




Town of Hamilton


Town Manager Report

Week of March 24, 2025

Department/ Project	Weekly Update (New Information in Green)	Timeline	Status
<u>Town Manager's Office</u>			
1. Annual Town Meeting	1. As we make final preparations this week for our Annual Town Meeting on April 5, we want to be sure to ask people to plan ahead, as we are expecting a larger than normal turnout. The proposal for an elementary school consolidation at the site of the Cutler School has drawn a great deal of interest and we have had many more inquiries about Town Meeting than we typically do. Parking at the high school/middle school is limited, so we are asking people to please try and carpool and plan ahead so that we can get everyone who wishes to vote into the town meeting and begin on time. Doors will open for people to check in at 8:15 a.m., but even that early the parking lot may be filling up. Please try to share a ride and come with others. Our senior residents can also work through the Council on Aging if they wish to get a ride to Town Meeting. The Warrant and shuttle details are now online.	1. April 5, 9 A.M.	1. Planned
2. Support Water Conservation with Rain Barrel Discount	2. The Select Board approved a \$2,000 subsidy, offering residents a \$40 discount on rain barrels. Orders must be placed online by midnight on May 18, 2025 on the Great American Rain Barrel website. Act fast, as 45 residents have already taken advantage of the discount.	2. Now -May 18, 2025	2. Limited Time Officer - Starts Now
3. MBTA Communities Zoning Update	3. The Select Board voted on Monday night, March 10, to schedule a Special Town Meeting for Thursday, June 26 beginning at	3. June 26, 2025	3. On-going

	<p>6:30 p.m. The intent is for TownMeeting to consider a proposal to comply with the MBTA/3A Community Housing law. A schedule of meetings and preparations for the June Special Town Meeting has been approved by the Select Board and the Planning Board will begin addressing the proposed zoning district(s) in April.</p>		
<p>4. Subscribe to Events Calendar</p>	<p>4. Residents now have two new ways to stay informed about meetings across town. They can subscribe to the Events Calendar or connect an RSS feed to their personal Google or Outlook calendar.</p>	<p>4. March 2025</p>	<p>4. Pilot phase launched</p>
<p>5. New Director of Assessing</p>	<p>5. I am pleased to announce the promotion of longtime employee and Hamilton resident Jane Dooley to the position of Director of Assessing. Jane has already begun in her new role and we are actively seeking a new clerk/assistant assessor in that department now.</p>	<p>5. Completed</p>	<p>5. Promoted</p>
<p>6. Hamilton Police Chief Selection Process</p>	<p>6. Three finalist candidates were introduced to the Select Board members during a workshop Thursday evening, March 27, prior to their final interviews with the Town Manager. The Select Board will meet on Monday, March 31 to consider a recommendation from the Town Manager.</p>	<p>6. March 2025</p>	<p>6. On Going</p>

<u>Public Works</u>		<u>Timeline</u>	<u>Status</u>
<p>1. Town Hall Renovation</p>	<p>1. The Town Hall renovation began in December. Demo is near completion, interior walls and structural work have been completed and numerous trade work has begun. The new addition construction is underway.</p> 	<p>1. Start Dec 2024</p>	<p>1. May 2026</p>
<p>2. Facilities</p>	<p>2. Replacement of AHU1 Cooling System is planned to begin the first week in April.</p> <p>Patton Homestead Pavilion—Hamilton has contracted with EJ+P, Inc. for design services necessary for the Homestead Pavilion project. Design Plans are underway for site plan review.</p>	<p>2. April 2025</p> <p>Spring 2025</p>	<p>2. Ready for Construction</p> <p>Under Design</p>
<p>3. DPW Administration</p>	<p>3. Employment Opportunities OPEN - Secondary Operator - Water Dept. Email Tim Olson, tolson@hamiltonma.gov for position details.</p> <p>Gary Kureta, Parks Laborer, has announced his retirement on April 4th, 2025. Gary has been with Hamilton for over 20 years. We wish Gary the best!!</p>	<p>3. Open</p>	<p>3. Open</p>
<p>4. Highway Department</p>	<p>4. Essex Street Drainage—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. Catch basins have been installed to stay ahead of the MassDOT Route 22 paving project.</p>	<p>4. On-going</p>	<p>4. Pending development submittal</p>

	<p>2024 Roadway and Sidewalk Improvements—The 2024 Roadway Improvements Project is underway. Drainage structures have been installed along Essex Street near 470 Essex to reduce flooding. The contractor has begun the sidewalk along Essex Street from School Street to Forest Street. Following that work Bridge Street will be milled and overlaid from School Street to Essex Street and then reconstruction of a portion of Greenbrook Road. Site contractor is D&R Paving.</p> 	Spring 2025 Const.	In-progress
	<p>Route 22 Paving—Hamilton was chosen as a MA community to have Route 22 paved under the MassDOT Municipal Pavement Program. The full extent of the project and schedule have not yet been released from MassDOT. A tentative summer 2025 date has been discussed.</p>	Summer 2025	Selected by MassDOT
	<p>2025 Roadway and Sidewalk project - Preliminary discussions for the 2025 Roadway and Sidewalk project are underway. High priorities are Bridge Street from Bay Road to the Miles River culvert and Miles River Road. Both of these streets have an element of drainage that will require coordination and permitting through the conservation commission. If funding allows, additional roads will be addressed.</p>	Fall 2025/Spring 2026	In design
<p>5. Vehicle Maintenance</p>	<p>5. New Purchased Vehicles DPW expects to receive the second front line sander this spring.</p>	5. Ordered	5. April 2025
<p>6. Cemetery</p>	<p>6. Annual Grub treatment to begin May 2025</p>	6. May 2025	6. Scheduled

<p>7. Sanitation</p>	<p>7. E Waste is scheduled for April 19th, 2025</p> <p>A new compost disposal agreement has been finalized with Black Earth. Hamilton curbside compost will continue to be collected by Casella and transported to the Black Earth facility via Route 128. Brick End farms will continue to accept yard waste from residents for a fee.</p>	<p>7. 4/19/2025</p>	<p>7. Scheduled</p>
<p>8. Parks and Grounds</p>	<p>8. Patton Park Improvements—The DPW and Rec Departments have re-engaged CBA Landscape Architects to discuss the first phase of drainage and park improvements as outlined in the Patton Park Master Plan. Conceptual cost estimates were discussed at the May 6 Select Board meeting. High priorities from the Patton Park Master Plan were drainage improvements and pathways.</p>	<p>8. Winter 2024/25</p>	<p>8. Preliminary Discussions</p>
<p>9. Energy</p>	<p>9. The EV Charging station at the high school/middle school remains closed due to safety precautions related to the proximity of the temporary boiler for the High School/Middle School. The EV Charging station at Town Hall is closed temporarily due to construction. The EV Charging stations located at Patton Park are available.</p>	<p>9. On-going</p>	<p>9. Patton Park EV Charging - Active</p>
<p>10. Water Department</p>	<p>10. MassDEO Lead Service Inventory & Assessment—The Hamilton Water Department successfully received approval from MassDEP on the Lead Service Line Inventory that was submitted on October 16, 2024. Currently Hamilton is waiting for additional direction from MassDEP and the EPA on the next steps in this program. Once Hamilton receives this information, Hamilton will release more information to residents. To access the inventory data, please visit the town website at https://www.hamiltonma.gov/government/water-department/lead-copper/ Call the Hamilton Water Department at 978-626-5226 or email Hamilton's DPW Director at tolson@hamiltonma.gov with questions.</p> <p>GIS Asset Management—Town staff discussed the final asset management and work order GIS software with Dewberry and anticipate a proposal from Dewberry to activate this software for town use.</p>	<p>10. In-process</p> <p>In-process</p>	<p>10. On-going</p> <p>Finalizing software package</p>

	<p>Well Maintenance—The Hamilton Water Department has completed well developments for the following wells: Caisson Satellite, Idlewood #1 Satellite, Plateau Well, Idlewood #2. The town is in discussions with our contractor regarding redevelopment methods for Idlewood #1</p> <p>Water Improvements (Phase 5)—Stantec Consulting Services is underway with the design for the Phase 5 Water System Improvements that will be concentrated along Fox Run, Tally Ho, Oak, Plum, Chestnut, Pine, and other surrounding streets. The town has received 60% design plans for review. Stantec will provide an estimate for this work that will allow Hamilton to develop a funding strategy for consideration. Stantec has assisted the town with the first 4 successful phases.</p>	<p>On-going</p> <p>60% Design Completed</p> <p>Construction TBD</p>	<p>In-progress</p> <p>Agreement Signed</p>

<u>Police</u>		<u>Timeline</u>	<u>Status</u>
1. Full-Time Hire	1. Edward (Ted) Wilson — has completed the Field Training Program for ECO and is now operating as a solo dispatcher.		
2. Evidence Room Repairs	2. We are waiting for the shelving/locker units to be installed prior to the evidence room becoming fully functional again. The initial damage was caused by a frozen/Busted sprinkler line.	2. On-going	
<u>Fire Dept</u>		<u>Timeline</u>	<u>Status</u>
1. Department Stats	1. The Hamilton Fire Department responded to the following calls over the previous 2 weeks: 10 fire related calls, 14 medical calls, 3 mutual aid calls, 1 MVA, 0 brush and 4 public assists. We also conducted 9 inspections.	1. On-going	
2. DFS Grant	2. HFD has been awarded a \$15,500 Department of Fire Services equipment grant. The money will be used to purchase specialized firefighting gear and equipment.	2. On-Going	2. Equipment has been ordered
3. DFS Grant Supplemental	3. HFD has applied for a supplemental DFS Equipment grant for up to \$7750. If awarded the money will be used to purchase additional firefighting gear and equipment	3. On-going	3. Awaiting state to award grant
4. Safe Grant	4. The HFD applied for a SAFE (Student Awareness of Fire Education) grant and a Senior SAFE grant in the amount of \$6800. These funds are used to promote fire safety programs for students and senior citizens.	4. On-going	4. Awaiting state to award grant
5. Misc.	5. The Town of Hamilton is developing an update to their Hazard Mitigation Plan. Still looking for resident feedback and participation.	5. On-Going	

<u>Planning and Building</u>		<u>Timeline</u>	<u>Status</u>
1. Town Meeting Zoning Bylaw Amendments	<p>1. There are eight proposed Zoning Amendments on the warrant this year, including:</p> <ul style="list-style-type: none"> ● 4 4-1 To limit residential densities in the Groundwater Protection Overlay District ● 4 4-2 and 4 4-3 To modify definitions for Temporary Signage and Gross Floor Area ● 4 4-4 To modify the Use Regulations and to permit Large Accessory Dwelling Units by Special Permit ● 4 4-5 To permit Accessory Dwelling Units by right ● 4 4-6 To amend Inclusionary Housing bylaw ● 4 4-7 To amend Site Plan Review bylaw ● 4 4-8 To amend Flood Plain Overlay District to account for new FEMA Flood Plain maps and associated guidance <p>The Planning Board has held public hearings for all of the amendments, except for Article 4 4-8 which will be held on April 1 at 6 pm.</p>	Annual Town Meeting - April 5, 2025	1. Pending
2. MBTA Communities Zoning	2. The Select Board has scheduled a Special Town Meeting for June 26, 2025 at 6:30 pm for the purpose of considering MBTA Communities-compliant zoning. The Supreme Judicial Court upheld the law in January, found that compliance is necessary, and that the Atty General may enforce the law. The Planning and Select Board will hold a public process to review the proposed zoning in April and May to consider the proposed zoning before it goes to Town Meeting.	2. April through June	2. Pending
3. Master Plan (MP)	3. The Master Plan is now available for review on the Town website. The Planning Board looks forward to tackling implementation efforts in 2025.	3. On-going	3. On-going
4. New Conservation Agent	4. Bethany Barstow recently started as the Town's Conservation Agent. Bethany most recently worked for the Town of Carlisle in a similar role. Bethany works from the Patton Homestead on Mondays and Wednesdays. Welcome Bethany	4. N/A	4. N/A

<u>Public Health Department</u>		<u>Timeline</u>	<u>Status</u>
1. Health Related	1. Report from Judith Ryan, Public Health Nurse that since March 12th: we have had 6 influenza case and less than 5 calcivirus/norovirus cases. Both numbers are down since the previous report.	1. On-going	
2. Food Permitting and Inspection	2. Three temporary mobile food establishments have been reviewed and accepted. Also secured inspectional services from Regional Shared Services Program, when Director is unable to do the inspections.	2. On-going	
3. Septic	3. Soil tests, plan reviews and septic inspections are on-going along with permitting of septic haulers. We have issued 3 septic permits in the month of March. The Health Dept. rolled out a low-interest betterment loan program for 2025 that would benefit residents whose septic systems have failed and are in need of replacement. Contact bohadmin@hamiltonma.gov for information.	3. On-going	
4. General updates	4. Contact information was secured for the Northeast Mass MOsquito Control Program. Budget was received and reviewed. New contact was given to the Mass Office for Public Health Emergency Preparedness. Coordinating with Building Inspector a case management plan to address a potential rodent control issue at an abandoned property.	4. On-going	
5. Program Initiatives: Update from Eastern Essex Regional	5. Dennis Palazzo began working as the Regional Inspector just under a month ago and has already completed five inspections across the towns, with more scheduled. The EERPHC held its first Advisory Committee meeting last week, with a representative from each member community in attendance. We're also in the process of conducting the Foundational Public Health Services (FPHS) Overview.	5. On-going	

<u>Finance</u>		<u>Timeline</u>	<u>Status</u>
1. FY26 GFOA Budget Report	1. We continue to work on the final deliverables with our team from the UMASS Collins Center for a GFOA Budget report.		
2. ATM Warrant Articles	2. We are working on the warrant compensation tables, prior year invoices and language relative to budget reports.		
3. MMAA	3. Diane Sawyer and I will be attending the Massachusetts Municipal Auditors and Accountants Education Program at UMass Amherst from March 16th to March 19th.		
<u>Treasurer/Collector</u>		<u>Timeline</u>	<u>Status</u>
1. Tax Title	1. We fell a little behind schedule with FY23 Tax Title. We are down to just 2 parcels. We will process FY23 & FY24 tax titles together. Working on a small balance letter for FY24 Real Estate & Personal Property preparing to start Tax Title. Also paying close attention to new legislation regarding Tax Titles. We have sent out the first letters in our tax title process. We have decided to send letters to all parcels outstanding at this time. Hoping to generate a response before legal letters are required.	1. In-process	
2. Billing	2. Water bills and 1st commitment of 25 excise tax bills are coming in now. Very busy billing period for us	2. On-going	
3. Month-end	3. Balancing receivables, bank statements, and cash for January 2025.	3. On-going	
4. Benefits /Payroll	4. The Assistant Treasurer/Collector has been busy establishing benefits with new hires and departures. Working on year end payroll preparing for W2's for calendar year 2024. Workers Comp audit began this week and is on-going.	4. On-going	
5. Regional school	5. Working on the POS statement for the school's upcoming Bonding. BOS statement has been sent to Locke & Lord. Received continuing Disclosure for Town starting to work on that project	5. On-going	

<p>6. Town Borrowing</p> <p><u>Assessors</u></p> <p>1. Exemptions and tax deferrals</p> <p>2. Motor vehicle and boat excise</p> <p>3. Keeping property records and maps up-to-date, new sales inspections</p> <p>6. Chapter land</p>	<p>6. Working on a requirement letter for BOND Council for upcoming CPA borrowing for 2025.</p> <p>Sent in the Towns POS Statement for Fiscal Year FY24. Also preparing for upcoming borrowing for the Town Hall Project.</p> <p>1. The Assessor's office is meeting with many residents and processing exemption applications for veterans/seniors and tax deferral applications.</p> <p>2. The Assessor's office is receiving multiple calls/visits from residents and is processing abatements on motor vehicle and boat excise tax for 2025.</p> <p>3. The Assessor's office updates property records and maps with deed transaction information, property map changes, and results of new sales inspections.</p> <p>6. The Assessor's office manages receipt of applications and changes to properties relative to their chapter land status. Including recording and releasing tax liens at the Registry of Deeds.</p>	<p>6. On-going</p> <p><u>Timeline</u></p> <p>1. April 1st deadline</p> <p>2. On-going</p> <p>3. On-going</p> <p>4. On-going</p>	<p><u>Status</u></p>
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<u>Recreation Department</u>		<u>Timeline</u>	<u>Status</u>
1. Veterans Memorial Pool Information Brochure	<p>1. Registration is now open for memberships and programming at the Veterans Memorial Pool for the Summer of 2025. There are a number of membership type options to choose from, with early bird discount pricing available until Friday, May 23rd. Programming options include the Hurricane Swim Team as well as pre-school and youth swim lessons. Adult Lap Swim and Free Senior swim are also built into the pool schedule for the summer. For more information and to register please visit our website www.hwrecreation.com.</p>	1. On-going	1. On-going
2. Bike/Walk to School Day	<p>2. The annual Bike/Walk to school event will be held on Friday, May 9th. This will be our third year running this event.</p> <div data-bbox="469 863 1052 1614" data-label="Image"> <p>NATIONAL BIKE TO SCHOOL DAY</p> <p>Friday May 9th Departing from Pingree Park</p> <p>Winthrop Students: 7:15am Cutler Students: 7:30am Buker Students: 7:45am</p> <p>Please make arrangements for bike to be picked up at school dismissal</p> <p>Register by April 17th to receive a t-shirt at www.hwrecreation.com</p> </div>	2. On-going	2. In-Process

<u>Council on Aging</u>		<u>Timeline</u>	<u>Status</u>
1. Programming	1. Looking into April we have several new and exciting programs coming up. Lunch with Friends, Talk with our Public Health Nurse, Tea Party, National Blueberry Pie Day. As well as many more programs. We are starting to fill up our May calendar with exciting programs from you.	1. April 2025	1. On-Going
2. SHINE Program	2. Shine informational appointments are available on a limited basis. Medicare planning should start three months prior to turning 65 or your retirement date.	2. On-going	2. On-Going
3. Grants	3. The Annual Report for the Formula Grant is due in mid-April. This report will provide an overview of the number of residents COA served over the past year.	3. April 2025	3. On-Going
4. Newsletter	4. Still working on bridging the two residents lists that we have. We are hoping that this will be complete in the next month or so. If you would like to receive your newsletter via email, please let us know.	4. On-going	4. On-going

<u>Human Resources</u>		<u>Timeline</u>	<u>Status</u>
<p>1. Openings</p> <p>2. Collaboration</p> <p>3. Employee Engagement</p> <p>4. CORI Checks</p>	<p>1. Current Openings (descriptions online):</p> <ul style="list-style-type: none"> ● Police Chief ● OPEN - Secondary Operator - Water Dept* ● Regional Public Health Nurse: Towns of Hamilton, Essex, Wenham, and Rockport* ● A/R A/P Coordinator <p>2. Working with the Regional Coordinator on the Regional Public Health Nurse recruitment.</p> <p>3. Working with MIIA on Health and Wellness programs and virtual events for town employees, coming in March, combining efforts with the Town of Wenham to meet the criteria for certain programs.</p> <p>4. All new hires and volunteers will undergo a Criminal Offender Record Information (CORI) check before their first day of work.</p>	<p>A/R A/P interviews complete. References/CORI checks in process.</p> <p>Police Chief candidate assessment complete. Step 3 of application process started.</p> <p>DPW Water/Truck laborer to start on April 9.</p> <p>2. Region met to vote on a change of required hours for regional public health nurse.</p>	<p>1. On-going/dates as noted.</p>
<p><u>Town Clerk's Office</u></p> <p>1. Conflict of Interest Annual Filings, MGL C. 268A</p>	<p>1. 2025 Conflict of Interest Training All municipal employees (including board and committee members) are subject to Conflict of Interest (Ethics) training every two years and must ANNUALLY complete the acknowledgement of receipt of the summary of the law.</p>	<p><u>Timeline</u></p> <p>1. Jan - Dec</p>	<p><u>Status</u></p> <p>1. Year round</p>

	In Jan, 2025 the State Ethics Commission sent emails to all employees, appointed, and elected officials regarding the 2025 training requirements. The Clerk's office will monitor compliance and contact employees as needed.	Jan - Dec	Year round
2. 2025 Dog License Renewals MGL C. 140 s.137, 137A	2. 699 2025 dog licenses have been issued. (983 in 2024) Renewal applications were included in the 2025 Census mailing.	2. Jan - Dec	2. Year Round
3. DBA MGL C. 110 s.5	3. "Doing Business As" renewals due every 4 years. Seven (7) filed. (32 in 2024.)	3. Jan - April	3.
4. 2025 Annual Town Election (ATE) and Annual Town Meeting (ATM)	4. ATM will be held Sat, April 5; 2025 ATE will be held Thu, April 10, 2025. ATE VOTE BY MAIL APPLICATION DEADLINE IS APRIL 3 AT 5:00 PM. All election dates and deadlines are posted on the Clerk webpage. Vote by Mail ballots are being mailed to those that requested one. There are 11 positions on the ballot: Select Bd 2 (4 candidates); Planning Bd 3 (3 candidates); School Committee 3 (5 candidates); Moderator; Assessor; and Library Trustee. Candidates are required to file Campaign Finance Reports, the first is due April 2. Reminder email was sent to all candidates on March 25.	4. April 5	4.
5. Hamilton Census/Street List process MGL C.51 s.4	5. The 2025 Census Form was mailed to 2,894 households late Dec. Forms were due back Jan 31. The mailing included the dog license renewal form and the 2025 trash schedule. 1753, or 60% have been returned and processed.	5. Jan. 2025	5.