



Town of Hamilton

Town Manager Report

For week of December 4, 2023

Department/ Project	Weekly Update	Timeline	Status
<p>Town Manager</p> <p>1. Special activities and dates to be aware of</p> <p>2. Human Rights Day</p> <p>3. Brown's Hill Zoning</p>	<p>1. Hamilton Town Staff will be hosting an Open House at the Patton Homestead on Tuesday, Dec. 12 from 3 to 4:30 p.m. with light refreshments for residents who wish to stop in and see our temporary home. There will also be some guided tours of the building, so residents can learn how to find specific departments.</p> <p>On Thursday, Dec. 14, the town's office at Patton Homestead and the Council on Aging building will close at noon, so that staff and members of local boards and committees can enjoy the annual Holiday Party, which will be held this year at the American Legion Gardener Post Hall on School street from 1 to 4 p.m.</p> <p>2. The Hamilton Human Rights Commission, in collaboration with the Wenham Human Rights Committee and others will host a celebration of 75th International Human Rights Day on Saturday, Dec. 9 with a full program of activities for young and old alike at the Hamilton-Wenham Regional Library from 10:30 to 2:30. All events are free and open to the public and the complete list of activities can be found at hwhumanrights.org</p> <p>3. Following the Gordon Conwell Seminary's comments on the proposed Brown's Hill Overlay Zoning District last month the Planning Board met in open session on</p>	<p>1. Tuesday, Dec. 12 and Thursday, Dec. 14</p> <p>2. Dec. 9, 2024</p> <p>3. Ready for Annual Town Meeting</p>	<p>1. <i>Two dates</i></p> <p>2. <i>One Day</i></p> <p>3. <i>On-going</i></p>

4. Master Plan	<p>Tuesday, Dec. 5 and provided a response to the Seminary's comments. The zoning effort is expected to continue in the new year, with the goal of having a by-law ready for Annual Town Meeting.</p> <p>4. Judi Barrett of Barrett Planning Group will update the Select Board during a presentation at the Monday, November 20 Select Board meeting. The work of the MPSC continues and will be completed late this year.</p>	4. Late 2023	4. <i>On-going</i>
5. Chebacco Road Paving	5. Work has begun on the Chebacco Road paving project, with contractors focusing first on the gravel road portion of the project, with the goal to get a binding coat of pavement onto the roadway before the first snow flies this year. Roadway drainage improvements, improvements to the already paved portion of the road and final top coat of the new road will all be scheduled to resume in the Spring.	5. Spring 2024	5. <i>On-going</i>
6. School Feasibility Study	6. The next meeting of the Cutler School Feasibility Study Committee will be on Monday, Dec. 18 beginning at 5:30 p.m. , following that meeting Superintendent Eric Tracy will accompany the OPM and Design Architects to a meeting with the Hamilton Select Board, who will get an update on the progress of the study and consider a request to clarify the long-term status of the HWRSD's leases at Cutler and Winthrop school sites, both of which expire in 2025.	6. Through 2025	6. <i>On-going</i>
7. Board and committee meetings during Town Hall renovation	7. The Town Manager and the Executive Director of HW Cam are working on a plan that will allow the meeting room at the Hamilton-Wenham Library to be used for town board and committee meetings during the time that the Town Hall is closed for renovations. The goal is to allow the continuation of Hybrid Meeting capability at this site during the construction and allow HWCam to broadcast live from that meeting room as well. Additionally, some board and committees may choose to hold their meetings either at the Hamilton COA building, first floor or at the Multi-purpose room at the Miles River Middle School. In the meantime, the Select Board, Planning Board and others will be able to use the	7. Winter 2024	7. <i>Through Fall 2025</i>

<p>8. New above ground town fuel facility</p>	<p>Memorial Room until construction starts at the Town Hall.</p> <p>8. Construction has begun on the new above ground town fuel facility, which will ultimately allow town vehicles to fuel here in Hamilton once again. The construction is scheduled to take 2-4 weeks and the expectation is that town vehicles will be able to fuel in the Hamilton DPW yard by sometime in December.</p>	<p>. December 2024</p>	<p>8. <i>On-going</i></p>
<p>9. Town Hall moved and closed to the public Fridays until January</p>	<p>9. Town Hall employees, except those working for the Public Works department, have moved out of the building, as the town prepares to bid out the Town Hall renovation project this month. Employees in the offices of Town Manager Treasurer/Collector, Assessor, Accounting, Planning, Conservation Commission and Town Clerk have all moved to the Patton Homestead at 650 Asbury St. Employees in the Inspectional Services (Building Department), have moved to the modular addition at the back of the Senior Center on Bay Road.</p>	<p>9. Completed</p>	<p>9. <i>Through renovation</i></p>
<p>10. Start of FY'25 budget process</p>	<p>10. Initial departmental budget meetings with Finance and Advisory Commission are complete and initial budget development has commenced. The Select Board and Finance and Advisory Committee met jointly with their peers from Wenham and the Hamilton-Wenham Regional School Committee to share initial budget forecasts for Fiscal Year 2025. Though it is early, and there are still many unknowns, including that all five town unions will be negotiating contracts prior to the start of the 2025 fiscal year in July, the Town Manager remains confident that the town will be able to deliver a balanced budget that will not require a proposition 2 1/2 override.</p>	<p>10. Through April 6, 2024</p>	<p>10. <i>On-going</i></p>
<p>11. 40B development proposed for Chebacco Woods</p>	<p>11. The town completed submission of its initial response to the proposed Chapter 40B development at 133 Essex St (the former site of the proposed senior development - Chebacco Hill Estates) in late November. The state will consider the developer's application and the concerns and issues raised by the town its response, before deciding whether to award a project eligibility designation to the</p>	<p>11. Unknown</p>	<p>11. <i>Unknown</i></p>

<p>12. Town Hall building committee</p>	<p>developer, likely sometime in late December. If the PEL is awarded by the state, the developer has up to two years to make application to the Hamilton Zoning Board of Appeals (ZBA) for a 40B project on the site.</p> <p>12. As the town prepares to go out to bid, the Town Manager, Select Board and Capital Committee have agreed to appoint a town hall construction committee comprised of resident Mike Twomey, who had previously chaired the Town Hall Building Committee, resident Steve Loeper of the Capital Committee and Energy Manager Vicky Masone to serve as professional resources and support to the Owners Project Managers who are Public Works Director Tim Olson and Building Commissioner Rich Maloney. This group will meet periodically throughout the on-going project and will serve to provide the community perspective and an extra level of experienced oversight to aid the OPM team.</p>	<p>12. Fall of 2025</p>	<p>12. On-going</p>
<p>Public Works</p> <p>Facilities</p>	<ol style="list-style-type: none"> 1. Fuel Facility The new fuel facility has been installed and electrical work is underway. The facility is planning to be active mid- December. 2. Public Safety Building Recommissioning and Weatherization Project This project is substantially complete and the Contractor is working on completing the punch list items 3. DPW Garage Bay Doors The work on the new DPW Garage Bay Doors is complete. Final work on the electrical connection and door operators is underway 4. Hamilton Town Hall A kick-off meeting was scheduled on 12/6 to discuss the next steps on the building project and the integration of the newly established Energy Services contract. Plans 	<p>Timeline</p> <p>Mid-December Completion</p> <p>Complete</p> <p>Complete</p> <p>Construction Start Spring 2024</p>	<p>Status</p> <p>In construction</p> <p>Completing Punch List</p> <p>Completing wiring and operator functions</p> <p>Working on final bid set and energy system designs</p>

<p>DPW Administration</p>	<p>are to finalize the building project bid documents and insert the designed energy efficiency building components into the bid documents for a potential bid date in January 2024.</p> <p>1. Employment Opportunities</p> <p>The town is actively looking for a Truck Driver Laborer position in the DPW and the Water Department. If interested please email Tim Olson @ tolson@hamiltonma.gov or call 978-626-5227 for position details.</p> <p>2. Radio Upgrades</p> <p>The town has contracted with Cyber Communications for the radio upgrade project. A new base station antenna will be established at the DPW facility and all trucks will be outfitted with new radios to improve communication within the department as well as other departments.</p>	<p>Open</p> <p>Complete by End of December</p>	<p>Open</p> <p>Base Station Complete, truck and handheld installation</p>
<p>Highway Dept</p>	<p>1. Essex Street Drainage</p> <p>DPW continues to communicate with the engineering consultant and owner of 470 Essex Street in hopes of a collaborative effort to address drainage upgrades along Essex Street near Appaloosa Lane.</p>	<p>On-going</p>	<p>Waiting for owner and development submittal</p>
<p>Snow</p>	<p>1. Reduce Road Salt</p> <p>Hamilton DPW has now outfitted all three sanders with liquid de-icing equipment to upgrade winter activity performance and help reduce road salt applications</p>	<p>Complete</p>	<p>Ready for Winter</p>
<p>Vehicle Maintenance</p>	<p>1. New Purchased Vehicles</p> <p>Following the 2023 ATM approved article the town placed an order for a new front line sander and water utility truck. These trucks are presently being built and are estimated to be delivered to Hamilton in February.</p> <p>Hamilton also has purchased a new EV F150 Lighting for the DPW. This is Hamilton's first effort to utilize an EV for municipal use. This truck is planned to be delivered in late December.</p>	<p>February 2024</p>	<p>Ordered and being built</p>

Cemetery	No items to report		
Sanitation	No items to report		
Parks and Grounds	No items to report		
Energy	<ol style="list-style-type: none"> Solar on the DPW Garage <p>The Town is actively pursuing the installation of a solar array on the DPW Garage. This would be a ballasted system and sized to supplement the energy load required at the DPW Garage and also at the new Town Hall post construction activities.</p>	Spring 2024	Under design
Water	<ol style="list-style-type: none"> GAC Filtration Project <p>The construction of the new GAC filtration facility is substantially complete. The Water Department has performed a series of “dry-runs” to learn the operation of the new facility as well as address any punch list items. The Water Department is waiting on a final inspection from MassDEP before placing the facility online. This inspection is scheduled for the week of December 11th, 2023.</p>	Complete	Waiting on final inspection with MassDEP
	<ol style="list-style-type: none"> Lead Service Inventory and Assessment <p>The Water Department and hired consultant, Stantec Engineers, have continued to populate a service line inventory as mandated by EPA and MassDEP. Efforts have been made on the public side of the service connection, but please understand the required assessment and inventory also include the information from the private end of the service. The Hamilton Water Department will be issuing out a notice to all water which will include information regarding the program and instructions on how to assist the department. Failure to assist may result in increased consultant fees and associated water rate adjustments. Participation will benefit all.</p>	In-process	Working on data from public side, will be reaching out to private owners for cooperation
	<ol style="list-style-type: none"> GIS Asset Management <p>The town has contracted with Dewberry Engineers to assist with establishing a GIS</p>	In-process	Gathering field data for system wide information

Fire Dept			
1. Department Stats	<p>1. The Hamilton Fire Department responded to the following calls along with other department activities. In the previous two weeks we responded to 9 fire alarm activations, 20 ambulance calls, 0 mutual aid calls, 3 MVA, 0 brush fires and 3 public assists. We also conducted the following fire prevention activities, 6 inspections.</p>	1. On-going	
2. Call/Volunteer recruit training program	<p>2. The Hamilton Fire Dept currently has 4 members enrolled in the Call/Volunteer recruit training program offered through the Mass Fire Academy. The program began 10/16/2023 and runs through 3/6/2024. During the last two weeks they have had lectures covering building construction, fire suppression and different methods of ventilation as well as practical evolutions covering structural search and rescue, hose deployment, nozzle operations and SCBA inspection</p>	2. On-going	
3. Public Education	<p>The Fire Station had visits from (3) pre-k school programs where the children participated in a station tour, met the staff and got to learn about some of the daily activities of the Hamilton Fire Dept</p>	3. On-going	

PLANNING & INSPECTIONAL SERVICES			
1. Office Relocations for Planning, Conservation & Inspectional Services	1. Planning Officer and Conservation Offices at Patton Homestead (650 Asbury St). Inspectional Services at Rear Building of COA Building (299 Bay Road).	1. Done - Nov/Dec, 2023	1. Done
2. Master Plan	2. Latter phases of document in preparation; Depart Heads to assist in preparing Implementation elements for document; Committee to meet in Jan. '24	2. Late Jan '24	2. Ongoing
3. 133 Essex St Sr Housing Project	3. Applicant appealed Planning board decisions; cases in Court	3. Ongoing	3. Ongoing
4. 133 Essex St 40B	4. Applicant submitted Project Eligibility Letter - Town reviewed/commented thereupon to MassHousing	4. Ongoing	4. Ongoing
5. Planning Board considering Form Based Zoning (FBZ)	5. Evaluating concept; review of other communities FBZ	5. Ongoing	5. Ongoing
6. MassHousing Partnership providing grants for T Communities Zoning. Fall town meeting	6. Modeling work being undertaken by consultants	6. Expect product in Mar.	6. Ongoing

<p>5. New Programs</p>	<p>begun and the barn book will be completed and filed with the state. In accordance with Board of Health regulations, the new expiration date for animal keeping is August 31st of each year.</p> <p>5. 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. Blood pressure screenings are on-going at Lamson Hall on the 2nd Wed. of each month from 3:30-5:30. 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>6. Public Health Concerns</p>	<p>6. Recently there have been several health related recalls the community needs to be aware of; The FDA has determined that Cinnamon imported from Ecuador is the likely source of lead after high levels of lead were found in children's applesauce. The FDA is advising parents and caregivers not to buy or feed 3 different brands of apple cinnamon fruit puree pouches to children because the product may contain elevated levels of lead. For more information about the advisory click here. https://www.fda.gov/food/outbreaks-foodborne-illness/investigation-elevated-lead-levels-applesauce-pouches-november-2023</p> <p>Also; The CDC has announced a dog food recall due to a potential salmonella outbreak:</p> <p>Victor Super Premium Dog Foods Wayne Feeds Dog Food</p>		

	<p>Eagle Mountain Pet Food Member's Mark</p> <p>Salmonella could be obtained by touching the dog food - Please discard any of the above brands and clean all surfaces that the food may have come into contact - and as always, wash your hands.</p> <p>Also; The FDA has announced the recall of 26 brands of eye drops that could cause irritation or blindness. Store brands found at CVS, Walmart, Target and Rite Aid are among the brands being recalled due to manufacturing in unsanitary conditions. Please cease using and discard any that you might have. For a full list visit; https://www.fda.gov/drugs/drug-safety-and-availability/fda-warns-consumers-not-purchase-or-use-certain-eye-drops-several-major-brands-due-risk-eye#eyedrops</p>		
<p>Treasurer/Collector</p> <p>1 Tax Title</p> <p>2 Billing</p> <p>3 Move</p>	<p>FY 23 small balance letters have been sent.</p> <p>Sue sent out an additional reminder letter this year with great response. We are hoping to send out final notice letters once we get settled into our new office.</p> <p>We are also working with Eastern Bank Lock Box to set up web exceptions. We are trying to avoid mailing back exceptions and longer turn around time for depositing into the bank. Once set up, Leticia will correct payments online and payments will be deposited that night. Reached out to Eastern Bank this week they are hoping to have programing complete by 12/22/23.</p> <p>We are settling into our new office. Hoping to be totally unpacked next week.</p>		

<p>Parks & Recreation</p> <ol style="list-style-type: none"> 1. Winter 2024 Program Brochure 2. Patton Park Summer Program Information 3. Fall Programs Report 4. LL Improvements to baseball diamonds 	<p>The 2024 Program Brochure was released last week and resident registration will start on Tuesday, November 28th.</p> <p>We are offering 54 programs with ~100 different activities available for registration.</p> <p>Within the winter brochure we also released preliminary registration information for the Summer Park Program. We have made updates to our registration dates, payment timelines, registration process, and refund policy. The goal is to ensure a more fair and less stressful registration process. That said we are still capped out at ~225 registrations per week across all of our age groups.</p> <p>We had an extremely successful fall season. In total we had just shy of 1200 total registrations across all of our programs and activities. This is compared to ~850 from the Fall of 2022.</p> <p>Once again, HWLL is funding improvements to diamonds in Patton and Pingree Park. The improvements mostly include work in rehabbing the diamond infields.</p>	<p>1. On-going</p>	<p>1. On-going</p>

<p>Human Resources</p> <p>1. Openings</p> <p>2. Collaboration</p> <p>3. New Location</p> <p>4. Employee Engagement</p>	<p>1. Current Openings:</p> <ul style="list-style-type: none"> ● Regional Health Coordinator Towns of Hamilton, Essex, Wenham, and Rockport ● WATER TRUCK DRIVER/LABORER ● CLERK/TYPIST – MINUTE TAKER ● DPW Truck Driver/Laborer <p>2. Finalized Regional Health job descriptions, will be posted with anticipated changes of position.</p> <p>Working with Union and DPW on succession planning.</p> <p>Developing a training program for Minute takers with Wenham and MBTS, to include a possible oversight position.</p> <p>3. The Human Resources office can be found on the second floor of the Hamilton Council on Aging building at 299 Bay Road.</p> <p>4. Successful ‘We are moving party’ was held at Town Hall on Friday, November 17. Planning for a Patton and Building Department in early/mid December.</p> <ul style="list-style-type: none"> ● Information Insurance meeting scheduled at American Legion on Friday, December 8 representatives from MIAA and the GIC will present highlights from both programs. ● Developing an Employee Engagement survey focussed on team building and enrichment. 		
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5. Notifications	5 . Employee Assistance Program flyers to be sent out soon, a gentle reminder that it is the most wonderful time of the year for all and support is available for those who need or want it.		
Town Clerk's Office Nov 6 Special Town Meeting Follow Through 2023 Conflict of Interest Annual Filings 2023 Dog License Renewals DBA	<p>1. Stormwater Management Bylaw change was submitted to the Attorney General's Office on Nov 8; we are awaiting final review and approval. Their 90 day deadline is February 6, 2024. Effective date will be the date I have the approved change posted by the Constable.</p> <p>2. Request for Home Rule Petition to increase eligibility limits for senior property tax deferrals has been sent to Senator Tarr's office and Representative Kassner's office on Nov 8. It may take 10 months for the Legislature to pass the Home Rule Petition.</p> <p>3. Votes have been certified and have been uploaded to the DOR Gateway.</p> <p>4. Minutes have been posted to the Town website on the Town Clerk page under "Town Meeting Minutes."</p> <p>With Laurie Wilson's help, we are contacting employees and board/committee members who are delinquent in completing the 2023 training. Early in 2024, the training cycle begins again.</p> <p>In 2022 we issued 1131 licenses and 4 kennel licenses. We've issued 1150 2023 licenses. 2024 License renewals will be mailed in January as part of the 2024 Census/Street list mailing.</p> <p>"Doing Business As" renewals due every 4 years; approx 36 to be renewed in calendar year 2023. So far 44 NEW this year. Many more DBA's being filed because banks are requiring them for business bank accounts.</p>	 Jan - Dec Jan - Dec	 Pending Year round Never ending! Several more expected

<p>Move to Patton Homestead</p> <p>Town Clerk Office Hours</p> <p>2024 Election Season</p> <p>2024 Hamilton Census/Street List process</p>	<p>We are still waiting for the Sec of State's office to install a dedicated circuit for the non-internet based voter registration system that we use. VPN has been approved and installed as a temporary solution by the Sec of State's office and both Anne and I are able to log into the system. The Town Clerk's office is stopping at Town Hall every morning to gather all mail from the drop box and bring it to Town Hall.</p> <p>Because we could not bring everything in the vault and could not bring all election related materials to the Homestead, Anne and I will dedicate the 8:00 - 8:30 am period to stop at Town Hall as needed to get documents or materials that are needed or requested. Our official opening hour at the Homestead will be 8:30. We want to avoid having someone drive to the Homestead and not have either of us there.</p> <p>The 2024 State Election season has begun. Initiative Petitions for potential 2024 state ballot questions were due Wed, Nov 22. We received 543 pages and verified 848 voter signatures. There were 19 state ballot questions (ultimately to appear on the Nov 5, 2024 state election ballot).</p> <p>2024 election dates: March 5 Presidential Primary, April 11 Annual Town Election; State Primary Sep 3 (the day after Labor Day); Nov 5 State/Presidential Election. The Sec of State's office will be mailing vote by mail application cards in mid-January to all registered voters. All state elections will involve in-person early voting and vote by mail; the town election will involve vote by mail for voters that indicate "all elections" on the application card.</p> <p>The 2024 Census Form has been developed and the vendor will mail the forms to 3000 households in mid-January. Form are due back in 10 days. The mailing will include the dog license renewal form and the 2024 trash schedule.</p>	<p>November</p> <p>Nov 2023 - Nov 2024</p> <p>Jan 2024 - Dec 2024</p>	