



# Town of Hamilton

## Town Manager Report

For August 7, 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 approved additional funding to add an Implementation Phase to the Master Plan, with that work expected to carry on into the Fall.	1. Fall 2023	1. On-going	
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. On-going	
3. Brown's Hill Zoning	3. Nothing new to add at this point. The Planning Board continues to meet and work on the draft overlay district. The Seminary continues to assess interest in the parcel.	3. Nov. 6, 2023	3. On-going	
4. MassWorks Grant	4. A \$4.9 million infrastructure grant application has been submitted to the MassWorks Infrastructure Grant Program at the state. Awards are expected to be announced in October 2023.	4. Awards October 2023	4. Submitted	
5. Chebacco Road Paving	5. The town has received bids for the Chebacco Road paving project and is working with Town Counsel on the award of the contract.	5. Spring 2024 completion	5. On-going	
6. School Feasibility Study	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	6. Awaiting approval from MSBA	6. On-going	


<p>7. ADA Self-Eval and Transition Plan</p> <p>8. Downtown parking improvements</p> <p>9. Town Hall moving and closed to the public Fridays</p>	<p>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>8. Town staff has been working with engineering consultants to develop finalized plans to improve and delineate parking in the Downtown District to clarify the appropriate areas of parking and no parking and improve the use and traffic flow in the downtown for residents and businesses, at the request of the Hamilton Development Corporation (HDC) and consistent with the town's plans prior to Willow Flats opening on Willow Street. The Select Board will consider new parking regulations for Railroad Avenue and portions of Willow Street, so that new signage can be purchased and installed this fall. Additionally, the town will have the streets properly striped for travel lanes and parking as part of its Fall street striping plan.</p> <p>9. In preparation for our move of most Town Hall departments to the Patton Homestead this fall, we are making some changes to Town Hall public hours and announcing our plans to move employees in October. Beginning on Friday, August 11, Town Hall will be closed to the public, to allow our employees time to start preparing their offices, files and storage areas for the planned move. Employees will still be working on Fridays between now and the move, but they will be using this time to start packing up, de-cluttering, and arranging for alternate storage of non-essential documents and equipment, which might not be moving with them in the Fall.</p>	<p>7. Adopted, accepting public comment</p> <p>8. Fall 2023 Completion</p> <p>9. Aug. 11 until move to Patton Homestead</p>	<p>7. Fall 2023 Completion</p> <p>8. On-going</p> <p>9. On-going</p>	
<p><b>Public Works</b> 1 GAC Filtration Project</p>	<p>1. Interior process piping is complete and GAC vessels are being sanitized. GAC media has been pushed out due to availability. The bituminous paving work has been completed and the SCADA programming to</p>	<p>1 Fall 2023</p>	<p>1 On-going</p>	<p>2</p>

	<p>follow shortly after. Site work is scheduled to begin in the next few weeks. The project is scheduled to be finished this fall.</p>			
2 Essex Street Drainage	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>	2 On-going	2In-progress	
3 Chebacco Road Reconstruction	3. <b>The Town received three bids for the construction work out at Chebacco Road. The low bid received is being evaluated by the town engineering consultant for award.</b>	3 In-progress	3 In progress	
4 PSB Recommissioning Project	4. The weatherization work at the Hamilton Public Safety Building is complete. The recommissioning work, Phase 2, of the project will begin this summer and finish up in the fall. Key pieces of this phase have long lead times for delivery. <b>No new update.</b>	4 Completed by June	4 On-going	
5 Fueling Facility	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. <b>No new update.</b>	5 In progress	5 On-going	
6 Employment	6. DPW is still looking for a Heavy Equipment Operators 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.	6 ASAP	6 In-progress	
7 DPW Garage Updates	7. <b>The associated electrical work for the DPW Garage Bay Doors project has begun. Door installation is scheduled for Fall 2023.</b>	7. Fall 2023	7.In-progress	
8 Lead and Copper Water Service Assessment	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	8. October 2024	8. In-progress	

<p>9 Hamilton Town Hall</p> <p>10 GIS Asset Management</p>	<p>completed by October 2024. <b>No new update.</b></p> <p>9. <b>Town staff visited the potential temporary office locations at the Patton Homestead as part of the Town Hall renovation project. Design plans continue to move forward on a reduced scope project with hopes of adding in the originally planned HVAC upgrades with grant funding.</b></p> <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. <b>No new update.</b></p>	<p>9. On-going</p> <p>10. On-going</p>	<p>9. In-progress</p> <p>10. In-progress</p>	
<p><b>Police</b></p> <p>1 Comfort Dog:Luca</p> <p>4 Save the Date</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>2. Medical take back grant in the amount \$1300.00 was applied for and awarded.</p> <p>3. EOPSS Traffic Safety grant in the amount of \$12,433.50 was applied for and awarded.</p> <p>4. The Hamilton Police Department is pleased to announce the commencement of its next Citizens Police Academy. The academy will be held on ten consecutive Tuesday nights from 6:30 pm to 9:00 pm beginning September 19, 2023 and concluding on November 21, 2023. The Citizen Police Academy is designed to familiarize citizens with the operation and functions of the Hamilton Police Department, Communications Center and Fire Department. Classes cover various topics such as: Criminal Law, Patrol Procedures, Evidence Collection, Domestic Violence, Motor Vehicle Enforcement, Court Procedures, and Use of Force. Additionally participants complete a 2 hour</p>	<p>1. Ongoing</p> <p>2. Ongoing</p> <p>3. Ongoing</p> <p>4. Ongoing</p>	<p>1. Ongoing</p>	

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	<p>police ride along. The ride along portion of the program gives students a firsthand experience as to what police patrol looks like. Courses will be taught by Hamilton Police Officers, Police Supervisors, Hamilton Fire Fighters and Dispatch personnel.</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. <b>We have received 11 applicants for this position and have already narrowed it down to 7 people thus far. The next step is to have the first round of interviews, which has been scheduled for August 24<sup>th</sup>.</b></p>		1. Ongoing	
<b>2. Active Shooter Training</b>	<p>2. On 8/7/23 &amp; 8/8/23 the Hamilton/Wenham Fire, Police and Emergency Dispatch Center, held an active shooter drill at the Hamilton Wenham Regional High School. Pray to God nothing like this happens here, but we must be trained, ready and prepared just in case something were to happen. We have also applied for grant funding to have a large scale mock drill in 2024.</p>		2. Ongoing	
<b>3. Call Firefighters</b>	 <p>3. As of July 26, 2023 we added 3 new call firefighters to the department, these firefighters replaced personnel that had left the department earlier this year. The new recruits will be heading off to the Call/Volunteer Recruit training class which starts on October 16, 2023 and ends on March 6, 2024. The class runs Mondays and Wednesdays nights 6pm until 10pm every week and has a plethora of weekend classes as well.</p>		3. Ongoing	
<b>4 Save the Date</b>	<p>We are holding our annual Public Safety Day and this year it will be on 9/9/23 from 10am until 2pm. This is a family event, with fire trucks, police cars, the Essex County Fire Chief's smokehouse and much more!</p>		4. Ongoing	

<p><b>Planning &amp; Inspectional Services</b></p> <p>1. Master Plan</p> <p>2. 133 Essex Street, Senior Housing Special Permit Application</p> <p>3. 421 Asbury St - 40b</p> <p>4. Planning Board consideration of zoning amendments</p> <p><b>Health Department</b></p> <p>1 General</p>	<p>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></p> <p>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>Favorable mediation occurred 7/25/23.</b></p> <p>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></p> <p>4. <b>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.</b></p> <p>Hamilton's Dept. of Health still has approx. 500 kits available for distribution to the community. Currently we're experiencing a .4% positivity rate with 4 new cases of Covid and 1 influenza case has been reported. There are 8 confirmed cases of Lyme Disease, 1 suspect case of Tuberculosis and 1 confirmed case of Salmonellosis reported. Public Health clinics for the flu and bivalent boosters have ended, residents are encouraged to seek vaccines from their</p>	<p>1 Project to be completed <b>approx. 11/23</b></p> <p>2 On-going</p> <p>3 Started Spring 2022</p> <p>4. <b>Nov STM</b></p> <p>on-going</p>	<p>1. On-going</p> <p>2. On-going</p> <p>3. <b>40B permit fini. Owner financing next.</b></p> <p>4. <b>Draft bylaw text available</b></p>	
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<p>2. Food</p> <p>3. Septic</p>	<p>health care provider or health care clinic. If a resident can't receive one elsewhere they can call the Public Health Nurse.</p> <p>Vibrio illness (spread though 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 are in the middle of the summer months. Please beware of ticks, cover exposed skin while walking through wooded/grassy areas and always check yourself and pets for ticks.</p> <p>MDPH reported twenty-one West Nile Virus positive mosquito samples of the season from Berkshire, Essex, Hampden, Hampshire, Middlesex, Norfolk, Suffolk and Worcester Counties. There have been no positive cases in humans reported.</p> <p>Intense regional precipitation events and warm weather will support increased populations of WNV and EEE mosquito vectors. Avoid mosquito bites by using EPA approved repellents, appropriate clothing and avoiding peak mosquito activity between dusk and dawn. Remove standing water by emptying containers and tarps</p> <p>Permitting of temporary food establishments is on-going while permitting for food trucks, public pools and summer camps is complete as the outdoor event season in Hamilton has begun and summer is upon us. Round 2 of food establishment inspection has begun in accordance with appendix 5 of the 2013 food code. Pool and summer camp inspection has ended and all have completed a successful inspection.</p> <p>Soil tests, plan reviews and septic inspections are on-going along with permitting of septic haulers. We have processed 175 septic pumping reports, licenced 27 septic installers, 8 septic haulers, 10 title inspectors and 4 maintenance providers. We have completed 59 plan reviews, 29 title 5 reports, 12 soil tests and issued 10 certificates of compliance.</p> <p>The Health Dept. is working on a low interest betterment loan program that would benefit residents whose septic systems have failed and are in need of replacement.</p>			
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<p>4. Animals</p> <p>5. New</p>	<p>Permitting of animal keeping is complete. Barn inspections are complete and the barn book has been completed and filed with the state.</p> <p>The sharps collection/disposal program for Hamilton residents is on-going and a sharps collection container can 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.</p> <p>Blood pressure screenings are on-going at Lamson Hall on the 2nd Wed. of each month from 3:30-5:30.</p> <p>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>The Board of Health has passed a variance to allow dogs in restaurants with outdoor dining settings.</p> <p>We are hosting several presentations scheduled in the near future with regard to health and safety. The first of these is "Overdose Prevention and Response Training" at the HW Library on 8/29 with OneStop harm reduction and on 9/20 at the Dolan Performance Arts Center in Ipswich a talk about "Where's my phone" - what parents need to know about social media and screen time. All are welcome.</p>				
<p><b>Finance</b></p> <p>1. FY23 Year End</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>1. Year-end close ongoing through end of August</p>		

<p>2. MUNIS upgrade</p> <p>3. FY23 Audit</p> <p>4. Financial Policies</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><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>1. The Assessors office mailed <b>120 FY2023 exemption applications to residents in July</b>. The Assessors had one tax deferral paid in full.</p> <p>2. For FY2023 the Assessors office is working with <b>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</b>. Assessors office keeping track of new construction for actual bills.</p> <p>5. The Assessors office processed <b>motor vehicle excise tax abatements for June and July</b>. Residents are submitting boat ownership information re: boat excise.</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. GIS updates</p> <p>7. Chapter land projects</p>	<p>6. Continue to work with CAI to ensure GIS maps are accurate and that GIS system maps parcels correctly</p> <p>7. 862 Bay Road is for sale and chapter land use is not going to continue..</p>	<p>6. Ongoing</p> <p>7. Ongoing</p>		
<p><b>Treasurer/ Collector</b></p> <p>1. BAN</p> <p>2. Year-End.</p> <p>3. Training</p> <p>4. Munis</p> <p>5. Billing</p> <p>6. Tax Title</p> <p>7. Payroll/Benefits</p>	<p>1. Working on finalizing New BAN renewal paperwork as well as outgoing payment of current BAN Due 8/17/23</p> <p>2. Working with Finance on Year-End Cash, Receivables and Statement of Indebtedness so we can report to the State Gateway system.</p> <p>3. Sue and Leticia will attend UMass Amherst 8/15/ 8/17 ongoing training of staff important to keep our department running smoothly.</p> <p>4. Helping in preparing for Munis upgrade. Working with Munis to clean up our data to hope for a smooth transition. Hoping to test a few reports and processes this week on new software.</p> <p>5. Real Estate Bill are slowing down but water bills are now coming in at a steady pace.</p> <p>6. FY 23 small balance letters will be going out in the next couple of weeks in preparation for FY23 tax title process.</p> <p>7. Sue has payroll and Benefits running smoothly.</p>	<p>1.Ongoing</p> <p>2 Ongoing</p> <p>3 Completed 8/18</p> <p>4 Upgrade scheduled for 8/24</p> <p>5 Ongoing</p>	<p>1.</p> <p>2.</p>	<p>1.</p> <p>2.</p>
<p><b>COA</b></p> <p>1 Programs</p>	<p>1a. Upcoming programs for September: EoEA Secretary Chen will be visiting. Invites will go out ASAP. Lunch and Learn will be held as scheduled. Only 1 Mobile Market in September because of the holiday. Other programs are Pedicures, Moxie Man, Veterans Group Starting, Dan Tremblay.</p>	<p>1a. September 2023</p>		

	<p>We are continuing to reach out to new presenters to see about having them come in. Generally we are having them on Tuesday afternoons.</p>  <p>2. Numbers for the Formula Grant will be due soon. This past year we serviced an unduplicated number of 545 residents. For a total of 6,668 times.</p> <p>3. Friends will start meeting again in August to plan their Fall Fundraiser. 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>4. Newsletter continues to be combined with Wenham. We have received positive feedback about the combing 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>End of October 2023</p> <p>Ongoing</p> <p>October</p> <p>Ongoing.</p>		
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**Parks & Recreation**

**1. Hurricanes Swim Team**

Our swim team season is complete. Not only did the Hurricanes post an undefeated 5-0 season, they also came in first place in the All Star Meet!





2. Patton Park Summer Program

Sad to say but the Park Program will be coming to an end next week.

Since the last update the children have been up to the following:

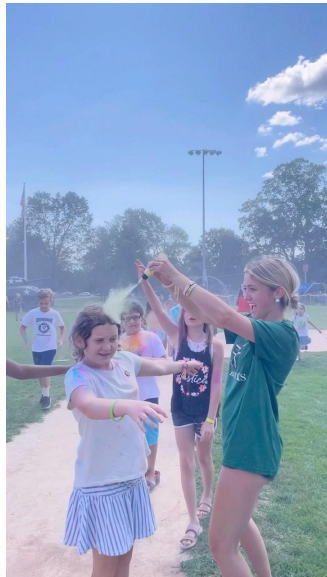
Field Trips

- Worcester Red Sox Baseball Game
- Roller Kingdom
- Canobie Lake

Special Events

- Color Run
- Carnival Day
- Teddy Town
- Story Telling
- Inflatables
- Visit from police/fire





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3.Fall Brochure

The Fall brochure is nearly complete and will be released in the upcoming week(s). Registration will open late August and programs will begin in September.

4.Patton Homestead

We will be ending the summer in style with a concert and movie night on Friday August 25th. The band Cold Engines will be playing at 5:30pm with a 7:30pm showing of Raiders of the Lost Ark. We are hopeful of a great turnout!



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

**SUMMER**

FOURTH FRIDAY FLICKS  
AUGUST 25TH

**PATTON PICNICS**  
6:30 PM  
SHOWTIME  
7:30 PM

FREE - DONATIONS  
APPRECIATED

650 ASBURY STREET



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 - Heavy Equipment Operator  DPW - Water Laborer</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>			
<p><b>Town Clerk's Office</b></p> <p>April 1 Town Meeting - Bylaw Change</p> <p>2023 Conflict of Interest Annual Filings</p> <p>2023 STREET LIST Census Forms and Voter Registration data maintenance</p>	<p>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. <b>I have amended the copy of the Bylaw to strike the previous section and insert the approved section. It will be posted to the website this week.</b></p> <p>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.</p> <p>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.</p> <p>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</p>	<p>January - Dec</p> <p>January - December</p>	<p>Complete</p> <p>In process</p> <p>A long way to go</p>	

	<p>lives here. <b>Only 217 cards have been returned.</b></p> <p><b>WE PLACED THE ORDER FOR THE 2023 PRINTED STREET LIST DOCUMENT.</b></p>			
2023 Dog License Renewals	<p>In 2022 we issued 1131 licenses and 4 kennel licenses. <b>We've issued 1122 licenses this year.</b> 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.</p>	Jan - Dec	Never ending	
DBA Renewals	<p>"Doing Business As" Business Certificates renewals due every 4 years; approx 36 to be renewed 2023. There have been <b>36 NEW</b> this year, many because banks are requiring them for business bank accounts.</p>	Jan - December	Several more expected	
2024 Election season	<p>March 5 Presidential Primary, April 11 local, Sept State Primary, November 5.</p> <p><b>Nomination paper process begins in August with the town party committees. ZOOM Training is scheduled for Aug 10.</b></p> <p><b>Sec of State will be mailing the vote by mail application cards in mid-January and voters that check off "all elections" will have to be mailed local election ballots too.</b></p>	<b>Aug 2023 - Dec 2024</b>		