



# Town of Hamilton


## Town Manager Report

For July 17, 2023

Department/ Project	Weekly Update	Timeline	Status	
<b>Town Manager</b>				
1. Master Plan	1. The Master Plan Steering Committee (MPSC) is nearing completion of its initial work with the consultants from Barrett Planning Group. On Monday, July 17, the Select Board will consider a request for some additional funding to add an Implementation Phase to the Master Plan to go along with a new charge to the MPSC that will allow it to oversee the drafting of the Implementation Plan.	1. Fall 2023	1. <i>On-going</i>	
2. Special Town Meeting	2. The Select Board will open the warrant for the November 6, 2023 Special Town Meeting on Monday, July 17, 2023, with a plan to close the warrant on Monday, August 7, 2023.	2. Nov. 6, 2023	2. <i>On-going</i>	
3. Brown's Hill Zoning	3. At the July 11, 2023 Planning Board meeting, representatives of Gordon Conwell Seminary provided their input to the Planning Board on a proposed overlay district for the Seminary's property on Brown's Hill. As part of that input, they are asking the Planning Board to focus on drafting an overlay district for the portion of the campus where the student housing (apartments) sit, and continue discussions about an overlay district for the rest of the campus separately.	3. Nov. 6, 2023	3. <i>On-going</i>	
4. MassWorks Grant	4. A \$4.9 million infrastructure grant application has been submitted to the MassWorks GRant Program at the state. Awards are expected to be announced later this summer.	4. Awards late summer 2023	4. <i>Submitted</i>	

<p>5. Chebacco Road Paving</p> <p>6. School Feasibility Study</p> <p>7. ADA Self-Eval and Transition Plan</p>	<p>5. The bidding for a contractor to complete the Chebacco Road project is now open and closing at the end of July. The schedule calls for a late summer/fall start to the project, with at least one coat of pavement on before the winter starts and project completion next Spring.</p> <p>6. A sub-committee of the Cutler School Feasibility Study Committee will meet on Monday, July 17 at 6:30 to discuss the designer proposals, score the proposals and prepare for the submission of a selected designer to the MSBA by July 25, 2023.</p> <p>7. The Draft ADA Self-Evaluation and Transition Plan was accepted and adopted by the Select Board at their last Meeting on Tuesday, June 20, 2023 and the plan is now posted on the town's website at <a href="http://www.hamiltonma.gov">www.hamiltonma.gov</a>. A link has been provided on the website to allow public comment on the plan, before it is finalized later this fall.</p>	<p>5. Spring 2024 completion</p> <p>6. Designer selection by July 25, 2023</p> <p>7. Adopted, accepting public comment</p>	<p>5. <i>On-going</i></p> <p>6. <i>On-going</i></p> <p>7. <i>Fall 2023 Completion</i></p>	
<p><b>Public Works</b></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>1. Interior process piping is complete and GAC vessels are being sanitized. GAC media is scheduled for delivery next week. SCADA programming to follow shortly after. Site work is scheduled to begin in the next few weeks. The project is scheduled to be finished this fall.</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. <b>No new update.</b></p> <p>3. The Town plans to receive bids for this project on June 26th for a potential Fall 2023/Spring 2024 project. Dead, declining, and hazardous trees have been marked that are in the construction footprint.</p> <p>4. The weatherization work at the Hamilton Public Safety Building is complete. <b>The recommissioning work, Phase 2, of the project will</b></p>	<p>1 Fall 2023</p> <p>2 On-going</p> <p>3 In-progress</p> <p>4 Completed by June</p>	<p>1 On-going</p> <p>2 In-progress</p> <p>3 In progress</p> <p>4 On-going</p>	

5 Fueling Facility	<p>begin this summer and finish up in the fall. Key pieces of this phase have long lead times for delivery.</p> <p>5. Contractors have removed the existing underground fuel storage tanks and fueling equipment. Soil testing was performed and waiting on results. The new facility construction is planned to start in Sept. 2023.</p>	5 In progress	5 On-going	
6 Employment	<p>6. DPW is still looking for a DPW Heavy Equipment Operator and a Water Dept. Laborer. Please submit a cover letter and resume to <a href="mailto:tolson@hamiltonma.gov">tolson@hamiltonma.gov</a> if interested.</p>	6 ASAP	6 In-progress	
7 DPW Garage Updates	<p>7. Bids were received in late June for the replacement of the DPW Garage Bay Doors. The town has contracted with the low bidder and the work is planned to begin late summer 2023.</p>	7. Late Summer 2023	7. In-progress	
8 Lead and Copper Water Service Assessment	<p>8. The Hamilton Water Department and its consultants, Stantec Consulting, have started to gather historical records to build a water service inventory per EPA mandate. An inventory and assessment of all service lines in Hamilton has to be completed by October 2024.</p>	8. October 2024	8. In-progress	
9 Hamilton Town Hall	<p>9. The Town met with ESG consultants to develop a program for additional grant funding opportunities for the energy systems included in the town hall project. ESG conducted a presentation to the Hamilton Select Board on 7/17/2023 including an introduction and project plan.</p>	9. On-going	9. In-progress	
10 GIS Asset Management	<p>10. The Town has contracted with Dewberry Engineers to assist with establishing a GIS asset management program beginning with the town water system and then adding in other attributes in the future. No new update.</p>	10. On-going	10. In-progress	
11. Hamilton Downtown Streetscape Improvements	<p>11. Hamilton DPW in partnership with the Hamilton Development Corporation have engaged BSC Group for engineering services related to improvements to the</p>	11. On-going	11. In-progress	

	<p>Hamilton downtown area through a MassWorks competitive grant.  <b>Hamilton DPW is investigating the cost of a potential flashing crosswalk installation at the intersection of Asbury Street and Willow Street.</b></p>			
<p><b>Police</b>  1. Comfort Dog  Luca</p>	<p>1. We have located our newest member of the department, canine Luca. Luca is a chocolate lab who will be trained as a comfort dog for the town of Hamilton. Officer Michael Girolimon and Luca began their training in June.</p> 	<p>1. Ongoing</p>	<p>1. Ongoing</p>	

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<b>Fire Department</b>  <b>1. Deputy Chief</b>	<p>1. We just posted the Full time Deputy Chief's position on the Town's website. It is my goal to have the right person hired and working in a timely manner. For the full posting and job description please click on the link below:</p> <p><a href="#">Fulltime-Deputy-Fire-Chief-JD-Posting.pdf (hamiltonma.gov)</a></p>		1. Ongoing	
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<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. <b>An amendment was voted 7/17/23 by SB to do the full master plan effort.</b>	1 Project to be completed <b>Nov. 2023</b>	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>Mediation to occur 7/25/23.</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>Appeal period has concluded - no appeals remaining. Safe Harbor application in preparation.</b>	3 Started Spring 2022	3. On-going	
4. Planning Board consideration of zoning amendments	4. GCTS campus and other areas to be considered for zoning amendments. Form based zoning being considered which would require public process and town meeting approval.	4. Nov STM	4. <b>Draft bylaw text available</b>	

<p><b>Finance</b></p> <p>1. FY23 Year End</p> <p>2. MUNIS upgrade</p> <p>3. FY23 Audit</p> <p>4. Financial Policies</p>	<p>1. Finalized FY23 budget transfers and cash transactions; split year end payroll was a success thanks to the dedication of the Treasurer’s Team!</p> <p>Departments working to encumber any additional FY23 expenditures through end of July</p> <p>Working with Marcum to close FY23 books; detailed reconciliations of accounts and Gateway reports underway</p> <p>FY24 budget imported and accessible</p> <p>2. New MUNIS platform scheduled for upgrade, this is a big undertaking for the finance and IT team</p> <p>3. CLA to perform FY23 year-end audit the first two weeks of September.</p> <p>Work with actuary for finalized OPEB valuation.</p> <p>4. Ongoing Financial Policy discussion and awareness</p>	<p>1. Year-end close ongoing through end of August</p> <p>2. August upgrade scheduled</p> <p>3. September 2023</p> <p>4. Ongoing</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>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</p>	<p>1. Ongoing</p> <p>2. July 1 to December 1</p> <p>3. In process</p>		





<p>3 Volunteers</p> <p>4 Newsletter</p>	<p>received the Cultural Council funding to cover the Down River Cruise.</p> <p>Friends are continuing to work on fundraisers. An appeal letter went out a month or so ago. We have received some responses. Follow up will be done with the businesses.</p> <p>We are working with the church to help get volunteers for the FISH program. That should be up and running in the next couple of months.</p> <p>4a. Newsletter continues to be combined with Wenham. We have received positive feedback about the combining of the two. There are some kinks that need to be worked out but we will be starting to meet in the next month or so to go over programming dates and times.</p>	<p>Ongoing</p> <p>October</p> <p>Ongoing.</p>		
<p><b>Parks &amp; Recreation</b></p> <p>1. Patton Park Program</p>	<p>Summer is in full swing and we are nearing the halfway point of the summer program.</p> <p>Field Trips to date:</p> <ul style="list-style-type: none"> <li>● Kimball Farms</li> <li>● Sky Zone</li> <li>● Gillette Stadium</li> <li>● Water Country</li> </ul> <p>Special Entertainment</p> <ul style="list-style-type: none"> <li>● Snake Day</li> <li>● Curious Creatures</li> <li>● Foam Party</li> <li>● Teddy Town</li> </ul>	<p>1. On-going</p>	<p>1. On-going</p>	





2. Veterans Memorial Pool

The new decking and additional shade/seating options has been well received. Even with the unsettled weather we are still have a successful season to date:

- Approaching 3,400 public visits which amount to over 105 visits per day
- Concessions sales continue to soar to date we have sold 546 slush and 227 dippin dots (pre-packaged) averaging approx 30 sales a day.
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3. Hurricanes Summer Swim Team

Swim Team is off and running with a 3-0 start to the season with wins over Manchester Bath and Tennis, Myopia, and the Ipswich Country Club.

2. On-going

2. On-going

3. On going

3. On going



4. Movie Night  
at the  
Homestead

Friday , July 28th @ the Homestead

**MOONLIGHT MOVIES**  
HOSTED BY:  
HAMILTON-WENHAM RECREATION

**SUMMER**

FOURTH FRIDAY FLICKS  
JULY 28TH  
**PATTON PICNICS**  
6:30 PM  
**SHOWTIME**  
8 PM  
FREE + DONATION  
APPRECIATED  
650 ASBURY STREET

  
WAKANDA FOREVER

 FOLLOW @PATTONHOMESTEAD  
FOR UPDATES

<p><b>Human Resources</b></p> <p><b>1. Openings</b></p> <p><b>2. Employee Events</b></p> <p><b>3. Location</b></p>	<p><b>Current Openings:</b></p> <p>Recording Secretary Manager  Per Diem Recording Secretary  Town Accountant  DPW - Summer Help</p> <p>August 2 visit to Patton Homestead in preparation for relocation of Town Hall in the fall</p> <p>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>			

<b>Town Clerk's Office</b>				
April 1 Town Meeting - Bylaw Change	Conservation Commission Bylaw change was approved by the Attorney General's Office on June 23 and it was posted pursuant to MGL on June 29 which becomes the effective date. The Attorney General's Office provided comments for the Town's consideration and we may be further amending the bylaw to address the issues raised.		Complete	
2023 Conflict of Interest Annual Filings	There is a new on-line portal for completing the Ethics training. With Laurie Wilson's help, we are tracking compliance and will be tracking down delinquent files.	January - June	In process	
2023 STREET LIST Census Forms and Voter Registration data maintenance	We mailed 2822 Census Forms at the end of Dec along with dog license renewal forms and the 2023 trash schedule. As of July 17, 2193 were returned, 78%, Facebook posts were used to remind residents to return the form. Census forms = proof of residency = eligible to vote.  ON JUNE 14 WE INACTIVATED 872 VOTERS WHO HAVE NOT RETURNED THEIR CENSUS FORM WHICH IS PROOF THAT THEY LIVE HERE. Each was mailed a "Confirmation Card" that is to be returned with signature stating that the voter still lives here.  WE PLACED THE ORDER FOR THE 2023 PRINTED STREET LIST DOCUMENT.	January - December	A long way to go	
2023 Dog License Renewals	In 2022 we issued 1131 licenses and 4 kennel licenses. We've issued 1081 licenses this year. Anne has done tremendous work sending out letters to all dog wonders that have not licensed their dogs. Many are calling saying that the dog is deceased which has helped us update the database.	Jan - Dec	Never ending	
DBA Renewals	"Doing Business As" Business Certificates renewals due every 4 years; approx 36 to be renewed 2023. There have been 24 NEW this year, many because banks are requiring them for business bank accounts.	Jan - December	Several more expected	

