



# Town of Hamilton

## Town Manager Report

For week of February 26, 2024

| Department/ Project   | Weekly Update  | Timeline  | Status   |
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| <p><b><u>Town Manager</u></b></p> <p>1. FY'25 budget and capital presentation</p> <p>2. Warrant recommendations</p> | <p>1. The Select Board was slated to meet on Monday, Feb. 26 to close the warrant and set the business agenda for the April 6 Annual Town Meeting. The next few weeks will see warrant article language drafted, refined and then voted on by the Select Board and Finance and Advisory Committee. We will also see the finalization of the FY'25 Budget and the unveiling of a new budget document that will be more accessible for our residents to engage with. The new budget document is consistent with the Government Finance Officers Association (GFOA) budget format and will lead to the town being able to apply for a GFOA Distinguished Budget Award in future years. We are excited to be able to offer this new tool for interacting with and understanding the town's budget. We hope it will help our Town Meeting voters gain a greater appreciation for the work all our town employees do for the community.</p> <p>2. The Select Board will meet in joint session with the Finance and Advisory Committee on Monday, March 4 at 7 p.m. to vote their recommendations on articles in the warrant. Once the Warrant is finalized the Finance and Advisory Committee will also draft its Book of Recommendations, both the Warrant and the Book of Recommendations will be made available to Town Meeting voters beginning on March 20, 2024.</p> | <p>1. Through April 6, 2024</p> <p>2. March 4, 2024</p> | <p>1. <i>On-going</i></p> <p>2. <i>March 4, 2024</i></p> |

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| <p>3. Town Hall Rehabilitation and De-carbonization project</p>    | <p>3. The town recently got some good news in its preparations for the on-going Rehabilitation and De-carbonization of Town Hall. The energy services company that has been developing the de-carbonization portion of the project has determined that a geo-thermal well can be used to heat and climate control the building. As a result, the construction documents for bidding are being revised, which will cause a slight delay to our bidding process. However, the project will save the town thousands of dollars in annual heating costs, once it has been installed and paid off, and will immediately reduce the carbon footprint of the building, helping to make the project an even more green, energy efficient project, than was originally envisioned.</p> | <p>3. Spring 2026</p>  | <p>3. <i>On-going</i></p>          |
| <p>4. Gordon Conwell student housing</p>                           | <p>4. 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>4. On-going</p>     | <p>4. <i>On-going</i></p>          |
| <p>5. School Feasibility Study</p>                                 | <p>5. The next meeting of the Cutler School Feasibility Study Committee will be on Monday, March 11 beginning at 5:30 p.m. and will be held via zoom.</p>   | <p>5. Through 2025</p> | <p>5. <i>On-going</i></p>          |
| <p>6. Board and committee meetings during Town Hall renovation</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</p>  | <p>6. Winter 2024</p>  | <p>6. <i>Through Fall 2025</i></p> |

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|                            | be able to use the Memorial Room until construction starts at the Town Hall.  |  |   |   |
| <b>Public Works</b>        |   |  | Timeline  | Status  |
| <b>Facilities</b>          | <ol style="list-style-type: none"> <li>Hamilton Town Hall</li> </ol> <p>Our ESCo and Architect are continuing to advance the new plan set for bidding.</p> <ol style="list-style-type: none"> <li>Employment Opportunities</li> </ol> <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 978-626-5227 for position details.</p>   |  | <p>Construction Start Summer 2024</p> <p>Open</p> | <p>Working on final bid set and energy system designs</p> <p>Open</p> |
| <b>DPW Administration</b>  | <ol style="list-style-type: none"> <li>Radio Upgrades</li> </ol> <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                |
| <b>Highway Dept</b>        | <ol style="list-style-type: none"> <li>Essex Street Drainage</li> </ol> <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> <ol style="list-style-type: none"> <li>Roadway and Sidewalk Improvements</li> </ol> <p>Performed a site visit to selected areas with a potential consultant to evaluate planned work and help develop a design proposal for consideration.</p> |  | <p>On-going</p> <p>Summer 2024 bid</p>            | <p>Waiting for owner and development submittal</p> <p>In-progress</p> |
| <b>Vehicle Maintenance</b> | <ol style="list-style-type: none"> <li>New Purchased Vehicles</li> </ol> <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</p>   |  | February 2024                                     | Ordered and being built   |

effort to utilize an EV for municipal use. The vehicle was delivered last week.



**Cemetery**

No items to report

**Sanitation**

1. Hamilton’s Solid Waste Survey and Recycle Dividends Spending Report annual due by February 15th.

Complete

Complete

**Parks and Grounds**

No items to report

**Energy**

1. Solar on the DPW Garage

Spring 2024

Under design

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. No new update.

**Water**

1. GAC Filtration Project

Complete

MassDEP Final Approval given 1/19/2024

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. **Initial finished water test results have indicated high removal levels of organics and disinfection by-products indicated the GAC filtration is performing well.**

2. Lead Service Inventory and Assessment


In-process

Working on data from public side, will be reaching out to private owners for cooperation

The Water Department and hired consultant, Stantec Engineers, have continued to

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|  | <p>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. <b>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 2/29/2024, 440 locations uploaded to the MassDEP web application, an increase from 184 back on 2/9/2024. This represents approximately 18% 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.</b></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. 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>No new update.</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.</p> |  | <p>In-process</p> <p>On-going</p> <p>Implemented</p> | <p>Gathering field data for system wide information</p> <p>Idlewood 2, Plateau, and Caisson Well complete</p> <p>Available</p> |
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|   | <p>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>7. Annual Statistics Report</p> <p>Hamilton Water has begun compiling the information for the 2023 Annual Statistics Report (ASR) to be submitted to MassDEP by April 8th, 2024.</p>  |  | <p>Design by Fall 2024<br/>Construction TBD</p> <p>April 2024</p>                                       | <p>Seeking proposals</p> <p>Data Collection</p> |
| <p><b><u>Police</u></b></p> <p>1. Stephen Trepanier</p> <p>2. Full-Time Hire</p> <p>3. Massachusetts Police Accreditation Commission</p> <p>4. Public Safety Camera System</p> <p><b><u>Fire Dept</u></b></p> <p>1 Department Stats</p> | <p>Lieutenant Trepanier has announced his plans to retire from the Police Department effective July 5th 2024. 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>The Hamilton Police Department has begun the re-accreditation certification process for our Massachusetts Police Accreditation. This is a mandated process which is completed every 3-years.</p> <p>The camera system has been successfully updated. The next step in the process will be a company provided hands-on training component.</p> <p>1 The Hamilton Fire Department responded to the following calls along with other department activities. In the previous two weeks we responded to 5 fire alarm activations, 16 ambulance calls, 1 mutual aid calls, 1 MVA, 0 brush fires and 3 public assists.</p> |  | <p>May 1st - July 1st</p> <p>April 1st - July 1st</p> <p>On-going</p> <p>On-going</p> <p>1 On-going</p> |   |

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| 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 on Flashover and Hazardous Materials. They are preparing for final exams and will be graduating from the program 3/6/2024 |  | 2 On-going  |  |
| 3. Grant                                   | 3. The Hamilton Fire Dept applied for the DFS Safe grant and Senior Safe grant to help bring educational programs into our elementary schools and our Senior Center.  |  | 3 On-going  |  |
| 4. Training                                | <p>The Hamilton Fire Dept conducted Ice Rescue/Cold Water Rescue Tuesday evening 2/20/2024 at Weaver pond.</p>   |  | 4. 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)





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| <p>4. Animals</p> <p>5. New Programs</p> <p>6. Public Health Concerns</p> | <p>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> <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. Another recall I wanted you to be aware of - Multiple brands of lubricant eye ointments are being recalled due to a risk of infection after federal inspectors found unsterile conditions at the Indian plant where the products were manufactured. Sold nationwide by retailers including CVS Health and Walmart, the latest recall involves four products by brands Equate, CVS Health and AACE Pharmaceuticals, according to the FDA. The recalled products include:</p> |  |  |
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· Equate Lubricant Eye Ointment in a 3.5-gram tube, packaged in box with UPC code: 681131395298.

Equate Style Lubricant Eye Ointment in a 3.5-gram tube in box with UPC code: 681131395304.

· CVS Health Lubricant Eye Ointment in a 3.5-gram tube in box with UPC code: 050428634141.

Lubricant PM Ointment in a 3.5 gram tube, sold in box with UPC code: 371406124356.

Please stop using the recalled eye ointments and return them to the place of purchase. Those with questions can call 1-833-225-9564 or [info@brassicapharma.com](mailto:info@brassicapharma.com). (you may remember last year's recall of contaminated eye drops as health officials identified 81 people in 18 states as suffering from infections, with four deaths and multiple cases of vision loss reported.) Please share with your departments and Please stay safe and healthy.

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. *(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.)* Consumers should discard any items they may have and wash all

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|   | <p>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 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>Finance</b></p> <p><b>1. GFOA Budget</b></p> <p><b>2. FY25 Budget</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>   |  |  |  |

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| <p><b>3. Debt Management Policy</b></p>      | <p>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 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><b>4. Schedule A</b></p>                  | <p>4. The finalized Schedule A was submitted and accepted by the Division of Local Services.</p>  |  |  |  |
| <p><b>5. Standard &amp; Poors Rating</b></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><b>6. 1099's</b></p>                      | <p>6. 1099's were mailed to appropriate recipients on January 31, 2024.</p>   |  |  |  |
| <p><b><u>Treasurer/Collector</u></b></p>     |   |  |  |  |
| <p><b>1 Tax Title</b></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><b>2 Billing</b></p>                      | <p>We are also working with Eastern Bank Lock Box to set up web exceptions. We are</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>trying to avoid mailing back exceptions and longer turn around time for depositing into the bank. Once set up, we will correct payments online and payments will be deposited that night.</p> <p>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>Web exceptions has so far been running smoothly. A lot more data entry but I think in the long run will save time and money</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.</p> <p>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>With Leticia's position open Sue and I are extremely busy with water and excise tax payments.</p> |  |  |  |
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| <p><b><u>Parks &amp; Recreation</u></b></p> <ol style="list-style-type: none"> <li>1. Patton Park Summer Program Registration</li> <li>2. Patton Park/Veterans Pool Preseason responsibilities</li> <li>3. Spring/Summer Program Registration</li> </ol> | <p>Registration for the summer program begun in early february. We had close to 2,000 total unique registrations by the end of the first day. Registration times were tiered during this period creating a more user friendly experience. At this time very few spots are available and the vast majority of our sessions are sold out.</p> <p>Total Balances will be due at the start of April.</p> <p>We are currently interviewing all prospective employees at both the camp and the pool. In total the department will hold approx. 25-30 interviews during the course of this process. Offer letters and employee agreements will start to go out to our new employees shortly.</p> <p>Resident registration for all of our Spring &amp; Summer (non camp) programs opens on Tuesday, March 5th. Our Spring/summer Brochure can be viewed using the link below:<a href="https://www.hamiltonma.gov/wp-content/uploads/2024/02/Spring-Summer-2024-Final.pdf">https://www.hamiltonma.gov/wp-content/uploads/2024/02/Spring-Summer-2024-Final.pdf</a></p> |  | <p>1. On-going</p> | <p>1. On-going</p> |

4. Veterans Memorial Pool Information

Information on memberships, swim team, swim lessons, etc.. will be released in the coming week.

5. Free Bingo Night

Building of our success from last year our Free Bingo Night will be held on Saturday, March 23rd. You can register directly by clicking the link below: All ages welcomes!

[https://hamiltonwenhamma.myrec.com/info/activities/program\\_details.aspx?ProgramID=30471](https://hamiltonwenhamma.myrec.com/info/activities/program_details.aspx?ProgramID=30471)

6. Full Moon Hike

We held our Second Full Moon Hike at the Patton Homestead. A little chilly but the sky was very clear!!





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| <p><b>Council on Aging</b></p> <p>1. Programming</p> <p>2. Shine</p> <p>3. Grants</p> | <p>April programming is in full swing. We are hosting another Saturday program. March we have the Police Department coming to do a talk on scams, as well as the Assessors office. Other March programming includes a talk from Judge Valcourt, Alissa King on online safety, Winter Tea, and starting pedicures with Dr. Van Ness</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.</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>SHINE appointments continue to come in on a weekly basis. Certification is starting in March. 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>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,</p> | <p>Ongoing</p> <p>On going</p> <p>March</p> |  |
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| <p>4. Newsletter</p> | <p>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>We are starting to work on our April newsletter. Additional space is coming in May, we will be featuring all of our activities, as well as our lunch menu and a piece from the Veteran's.</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> |  |
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| <u>Human Resources</u>        |   |  |  |  |
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| <p>1. Openings</p>            | <p>1. Current Openings:</p> <ul style="list-style-type: none"> <li>● Regional Health Coordinator<br/>Towns of Hamilton, Essex,<br/>Wenham, and Rockport<br/><b>Update: Candidate hired start<br/>date 3/4/2024</b></li> <li>● <b>Regional Public Health Nurse:<br/>Towns of Hamilton, Essex,<br/>Wenham, and Rockport</b></li> <li>● Water Truck Driver/Laborer</li> <li>● DPW Truck Driver/Laborer</li> <li>● <b>Accounts Receivable Specialist<br/>in the Treasure/Collector<br/>Office: Resumes under review.</b></li> </ul> |  |  |  |
| <p>2. Collaboration</p>       | <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. Employee Engagement</p> | <p>3.</p> <ul style="list-style-type: none"> <li>● <b>Planning for a Building<br/>Department open house late<br/>March early April.</b></li> <li>● Developing an Employee<br/>Engagement survey focussed on<br/>team building and enrichment.</li> </ul>  |  |  |  |
| <p>4. Notifications</p>       | <p>4 . <b>Working with MIA on Health and<br/>Wellness programs for town<br/>employees in the Spring.</b></p> <p><b>Attending a Racial Equity<br/>Advancement &amp; Collaborative Hub<br/>(REACH) program in Boston. Hosted<br/>by the Metropolitan Planning Council.</b></p>  |  |  |  |
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| <p><b><u>Town Clerk's Office</u></b></p>         |  |                      |   |
| <p>Nov 6 Special Town Meeting Follow Through</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>Complete except for incorporating the new version into the 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. S.2508 has been passed by the Senate and is in the House. Rep Kassner's office has been keeping me informed of the progress.</p>  |                      |   |
| <p>2024 Conflict of Interest Annual Filings</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>Jan - Dec</p>     | <p>Year round</p>   |
| <p>2024 Dog License Renewals</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 425 licenses. The processing of dog licenses (and the processing of Census forms) is not going as quickly as we would like due to competing Election related activities.</p>   | <p>Jan - Dec</p>     | <p>Never ending!</p>  |
| <p>DBA</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 6 in 2024.</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. 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 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>November 2023</p> | <p>Painful</p>  |

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| <p>Town Clerk Office Hours</p> <p>2024 Election Season = 4 Elections</p> <p>2024 Hamilton Census/Street List process</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 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>VOTE BY MAIL: The Sec of State's office mailed 4.5 million vote by mail application cards to all registered voters. <b>Applications have been arriving, we have processed 1081 applications and have mailed out 999 ballots for the Presidential Primary.</b> Each application for "All Elections" requires the completion of 3 separate early voting records in the voter system (including the local election).<br/> <b>IN PERSON EARLY VOTING: All state elections will involve in-person early voting at the Patton Homestead. In-person early voting runs from Sat Feb 24 - Fri Mar 1.</b></p> <p><b>MARCH 5 PRES PRIMARY:</b><br/> <b>Election workers have been scheduled for March 5 and attended a training in the Memorial Room on Feb 20.</b></p> <p><b>APRIL 11 ANNUAL TOWN ELECTION:</b><br/> The Town Clerk webpage has a list of positions up for reelection. Nomination papers for the April 11 Local Election were due back by February 22. <b>We received papers from 12 individuals who submitted 29 pages of nomination papers with 634 total signatures. We certified 538 voters and all papers have been certified. We will mail out ballots to all voters that indicated "all elections" on the application card.</b></p> <p>The 2024 Census Form was mailed to <b>2822 households mid-January.</b> Forms were due back in 10 days. The mailing included the dog license renewal form and the 2024 trash schedule.</p> <p>We have updated 1300 forms in the voter system but are behind due to competing elections requirements.</p> | <p>Nov 2023 - Nov 2024</p> <p>Jan 2024 - Dec 2024</p> |  |
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