



# Town of Hamilton

## Town Manager Report

For October 16, 2023

Department/ Project	Weekly Update	Timeline	Status
<b>Town Manager</b>			
1. Master Plan	1. The Master Plan Steering Committee (MPSC) is planning a public outreach forum for Thursday, October 28, 2023, more details to come as we get closer to the date.	1. Fall 2023	1. <i>On-going</i>
2. Special Town Meeting	2. The Select Board has scheduled a brief discussion of the final warrant language on Monday, Oct. 16 and the Finance and Advisory Committee is finalizing its recommendations for all articles.	2. Nov. 6, 2023	2. <i>On-going</i>
3. Brown's Hill Zoning	3. The Brown's Hill Overlay Zoning has been removed from the fall Special Town Meeting warrant. A brief report on the progress of the zoning will be provided at Special Town Meeting for Town Meeting members and this effort is likely to be renewed at a future date.	3. Nov. 6, 2023	3. <i>On-going</i>
4. MassWorks Grant	4. The town and Hamilton Development Corporation have been informed by the state that our application for a \$4.8 million grant was not successful in this round. In the coming weeks town administration will review comments from MassWorks with the HDC and we will review potential next steps.	4. Not awarded	4. <i>Closed</i>
5. Chebacco Road Paving	5. Site preparation and roadside clearing has begun. Improvements of the roadway are expected before the first snow.	5. Spring 2024 completion	5. <i>On-going</i>
6. School Feasibility Study	6. The full Cutler School Building Committee met on Monday, September 25	6. Design and feasibility will	6. <i>On-going</i>

	<p>at 6:30 pm at the Hamilton Wenham Regional School Administration offices in Wenham and received an update from the project design team about community outreach and the design process that will unfold over the next several months. The Design team will be attending the next two Farmer’s Markets at the Community House on Fridays on Sep. 29 and October 6, to begin discussing the project with residents of both towns.</p>	<p>continue through 2024</p>	
7. Americans with Disability Act (ADA) Self-Eval and TransitionPlan	<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>
8. Downtown parking improvements	<p>8. The Select Board voted on Oct. 2 to set new parking hours and regulations for the downtown district and Public Works has ordered new signage - to be installed before the winter announcing those new regulations. Roadway improvements will follow, likely in the Spring and enforcement of the new parking regulations will begin after a period of education of the new rules to the public.</p>	<p>8. <i>Fall 2023</i></p>	<p>8. <i>On-going</i></p>
9. Town Hall moving and closed to the public Fridays	<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-November. Our move to Patton Homestead has been delayed due to the furniture delivery date. Our new plan is to move town staff during the three days before Thanksgiving Nov. 20-22. 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. <i>Aug. 11 until move to Patton Homestead</i></p>	<p>9. <i>On-going</i></p>
10. Start of FY’25 budget process	<p>10. The process for developing a budget for FY’25 is set to begin in the coming weeks. This year, town staff will be fully transitioning the FY’25 budget document to a Government Finance Officers Association (GFOA) style budget, which</p>	<p>10. <i>Begin Fall 2023 through Annual Town Meeting in April 2024</i></p>	<p>10. <i>Starting</i></p>

<p>11. MOD grant applied for</p> <p>12. Fire personnel announcements</p>	<p>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 of this process began with a discussion with the Finance and Advisory Committee and the Select Board, at the Oct. 2, 2023 Select 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 to decrease the amount of town funds in the project.</p> <p>12. Congratulations to firefighter Jared Dolan for his promotion to Senior Firefighter on the fulltime department, effective October 15, 2023. In his new role Dolan will be operating acting Lieutenant and will have the duties and authority of such. Additionally, the Chief is wrapping up his search for a new fulltime Deputy Chief of the department. Interviews and professional skills assessments have been completed and Chief Brunet is expecting to make his announcement shortly.</p>	<p>11. Fall/Winter 2023-24</p> <p>12. Fall 2023</p>	<p>11. <i>Application submitted</i></p> <p>12. <i>Near completion</i></p>
<p><b>Public Works</b></p> <p>1 GAC Filtration Project</p> <p>2 Essex Street Drainage</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. <b>Carbon media is planned for delivery on October 11th.</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>1 Fall 2023</p> <p>2 On-going</p>	<p>1 On-going</p> <p>2 In-progress</p>

3 Chebacco Road Reconstruction	3. Award was given to low bidder JJ Phelan. <b>Construction will begin on October 10th.</b>	3 In-progress	3 In progress
4 Public Safety Building Recommissioning Project	4. <b>The new building controller was installed and programming has been updated. A balancer will be coming in within the next week to optimize the existing system with the new upgrades.</b>	4 In-progress	4 On-going
5 Fueling Facility	5. <b>The new fuel facility construction will begin on October 23rd. Construction should take a few months and be completed by early winter.</b>	5 In progress	5 On-going
6 Employment	6. <b>The Town has promoted Richie Campana to the Heavy Highway Equipment Operator position. The Town is still searching for two truck driver laborers.</b>	6 ASAP	6 In-progress
7 DPW Garage Updates	7. <b>Work on the new DPW Garage bay doors will begin by mid October. All doors will have operators with remotes and new electrical hookups.</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 completed by October 2024. <b>No new update.</b>	8. October 2024	8. In-progress
9 Hamilton Town Hall	9. 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>Hamilton has issued a new RFQ for Energy Management Services (EMS) for the design and installation of new building mechanical systems and lighting under MGL Ch 25A in connection with the Town Hall Preservation project.</b>	9. On-going	9. In-progress

<p>10 Geographic Information System (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. <b>No new update.</b></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. <b>No new update.</b></p>	<p>11. On-going</p>	<p>11. In-progress</p>
<p>12 Well Maintenance</p>	<p>12. <b>Bids were received on 10/5/2023 for the redevelopment of all the Idlewood Wellfield production wells. The Hamilton Water Department is evaluating the submitted bids for appropriateness.</b></p>	<p>12. <b>Bids due 10/5/2023</b></p>	<p>12. <b>In-process</b></p>
<p>13 Low Income Household Water Assistance Program (LIHWAP)</p>	<p>13. <b>The Hamilton Water Department has partnered with Action, Inc. to implement the LIHWAP to qualifying residents of Hamilton which will provide a rate reduction benefit to eligible residents</b></p>	<p>13. <b>On-going</b></p>	<p>13. <b>In-process</b></p>

<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>	<ol style="list-style-type: none"> <li>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></li> <li>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></li> <li>3. The Acord 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.</li> <li>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.</li> </ol>	<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></p> <p><b>1. Fire Calls</b></p> <p><b>2. Deputy Chief Position</b></p> <p><b>3. Call Firefighters</b></p> <p><b>4. Hydrant Work</b></p> <p><b>5. Life saved</b></p>	<p>1 The Hamilton Fire Department responded to the following calls in the past two weeks. 15 Ambulance calls, 7 fire alarm activations, 0 mutual aid calls, 3 motor vehicle accidents, 8 fire prevention inspections and 10 other related fire calls.</p> <p>2 The Full-time Deputy Chief search has concluded. With that said, I offered this position to Dan Sullivan from the Town of Wenham and he has subsequently accepted the position. Dan graduated from Hamilton Wenham High School, has a bachelor's degree in business from Salem State College and has run his own business for many years in Danvers. He is currently a Deputy Fire Chief with the Wenham Fire Department and has over 26 years of experience in the fire service. There are still many details to work through to complete the hiring process, but it is my goal to have the deputy on board by mid-November. I am looking forward to having Dan join our team!</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. No updates</p> <p>4. The Hamilton Firefighters have been hard at work maintaining our hydrants. We have been out weed whacking, scraping, 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. Over the week to come we will be out painting hydrants on Essex and Moulton Street.</p> <p>Dane Jorgenson, one of our firefighters, was at a soccer game in Medford MA when a player suffered a heart attack. He sprung into action, used his training to apply an</p>		<p>1. Ongoing</p> <p>2. Ongoing</p> <p>3. Ongoing</p> <p>4. Ongoing</p> <p>5. A Job well done</p>
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<p><b>6. Fire Prevention</b></p>	<p>AED and provided CPR. He saved a life! Congratulations Dane!</p> <p>6. On September 20, and again on September 27, Hamilton Fire and SRO Gina Bertelli conducted evacuation drills with Winthrop Elementary School. The drill takes the place of one fire drill required during the school year. This drill is another step in the continuing process of establishing the Town's Active Shooter response.</p>		<p>6. Ongoing</p>
<p><b>7. Promotion from within the Dept.</b></p>	<p>7. I am pleased to announce that effective October 15, 2023, Jared Dolan will be promoted to Senior Firefighter. In Jared's new role he will be operating as an acting lieutenant. On behalf of All Hamilton Fire Officers and myself, we wish him the best as he takes on this new Role.</p>		<p>7. Next week</p>
<p><b>8. Driver Training Simulator</b></p>	<p>7. MIIA, the Town's insurance carrier is coming next week (10/3/23) for a driver safety class for our firefighters. The simulator is state-of-the-art and is available to MIIA member communities which offers a safe environment for driver operators to experience a variety of emergency response scenarios. The program consists of 1 ½ hours classroom instruction with 1/2 hour per participant of hands-on practice in the simulator.</p>		<p>8. ongoing</p>



<b>Planning &amp; Inspectional Services</b>			
1. Master Plan	1. Open Committee meetings are once a 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 - the next public meeting Oct. 28, 2023 in the Miles River Elementary School auditorium.</b>	1 Project to be completed <b>approx. 12/30</b>	1. On-going
2. 133 Essex Street, Senior Housing Special Permit Application / <b>40B Application filed with State and Town</b>	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. *Applicant has filed an application for a 59 unit 40B project.</b>	2 On-going  40B PEL letter just submitted to town	2. On-going  <b>Expect a 1/2 to full year for permitting with the ZBA.</b>
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 preparation continues.</b>	3 Started Spring 2022	3. <b>40B permit fini. Owner financing next.</b>
4. Planning Board consideration of zoning amendments	4. GCTS campus and other areas to be considered for zoning amendments - possible amendment to be advanced for Annual Town Meeting April 2024. Form based zoning being considered by Board. Stormwater Management Bylaw amendments have been prepared with public hearing to occur on Oct 17 and Town Meeting on Nov. 6., 2023.	4. Nov STM vote for stormwater management bylaw and possibly for GCTS overlay	4. On-going

<p><b>Health Department</b></p> <p>1 General</p>	<p>Hamilton's Dept. of Health still has approx. 100 kits available for distribution to the community, but they are going fast. Residents are encouraged to secure up to 4 free test kits from Mass. Dept of Health delivered directly to their homes. Currently we're experiencing a .4% positivity rate with 9 new cases of Covid and 1 influenza case has been reported. There are 1 confirmed case of Lyme Disease, , 1 case of Tuberculosis and 1 case of Hepatitis B 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.</p> <p>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.</p> <p>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.</p> <p>The Massachusetts Department of Public Health (DPH) has announced four 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.</p> <p>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.</p>	<p>on-going</p>	
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<p>2. Food/Tobacco</p> <p>3. Septic</p> <p>4. Animals</p>	<p>We're at 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 <a href="#">mosquito-borne diseases</a> web pages to stay informed on when and where <a href="#">WNV activity</a> is occurring.”</p> <p>Intense regional precipitation events and warmer weather will support increased 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>We have processed and enforced 3 tobacco violations and are currently updating our tobacco regulation to conform to state guidelines.</p> <p>Soil tests, plan reviews and septic inspections are on-going along with permitting of septic haulers. Year to date we have processed 35 septic pumping reports, licensed 3 septic installers, septic hauler, 10 title inspectors and 4 maintenance providers. We have completed 17 plan reviews, 27 title 5 reports, 7 soil tests and issued 23 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>		
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<p>5. New</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><b>Finance</b></p> <p>1. FY23 Audit</p> <p>2. New Hire</p> <p>3. GFOA Budget</p> <p>4. Budget Goals</p> <p>5. Budget Process</p>	<p>1. CLA is finalizing fixed asset testing and audited financial statements.</p> <p>2. The finance department welcomes Diane Sawyer as new Town Accountant!</p> <p>3. Departments are working to finalize documents with accomplishments, goals, mission statements, trends and metrics to prepare for the FY25 GFOA budget format.</p> <p>4. FY25 Budget Goals are in review and ready in preparation of the budget process.</p> <p>5. Budget schedule and process are being drafted in an effort to be</p>	<p>1. Ongoing</p> <p>2. Complete</p> <p>3. In progress</p> <p>4. In progress</p> <p>5. In progress</p>	

<p>6. Revenue Projections</p> <p>7. Move to Patton Homestead</p>	<p>presented to department heads next week.</p> <p>6. FY25 Revenue projections are in progress.</p> <p>7. Working with IT to coordinate and finalize computer systems, phone system and personnel set-up at Patton Homestead for a successful transition.</p>	<p>6. In progress</p> <p>7. In progress</p>	
<p><b>Assessor</b></p> <p>1. Statutory exemption abatements/ Tax deferrals</p> <p>2. FY2024 tax recap</p> <p>3. FY2024 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>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 FY2024 new growth and interim year adjustment process. Also looking into requirements for FY2024 recertification.</p> <p>4. <b>Assessor's office has completed new growth data collection for FY2024 and will begin data entry. Assessors office keeping track of new construction for actual bills.</b></p> <p>5. The Assessors office <b>processed motor vehicle excise tax abatements for June and July.</b> Residents are submitting boat ownership information re: boat excise.</p> <p>6. <b>Continue to work with CAI to ensure GIS maps are accurate and that GIS system maps parcels correctly</b></p> <p>7. <b>862 Bay Road is for sale and chapter land use is not going to continue..</b></p>	<p>1. Ongoing</p> <p>2. July 1 to December 1</p> <p>3. In process</p> <p>4. Ongoing</p> <p>5. Ongoing</p> <p>6. Ongoing</p> <p>7. Ongoing</p>	

<b>Treasurer/ Collector</b>			
1. BAN	1. Working on finalizing New BAN renewal paperwork as well as outgoing payment of current BAN Due 8/17/23	1.Ongoing	1.Completed
2. Move	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.	2 Ongoing	2.
3. Training	3. Sue and Leticia will attend UMass Amherst 8/15/ 8/17 ongoing training of staff important to keep our department running smoothly.	3 Completed 8/18	
4. Munis	4. Still working out kinks with the munis upgrade. Our process time has increased while we get used to the new system. We have registered for online training on the 19th munis is offering for free.	4 Upgrade Complete	
5 Billing	5. 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 & Ryan. Unipay has made taxpayers bills available on-line and will maintain history for 2 years which will be helpful for taxpayers to look back on their history.	5 Ongoing	
6. Tax Title	6. FY 23 small balance letters have been mailed. Munis training we have scheduled is how to process tax titles. We will revisit when to move into Tax Title after training.		
7. Payroll/Benefits	7. Sue has payroll and Benefits running smoothly.		
8 Misc	8. Working with Eastern Bank on Lock box exceptions to find a better solution for exceptions other than being mailed to us. Hoping to avoid delays and get help with processing customers' e-checks	8 Ongoing	

<p>9 Essex North Shore &amp; Technical High School</p>	<p>quicker, and Eastern Bank will be presenting a demo Oct. 27th.</p> <p>9. Working with Locke and Lord to complete POS for Essex North Shore Agricultural upcoming BOND issuance.</p>		
<p><b>COA</b> 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. Visit with Secretary Chen went well. We had about 45 in attendance. Programming for September has picked up-numbers continue to be steady for programming.</p> <p>October programming is in full force. We have a medicare talk coming up on Tuesday October 17th, we have Gloucester Fisherman's Wives coming in. Line Dancing has started. Additional programming coming in November and December</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. Currently SHINE appointments are booking out for the last week of October. We have 25 scheduled in the first three weeks.</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. Friends have scheduled the holiday party for December 19th. Fall Fundraiser date has been</p>	<p>1a. September 2023</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

<p>4 Newsletter</p>	<p>confirmed for November 17th at the Legion Hall.</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><b>Parks &amp; Recreation</b></p> <p>1. Fall Program</p> <p>2. Pumpkin Fest</p>	<p>All Fall Programs are up and running. Currently we have 38 different classes weekly that are running. Our “2nd” session of Fall programs will start next week. We will start to move indoors at the end of the month as the weather changes.</p> <p>Will be held on Saturday, October 28th 1pm - 3pm (with pumpkin lighting at 6pm) at Patton Park. We will have pumpkin carving, music and games, as well as a trunk of treat.</p>  		



<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  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>Exploring Health Care Options</p> <p>Union Negotiations</p> <p>Working on building a relationship with Essex Tech to participate in their coop program for potential DPW positions. This program could provide opportunities for summer help and succession planning for future DPW workers.</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 hired and began working on Oct. 16</p> <p>Regional Public Health Nurse - First round fit interviews went very well. Two candidates to be scheduled for skill set interviews.</p> <p>Recording Secretary interview second interview scheduled.</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</p>	<p>January - Dec</p>	<p>In process</p>

<p>2023 STREET LIST Census Forms and Voter Registration data maintenance</p>	<p>compliance and will be tracking down delinquent files.</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 247 cards have been returned.</b></p> <p>The hard copies of the 2023 Street List have arrived, have been distributed and are available for sale.</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 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>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 41 NEW 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 election, Sept State Primary date TBD, November 5 State/Presidential Election. Nomination paper process begins in August with the town party committees. <b>Nomination papers are due Friday, Nov 10. The Clerk’s Office has to be open until 5:00 pm despite the observation of Veterans’ Day because the legal holiday is Saturday. 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 compliance with 950 CMR 51.00 “Polling Place Accessibility for Elderly and</p>	<p>August - Nov</p>	

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	<p>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>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.</p> <p>The Clerk’s Office will be producing a Q&amp;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.</p>		
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