



# Town of Hamilton

## Town Manager Report

For week of February 5, 2024

Department/ Project	Weekly Update	Timeline	Status
<p><b><u>Town Manager</u></b></p> <p>1. FY'25 budget and capital presentation</p> <p>2. Gordon Conwell student housing</p> <p>3. Union negotiations</p>	<p>1. The Town Manager, Finance Director and town department heads presented the FY 2025 operating 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. The proposed capital and operating plan of \$42,463,196 is approximately 6.83% above the previous year's budget and includes \$1.61 million in capital spending.</p> <p>2. Representatives of Gordon Conwell are in negotiations to sell only the parts of the campus that contain the six student housing buildings, closest to Woodbury St. The Seminary and the new owners of the apartments are expected to seek ZBA approval to be able to rent out the apartments to non-student inhabitants. As a result, work on the Brown's Hill Overlay District, which sought to apply a new zoning layer over the existing campus, has been halted and will not be brought forward to the Annual Town Meeting for a vote this year.</p> <p>3. The Town has reached tentative agreements with three bargaining units including the Hamilton Police Officers union, the Hamilton Emergency Communications Operators (ECOs) and the Administrative Staff Union (Clerical workers) on new three-year contracts to take effect on July 1, 2024. The unions are expected to ratify the contract proposal at upcoming meetings, while the town continues negotiations with the two</p>	<p>1. Through April 6, 2024</p> <p>2. On-going</p> <p>3. Winter/ Spring 2024</p>	<p>1. <i>On-going</i></p> <p>2. <i>On-going</i></p> <p>3. <i>On-going</i></p>

<p>4. Chebacco Road Paving</p> <p>5. School Feasibility Study</p> <p>6. Board and committee meetings during Town Hall renovation</p>	<p>remaining unions (Fire and Public Works). Our goal is to have all unions reach at least a tentative agreement prior to Annual Town Meeting on April 6, 2024.</p> <p>4. 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. The next meeting of the Cutler School Feasibility Study Committee will be on Monday, February 26 beginning at 6:30 p.m. Please check the website for more detail</p> <p>6. 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 Board and others will be able to use the Memorial Room until construction starts at the Town Hall.</p>		<p>4. Spring 2024</p> <p>5. Through 2025</p> <p>6. Winter 2024</p>	<p>4. <i>On-going</i></p> <p>5.. <i>On-going</i></p> <p>6. <i>Through Fall 2025</i></p>
<p><b><u>Public Works</u></b></p> <p><b>Facilities</b></p> <p><b>DPW Administration</b></p>	<p>1. Hamilton Town Hall</p> <p>On 1/30/2024 the energy design team announced they have determined that the geo-thermal heat approach has been evaluated and determined to be a viable alternative to natural gas. Construction design plans and specifications will be revised to accommodate this change as well as preferred energy efficient lighting solutions.</p> <p>1. Employment Opportunities</p> <p>The Town still has one opening in the Water Department. If interested please email Tim Olson @ <a href="mailto:tolson@hamiltonma.gov">tolson@hamiltonma.gov</a> or call</p>		<p>Timeline</p> <p>Construction Start Spring/Summer 2024</p> <p>Open</p>	<p>Status</p> <p>Working on final bid set and energy system designs</p> <p>Open</p>

	<p>978-626-5227 for position details. <b>The Town has hired Alex Cullen as the new Cemetery Department Truck Driver/Laborer. Alex has been working in the town cemetery over the last few summers.</b></p>			
<b>Highway Dept</b>	<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. <b>No new update.</b></p>		Complete by End of February	Base Station Complete, truck and handheld installation
	<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. <b>No new update</b></p>		On-going	Waiting for owner and development submittal
	<p>2. Roadway and Sidewalk Improvements</p> <p><b>DPW has formulated a road and sidewalk plan for FY25. A scoping meeting was held on 2/1/2025 with consultants to discuss locations and repair/replacement applications.</b></p>		Summer 2024 bid	In-progress
<b>Snow</b>	<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. <b>No new update.</b></p>		Complete	Ready for Winter
<b>Vehicle Maintenance</b>	<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. <b>No new update.</b></p>		February 2024	Ordered and being built
<b>Cemetery</b>	<p>No items to report</p>			

Sanitation	<ol style="list-style-type: none"> <li>Hamilton's Solid Waste Survey and Recycle Dividends Spending Report annual due by February 15th.</li> </ol>		Complete	Complete
Parks and Grounds	No items to report			
Energy	<ol style="list-style-type: none"> <li>Solar on the DPW Garage</li> </ol> <p>The Town is actively pursuing the installation of a solar array on the DPW Garage. On 2/6/2024 DPW and HEIC met with Senator Bruce Tarr to discuss the solar project as well as the Town Hall Renovation project and the importance of each energy component in the whole project.</p>		Spring 2024	Under design
Water	<ol style="list-style-type: none"> <li>GAC Filtration Project</li> </ol> <p>The GAC filtration system has been on-line since 1/29/2024. The Hamilton Water Department will be collecting samples per MassDEP requirements over the next week which will provide the department with results to use as a benchmark for the filtration performance.</p>		Complete	MassDEP Final Approval given 1/19/2024
	<ol style="list-style-type: none"> <li>Lead Service Inventory and Assessment</li> </ol> <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 has issued a notice included in your February water bill that includes information regarding the program and instructions on how to assist the department. As of 2/7/2024 there have been 184 locations uploaded to the MassDEP web application, which represents approximately 8% of Hamilton Water users. Let's keep up the momentum. If unable to use the MassDEP Web Application please either email Hamilton's DPW Director at <a href="mailto:tolson@hamiltonma.gov">tolson@hamiltonma.gov</a> or call the Hamilton Water Department at 978-626-5226 to schedule an appointment. Again, your participation is appreciated.</p>		In-process	Working on data from public side, will be reaching out to private owners for cooperation

	<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. <b>Currently our GIS consultant is working on a work order solution within the GIS platform that will allow citizen or department requests to be tracked and documented in GIS when completed.</b></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, Plateau Well, and Caisson Well have been redeveloped. <b>No new update.</b></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. <b>No new update.</b></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. <b>No new update.</b></p>		<p>In-process</p> <p>On-going</p> <p>Implemented</p> <p>Design by Fall 2024 Construction TBD</p>	<p>Gathering field data for system wide information</p> <p>Idlewood 2, Plateau, and Caisson Well complete</p> <p>Available</p> <p>Seeking proposals</p>
<p><b><u>Police</u></b></p> <p>1. Stephen Trepanier</p> <p>2. Full-Time Hire</p>	<p>Lieutenant Trepanier has announced his plans to retire from the Police Department effective July 5th 2025. As a result, we will be holding a Lieutenants Promotional Process commencing in May.</p> <p>With the retirement of Lt. Stephen Trepanier, we will have a full-time vacancy. As a result, we will begin the recruitment and selection process for a new full-time hire.</p>		<p>May 1st - July 1st</p> <p>April 1st - July 1st</p>	

<b><u>Fire Dept</u></b>				
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, 15 ambulance calls, 0 mutual aid calls, 1 MVA, 0 brush fires and 4 public assists. We also conducted the following fire prevention activities, 8 inspections.		1 On-going	
2. Call/Volunteer recruit training program	2. The Hamilton Fire Department currently has 4 members enrolled in the Call/Volunteer recruit training program. The program began 10/16/2023 and runs through 3/6/2024. During the last 2 weeks they have had lectures and practical exercises covering structure fires, and below grade fires.		2 On-going	
3. New Equipment	3. The Hamilton Fire Dept applied for and received an EMPC grant from the Mass Emergency Management Agency. The Dept has purchased an EV lockout plug and EV fire blanket. The lockout plug is in service, the fire blanket has arrived and once members have completed training it will go into service		3 On-going	

**Planning and 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).

Done - Nov-Dec, 2023

Done

2. Master Plan

2. Latter phases of document in preparation; Department Heads to assist in preparing Implementation elements for document; Committee to meet Jan. 10, 2024. Planning Board to engage in review of document and adopt when appropriate. **Draft completed and being reviewed by Committee. It will later be provided to the Planning Board for their approval.**

Early '24

Ongoing

3. 133 Essex St Senior Housing Project

3. Applicant appealed Planning Board decisions; cases in Court

Ongoing

Ongoing

4. 133 Essex St 40B

4. Applicant submitted Project Eligibility Letter - Town reviewed/commented thereupon to MassHousing. **Received MHP decision to fund project. Awaiting 40B application.**

Ongoing

Ongoing

5. Planning Board considering Form Based Zoning (FBZ)

5. Evaluating concept; review of other communities FBZ. **Advertisement for consultant services being prepared.**

Ongoing

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.

Expect product in Mar. 3A Zoning Article expected STM 24.

Ongoing

7. Conservation Commission

7. Seeking members (2)

**Public Health Department**

1. Health Related

1. Hamilton's Dept. of Health has approx. 100 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.

On-going

2. Food Permitting and Inspection

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 Septic

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 need of replacement. The application process will soon be complete.



<p>4. Animals</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. New Programs</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 CDC has reported Salmonella was found in Charcuterie Meat sold at Costco and Sam's Club. At least 47 people in 22 states have been sickened and 10 people have been hospitalized after eating Busseto brand and Fratelli Beretta brand meats. Please do not to eat or serve these brands, they include the Busseto charcuterie sampler sold at Sam's Club and the Fratelli Beretta brand Antipasto Gran Beretta products sold at Costco. <i>(Salmonella poisoning can cause severe illness, particularly in young children, older people and those with weakened immune systems. In rare cases, the bacterial infection can be fatal.)</i> Consumers should discard any items they may have and wash all surfaces and containers they may have touched using hot soapy water. Please call your healthcare provider right away if you have any of these symptoms Salmonella poisoning: diarrhea and a fever</p>		

	<p>higher than 102°F, diarrhea for more than three days that is not improving, bloody diarrhea, so much vomiting that you can't keep liquids down, and signs of dehydration such as not urinating much, dry mouth and throat and feeling dizzy when standing up. Also the CDC has recalled prepackaged salad and spinach kits manufactured by "Bright Farms" sold at Stop &amp; Shop due to possible Listeria contamination. Please check your fridges and discard any that you may have. The germ can cause listeriosis, a serious infection most likely to sicken pregnant women, infants, those 65 and older and people with weakened immune systems. (An estimated 1,600 Americans get listeriosis each year and about 260 die. <i>Shoppers who purchased the recalled products can bring a photo or receipt to their place of purchase for a refund. Those with questions can call Bright Farms at (866) 857-8745.</i> Finally wanted to warn you all not to order Scallops for the next few days while dining out. The FDA warns that some scallops distributed in Massachusetts were harvested from prohibited areas and could contain toxins or pathogens that could make people sick. Please stay safe and healthy.</p>			
<p><b><u>Finance</u></b></p> <p><b>1. GFOA Budget</b></p> <p><b>2. FY25 Budget</b></p> <p><b>3. Debt Management Policy</b></p>	<p><b>1. Final stages of the GFOA budget are in progress!</b></p> <p><b>2. The FY25 draft budget was successfully presented to the Select Board and FinCom at a joint meeting on January 22nd.</b></p> <p><b>3. The Select Board and FinCom voted in favor of adopting a new Debt Management Policy created under the guidance of the Division of Local Services and Massachusetts General Law. The policy will be used as a guideline to provide the appropriate issuance and responsible use of debt. This policy defines the parameters and provisions governing debt management. Policy</b></p>			

<p><b>4. Schedule A</b></p> <p><b>5. Standard &amp; Poors Rating</b></p> <p><b>6. 1099's</b></p> <p><b><u>Treasurer/Collector</u></b></p> <p><b>1 Tax Title</b></p> <p><b>2 Billing</b></p>	<p>adherence will help the Town to responsibly address capital needs, provide flexibility in current and future operating budgets, control borrowing, sustain capital investment capacity, and maintain or enhance the Town's bond rating so as to achieve long-term interest savings.</p> <p>4. The finalized Schedule A was submitted and accepted by the Division of Local Services.</p> <p>5. The Standard &amp; Poors evaluation process resulted in Hamilton maintaining the highest credit rating of AAA. This helped Hamilton secure lower interest bonds for multiple projects totalling \$7.2 million.</p> <p>6. 1099's were mailed to appropriate recipients on 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 <b>Tax Title letters have been mailed out. We have also mailed out letters to our largest tax-title balance to move forward to land court. We have 3 properties we are trying to get current.</b></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</p>			
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<p><b>3. Munis</b></p> <p><b>4 Benefits /Payroll</b></p> <p><b>5 BOND</b></p> <p><b>6 Misc</b></p>	<p>for depositing into the bank. Once set up, we 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.</p> <p>We are live today 2/9/24 with web exceptions we are hoping for a smooth process.</p> <p>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 queue as it is a problem with software itself. We are hoping not to have this problem when we move on to tax title. We have 3 new deferrals this year hoping to get this wrapped up with munis shortly.</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>BOND sale is completed Town did very well with a 3.2 TIC</p> <p>On a sad note we said goodbye to Leticia this week. Her work ethic and amazing attitude will be sorely missed.</p>			



<p>3. Summer Staffing</p> <p><b><u>Council on Aging</u></b></p> <p>1. Programming</p>	<p>age/group. This means each individual age group will open registration at different times.</p> <ul style="list-style-type: none"> <li>• Changes to deposit/refund policies</li> </ul> <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><a href="https://www.hamiltonma.gov/wp-content/uploads/2024/01/2024-Patton-Park-Summer-Program.pdf">https://www.hamiltonma.gov/wp-content/uploads/2024/01/2024-Patton-Park-Summer-Program.pdf</a></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><a href="https://hamiltonwenhamma.myrec.com/info/dept/details.aspx?DeptInfoID=1075">https://hamiltonwenhamma.myrec.com/info/dept/details.aspx?DeptInfoID=1075</a></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>Working on programming for March and April. We have four new lunch and learns scheduled during those months. Also starting to work on Older Americans Month (May). Upon successful completion of Saturday February 10ths program we will start scheduling our more Saturday programs. February we will be offering 2 lunch and learns, two talks, a Valentine's Day party, as well as our regular activities. We also have Capt. David Marciano from Wicked Tuna coming. Bill Sargent will come and talk about his book about Plum Island.</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>Ongoing</p>	
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<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>On going</p>	
<p>3. Grants</p>	<p>We have reached out to start ordering the new tablets/chromebooks and other items that we can purchase with the grant. Our kick off for the grant is the middle of March when we will have an informational meeting about it. At that point residents will be able to sign out equipment. We have scheduled tech help through the end of the fiscal year.</p> <p>First meeting for the grant was today. We can start to spend the money as soon as we get it. Research is being done about the best chrome books and tablets to get. We will work with Rowley to distribute them.</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>March</p>	
<p>4. Newsletter</p>	<p>We are working on the March newsletter. Additional pages will be starting for the May newsletter. Our newsletter will be 16 pages instead of 12 pages.</p>		<p>Ongoing</p>	

<p><b><u>Human Resources</u></b></p> <p>1. Openings</p> <p>2. Collaboration</p> <p>3. Employee Engagement</p>	<p>1. Current Openings:</p> <ul style="list-style-type: none"> <li>● Regional Health Coordinator Towns of Hamilton, Essex, Wenham, and Rockport <b>Update: Verbal offer in process with candidate. Reference check has been sent.</b></li> <li>● Water Truck Driver/Laborer</li> <li>● DPW Truck Driver/Laborer</li> <li>● <b>Accounts Receivable Specialist in the Treasure/Collector Office</b></li> </ul> <p>2. Finalized Regional Health job descriptions, will be posted with anticipated changes of position.</p> <ul style="list-style-type: none"> <li>● Regional Public Health Nurse</li> <li>● Health Inspections (pending)</li> </ul> <p>Working with Union and DPW on succession planning.</p> <p>3.</p> <ul style="list-style-type: none"> <li>● <b>Planning for a Building Department open house late February/early March.</b></li> </ul>			



<p>4. Notifications</p>	<ul style="list-style-type: none"> <li>• Developing an Employee Engagement survey focussed on team building and enrichment.</li> </ul> <p>4 . Working with MIIA on Health and Wellness programs for town employees in the Spring.</p>			
<p><b><u>Town Clerk's Office</u></b></p> <p>Nov 6 Special Town Meeting Follow Through</p> <p>2024 Conflict of Interest Annual Filings</p> <p>2024 Dog License Renewals</p> <p>DBA</p> <p>Move to Patton Homestead</p>	<p>1. Stormwater Management Bylaw change has been approved by the Attorney General's Office and was posted by the Constable on February 6 which becomes the effective date. I will target July/August to incorporate the new version of the by-law into the typed by-law document.</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>All municipal employees (including board and committee members) received an email from the State Ethics Commission regarding Ethics on-line training requirements. I followed up with an additional email reminder. While most completed the training in 2023 and will not need to take it again until 2025, EVERY municipal employee MUST acknowledge receipt of the summary EVERY YEAR.</p> <p>In 2023 we issued 1150 dog licenses. Applications for 2024 licenses were mailed in January as part of the 2024 Census/Street list mailing. Anne has already issued 280 licenses and is processing each and every check and online payment!!</p> <p>"Doing Business As" renewals due every 4 years; approx 40 to be renewed in calendar year 2024. We issued 49 in 2023. We have already issued 5 in 2024.</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. Both Anne and I are</p>		<p>Jan - Dec</p> <p>Jan - Dec</p> <p>Jan - Dec</p> <p>November 2023</p>	<p>Complete except for incorporating the new version into the by-law document</p> <p>Year round</p> <p>Never ending!</p> <p>Several more expected</p> <p><b>Painful</b></p>

	<p>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 the COA 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>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 = 4 Elections</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.</p> <p>The Sec of State's office mailed 4.5 million vote by mail application cards in mid-January to all registered voters. <b>Applications have been arriving, we have processed 791 applications and we started mailing out ballots on Feb 6.</b> Each application for "All Elections" requires the completion of 3 separate early voting records in the voter system. All state elections will involve <b>in-person early voting at the Patton Homestead</b> and vote by mail; the town election will involve vote by mail for voters that indicate "all elections" on the application card.</p> <p><b>Election workers have been scheduled for March 5 and will attend a training in the Memorial Room on Feb 13.</b></p> <p>Nomination papers for the April 11 Local Election are available for pick up and are due back by February 22. The Town Clerk webpage has a list of positions up for reelection.</p>		<p>Nov 2023 - Nov 2024</p>	
<p>2024 Hamilton Census/Street List process</p>	<p>The 2024 Census Form has been mailed to <b>2822 households</b>. Forms are due back in 10 days. The mailing included the dog license renewal form and the 2024 trash schedule. <b>I have worked with Laurie Wilson and Bobby Gates to post information on the town website and on the town Facebook page.</b></p>		<p>Jan 2024 - Dec 2024</p>	