for Seasonal Workers for this summer, May through August, at a starting rate of \$18.00/hr. Please call Hamilton DPW at 978-626-5227 if interested. No new update.</p> <p>7. There was a pre-bid opening on May 17th for the DPW Garage Bay Door Replacement project. Bids are due May 24th at 11:00am. Plans are to have construction completed by winter 2023/2024.</p> <p>8. The Hamilton Water Department and its consultants, Stantec Consulting, have begun to gather historical records to build a water service inventory per EPA's guidelines.</p> <p>9. The Town has a meeting with a potential consultant to evaluate the town hall project for appropriateness to bid the project or</p>	<p>1 Fall/Win. '22</p> <p>2 On-going</p> <p>3 In progress</p> <p>4 Completed by June</p> <p>5 In progress</p> <p>6 In progress</p> <p>7. In-process</p> <p>8. October 2024</p> <p>9. On-going</p>	<p>1 On-going</p> <p>2 In progress</p> <p>3 In-progress</p> <p>4 On-going</p> <p>5 On-going</p> <p>6 In-progress</p> <p>7. In-progress</p> <p>8. In-progress</p> <p>9. In-progress</p>
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	<p>piece of the project under MGL 25A. DPW met with WB Mason to price out the office site out at the Patton Homestead and also met with Isaac's Moving to get a better understanding of the requirements and procedures for potential office relocation.</p>			
10. GIS Asset Management	10. 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. No new update.		10. On-going	10. In-progress
11. Hamilton Downtown Streetscape Improvements	11. 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 pursuing grants for implementation. BSC Group is assisting Hamilton and the HDC with a MassWorks grant application due in June 2023. No new update.		11. June 2023	11. In-progress
12 2022 CCR	12. Hamilton Water has begun compiling information to include in the 2022 Consumer Confidence Report (CCR) due June 30th.		12. June 2023	12. In-progress
13. Water System Flushing	13. Water System flushing is scheduled for the next 3 weeks, M-Th from 8:30pm to 1am. Please refrain from water use during this time. If discoloration occurs in the AM please run your cold water until the lines run clear.		13. May 2023	13. Completed
14 Arbor Day Tree Planting	14. Arbor Day Tree Planting - DPW in connection with National Grid will be planting 15 trees around town for Arbor Day. Two trees were planted last week with the additional trees to be planted following Memorial Day.		14. May 2023	14. In-progress
15 MCPPO Designation	15. The DPW Director has completed the necessary course requirements for MCPPO recertification for public procurement practices.		15. May 2023	15. Completed

Police			
1. Comfort Dog	We are actively looking into a police comfort dog/program for the community. This program will provide support services for victims, witnesses of traumatic events and people in crisis. Comfort dogs have been found to provide support to people in crisis and have a calming effect when discussing difficult topics.		1.Ongoing
2. Ride your bike to School	Hamilton Police Officers participated in “ride your bike to school day”. While taking part in this event, officers handed out new bike helmets, as well as bike lights purchased on a state grant.		05/19/23
3. Ice Cream Social	Members of the Hamilton Police Department will participate in the COA Ice Cream Social by serving ice cream to the seniors.		05/25/23
4. Acord Food Pantry	Members of the Hamilton Police Department will assist the Acord Food Pantry passing out food to local families in need.		05/31/23

Fire Dept 1. Department Stats	<p>1. The Hamilton Fire Department responded to the following calls along with other department activities. In the previous two weeks we responded to 14 fire alarm activations, 27 ambulance calls, 2 mutual aid calls (We went once to the town of Essex and once to the Town of Danvers), 2 MVA and 4 public assists. We also conducted the following fire prevention activities, 8 smoke/carbon monoxide detector inspections, 2 child car seats installations and 3 dumpster permits.</p>	1. On-going	
2.DFS Grant	<p>2. All the paperwork has been submitted and we are now waiting for a reimbursement check from the State.</p>	2. On-going	2 The Grant needs to be finalized by the end of June.
3. Replacement of Engine 3	<p>3 The Town Manager has signed the contract for our new fire apparatus and it is now on order. We should take delivery of this equipment sometime in mid July of 2025.</p>	3. On-going	24-28 months out for the build and delivery time-frame
4. Professional Development	<p>4. Kristine Ellis and Dan MacCormack are taking a Fire Instructor 1 class in Newbury MA. This Class is scheduled through the end of May and they will both earn their instructor certification when they finish.</p>	4. Complete	We are always looking for good people for our team!
5. Call/Volunteer Firefighter Hiring Campaign	<p>5. We had four people respond to our job posting and we conducted interviews on 5/11/23, for three positions. We are in the process of hiring and now are waiting for background checks to come back along with additional paperwork from the applicants.</p>	5. On-going	
6. Celebration of public safety service	<p>On May 6, 2023 the Hamilton Fire Department held a celebration for Kenneth (Kirby) Brand's at the Hamilton Community House. Kirby's Public Safety Service spans just over 41 that he gave to the residents of Hamilton. Kirby was first appointed to the department on 6/22/1979 as a firefighter and retired as acting Fire Chief on 11/30/2020. He also served as a Hamilton Emergency Dispatcher for many years as well as an MA Emergency Medical Technician. Thank you Kirby!!</p>	6. Completed	
			

Planning & Inspectional Services			
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 (www.hamiltonmasterplan.com) which included project materials, report documentation, engagement and other items. An electronic survey form is available to obtain public input. A third public engagement meeting (to be held via Zoom) was held May 17 - results being tabulated.	1 Project to be completed approximately Fall 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. Project denial by Planning Board appealed- court case underway.	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. Project approved March 1. Permit appealed - one meeting with State has occurred. ZBA, Housing Appeals Comm. and Applicant resolving.	3 Spring 2023	3. ZBA Permitting appealed
4. Planning Board consideration of zoning amendments	4. GCTS campus rezoning discussions actively underway with development agreement - both of which will require town meeting approval. Public outreach meeting by Planning Board June 6, 2023 at HW Lib.	4. Fall 2023, STM	4. On-going
5. Inspectional Services	5. 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.	5. To request occupancy permit mid May. Commercial space to be followed afterward.	5. On-going

	<p>6. 3 of the 9 lots on Bridge Street (land formerly owned by Gordon-Conwell) have been issued building permits and construction is underway.</p> <p>7. The online permitting system is getting closer to being a reality.</p> <p>8. We are anticipating a pre-construction meeting with Habitat for Humanity regarding the upcoming project at 434-436 Asbury Street (5 duplexes).</p>			
<p>Public Health Department 1. Health Concerns</p> <p>2. Food Permitting and Inspection</p>	<p>1. After 1095 days the public health emergency has ended, mask mandates for indoor spaces have expired and Covid test kits are no longer free, however Hamilton's Dept. of Health still has approx. 800 kits available for distribution to the community. Currently we're experiencing a .9% positivity rate with 5 new cases reported and 1 Hepatitis case has been reported. Public Health clinics for the flu and bivalent boosters are ending on May 31st. Residents are encouraged to seek vaccines from their health care provider or health care clinic. If a resident can't receive one elsewhere they can call the Public Health Nurse. Vibrio illness (spread through shellfish) may spike from Jun.-Oct. when it becomes a public health concern, also Lyme Disease and other tick borne related diseases may spike as we enter the summer months. Please beware of ticks, cover exposed skin while walking through wooded/grassy areas and always check yourself and pets.</p> <p>2. Permitting of permanent food establishments has been completed and permitting of temporary food</p>		<p>On-going</p>	

<p>3 Septic</p> <p>4. Animals</p> <p>5. New Programs</p>	<p>establishments/food trucks, public pools and summer camps is on-going as the outdoor event season in Hamilton has begun. Round 1 of food establishment inspection is nearing completion in accordance with appendix 5 of the 2013 food code. Pool and summer camp inspection will commence soon.</p> <p>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..</p> <p>4. Permitting of animal keeping is complete. Barn inspections are complete and the barn book is complete and filed with the state.</p> <p>5. The new sharps collection/disposal program for Hamilton residents is on-going and 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. Blood pressure screenings are on-going at Lamson Hall on the 2nd Wed. of each month from 3:30-5:30. The BOH is working on a new low interest loan program for the benefit of residents in need whose septic systems have failed and are in need of replacement. In an effort to update many out of date BOH regulations, the board is reviewing a new private well permitting program (details to follow)</p>			

<p>Finance</p> <p>1. FY23 Year End</p> <p>2. Contract and Lease Agreements</p> <p>3. Joint Program Billing</p> <p>4. Munis Upgrade</p> <p>5. Financial Policies</p>	<p>1. Review budget to actual progress for year end completion; create a timeline for year end procedures; engage CLA for FY23 audit; work with departments to ensure timely receipt of all FY23 invoices.</p> <p>2. Working with department heads on contracts and securing vehicle lease.</p> <p>3. Prepare joint program billing and issue to related Towns.</p> <p>4. New Munis upgrade to take place in August 2023.</p> <p>5. Ongoing Financial Policy review; work with Town Manager and FinCom to determine prioritized financial policies implementation (per guidance from SB, FinCom, and Administration).</p>	<p>1. Ongoing through late August</p> <p>2. Ongoing</p> <p>3. To be complete by June</p> <p>4. August 2023</p> <p>5. Ongoing</p>	
<p>Treasurer/Collector</p> <p>1 Tax Title</p> <p>2 Billing</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>5 Annual Report</p> <p>7 Misc</p>	<p>5 Currently working on a requirement letter for upcoming borrowing. Working with Carin and Wendy to gather the information needed, Still in progress with our requirement letter</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>Another month- end. Working on month end reports, balancing cash, and receivables. Starting to prepare for year end and up coming FY23 close.</p>		
<p>Assessor</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>1. The Assessors office mailed 120 FY2023 exemption applications to residents in July. The Assessors had one tax deferral paid in full.</p> <p>2. For FY2023 the Assessors office is working with BLA advisor at DOR to begin meeting requirements for tax recap in the fall.</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. 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.</p> <p>5. The Assessors office processed motor vehicle excise tax abatements for June and July. Residents are submitting boat ownership information re: boat excise.</p> <p>6. Continue to work with CAI to ensure GIS maps are accurate and that GIS system maps parcels correctly</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>	



of Women Voters. Hoping to get a good response from that. Friends met last week and have decided on a different fundraiser. Will do an annual appeal to local businesses and focus on the Fall Fundraiser. Appeal letter going out next week. New volunteer starting on Wednesday 4/19/2023 to help cover the front desk. Also have volunteer working on birthday cards, letters to residents, etc. Friends is planning on a Ice Cream Social to thank our seniors. They are also planning on a business appeal letter to go out in the upcoming weeks.

4 Newsletter

4a. Our target time to get the newsletter out to the printer is by the 10th of the month. Still trying to determine the 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>Parks & Recreation</p> <p>1. Veterans Memorial Pool</p>	<p>Patton Park Summer Program</p> <p>Work on the Pool deck is almost complete and WIFI capability has been installed. We will also have 4 more tables as well as a number of new umbrellas.</p> 		<p>1. On-going</p>	<p>1. On-going</p>



2. Programming

We are closing in on 3000 unique registrations since registration opened for our Spring/Summer Program. Programs currently running include, pickleball, tennis, chess club, Lego Engineering, MS Basketball, Womens Adult Basketball, Youth running club, Pre - K Mini Sports, Soccer, Flag Football, Archery, Karate, Golf Lessons, Nature Programming at Homestead, Nerf Wars, among others

3. Walk/Bike to School Day

In coordination with the Hamilton and Wenham PD, as well as Abby Velo Bike Company, we will have our first ever Bike to work day on Friday, May 19th. We are really looking forward to making this an annual event.



Bike to School/Work Day
May 19th Elementary Schools!



Mark your calendars and join us for walk/bike to school and work day! Don't live close enough to ride to school? Meet at Pingree Park and ride with a group. Help reduce the town's carbon footprint for a day and improve your health! During the school day Abby Velo Bikes will come around to each school and tune up the kids bikes. *Please note both Hamilton PD & Wenham PD will be on hand in the AM & PM to make sure children make it safely to and from school.

Obstacle course to end the day behind the recreation center after school. Pre-Registration for this activity is required at www.hwrecreation.com

<p>Human Resources</p> <p>1. Openings</p> <p>2. Collaboration</p> <p>3. New Location</p> <p>4. Employee Engagement</p> <p>5. Notifications</p>	<p>1. <i>Current Openings:</i></p> <ul style="list-style-type: none"> ● Secondary Distribution Operator ● Clerk/Typist ● Conservation Agent <p>2. Working with Finance Director on job description for Assistant Town Accountant</p> <p>Working with Union and DPW on succession planning.</p> <p>Working with Fire, succession planning.</p> <p>In discussions with the Town of MBTS on IMA for a full-time Conservation Agent.</p> <p>Developing a training program for Minute takers with Wenham, possible oversight position.</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, easter eggs and chocolate rabbits, July is in process.</p> <p>5. Vacation carry-over reminder memo</p>			
<p>Town Clerk's Office</p> <p>April 1 Town Meeting</p> <p>April 6 Local Election</p>	<p>Conservation Commission Bylaw change was submitted to the Attorney General's Office and we are awaiting final review and approval. Their 90 day deadline is July 4.</p> <p>The 2023-2024 list of all elected boards with the Chair and other officers identified has been completed and distributed to Chairs.</p>			<p>Pending</p> <p>Complete</p>

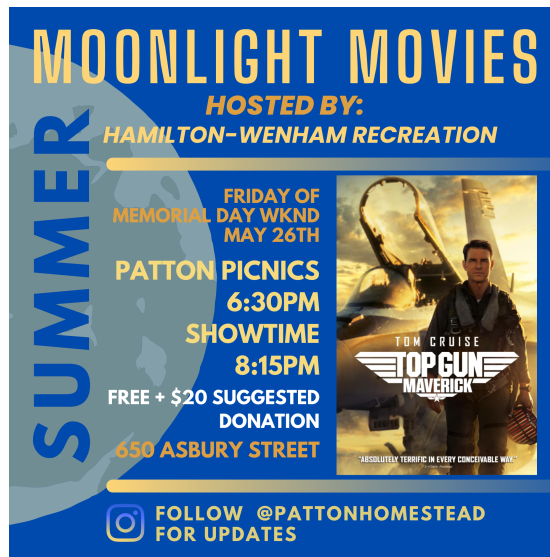
2023 Conflict of Interest Annual Filings	New on-line portal for completing the Ethics training. Paper copies of certificates are no longer necessary. All town hall employees received training info, in July same info will be sent to all board and committee members.	January - July	In process
2023 STREET LIST Census Forms and Voter Registration data maintenance	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. As of May 15, 2023 have been processed. We have sent out approx 500 SECOND NOTICE forms to many households. Street Listing books will be ordered early June.	January - June	Ongoing
2023 Dog License Renewals	In 2022 we issued 1131 licenses and 4 kennel licenses. We've issued 890 2023 licenses. Renewals are due March 31, late fees (\$25 in addition to license fee) will be applied June 1. We are mailing out reminder notices to dog owners that have not licensed their dog.	January - December	Never ending!
DBA 2024 Election Season	<p>"Doing Business As" renewals due every 4 years; approx 36 to be renewed in calendar year 2023. So far 27 NEW this year. Many more DBA's being filed because banks are requiring them for business bank accounts.</p> <p>Carin and Anne will attend a North Shore Clerk's luncheon on June 15 where the Secretary of State's Office will talk about the 2024 Election Season: Presidential Primary March 5, Primary in September, and the Election in November.</p>	Jan - Dec	Several more expected
Patton Homestead 1 Event/Programing	<p>1. Ongoing outreach is being done to coordinate workshops, and planning in partnership with the H-W Rec Department.</p> <p>CURRENT PROGRAMS:</p> <ul style="list-style-type: none"> - Merrohawhe School held the first day of their Spring program - they had a beautiful day and it sounds like a nice experience for all. ongoing - North Shore Nature Program held the first day of their spring program and it sounds like it went very well! ongoing - Soccer Shots started for the season - fun was had by all! 	1 - on-going Ongoing	

- Super Soccer began and sounds like a great group!
- Archery is ongoing with its weekly program new session started May 15th

Program offerings at the Patton Homestead can be found at the H-W Rec. website: hamiltonwenhamma.myrec.com

The Satellite book - **NEXT MEETING**, June 6, July 11, August 1, and September 5*** *first Tuesday of each month from 3-4pm.* **More information. click here.**

MOONLIGHT MOVIE: TOP GUN MAVERICK



SUMMER 2023: Fourth Friday Flicks
 Friday, May 26th Friday June 23rd Friday July 28th
 Friday August 25rd

**SUNSET MUSIC SERIES STARTING 6/1,
 5:30-7:30**

Started 5/15


ongoing

Spring + Summer

MAY 26TH

SUMMER 2023

**Confirmed for
 June 2023**

<p>2 Marketing</p> <p>3 Property Improvements / General Planning</p>	 <p>Wenham Museum Archive is planning new tour schedule - no updates</p> <p>Working with the Board and the Wenham Museum to coordinate a program for Trails and Sails. TBD</p> <p>2. Public event sponsor outreach ONGOING - if you or someone you know would like to sponsor Public Movies and Music, reach out to herickson@hamiltonma.gov for more information</p> <p>Various marketing has been underway for the Public Events including ad placement in Newburyport News for 5/24, Salem News for 5/24, Things to do booklet for the North Shore, Ipswich News 5/16 and 5/24. Online social media announcements and working with like minded organizations for additional promotion. Press releases have gone out regularly to News organizations throughout the month and are on-going.</p> <p>Friends of the Patton Homestead - in process of coordinating networking events and expanding member base - UPDATE: Vote on new board members is taking place on 5/20</p> <p>3. Improvements: Signs for property:</p>	<p>ongoing</p> <p>May 23rd</p> <p>2. Spring 2023 in-progress</p> <p>May - ongoing</p> <p>3. on-going 5/20</p>	
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	<ul style="list-style-type: none"> - Parking: sign is confirmed and will be installed at the end of May - Greenbelt Platform: IRWA and Greenbelt are coordinating Ed. Content for the platform. - no update - Property hours signs: in progress by DPW - Launch sign: in progress by DPW - River kiosk + map: IRWA will be building with the help of their amazing volunteers. DPW will source materials and install once complete. - update- materials delivered to IRWA - THANK YOU dpw! - Parking lot kiosk: working in partnership with Wenham Museum to add an informational kiosk. - Stable Signs - NO UPDATE <p>Working with DPW to coordinate Spring site planning. New mower for lawn maintenance has begun weekly mowing - looking very green and lush! Mulching soon!</p> <p>DPW taking over as custodian for Patton Homestead</p> <p>Additional solar lights added - hardwiring plan to commence soon - no update</p> <p>Plan to replace flag pole, on track for May 2023 FPH has donated 50% of the project cost - Select Board Approval took place 5/15</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 28th. Incubate will not be renew a contract and will be vacating the building by end of August 2023</p> <p>Pavillion Planning- Director waiting for announcement from MCC re: grant recipients - announced in May 2023 - no update</p> <p>Crosswalk is a GO! DPW is set to start project. Town and Greenbelt are in discussion re: implementation.</p> <p>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.</p>	<p>Aiming for May completion for all signs</p> <p>MAY</p> <p>MAY</p> <p>End of May 2023</p> <p>August 2023</p> <p>5/15</p> <p>on-going</p> <p>March 28th</p> <p>March 11th</p>	
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