

	<p>heads prepare for the presentation of the Draft FY'25 Operational and Capital Budget to a Joint meeting of the Select Board and Finance and Advisory Committee on Monday, January 22, 2024. We remain optimistic that we will be able to deliver a balanced and responsible budget that continues to provide the services town residents have come to expect and lives within the restrictions of Proposition 2½ - we do not anticipate needing an override at this stage of budget development.</p>		
3. Brown's Hill Zoning	<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 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>	3. Ready for Annual Town Meeting	3. <i>On-going</i>
4. Master Plan	<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	<p>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.</p>	5. Spring 2024	5. <i>On-going</i>
6. School Feasibility Study	<p>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.</p>	6. Through 2025	6. <i>On-going</i>

<p>7. Board and committee meetings during Town Hall renovation</p>	<p>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 boards 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 Memorial Room until construction starts at the Town Hall.</p>	<p>7. Winter 2024</p>	<p>7. <i>Through Fall 2025</i></p>
<p>8. New above ground town fuel facility</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</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>12. Town Hall building committee</p>	<p>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>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 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>11. Unknown</p> <p>12. Fall of 2025</p>	<p>11. <i>Unknown</i></p> <p>12. <i>On-going</i></p>
<p>Public Works</p> <p>Facilities</p>	<p>1. Fuel Facility</p> <p>The new fuel facility has been installed and electrical work is underway. The facility is planning to be active mid- December.</p> <p>2. Public Safety Building Recommissioning and Weatherization Project</p>	<p>Timeline</p> <p>Mid-December Completion</p> <p>Complete</p>	<p>Status</p> <p>In construction</p> <p>Completing Punch List</p>

<p>DPW Administration</p>	<p>This project is substantially complete and the Contractor is working on completing the punch list items</p> <p>3. DPW Garage Bay Doors</p> <p>The work on the new DPW Garage Bay Doors is complete. Final work on the electrical connection and door operators is underway</p> <p>4. Hamilton Town Hall</p> <p>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 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>Complete</p> <p>Construction Start Spring 2024</p> <p>Open</p> <p>Complete by End of December</p>	<p>Completing wiring and operator functions</p> <p>Working on final bid set and energy system designs</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</p>	<p>Complete</p>	<p>Ready for Winter</p>

<p>Vehicle Maintenance</p>	<p>upgrade winter activity performance and help reduce road salt applications</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>
<p>Cemetery</p>	<p>No items to report</p>		
<p>Sanitation</p>	<p>No items to report</p>		
<p>Parks and Grounds</p>	<p>No items to report</p>		
<p>Energy</p>	<p>1. Solar on the DPW Garage</p> <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>	<p>Spring 2024</p>	<p>Under design</p>
<p>Water</p>	<p>1. GAC Filtration Project</p> <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> <p>2. Lead Service Inventory and Assessment</p> <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</p>	<p>Complete</p> <p>In-process</p>	<p>Waiting on final inspection with MassDEP</p> <p>Working on data from public side, will be reaching out to private owners for cooperation</p>

	<p>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> <p>3. GIS Asset Management</p> <p>The town has contracted with Dewberry Engineers to assist with establishing a GIS water asset management program. This GIS will initially be geared to the Hamilton Water System but will then be populated with other attributes i.e. storm water, roadways etc. in the future.</p> <p>4. Well Maintenance</p> <p>The contractor has begun the annual redevelopment of our wells in the Idlewood Well Field. To date, Idlewood #2 has received a full development and Plateau Well is currently under construction.</p> <p>5. Low Income Household Water Assistance Program (LIHWAP)</p> <p>The Hamilton Water Department has partnered with Action Inc. to implement the LIHWAP to qualifying residents of Hamilton. This program will provide financial assistance benefits to eligible residents</p>	<p>In-process</p> <p>On-going</p> <p>Implemented</p>	<p>Gathering field data for system wide information</p> <p>Idlewood 2 complete, Plateau Well under construction</p> <p>Available</p>
<p>Police</p> <p>1. Public Safety Xmas Toy Drive</p>	<p>Members of the Hamilton Police Department will once again be holding its annual “Stuff-A-Cruiser” Toy Drive. All toys will be delivered to Shriners Hospital in Boston</p> <p>Once again the Hamilton Police Stuff-A-Cruiser toy drive was an enormous success and we thank everyone for their generosity.</p>	<p>12/16/2023</p>	

2. COA Updates	On December 19th, Officers of the Hamilton Police Department were given the honor of serving the seniors at their yearly Holiday (COA) Luncheon. This was a great opportunity for Hamilton officers to spend time with our seniors and exchange holiday greetings.		
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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, 21 ambulance calls, 2 mutual aid calls, 1 MVA, 0 brush fires and 2 public assists. We also conducted the following fire prevention activities, 2 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 on hose deployment from an engine, primary search and ventilation. They had a midterm exam and had practical evolutions at the Fire Academy in Stow where they had live fire evolutions as well as navigating the Academy Maze Trailer.</p>	2. On-going	
3. Public Education	<p>On 12/8 Hamilton Fire Dept staff along with Hamilton Police assisted HWRHS Class of 2026 students who had organized a food drive to benefit the Accord Food Pantry with pickup up food that had been dropped off at the High School, Winthrop & Cutler Schools. Students and staff picked up food at the (3) locations and delivered it to the Accord Food Pantry.</p>	3. Complete	

PLANNING & INSPECTIONAL SERVICES			
1. Office Relocations for Planning, Conservation & Inspectional Services	1. Planning Office 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. Town has received two grants from Mass Housing Partnership for early planning stages.	6. Expect product in Mar. 3A Zoning Article expected STM 24.	6. Ongoing
7. Conservation Commission	7. Seeking members (2)		

	<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>Finance</p> <p>1. FY23 Audit</p> <p>2. Gateway Recap/Tax Rate</p> <p>3. GFOA Budget</p> <p>4. FY25 Budget</p> <p>5. Patton Homestead</p> <p>6. Schedule A</p> <p>7. Rate Classifications</p> <p>8. Standard & Poors Rating</p>	<p>1. Jim Piotrowski from CliftonLarsonAllen presented the FY23 audited results and financial statements at a joint Select Board/FinCom meeting on 12/18. The audit resulted in an unmodified opinion, which is the best opinion to have. This means there were no material findings or risk concerns. This is a testament to all Hamilton Department Heads and their administrative staff. It takes great collaboration, cooperation and due diligence to achieve successful results.</p> <p>2. Required information for the FY23 recapitulation and FY24 estimates were submitted to the Massachusetts Division of Local Services - The 2024 Tax Rate has been approved at \$15.11 per thousand.</p> <p>3. Working to complete the debt, OPEB, pension, trends and metrics sections of the GFOA budget document.</p> <p>4. Completed all FY25 initial Department Budget Hearings; FY25 initial revenue projections complete; working with CapCom and Department heads to project necessary FY25 capital spending; set to present updated information by end of January.</p> <p>5. IT collaborated with DPW to swiftly transition all Patton Homestead staff into their new spaces; computer systems were immediately transferred and operational; new telephone systems were implemented - much success!</p> <p>6. The compilation of Schedule A requirements are in progress.</p> <p>7. The tax rate classifications will remain the same for FY25.</p> <p>8. Hamilton is preparing for an updated Standard & Poors Credit Rating for the upcoming bonds.</p>		
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Treasurer/Collector			
1 Tax Title	<p>FY 23 small balance letters have been sent. 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>		
2 Billing	<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. Sample's have been approved for Real Estate and Personal Property 3rd qtr bill. They will be mailed 12/28</p>		
3. Munis	<p>Munis conversion still working out some kinks. Hoping to have all the kinks worked out shortly. Reporting and processing our deferral is our main problem right now Deferral is in munis que as it is a problem with software itself. We are hoping not to have this problem when we move on to tax title.</p>		
4 Benefits /Payroll	<p>Sue has payroll and benefits running smoothly. She is now preparing for year end with payroll. Harper's our payroll company has also offered online webinars for preparing for year end which Sue is taking full advantage of.</p>		
5 BOND	<p>Starting to prepare for our upcoming BOND sale. Working on Bond Preliminary Official Statement (POS). Also preparing for an upcoming S&P ratings call.</p>		

Parks & Recreation 1. Winter 2024 Registrations 2. Full Moon Hike Series	Registration for winter programming began on November 28th. To date we have had close to 800 total unique registrations across all of our winter programming. We just announced our Full Moon Hike Series at the Patton Homestead. The first hike will be on January 25th and we will continue these hikes throughout the upcoming months. Registration for these hikes is available on our website.	1. On-going	1. On-going



3. Flashlight Candy Cane Hunt

We held our annual Flashlight Candy Cane Hunt earlier this month. A great time was had by all, we had just over 110 participants. Over 2,000 candy canes were spread across Fairhaven Field and just about all Candy Canes were accounted for. Always a fun night!

4. HVAC Capital

Our department has submitted a capital request to replace our old HVAC system in the Recreation Center. Currently we only one of the two units are functioning. The plan is to replace our old (25+ years) gas unites with more environmentally friendly heat pump units. This aligns with the Town's green initiatives.

5. Looking ahead to the Summer

After the new year we will start our summer planning, staffing, and registration process.

<p>COA</p> <p>1. Programming</p> <p>2. Open Enrollment</p> <p>3. Grants</p> <p>4. Newsletter</p>	<p>December programming is in full swing. We held our Holiday Part on December 19th. Hosted by the Friends of the COA, the several police officers came over to help serve and socialized. Albie Mitchell and his brother provided music for the event.</p> <p>Regular programming including the birthday party, bingo, arts and crafts, knitting, book club, and yoga continued. We started offering our Fit over 50 class, and Balance classes started back up. We also started indoor Bocce.</p> <p>Open enrollment ended on December 7th. I am still tallying the appointments, but at last count 125 consumers were helped to find new plans. I assisted one individual in saving themselves over \$7500 in medical bills. I am still getting calls for residents that are retiring, or going on medicare.</p> <p>Our COA is partnering with Rowley in applying for a technology grant. We recently learned that our application and request for \$85,000 was approved. This money will be used to purchase ipads, computer lessons, and hybrid programming.</p> <p>We continue to partner with Wenham for our newsletter. We are looking at increasing the page size due to both COA's having more activities. We are hoping to start this in February or March. January newsletter will be delayed going out because of the holiday.</p>		
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<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 ● DPW Truck Driver/Laborer <p>2. Finalized Regional Health job descriptions, will be posted with anticipated changes of position.</p> <ul style="list-style-type: none"> ● Regional Services Coordinator ● Regional Public Health Nurse ● Health Inspections (pending) <p>Working with Union and DPW on succession planning.</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. Planning for a Building Department open house in early/mid January.</p> <ul style="list-style-type: none"> ● Informative Insurance meeting was held at American Legion on Friday, December 8 representatives from MIAA and the GIC presented highlights from both programs about 40 employees attended. ● Developing an Employee Engagement survey focussed on team building and enrichment. 		
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<p>5. Notifications</p>	<p>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.</p>		
<p>Town Clerk's Office</p> <p>Nov 6 Special Town Meeting Follow Through</p> <p>2023 Conflict of Interest Annual Filings</p> <p>2023 & 2024 Dog License Renewals</p>	<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. I worked with Wendy and have electronically approved the appropriations loaded in the DOR Gateway and have also worked with the Assessor's Office and have approved certain schedules required for the tax rate calculation. The Town Clerk's electronic approval is one of those things that many are not aware of.</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. The dog license software has been updated to 2024.</p>	<p>Jan - Dec</p> <p>Jan - Dec</p>	<p>Pending</p> <p>Year round</p> <p>Never ending!</p>

<p>DBA</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>	<p>Jan - Dec</p>	<p>Several more expected</p>
<p>Move to Patton Homestead</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. Both Anne and I are having trouble logging into the system and printing documents are in constant contact with the troubleshooters at the state. The Town Clerk’s office is stopping at Town Hall every day to gather all mail from the drop box and bring it to Town Hall and also to drop off and pick up mail at the post office.</p>	<p>November</p>	
<p>Town Clerk Office Hours</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>2024 Election Season</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>Nov 2023 - Nov 2024</p>	

