



Town of Hamilton

Town Manager Report

For September 5, 2023

Department/ Project	Weekly Update	Timeline	Status
Town Manager			
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. <i>On-going</i>
2. Special Town Meeting	2. The Select Board voted to close the warrant for the November 6, Special Town Meeting on Monday, Aug. 7. The Board will be reviewing the draft warrant at an upcoming meeting and is expected to entertain a request by the Planning Board to re-open the warrant to add an article to amend the town's stormwater management by-law at the September 5, 2023 meeting and the vote to close the warrant again.	2. Nov. 6, 2023	2. <i>On-going</i>
3. Brown's Hill Zoning	3. 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. <i>On-going</i>
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. <i>Submitted</i>
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. <i>On-going</i>


6. School Feasibility Study	6. The full Cutler School Building Committee met on Monday, August 28 at 6:30 to meet the selected architects for the project and vote on the contract. JCJ Architects was chosen as the architect for the Cutler School project and the Committee voted unanimously to approve the proposed contract for design services approved by the MSBA. Please see Superintendent Eric Tracy's more thorough recap in his communications to the School Committee and parents.	6. Awaiting approval from MSBA	6. <i>On-going</i>
7. ADA Self-Eval and Transition Plan	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 www.hamiltonma.gov . A link has been provided on the website to allow public comment on the plan, before it is finalized later this fall.	7. Adopted, accepting public comment	7. <i>Fall 2023 Completion</i>
8. Downtown parking improvements	8. The DPW Director is working with the engineering consultant BSC Group to finalize a plan for new parking signage and striping in the downtown shopping district this fall. We expect a proposal for new parking regulations to be developed and presented to the Select Board in September, allowing signage to be installed and new regulations to be enforceable. Striping of the roadway to properly identify parking spaces on Railroad Avenue and Willow Street will follow.	8. Fall 2023 Completion	8. <i>On-going</i>
9. Town Hall moving and closed to the public Fridays	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.	9. Aug. 11 until move to Patton Homestead	9. <i>On-going</i>

Public Works 1 GAC Filtration Project	1. All the work building and piping work is complete. Outstanding work includes the programming, miscellaneous electrical, and loading the 4 vessels with the carbon media. Once all is complete the start up process will begin with the plant officially online by late fall/early winter 2023.	1 Fall 2023	1 On-going
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. No new update.	2 On-going	2In-progress
3 Chebacco Road Reconstruction	3. Award was given to low bidder JJ Phelan. A pre-construction meeting has been scheduled for mid September.	3 In-progress	3 In progress
4 PSB Recommissioning Project	4. The re-commissioning phase of this project is nearly complete.	4 In-progress	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. No new update.	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 tolson@hamiltonma.gov if interested.	6 ASAP	6 In-progress
7 DPW Garage Updates	7. The associated electrical work for the DPW Garage Bay Doors project has begun. Door installation is scheduled for Fall 2023.	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 completed by October 2024. No new update.	8. October 2024	8. In-progress

<p>9 Hamilton Town Hall</p>	<p>9. Office furniture has been ordered for the Patton Homestead. This furniture will be used after the Town Hall renovation work is complete. Plans are to move Hamilton staff to the Patton Homestead in mid-Oct. DPW is working on misc. site improvements prior to the move.</p>	<p>9. On-going</p>	<p>9. In-progress</p>
<p>10 GIS Asset Management</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. No new update.</p>	<p>10. On-going</p>	<p>10. In-progress</p>
<p>11 Radio Upgrades</p>	<p>11. Radio upgrades are planned for the DPW vehicles this fall to improve communication between staff during working conditions. A new base station antenna is planned to be installed on the cell tower behind town hall.</p>	<p>11. On-going</p>	<p>11. In-progress</p>

Police			
1 Comfort Dog:Luca	<ol style="list-style-type: none"> 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. 	1. Ongoing	1. Ongoing
4. Save the Date	<ol style="list-style-type: none"> 2. Medical take back grant in the amount \$1300.00 was applied for and awarded. 	2. Ongoing	
5.. Save the Date	<ol style="list-style-type: none"> 3. EOPSS Traffic Safety grant in the amount of \$12,433.50 was applied for and awarded. 	3. Ongoing	
	<ol style="list-style-type: none"> 4. The Hamilton Public Safety Team will be hosting Our annual Public Safety day on Saturday, September 9th from 10:00 - 2:00 at the Public Safety Building. Please join us for this great family event. 	4. Save the Date	
		5. Save the Date	
	<ol style="list-style-type: none"> 5. The Accord Food Pantry, along with the Hamilton Public Safety Team, will be holding a Food Drive on Saturday, September 30th from 10:00 AM - 1:00 PM at the Public Safety Building. Food will be collected in front of the Hamilton Public Safety Building. Food Items such as Cereal, Condiments, Baking items and individually wrapped snacks are greatly appreciated. 		

Fire Department			
1. Fire Call	<p>1 The Hamilton Fire Department responded to the following calls in the past two weeks.</p> <p>26 Ambulance calls, 23 fire alarm activations, 6 motor vehicle accidents, 20 fire prevention inspections and 16 other related fire calls.</p>		1. Ongoing
2. Deputy Chief	<p>2. 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. We had our first round of interviews on August 24th and now have four candidates remaining. On September 15th the applicants will be evaluated at an assessment center for their skills. The final interviews will be conducted by a panel of local fire chiefs and it is set for September 21st and we will be making a final decision shortly thereafter.</p>		2. Ongoing
3. Call Firefighters	<p>2. 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. In the interim we started working with the recruits to get them ready for this upcoming class.</p>		3. Ongoing
4. Public Safety Day	<p>4. This Saturday (9/9/23) we are hosting our annual Public Safety Day. This is a fun filled family event, with fire trucks, police cars, the Essex County Fire Chief's smokehouse, free food and much more!</p>		4. One Day Only
5. Hydrant Work	<p>5. The Hamilton Firefighters have been hard at work maintaining our hydrants. We have been out weed whacking, scaping, pressure washing as well painting them. We have also been changing out the hydrant markers/flags to make them easier to locate in emergency situations.</p>		5. Ongoing

<p>6. Special Fire Prevention activities</p>	<p>6.The Fire Prevention Office has been conducting its annual school buiolding inspections. This is done to make sure they are all up to State safety standards before the start of the new school year. As well as this inspection process, all of the schools must have their first fire drill within the first week of opening.</p>		
<p>7. COA Cookout</p>	<p>7.The HFD cooked burgers and hot dogs for the annual Council on Aging Cookout on 8/28/23.</p> 		<p>7. Once a year</p>
<p>8. 911 Remembrance</p>	<p>8. I cordially invite you to participate in our 9/11 Service on Monday, September 11, 2023. Police, Fire and guests will gather together and assemble at the front of the Public Safety Building at 9:40am.</p> <p>Let us never forget that somber day in which so many innocent people lost their lives. God bless them all!</p>		

<p>Planning & Inspectional Services</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>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. Committee work with consultant continues - they next meet Sept 13, 2023.</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. Favorable mediation occurred 7/25/23. Special Counsel and Plaintiff continue coordination.</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. Appeal period has concluded - no appeals remaining. Safe Harbor application preparation continues.</p> <p>4. GCTS campus and other areas to be considered for zoning amendments. Form based zoning being considered by Board. Stormwater Management Bylaw amendments have been prepared and the Board would like to have voted upon at fall town meeting.</p>	<p>1 Project to be completed approx. 11/23</p> <p>2 On-going</p> <p>3 Started Spring 2022</p> <p>4. Nov STM vote for stormwater management bylaw and possibly for GCTS overlay</p>	<p>1. On-going</p> <p>2. On-going</p> <p>3. 40B permit fini. Owner financing next.</p> <p>4. On-going</p>
<p>Health Department</p> <p>1 General</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.</p>	<p>on-going</p>	

Public Health clinics for the flu and bivalent boosters have ended, 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 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.

The Massachusetts Department of Public Health (DPH) has announced the first two human cases of West Nile virus (WNV) in state residents this year. One individual is a female in her 70s who was exposed to the virus in another part of the country. The second individual is a male in his 40s who was exposed in Middlesex County, an area already known to be at moderate risk.

The risk of human infection with WNV is moderate in the Greater Boston area (Middlesex, Norfolk, and Suffolk counties), and in parts of Berkshire, Bristol, Hampden, Hampshire, Plymouth, and Worcester counties. There are no additional risk level changes indicated at this time.


We're coming to the unofficial end of summer but mosquitoes with West Nile virus will persist for several more months, to avoid mosquito bites, use a repellent with an EPA-registered ingredient, wear clothing to reduce exposed skin, drain standing water and repair window screens. We also encourage everyone to regularly visit DPH's [mosquito-borne diseases](#) web pages to stay informed on when and where [WNV activity](#) is occurring."

Intense regional precipitation events and warm weather will support increased populations of WNV and EEE mosquito vectors, avoid peak mosquito activity between dusk and dawn.

2. Food	<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>		
3. Septic	<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>		
4. Animals	<p>Permitting of animal keeping is complete. Barn inspections are complete and the barn book has been completed and filed with the state.</p>		
5. New	<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 next of these is on 9/20 at the Dolan Performance Arts Center in Ipswich, "Where's my phone" - what parents need to know about social media and screen time. All are welcome.</p>		
<p>Finance</p> <p>1. FY23 Year End</p> <p>2. MUNIS upgrade</p> <p>3. FY23 Audit</p> <p>4. GFOA Budget</p>	<p>1. FY23 was successfully closed!</p> <p>2. New MUNIS upgrade migration was a success! All users are working their way around the system, learning new features and navigating through minor challenges.</p> <p>3. CLA is currently onsite engaging in the FY23 year-end audit.</p> <p>Actuary finalizing OPEB valuation.</p> <p>4. Working with the UMASS Collins Center towards a GFOA budget format</p>	<p>1. Complete</p> <p>2. Complete</p> <p>3. Ongoing</p> <p>4. Ongoing</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>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</p>	<p>1. Ongoing</p> <p>2. July 1 to December 1</p> <p>3. In process</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>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>7. 862 Bay Road is for sale and chapter land use is not going to continue..</p>		<p>4. Ongoing</p> <p>5. Ongoing</p> <p>6. Ongoing</p> <p>7. Ongoing</p>
<p>Treasurer/ Collector</p> <p>1. BAN</p> <p>2. Move</p> <p>3. Training</p> <p>4. Munis</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. Sue and Leticia are working diligently to clean up old files reaching out to state retention to get approval to dispose of old records.</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>Still working out kinks with the munis upgrade. Our process time has increased while we get used to the new system.</p>	<p>1.Ongoing</p> <p>2 Ongoing</p> <p>3 Completed 8/18</p> <p>4 Upgrade scheduled for 8/24</p>	<p>1.Completed</p> <p>2.</p>

<p>5. Billing</p> <p>6. Tax Title</p> <p>7. Payroll/Benefits</p> <p>8 Audit</p>	<p>5. Real Estate Bills 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>8. Preparing documentation and reports for Audit beginning 9/6</p>	<p>5 Ongoing</p> <p>6.Mailed 8/23 due 9/7/23</p> <p>8 Ongoing</p>	
<p>COA</p> <p>1 Programs</p> <p>2 Residents</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>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>A huge thank you to the fire department who helped make our cookout a huge success. This year we welcomed 30 residents.</p> <p>2. Residents continue to come in looking for services/help. During the month of August 10 residents were helped with</p>	<p>1a. September 2023</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

<p>3 Volunteers</p> <p>4 Newsletter</p>	<p>signing up for medicare. Resident was connected with our Veteran's Agent for additional services. 20 produce boxes were given out. SHINE open enrollment meeting is scheduled for October.</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. Meeting regarding increasing pages in the newsletter with Wenham. This would mean an additional four pages of content.</p>		<p>Ongoing</p>
<p>Parks & Recreation</p> <p>1. Patton Park Program and Veterans Memorial Pool</p> <p>Fall Programs</p>	<p>Our Patton Park Program came to end on Friday August, 15th and the last day of the pool was Labor Day. As always I will be providing and Summer Recap to the Select Board once I have the information gathered and sorted.</p> <p>Registration opened on Tuesdays, August 22nd and in total we had 447 registrations in just one day! As it stands now we have had 762 registrations for all of our Fall programming. We are truly amazed by the support we have from the community as we head into the Fall. Program</p>		

Youth Field Hockey

We just started what is now our third season of Generals Youth Hockey. We have close to 50 players participating this season! Since its inception the league has grown and out players will be playing teams from all across the North Shore. Thanks to all the wonderful volunteer coaches who make this a possibility



Water Fountain

We replaced our water fountain in the Recreation Center with a dual water fountain/water bottle dispenser.



<p>Human Resources</p> <p>1. Openings</p> <p>2. Employee Events</p> <p>3. Location</p>	<p>Current Openings: Per Diem Recording Secretary 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>Town Clerk's Office</p>			
<p>April 1 Town Meeting - Bylaw Change</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. I have posted the updated Bylaws to the Town website.</p>		<p>Complete</p>
<p>2023 Conflict of Interest Annual Filings</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>January - Dec</p>	<p>In process</p>
<p>2023 STREET LIST Census Forms and Voter Registration data maintenance</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 August 14, 2204 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 lives here. Only 229 cards have been returned.</p> <p>WE PLACED THE ORDER FOR THE 2023 PRINTED STREET LIST DOCUMENT.</p>	<p>January - December</p>	<p>A long way to go</p>
<p>2023 Dog License Renewals</p>	<p>In 2022 we issued 1131 licenses and 4 kennel licenses. We've issued 1141 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.</p>	<p>Jan - Dec</p>	<p>Never ending</p>
<p>DBA Renewals</p>	<p>"Doing Business As" Business Certificates renewals due every 4 years; approx 36 to be renewed 2023. There have been 38 NEW this year, many because banks are requiring them for business bank accounts.</p>	<p>Jan - December</p>	<p>Several more expected</p>
	<p>March 5 Presidential Primary, April 11 local, Sept State Primary, November 5.</p>		

<p>2024 Election season</p>	<p>Nomination paper process begins in August with the town party committees.</p>	<p>Aug 2023 - Dec 2024</p>	
	<p>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.</p>		
<p>Move to Patton Homestead</p>	<p>On August 16 a representative from the Secretary of State’s Office conducted an accessibility survey review of the proposed Clerk’s Office (the north wing) at the Homestead to ensure that we are in compliance with 950 CMR 51.00 “Polling Place Accessibility for Elderly and Handicapped Voters.” Because of in-person early voting, a Clerk’s Office is considered a polling place. We received approval based on our commitment to address a few violations: the accessible parking space has to be clearly marked (signage) and there must be one van accessible space; signage to direct voters from the parking lot to the north wing entrance has to be improved. Tim Olson has been a tremendous help and is already working to implement solutions.</p>	<p>August - Nov</p>	<p>Pending</p>