



# Town of Hamilton

## Town Manager Report

For September 18, 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. <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>

<p>6. School Feasibility Study</p>	<p>6. The full Cutler School Building Committee will meet on Monday, September 25 at 6:30 pm at the Hamilton Wenham Regional School Administration offices in Wenham. The last Monday of each month will be the regularly scheduled meeting of the School Building Committee going forward now that the design team is complete.</p>	<p>6. Design and feasibility will continue through 2024</p>	<p>6. <i>On-going</i></p>
<p>7. Americans with Disability Act (ADA) Self-Eval and Transition Plan</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 to 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>7. Adopted, accepting public comment</p>	<p>7. <i>Fall 2023 Completion</i></p>
<p>8. Downtown parking improvements</p>	<p>8. UPDATE - The public safety team will finalize a recommendation for the Select Board, likely to be presented at the October 2, 2023 Select Board meeting, which will include recommendations for new parking regulations and appropriate signage on Railroad Avenue and Willow St., as well as a plan for lining parking spaces along both streets as well.</p>	<p>8. Fall 2023 Completion</p>	<p>8. <i>On-going</i></p>
<p>9. Town Hall moving and closed to the public Fridays</p>	<p>9. Town Hall remains closed to the public on Fridays, to allow our employees time to prepare their offices, files and storage areas for the planned move to Patton Homestead in mid-October. Employees will 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>9. Aug. 11 until move to Patton Homestead</p>	<p>9. <i>On-going</i></p>
<p>10. Start of FY'25 budget process</p>	<p>10. Though we are only a few months into FY'24, the process for developing a budget for FY'25 is set to begin in the next few weeks. This year, town staff will be fully transitioning the FY'25 budget document to a Government Finance Officers Association (GFOA) style budget, which will be easier to read for residents and other members of the public who are not accustomed to financial spread sheets. The first major step in this process will be a discussion with the Finance and Advisory Committee and the Select Board, likely at the Oct. 2, 2023 Select</p>	<p>10. Begin Fall 2023 through Annual Town Meeting in April 2024</p>	<p>10. <i>Starting</i></p>

<p>11. MOD grant applied for</p>	<p>Board meeting, about budget and programmatic goals for 2025.</p> <p>11. On Friday, Sep. 15 the town applied for Massachusetts Office of Disabilities (MOD) AA Construction Grant seeking \$250,000 toward the cost of the ADA accessibility improvements proposed in the Town Hall Rehabilitation and Preservation Project. With a successful Town Meeting vote on November 6, the town will be able to undertake all of the major required work needed to renovate and preserve the Historic Town Hall. If the town is granted the \$250,000 it is seeking, we will use that decrease the amount of town funds in the project.</p>	<p>11. Fall/Winter 2023-24</p>	<p>11. Application submitted</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 Public Safety Building Recommissioning Project</p> <p>5 Fueling Facility</p> <p>6 Employment</p>	<p>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 startup process will begin with the plant officially online by late fall/early winter 2023. <b>No new update.</b></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. Award was given to low bidder JJ Phelan. A pre-construction meeting has been scheduled for mid September. <b>No new update.</b></p> <p>4. <b>Installation of a new controller and then a balancing study will be completed within the next few weeks.</b></p> <p>5. The new facility construction is planned to start in Sept. 2023. <b>No new update.</b></p> <p>6. DPW is still looking for a Heavy Equipment Operators and a Water Dept. Laborer. Please submit a cover letter and resume to</p>	<p>1 Fall 2023</p> <p>2 On-going</p> <p>3 In-progress</p> <p>4 In-progress</p> <p>5 In progress</p> <p>6 ASAP</p>	<p>1 On-going</p> <p>2In-progress</p> <p>3 In progress</p> <p>4 On-going</p> <p>5 On-going</p> <p>6 In-progress</p>

7 DPW Garage Updates	<p><a href="mailto:tolson@hamiltonma.gov">tolson@hamiltonma.gov</a> if interested.</p> <p>7. The associated electrical work for the DPW Garage Bay Doors project has begun. Door installation is scheduled for Fall 2023. <b>No new update.</b></p>	7. Fall 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. <b>No new update.</b></p>	8. October 2024	8. In-progress
9 Hamilton Town Hall	<p>9. <b>The Town Manager and DPW submitted a Municipal ADA Improvement Grant application for \$250K in connection with the proposed Town Hall Preservation Project for funding to contribute to the new elevator and access ramp.</b></p>	9. On-going	9. In-progress
10 Geographic Information System (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. <b>No new update.</b></p>	10. On-going	10. In-progress
11 Radio Upgrades	<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. <b>No new update.</b></p>	11. On-going	11. In-progress
<b>12 Well Maintenance</b>	<p>12. <b>A bid advertisement is out for annual maintenance to our 5 production wells located at 79 Pine Tree Drive. Plans are to have the 5 wells redeveloped annually to provide optimum withdrawal and water quality.</b></p>	<b>12. Bids due 10/4/2023</b>	<b>12. In-process</b>

<p><b>Police</b></p> <p>1 Comfort Dog:Luca</p> <p>2.. Save the Date</p> <p>3. Save the Date</p> <p>4. ECO Radio Updates</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. <b>Recently, Officer Girolimon and Luca attended a Lunch and Learn at the COA. They have also attended other community events, such as the Farmers Market at the Community House and Fall Festival.</b></p> <p>2. 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. <b>Public Safety Day was well attended and a huge success. It was a pleasure to see familiar faces and meet new residents as they interact with their Public Safety Partners</b></p> <p>3. 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.</p> <p>4. The Public Safety Repeater System Project was completed in July. We are now seeking estimates to replace the Police and Fire back up antennas.</p>	<p>1. Ongoing</p> <p>3. Save the Date</p> <p>4. Ongoing</p>	<p>1. Ongoing</p>
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<p><b>Fire Department</b> <b>1. Fire Call</b></p>	<p>1 The Hamilton Fire Department responded to the following calls in the past two weeks. <b>30 Ambulance calls, 22 fire alarm activations, 2 mutual aid calls, 2 motor vehicle accidents, 12 fire prevention inspections and 17 other related fire calls.</b></p>		<p>1. Ongoing</p>
<p><b>2. Deputy Chief</b></p>	<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 24<sup>th</sup> and now have four candidates remaining. <b>Last Friday September 15th we evaluated our top four candidates at an assessment center for their skills. The final interviews are being conducted by a panel of four local fire chiefs this Thursday 9/21/23 and we should have a final decision shortly thereafter.</b></p>		<p>2. Ongoing</p>
<p><b>3. Call Firefighters</b></p>	<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. In the interim we started working with the recruits to get them ready for this upcoming class. <b>No updates</b></p>		<p>3. Ongoing</p>
<p><b>4. Public Safety Day</b></p>	<p><b>4. We held our annual Public Safety Day on 9/9/23) and it turned out to be a huge success. This was our biggest turn out in all the years we have been running this event.</b></p>		<p>4. complete</p>
<p><b>5. Hydrant Work</b></p>	<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. <b>No updates</b></p>		<p>5. Ongoing</p>
<p><b>6. 911 2023 Remembrance</b></p>	<div data-bbox="483 1659 917 1848" data-label="Image"> </div> <p><b>We had a good showing from the Police, Fire, Town Hall and local residents.</b></p>		<p>6. complete</p>

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<b>7. Special Fire prevention activities</b>	7. Last week the Hamilton Fire Prevention Office issued a permit to blast ledge as part of a pool project on Essex Street, in the area of Chebacco Road. They successfully blasted for three days without incident.		7. Complete
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<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>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>Committee work with consultant continues - they next meet Sept 13, 2023.</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. Special Counsel and Plaintiff continue coordination.</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 preparation continues.</b></p> <p>4. <b>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.</b></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. 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. <b>40B permit fini. Owner financing next.</b></p> <p>4. <b>On-going</b></p>
<p><b>Health Department</b></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 7 new cases of Covid and 1 influenza case has been reported. There are 3 confirmed cases of Lyme Disease, 1 confirmed case of Campylobacteriosis, 1 suspect case of</p>	<p>on-going</p>		



Babesiosis reported. Public Health clinics for 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.

A flu clinic has been scheduled for October 26, 2023 at the COA building from 2:30-5:30. Residents are encouraged to attend and receive their flu shots.

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 remains a health concern as summer concludes. 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 three 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 other individuals were 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 approaching the end of summer but mosquitoes with West Nile virus (WNV) 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 warmer weather will support increased

<p>2. Food</p> <p>3. Septic</p> <p>4. Animals</p> <p>5. New</p>	<p>populations of WNV and EEE mosquito vectors, avoid peak mosquito activity between dusk and dawn.</p> <p>Permitting of temporary food establishments is on-going as we approach the fall event season, while permitting for food trucks, public pools and summer camps is complete as the outdoor event season in Hamilton has ended and summer is coming to a close. Round 2 of food establishment inspection has begun in accordance with appendix 5 of the 2013 food code.</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, licensed 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> <p>Permitting of animal keeping is on-going. Barn inspections will begin soon and the barn book completion and filing with the state has begun.</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>		
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	<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><b>Finance</b></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><b>Assessor</b></p> <p>1. Statutory exemption abatements/ Tax deferrals</p> <p>2. FY2023 tax recap</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>1. Ongoing</p> <p>2. July 1 to December 1</p>	

<p>3. FY2023 property record updates</p> <p>4. Permits/growth</p> <p>5. Motor vehicle/boat excise tax</p> <p>6. GIS updates</p> <p>7. Chapter land projects</p>	<p>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>7. 862 Bay Road is for sale and chapter land use is not going to continue..</p>	<p>3. In process</p> <p>4. Ongoing</p> <p>5. Ongoing</p> <p>6. Ongoing</p> <p>7. Ongoing</p>	
<p><b>Treasurer/ Collector</b></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. 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 Completer</p>	<p>1.Completed</p> <p>2.</p>

<p>5 Billing</p> <p>6. Tax Title</p> <p>7. Payroll/Benefits</p> <p>8 Misc</p>	<p>5. Water Demands have been mailed. Second qtr tax bills have been generated and approved and will be mailed 9/28/23. Commitment 5 for motor vehicle Sue working on today mailing with Kelley &amp; Ryan.</p> <p>6. FY 23 small balance letters will have been mailed.</p> <p>7. Sue has payroll and Benefits running smoothly.</p> <p>8. Wrapping up Audit requests. Working on Annual Town Report.</p>	<p>5 Ongoing</p> <p>8 Ongoing</p>	
<p><b>COA</b></p> <p>1 Programs</p> <p>2. Residents</p> <p>3 Volunteers</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 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. Working with residents to get their Masshealth applications finalized, starting to schedule appointments for SHINE.</p> <p>3. Friends will start meeting again in August to plan their Fall Fundraiser.</p>	<p>1a. September 2023</p> <p>Ongoing</p> <p>Ongoing</p>	

<p>4 Newsletter</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. Friends have scheduled the holiday party for December 19th. And looking at having their fundraiser at the beginning of November.</p> <p>4. Meeting regarding increasing pages in the newsletter with Wenham. This would mean an additional four pages of content. We have requested the increase in pages. This will start in December.</p>	<p>Ongoing</p> <p>Ongoing</p>	
<p><b>Parks &amp; Recreation</b></p> <p>1. Patton Park Program and Veterans Memorial Pool</p> <p>Fall Programs</p> <p>Youth Field Hockey</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> <p>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</p>		

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><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>Current Openings:  Per Diem Recording Secretary  DPW - Heavy Equipment Operator  DPW - Water Laborer  Conservation Agent/Hamilton &amp; MBTS  Regional Public Health Nurse</p> <p>Reevaluate the payment structure for per diem recording secretaries.</p> <p>Department Head evaluation support.</p> <p>File assessment of old HR files at Town Hall.</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>Conservation Agent - Second round of interviews schedule with members of both boards on 9/21/2023</p> <p>Regional Public Health Nurse interviews scheduled with representatives from all communities on 9/21/2023</p> <p>Recording Secretary interview on 9/18/2023.</p>	



<p><b>Town Clerk's Office</b></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. As of Sept 18, 2208 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 that is proof they live here. Each was mailed a "Confirmation Card" that is to be returned with signature stating that the voter still lives here. <b>Only 246 cards have been returned.</b></p> <p>The hard copies of the 2023 Street List have arrived.</p>	<p>January - Dec</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. <b>We've issued 1150 licenses this year.</b> Anne has done tremendous work sending out letters to all dog owners that have not licensed their dogs. Many are calling saying that the dog is deceased which has helped us update the database.</p>	<p>January - 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 <b>39 NEW</b> this year, many because banks are requiring them for business bank accounts.</p>	<p>Jan - Dec</p>	<p>Several more expected</p>
<p>2024 Election season</p>	<p>March 5 Presidential Primary, April 11 local, Sept State Primary, November 5. Nomination paper process begins in August with the town party committees.</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>	<p><b>Aug 2023 - Dec 2024</b></p>	<p><b>Pending</b></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</p>	<p>August - Nov</p>	

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.

I have been in contact with the Secretary of State's Office regarding the relocation of the non-internet based state computer system that we use. They will conduct a site survey to determine next steps for a new circuit at the Homestead. It is critical that the system be properly set up in order for the Clerk's Office to complete all steps before and after the Special Town Meeting on Nov 6. We will be registering voters until Oct 27 and then will need to print paper voter lists. We will also upload the voter list to the Poll Pads for electronic check-in and then upload the attendance list back to the voter registration system.

The Clerk's Office will be producing a Q&A regarding the relocation to the Homestead that will be posted to the town website and will be available in hard copy. The document will answer all key questions regarding who is moving, phone numbers, drop box etc.