



Town of Hamilton

Town Manager Report

For week of April 22, 2024

Department/ Project	Weekly Update	Timeline	Status
<p><u>Town Manager</u></p> <p>1. Master Plan headed to Planning Board</p> <p>2. Hamilton awarded grant</p> <p>3. Zoning/Architecture consultant selected</p>	<p>1. The Master Plan Steering Committee has completed its work on the Hamilton Master Plan and voted to send the finalized document to the Hamilton Planning Board, which under state law must review and accept the Plan for it to be certified as a Master Plan for the town.</p> <p>2. The Towns of Hamilton and Wenham and the Salem Beverly Water Supply Board (SBWSB) were awarded a grant of \$477,535 to model a connection between the towns and SBWSB. This project will analyze, permit and design a new interim water supply connection between Hamilton and Wenham to ensure a supply from the SBWSB on an emergency and possibly a long-term basis. This project will also analyze and produce a conceptual design of available treatment strategies for removing PFAS from Wenham’s two groundwater sources.</p> <p>3. Following the successful vote at Annual Town Meeting, that authorized the town to hire a consultant to work on a Town Center Plan that will propose a design and Form-Based Zoning code for a Town Center plan to allow Hamilton to remain compliant with the MBTA 3A community zoning law. The town has conducted a Request for Qualifications and interview process that has resulted in the selection of a zoning and design firm to assist the town. Subject to the execution of a contract with the selected</p>	<p>1. Completed</p> <p>2. Awarded</p> <p>3. Complete by April 2025</p>	<p>1. <i>Heading to Planning Board</i></p> <p>2. <i>Project starting soon</i></p> <p>3. <i>Starting</i></p>

<p>4. Highland and Goodhue</p>	<p>consultant, the town will be kicking off this effort by the beginning of May.</p> <p>4. Representatives from the Hamilton and Ipswich Public Works Department, the Hamilton Police Department and Hamilton Town Manager met this past week with the CTPS planners assessing Goodhue, Highland and Waldingfield roads. The CTPS staff updated the towns on its analysis and made some preliminary recommendations to the group, which the group accepted and asked CTPS to finalize. A complete presentation of the findings and recommendations will be made to the Hamilton Select Board in late May or early June. We are hoping to be able to make speed, signage and roadway improvements over the summer to address the concerns that were raised by residents on Goodhue St.</p>	<p>4. Spring/ Summer 2024</p>	<p>4. <i>On-going</i></p>
<p>5. Cutler School Feasibility Study</p>	<p>5. The Cutler School Building Committee had two meetings scheduled in the past week - April 18 and April 22 - as they move closer to choosing a preferred option to present to the state for design.</p>	<p>5. Spring 2025</p>	<p>5. <i>On-going</i></p>
<p>6. North Shore Water Resiliency Task Force</p>	<p>6. For several years now the Town of Hamilton has been working with our neighbors on the North Shore and Senator Bruce Tarr and other legislators and rivers advocates to fund a common, regional solution to our water sustainability - that group, the North Shore Water Resiliency Task Force has recently released a few documents that outline our efforts, frame our common challenges and demonstrates our willingness to work together on a sustainable, long-term solution for our water sustainability and resilient issues. I hope you will visit the Town Manager's page on the website and click on the link to the North Shore Water Resiliency Task Force documents. We will be sure to add more information about our efforts, and the water studies that are being conducted now - which are built on Hamilton's own Sustainable Water Management Initiative (SWMI) study and report that was completed in 2022. There is lots of work to do, but we believe Hamilton's goal of a more secure and sustainable water source, is more likely to succeed with the collaboration of our neighbors and environmental advocates.</p>	<p>6. Fall/ Winter 2025</p>	<p>6. <i>On-going</i></p>

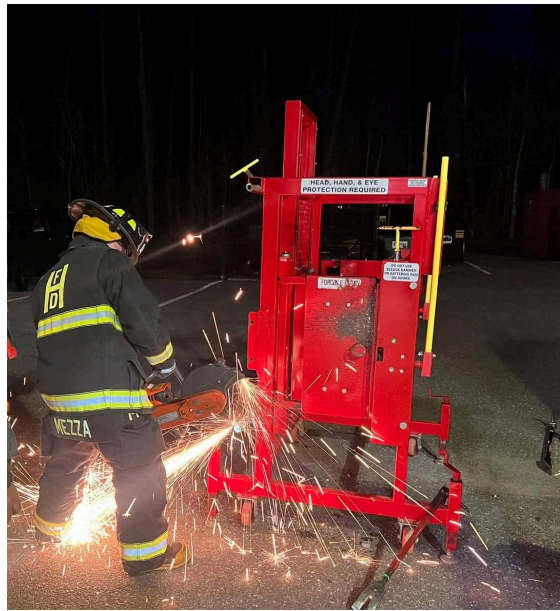
<u>Public Works</u>		Timeline	Status
Facilities	<ol style="list-style-type: none"> Hamilton Town Hall <p>Our ESCo and Architect are continuing to advance the new plan set for bidding. Plans are to have the design and bid set by May 2024 and ready for advertisement early June.</p>	Construction Start Summer 2024	Working on final bid set and energy system designs
DPW Administration	<ol style="list-style-type: none"> Employment Opportunities <p>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	<ol style="list-style-type: none"> Radio Upgrades <p>Radio upgrades are underway and 80% complete.</p> <ol style="list-style-type: none"> Essex Street Drainage <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> <ol style="list-style-type: none"> Roadway and Sidewalk Improvements <p>The TEC proposal has been accepted by Hamilton DPW and an agreement is being processed. Plans are to construct new sidewalks, repair existing, mill and overlay streets, and minor drainage improvements. The extent of this project is contingent on available funding and contractor bids.</p>	<p>Complete by April</p> <p>On-going</p> <p>Summer 2024 bid</p>	<p>Base Station Complete, truck and handheld installation</p> <p>Waiting for owner and development submittal</p> <p>In-progress</p>
Vehicle Maintenance	<ol style="list-style-type: none"> New Purchased Vehicles <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 April.</p> <ol style="list-style-type: none"> ATM Town Vehicles <p>Following the 2024 ATM the town will purchase a new Trackless Sidewalk Machine,</p>	<p>April 2024</p> <p>July 2024</p>	<p>Ordered and being built</p> <p>Pending</p>

<p>Cemetery</p>	<p>the second front line sander, a new dump truck, and a new pick up truck, to replace our aging fleet.</p> <p>1. Annual Grub Treatment</p> <p>The annual grub treatment in the Hamilton Cemetery will be completed this spring.</p>	<p>Early May 2024</p>	<p>Requested use of Perpetual Care Funding</p>
<p>Sanitation</p>	<p>No items to report</p>		
<p>Parks and Grounds</p>	<p>1. Patton Park Improvements</p> <p>The DPW and Rec Dept. have re-engaged CBA Landscape Architects to discuss the first phase of drainage and park improvements as outlined in the Patton Park Master Plan. Plans are to have a conceptual cost estimate for drainage and site improvements for the Select Board at the May 6th meeting.</p>	<p>Fall/Winter 2024/2025</p>	<p>Preliminary Discussions</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. 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.</p>	<p>Spring 2024</p>	<p>Under design</p>
<p>Water</p>	<p>1. GAC Filtration Project</p> <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. Initial finished water test results have indicated high removal levels of organics and disinfection by-products indicated the GAC filtration is performing well. No new update.</p> <p>2. Lead Service Inventory and Assessment</p> <p>The Water Department and hired consultant, Stantec Engineers, have continued to populate a service line inventory as mandated by EPA and MassDEP. Efforts have been</p>	<p>Complete</p> <p>In-process</p>	<p>MassDEP Final Approval given 1/19/2024</p> <p>Working on data from public side, will be reaching out to private owners for cooperation</p>

	<p>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 4/18/2024, 592 locations uploaded to the MassDEP web application, an increase from 26 back on 4/2/2024. This represents approximately 23% 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 tolson@hamiltonma.gov or call the Hamilton Water Department at 978-626-5226 to schedule an appointment. Again, your participation is appreciated.</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. 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, Plateau Well, and Caisson Well have been redeveloped. 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.</p>		
		In-process	Gathering field data for system wide information
		On-going	Idlewood 2, Plateau, and Caisson Well complete
		Implemented	Available

	<p>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. No new update.</p> <p>7. 2023 Consumer Confidence Report</p> <p>The Hamilton Water Department has begun formulating the 2023 Consumer Confidence Report.</p> <p>8. Water Treatment Plant Filter Media Replacement Project</p> <p>This project will be funded by the Ipswich River WMA grant and includes the replacement of the spent Filtronics filter media in the existing water treatment facility to optimize the removal of iron and manganese prior to the processed water entering the new GAC filtration system. This will help maximize the new carbon media. The Town has prepared an agreement for this work with low bidder Carbon Filtration Systems, Inc. in the amount of \$69,120. The Town had previously purchased the filter media from Filtronics for \$109,100.00</p>	<p>Design by Fall 2024 Construction TBD</p> <p>By June 30th</p> <p>Bids received</p>	<p>Seeking proposals</p> <p>Data Collection</p> <p>Spring Construction is planned</p>
<p><u>Police</u></p> <p>1. Full-Time Hire(s)</p> <p>2. Massachusetts Police Accreditation Commission</p>	<p>With the transfer of Officer Roby Deshenes to the Middleton Police Department and the upcoming retirement of Lt. Stephen Trepanier, we will have two full-time vacancies. As a result, we will begin the recruitment and selection process for two new full-time hires.</p> <p>We have completed our first round of interviews for the full-time position(s) and will be starting the second round ASAP.</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>April 1st - July 1st</p> <p>On-going</p> <p>May 7th, 8th and 9th</p>	

	<p>The department on site accreditation assessment will commence on May 7th and end May 9th. At that time certified assessors will conduct an onsite inspection of all department policy and procedures as well as the physical building.</p>	<p>On-going</p>	
<p>3. Public Safety Camera System</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>Month of April</p>	
<p>4. Autism Awareness Month</p>	<p>April is Autism awareness month and the Police Department will once again be supporting Autism Awareness by wearing our blue autism awareness wristbands, as well as wearing autism collar insignias. On April 30th, we will again be working with Five Sons Restaurant for our 3rd annual Autism Awareness Fundraiser Night.</p>	<p>Fundraiser on April 30th.</p>	
<p>Fire Dept</p>			
<p>1 Department Stats</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 9 fire alarm activations, 16 ambulance calls, 0 mutual aid calls, 0 MVA, 1 brush fires and 8 public assist. We also conducted the following fire prevention activities, 3 inspections.</p>	<p>1 On-going</p>	
<p>2. Safe Grant</p>	<p>2. 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.</p>	<p>2. On-Going</p>	
<p>3. Training</p>	<p>Hamilton Fire Dept staff has recently completed training for an active shooter in a school setting as well as training in roof ventilation thanks to a citizens donation of use of 2 structures and forcible entry with a prop borrowed from the Essex County Fire Chiefs Association and the Essex Fire Dept</p>	<p>3. On-Going</p>	





Planning and Inspectional Services

1. Master Plan

1. 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. **MP Committee finishes its work - forwards document to Planning Board for review and adoption.**

Mid '24

To start Apr/May '24

2. 133 Essex St Senior Housing Project

2. Applicant appealed Planning Board decisions; cases in Court

Ongoing

Ongoing

3. 133 Essex St 40B

3. Applicant submitted Project Eligibility Letter - Town reviewed/commented thereupon to MassHousing. **Received MHP decision to fund project. Formal application received late March and to be heard by ZBA May 1, 2024.**

Six month review period

Ongoing

4. Planning Board considering Form Based Zoning (FBZ) along with 3A; consultant in the process of being hired.

4. Evaluating concept; review of other communities FBZ. **Advertisement for consultant services being solicited. The work will include addressing 3A zoning as well. Funding sought within FY 25 budget.**

Roughly a year process

Ongoing

5. MassHousing Partnership providing grants for T Communities Zoning. Fall town meeting

5. Conceptual modeling / mapping work undertaken by MHP funded consultants. Town has received two grants from Mass Housing Partnership for early planning stages.

Work to assist/support FBZ/3A consultant team

Ongoing

6. Planning Board Site Plan review of HWRSD athletic fields project

6. Planning Board to vote on a decision April 18, 2024

6. 4 months

6. Imminent

7. Conservation Commission

7. seeking members (2) - pls contact if interested

<p>Public Health Department</p> <p>1. Health Related</p> <p>2. Food Permitting and Inspection</p> <p>3. Septic</p>	<p>1. Currently we're experiencing 15 new cases of Covid having been reported. There is 1 confirmed case of Lyme Disease, 1 confirmed case of Tuberculosis reported and 11 cases of influenza. 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.</p> <p>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.</p> <p>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>	<p>On-going</p>	

<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). The Board has passed an updated and amended version of the Tobacco Regulation, more in line with state recommendations, effective April 1, 2024.</p>		
<p>6. Public Health Concerns</p>	<p>6. A public health concern I wanted you to be aware of is the FDA alert of the presence of elevated levels of lead in certain cinnamon products. Through product testing, the FDA has determined that several ground cinnamon products contain elevated levels of lead and that prolonged exposure to these products may be unsafe. Please check your cupboards, discard any that you might have and don't buy these ground cinnamon products.</p>		



More info and a list of products can be found at;
[/www.fda.gov/food/alerts-advisories-safety-information/fda-alert-concerning-certain-cinnamon-products-due-presence-elevated-levels-lead](https://www.fda.gov/food/alerts-advisories-safety-information/fda-alert-concerning-certain-cinnamon-products-due-presence-elevated-levels-lead). Also, If you haven't heard, Norovirus is up 16%. Please wash your hands frequently - hand sanitizer is NOT a substitute for proper hand washing. (no one has time to be sick...) Please stay safe and healthy.

Finance

1. GFOA Budget

1. The Town's first GFOA budget format is complete! Please visit the Town website to review it.

2. FY25 Budget/ATM Warrant Articles

2. The FY25 Final Budget document is complete and in the final stages of warrant article review in preparation for the Annual Town Meeting on 4/6/2024.

3. WLIG Conference

3. I had the privilege of attending the annual conference of Women Leading in Government. It is so great to see how women are valued in the Government positions we hold. The topic of work/life balance becomes a common theme for all government employees. There is so much work to be done while maintaining a healthy personal life with family and friends.

4. MMAAA Education

4. The Town Accountant, Diane Sawyer, and myself attended a 3-day Massachusetts Municipal Auditors and Accountants Education Program from March 18-20th. We were excited to network with our counterparts and learn from the best!

5 Union Negotiations/Compensation Tables

5. We are in the final stages of wrapping up union negotiations through ratification processes and final MOA documents. The compensation and classification tables have been updated and are ready to Town Meeting

Treasurer/Collector

1 Tax Title

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 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.

2 Billing

We are live as of 2/9/24 with web exceptions. We are hoping for a smooth process. Web exceptions have so far been running smoothly. A lot more data entry but I think in the long run will save time and money

1st commitment of Motor Vehicle tax is winding down being 1 staff member short Sue & I have been a little behind we are trying to keep up. 4th qtr Real Estate & Personal Property tax bills have been mailed and are starting to come in

3. Munis

Reporting and processing our deferral is our main problem right now Deferral is in the 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 4 new deferrals this year hoping to get this wrapped up with munis shortly.

4 Benefits /Payroll

Sue has payroll and benefits running smoothly.

<p>5 BOND</p> <p>6 Misc</p>	<p>Working with Bond Council on The Clean Water Trust borrowing for the Board of Health</p> <p>Month end reporting and balancing for March is in process. I do want to thank Wendy and Diane for all their help with us being short staffed. Wendy is doing a great job making our Finance team a unit!</p>		
<p><u>Parks & Recreation</u></p> <p>1. Patton Park Summer Park Program</p> <p>2. Patton Park/Veterans Pool Preseason responsibilities</p> <p>3. Spring Programming</p> <p>4. Veterans Memorial Pool Information</p> <p>5. Ride/Walk to School Day</p>	<p>Balances on camp registrations are due on Friday April 5th. A vast majority of our groups/sessions are completely full.</p> <p>We have conducted a large number of interviews over the last month. Currently staffing for the Patton Park Program is nearly set with over 50 seasonal employees working this summer. This will allow all of our groups to have ratios of around 1 counselor to every 6 children. We are proud to employ so many young community members as part of our program.</p> <p>We are still seeking applicants for lifeguard positions at the Veterans Pool. We have a strong core of staff members returning however we are still in need to fill vacancies. We will continue to promote these positions with the hopes of filling them as the summer nears</p> <p>Most of our Spring programming will begin shortly after April School Vacation. We are offering approximately 45 different classes and activities this Spring and have close to 550 total participants registered so far.</p> <p>Information and registration for pool memberships and swim has been released and is ongoing. Swim lessons information will be released at a later date if staff dictates.</p> <p>In coordination with the Hamilton and Wenham PD we will once again be offering our annual Bike/Walk to school day. This year it will be held on Friday, May 17th</p>	<p>1. On-going</p>	<p>1. On-going</p>

Bike to School Day
All Elementary Schools!
Friday, May 17th
Pingree Park
Winthrop: 7:20am
Cutler: 7:30am
Baker: 7:40am




Don't live close enough to your school? Meet at Pingree Park and ride with a group. Hamilton & Wenham Police will be assisting to ensure safety.

* Abby Velo, our local Mobile Bike Shop, will be providing the following services on ALL bikes participating in Bike To School Day.

- * Check All Bolts/Screws Are Tightened To Proper Specifications
- * Adjust Brakes and Shifting
- * Lubricate Chain and Drivetrain
- * Adjusting Seats and Handlebars
- * Ensure Tires Are Properly Inflated
- * Frame Tire and Wheel Inspection
- * Examining Helmets

Upon arrival, each child will fill out a quick card with their name/teacher and place it on the bike. At the end of the school day groups will ride back to the rec center for a fun obstacle course!

End the day by attending a Free Obstacle Course!
 3:00pm @ the Recreation Center
 Register on our website
www.hwrecreation.com

Council on Aging

1. Programming

We had the Tuskagee Airman visit on Saturday April 13th. We had over 50 people attend for the talk and for lunch. A great time was had. Upcoming programs for May include a cookout with the Friends group, Rock Painting to benefit Tough Princess Warriors, a clock presentation, a auction appraisal.



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. Indoor bocce is ending on May 16th when it will move back to Wenham. Outdoor Pickleball is starting up the middle of May

Ongoing

<p>2. Shine</p>	<p>Shine certification has been completed. I passed the exam this year. And will be all set to continue to help residents throughout the year and during open enrollment. We had a couple residents that looked into becoming SHINE representatives but due to scheduling and location of training were unable too.</p>	<p>Ongoing</p>	
<p>3. Grants</p>	<p>We have hired an instructor that will be helping at both Rowley and Hamilton. Residents will be able to go to either class. We are also looking into purchasing a drawing app and apple pencils through the grant so that we can offer more.</p> <p>Tablets have been purchased and should be here within the next couple of weeks. We are scheduling an information session the beginning of April so that we can distribute them to interested residents. There will be a sign out procedure. April 1st at 11:00 is the tablet talk.</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>Ongoing</p>	
<p>4. Newsletter</p>	<p>We are starting to work on the May newsletter. We will be increasing the page count by 4. It will offer the opportunity to have the lunch menu, an article from our Representatives/Senator as well as our Veteran's Agent.</p>		

<p><u>Human Resources</u></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"> ● Regional Public Health Nurse: Towns of Hamilton, Essex, Wenham, and Rockport <ul style="list-style-type: none"> ○ Pre-screen interviews scheduled on 4/19/24 ● Water Truck Driver/Laborer ● DPW Truck Driver/Laborer ● Accounts Receivable Specialist in the Treasure/Collector Office: Resumes under review. <p>2. Finalized Regional Health job descriptions will be posted with anticipated changes of position.</p> <ul style="list-style-type: none"> ● Regional Public Health Nurse ● Health Inspections (pending) <p>Working with Union and DPW on succession planning.</p> <p>3.</p> <ul style="list-style-type: none"> ● Planning for a Building Department open house. ● Developing an Employee Engagement survey focussed on team building and enrichment. 		

<p>4. Notifications</p>	<p>4 . Working with MIIA on Health and Wellness programs for town employees in the Spring/Summer.</p> <p>Attending a Racial Equity Advancement & Collaborative Hub (REACH) program in Boston. Hosted by the Metropolitan Planning Council.</p> <ul style="list-style-type: none"> • Next meeting scheduled 5/8 		
<p><u>Town Clerk's Office</u></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>Stormwater Management Bylaw change was 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>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. Anne has issued 812 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>"Doing Business As" renewals due every 4 years; approx 40 to be renewed in calendar year 2024. We issued 49 in 2023. We have issued an additional 7 (14 total) in 2024.</p> <p>The dedicated circuit for the non-internet based voter registration system that we use will FINALLY be installed on April 25. 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>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>On-going</p>

<p>Town Clerk Office Hours</p> <p>2024 Election Season = 4 Elections [2 down and 2 to go] PLUS A RECOUNT</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><u>VOTE BY MAIL:</u> We have processed 1119 applications for mailed ballots in 2024. Each application for “All Elections” requires the completion of 3 separate early voting records in the voter system (including the local election) for a total of 3357 requests!</p> <p><u>IN PERSON EARLY VOTING:</u> All state elections will involve in-person early voting at the Patton Homestead. Only 57 voters voted early in-person for the Pres Primary between Sat Feb 24 - Fri Mar 1.</p> <p><u>MARCH 5 PRES PRIMARY:</u> A total of 1902 voters voted (691 or 36.3% voted by mail), Turnout was 32.89%. We mailed 1044 ballots, 353 or 33.8% were never returned. The recount for the race for Republican State Committee Man went well, not one vote changed in Hamilton.</p> <p><u>APRIL 11 ANNUAL TOWN ELECTION:</u> Turnout was 783 voters, 13.5%. We mailed 1001 ballots to those who requested “all elections” on the postcard, 313, or 31%, were never returned. Official results have been posted to the town website.</p> <p>Elected Officials are being sworn in and I am reviewing Open Meeting Law and Ethics training requirements with each.</p>	<p>Nov 2023 - Nov 2024</p>	
<p>2024 Hamilton Census/Street List process</p>	<p>The 2024 Census Form was mailed to 2822 households mid-January. Forms were due back in 10 days. The mailing included the dog license renewal form and the 2024 trash schedule. We have updated 1570 forms in the voter system but are behind due to competing elections requirements.</p>	<p>Jan 2024 - Dec 2024</p>	

April 6, 2024 Annual Town Meeting
Follow Through

A total of 573 voters were checked in.
1. All votes have been certified and delivered to the Dir of Finance and to the Treasurer.
2. Letters have been sent to Sen. Tarr, Rep. Kassner, Sen. Collins and Rep. Cabral regarding our support for a new Commonwealth flag.
3. Letter was sent to the Secretary of the Commonwealth regarding our acceptance of C.32 s. 4(2)(b)
4. ATM Minutes are drafted and will be completed by the end of April.

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