



Town of Hamilton

Town Manager Report

For week of January 8, 2024

Department/ Project	Weekly Update	Timeline	Status
<u>Town Manager</u> 1. Happy New Year	<p>1. As the calendar turns to 2024, and with town staff safely housed at the Patton Homestead, we are looking forward to a productive year of providing programs and services to the residents of Hamilton, as we do every year. Though it always seems to be a busy environment, we are excited to be working on several projects that will be moving forward in the coming year, including the Town Hall Renovation, the completion of the paving of Chebacco Road, the Cutler School feasibility study and planning for downtown improvements and possible zoning changes are among the highest profile issues that town staff is currently focused on. All of these projects and programs have at their core a desire to improve the quality of life in Hamilton for all of our residents. We invite, and hope, the public will engage with us in our meetings and planning sessions to ensure that we are delivering to our residents the programs, services and projects that you all feel will make life in Hamilton even better.</p>	1. On-going	1. <i>On-going</i>
2. FY'25 budget and capital presentation	<p>2. The Town Manager, Finance and Director and town department heads will present the FY 2025 budget and capital proposal to a joint meeting of the Select Board and Finance and Advisory Committee on Monday, January 22 beginning at 7 p.m. This will be an in-person meeting, carried live on</p>	2. Through April 6, 2024	2. <i>On-going</i>

<p>3. Brown's Hill Zoning</p>	<p>HWCam and will also offer a zoom component as a courtesy. However, if there are technical difficulties with the zoom, the meeting will proceed in-person.</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 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>3. Ready for Annual Town Meeting</p>	<p>3. <i>On-going</i></p>
<p>4. Master Plan</p>	<p>4. The Barrett Planning Group is finalizing its final Master Plan report and was scheduled to meet with the Master Plan Steering Committee this past Wednesday. The project is nearing completion.</p>	<p>4. Imminently</p>	<p>4. <i>On-going</i></p>
<p>5. Chebacco Road Paving</p>	<p>5. Work has halted for the off-season on the Chebacco Road paving project. 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>	<p>5. Spring 2024</p>	<p>5. <i>On-going</i></p>
<p>6. School Feasibility Study</p>	<p>6. The next meeting of the Cutler School Feasibility Study Committee will be on Monday, January 22 beginning at 5:30 p.m. The design and OPM teams will be hosting a public forum on the school project at the high school on Wed. January 17 in the morning. Please check the website for more details.</p>	<p>6. Through 2025</p>	<p>6. <i>On-going</i></p>
<p>7. Board and committee meetings during Town Hall renovation</p>	<p>7. The Town Manager and the Executive Director of HWCam 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</p>	<p>7. Winter 2024</p>	<p>7. <i>Through Fall 2025</i></p>

<p>8. New above ground town fuel facility</p> <p>9. Town Hall moved and closed to the public Fridays until January</p> <p>10. Town Hall building committee</p>	<p>Board and others will be able to use the Memorial Room until construction starts at the Town Hall.</p> <p>8. Construction is completed on the new above ground town fuel facility, and town vehicles can fuel here in Hamilton once again.</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>10. As the town prepares a bid package for the Town Hall renovation and de-carbonization project, 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>8. Completed</p> <p>9. Completed</p> <p>10. Fall of 2025</p>	<p><i>9. Through renovation</i></p> <p><i>10. On-going</i></p>

Public Works		Timeline	Status
Facilities	<p>1. Fuel Facility</p> <p>Construction is completed on the new above ground town fuel facility, and town vehicles can fuel here in Hamilton once again.</p>	Complete	Completed
DPW Administration	<p>2. Hamilton Town Hall</p> <p>The energy audit is underway to determine alternatives to address the building internal HVAC systems that will be included in the project bid documents.</p>	Construction Start Spring/Summer 2024	Working on final bid set and energy system designs
DPW Administration	<p>1. Employment Opportunities</p> <p>The town has hired Alex Cullen as a new Truck Driver Laborer in the DPW. The Town still has one opening in the Water Department. If interested please email Tim Olson @ tolson@hamiltonma.gov or call 978-626-5227 for position details.</p>	Open	Open
Highway Dept	<p>2. Radio Upgrades</p> <p>The town has contracted with Cyber Communications for the radio upgrade project. A new base station antenna has been installed and trucks/equipment will receive new radios in February.</p>	Complete by End of February	Base Station Complete, truck and handheld installation
Highway Dept	<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. No new update</p>	On-going	Waiting for owner and development submittal
Highway Dept	<p>2. Roadway and Sidewalk Improvements</p> <p>DPW is in the planning stage for a FY25 Roadway and Sidewalk improvement project. This project will include a series of milling and overlay projects with associated sidewalk, curb, and drainage improvements as well as areas of new sidewalk installation.</p>	Summer 2024 bid	In-progress

<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. No new update.</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 January.</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>Final MassDEP inspection was performed on the new GAC Filtration system. The Town is waiting on the approval from MassDEP for operation. Pending approval the town plans to have the GAC system on-line starting the week of 1/22/24.</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</p>	<p>Complete</p> <p>In-process</p>	<p>MassDEP Final Inspection was performed 1/11/2024</p> <p>Working on data from public side, will be reaching out to private owners for cooperation</p>

	<p>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. No new update.</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. No new update.</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. No new update.</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. No new update.</p> <p>6. Phase 5 Water Improvements</p> <p>Hamilton Water will begin the preliminary design efforts for a Phase 5 Water System Improvement project.</p>		<p>In-process</p> <p>Gathering field data for system wide information</p> <p>On-going</p> <p>Idlewood 2 complete, Plateau Well under construction</p> <p>Implemented</p> <p>Available</p> <p>Design by Fall 2024 Construction TBD</p> <p>Seeking proposals</p>
<u>Police</u>			

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Fire Dept			
1. Department Stats	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, 17 ambulance calls, 1 mutual aid calls, 7 MVA, 0 brush fires and 4 public assists. We also conducted the following fire prevention activities, 5 inspections.	1. On-going	
2. Call/Volunteer recruit training program	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 hydrant operations, pumping, ladder deployment & ladder rescue. They were at the fire academy in Stow for below grade primary search.	2. On-going	
3. Grant	The Hamilton Fire Dept applied for and received an EMPG grant from the Mass Emergency Management Agency. This is a reimbursement grant that will be used to buy new equipment used to mitigate an EV fire.	3. On Going	
4. Winter Storm	We had a large NorEaster come through over the weekend and the Staff did a great job responding to many emergency calls associated with the storm	4. Complete	
5. Hamilton Chemical 1	Retired FireFighter Randy Ayer has spent the last 18 months restoring Hamilton Chemical 1 at no cost to the Town. The restoration project is nearing completion and the Fire Dept has applied for CPC funds to construct a replacement building to house the vehicle. The previous building was razed to make room for the new Public Safety Building. The Fire Chief will be attending the CPC meeting on 1/11/2024 to provide information and answer any questions the committee might have.	5. On Going	

6.Training

Dept Members continue to sharpen their skills during our in house training programs. During the winter months we hope to conduct ice rescue drills. We are currently training for R.I.T (Rapid Intervention Training) which is training focused on rescuing firefighters during interior firefighting operations.



6.On Going

<u>Planning and Inspectional Services</u>			
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; Department Heads to assist in preparing Implementation elements for document; Committee to meet in Jan. 10, 2024. Planning Board to engage in review of document and adopt when appropriate.	2. Early '24	2. Ongoing
3. 133 Essex St Senior 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. Awaiting MHP decision on whether to fund project.	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><u>Public Health Department</u> 1. Health Related</p> <p>2. Food Permitting and Inspection</p> <p>3 Septic</p>	<ol style="list-style-type: none"> 1. Hamilton's Dept. of Health has approx. 200 covid test kits available for distribution to the community. Currently we're experiencing a .23% positivity rate with 30 new cases of Covid having been reported. There are 5 confirmed cases of Lyme Disease and 2 confirmed case of Tuberculosis reported, 9 cases of influenza, 1 case of Campylobacteriosis and 1 case of Varicella. Public Health clinics for the flu and bivalent boosters have ended, residents are encouraged to seek vaccines from their health care provider or health care clinic. If a resident can't receive one elsewhere they can call the Public Health Nurse. In addition, the health department will have a limited supply of single use gloves and bandages for distribution to the community - please call 978 417-6118 to order. 2. Permitting of food establishments/food trucks has begun for the 2024 year. Round 1 of food establishment inspection, in accordance with appendix 5 of the 2013 food code has begun. 3. Soil tests, plan reviews and septic inspections are on-going along with permitting of septic haulers. We have processed 175 septic pumping reports, licenced 27 septic installers, 8 septic haulers, 10 title inspectors and 4 maintenance providers. We have completed 59 plan reviews, 29 title 5 reports, 12 soil tests and issued 10 certificates of compliance. The Health Dept. is working on a low interest betterment loan program that would benefit residents whose septic systems have failed and are in 	<p>On-going</p>	

<p>4. Animals</p> <p>5. New Programs</p> <p>6. Public Health Concerns</p>	<p>need of replacement. The application process will soon be complete.</p> <p>4. Permitting of animal keeping is on-going. Barn inspections have begun and the barn book is 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 and the Board of Health is in the process of updating the Keeping of Animals regulation (last updated in 1989).</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. 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>		
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	<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 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><u>Finance</u></p> <p>1. GFOA Budget</p> <p>2. FY25 Budget</p> <p>3. Schedule A</p>	<p>1. Working to complete the debt, OPEB, pension, trends and metrics sections of the GFOA budget document.</p> <p>2. Completed all FY25 initial Department Budget Hearings; FY25 initial revenue projections complete; working with CapCom and Department heads to project necessary FY25 capital spending; preparing to present updated information at a joint FinCom/Select Board meeting on 1/22/2024.</p> <p>3. The compilation of Schedule A requirements are in progress.</p>		

<p>4. Standard & Poors Rating</p> <p>5. 1099's</p> <p><u>Treasurer/Collector</u></p> <p>1 Tax Title</p> <p>2 Billing</p> <p>3. Munis</p>	<p>4. Hamilton is working with Standard & Poors for an updated Credit Rating score for the upcoming bonds. These bonds will be voted on at the Select Board meeting held on 1/22/2024.</p> <p>5. 1099 preparation is in progress and set to be mailed by the deadline of January 31, 2024.</p> <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. Working on schedule with Sue to mail out first letters for our FY23 tax tile</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 programming complete by 12/22/23. Eastern Bank has had a delay we are hoping now for the end of January to Sample's have been approved for Real Estate and Personal Property 3rd qtr bill. They will be mailed 12/28. Real Estate bills have been sent we are now preparing for this 1st commitment of motor vehicle which will be mailed on 2/14/24</p> <p>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>		
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<p>4 Benefits /Payroll</p>	<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>		
<p>5 BOND</p>	<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. Completed S& P call waiting on rating should hear 01/12/24 Bond sale will be 01/17/24. Hoping for a good rate.</p>		
<p>6 Training</p>	<p>Leticia participated in an on-line training class to help improve her Excel Knowledge. Will continue to take advantage of training when available</p>		

<p><u>Parks & Recreation</u></p> <p>1. Winter Programs</p> <p>2. Summer Patton Park Program Registration</p>	<p>Our “Winter 1” session of programs has begun. We are offering/running the following classes.</p> <ul style="list-style-type: none"> ● Adult Pickleball: Lessons/Open Play ● Wednesday Early Release Program ● Lego Engineering ● Ice Skating Lessons ● Adult Volleyball ● Karate ● Preschool Drop in Open Play ● Preschool Soccer ● Preschool Basketball ● Youth Field Hockey ● Youth Pickleball <p>As gym availability becomes more available after the youth basketball season we will be offering twice as many programs in our Winter 2 session Mar-April, as well as special events.</p> <p>Registrations for our Patton Park Summer Park Program will begin on February 6th. We have made modifications to our registration process due to the popularity of the program. Changes include the following:</p> <ul style="list-style-type: none"> ● Patton Park Program “Only” registration, no other Spring/Summer programs will be available for registration ● Registration will be in the evening, starting at 6:30pm on 2/6 ● Registration times will be staggered (15 mins) based on the child's age/group. This means each individual age group will open registration at different times. ● Changes to deposit/refund policies <p>We hope these changes lead to a more streamlined and less stressful registration for participants.</p> <p>All info can be found in our 2024 Patton Park Summer Program Information Guide using the link below:</p>	<p>1. On-going</p>	<p>1. On-going</p>
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<p>3. Summer Staffing</p>	<p>https://www.hamiltonma.gov/wp-content/uploads/2024/01/2024-Patton-Park-Summer-Program.pdf</p> <p>Some job opportunities for the summer have been posted. Jobs currently available are positions at the pool, they include Pool Director as well as Lifeguards. Job descriptions and information on how to apply can be found clicking the link below:</p> <p>https://hamiltonwenhamma.myrec.com/info/dept/details.aspx?DeptInfoID=1075</p> <p>Camp Counselor opportunities will be posted within the month as we typically start that process a little later in the calendar year.</p>		
<p><u>Council on Aging</u></p>			
<p>1. Programming</p>	<p>January is in full swing. So far this month we have had two comedy documentaries, book group (which is continuing to grow) and a very successful technology class. Upcoming events include a winter tea, birthday bash, card making class and show and tell.</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>2. Shine</p>	<p>I am still getting calls for SHINE Appointments. SHINE is always looking for new volunteers. If you are interested please call the COA and speak to Theresa.</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>3. Grants</p>	<p>Work on the hybrid technology grant has started. We are pricing out tablets, computers, etc. And hoping to get the program up and running in March.</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>4. Newsletter</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>		

<p><u>Human Resources</u></p> <p>1. Openings</p> <p>2. Collaboration</p> <p>3. New Location</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. Employee Engagement</p> <p>5. Notifications</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. <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><u>Town Clerk's Office</u></p> <p>Nov 6 Special Town Meeting Follow Through</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>Pending</p>

	4. Minutes have been posted to the Town website on the Town Clerk page under "Town Meeting Minutes."		
2023 Conflict of Interest Annual Filings	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.	Jan - Dec	Year round
2023 & 2024 Dog License Renewals	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.	Jan - Dec	Never ending!
DBA	"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.	Jan - Dec	Several more expected
Move to Patton Homestead	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.	November	
Town Clerk Office Hours	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.		
2024 Election Season	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	Nov 2023 - Nov 2024	

<p>2024 Hamilton Census/Street List process</p>	<p>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 2822 households in mid-January. Forms are due back in 10 days. The mailing will include the dog license renewal form and the 2024 trash schedule.</p>	<p>Jan 2024 - Dec 2024</p>	