



Town of Hamilton

Town Manager Report

Week of June 16, 2025

Department/ Project	Weekly Update (Newest Information in Green)		
<u>Town Manager's Office</u>		<u>Timeline</u>	<u>Status</u>
1. 2 Special Town Meeting - July 14	1. A Special Town Meeting is scheduled for Monday, July 14 at 6:30 P.M. Check-In opens at 5 P.M. More information >>	1. July 14, 2025	1. Posted
2. Select Board Updates	2. The Select Board voted to confirm expiring board and committee reappointments on Monday, June 16 for terms beginning July 1. Reappointed members should contact the Town Clerk about ethics training and swearing-in requirements.	2. July 1, 2023	2. Approved
	2 a. The Select Board meeting schedule is on the master calendar online . Next regularly scheduled meeting takes place June 30 at 7 P.M.	2 a. June 16, 2025	2 a. Scheduled
3. Conservation Commission - Urgent Call for Volunteers	3. There are vacancies on Hamilton's Conservation Commission. No experience needed. Contact planning@hamiltonma.gov for details.	3. June 2025	3. Open vacancies
5. Stories of Impact	5. Our final Quick Chronicles feature on service in the community shares a recent interview with David Wagner and his open office hours to meet with anyone looking to learn more about how local government works. Quick Chronicles will return in the fall with more stories of community and service.	5. Interview complete	5. Story online
	5 a. The Town of Hamilton reminds residents to enjoy the upcoming summer season responsibly. From swimming at the Patton Pool to riding an e-bike, outdoor recreational opportunities are everywhere in town. As we start the summer, it is a good time to share	5 a. June - August	5 a. Story online

6. Community Gatherings	<p>some local spots and safety FAQs. Read more >></p> <p>6. The Patton Homestead Summer Series has returned. Dates will be added as they are confirmed. See the schedule online >></p> <p>6 a. Military Service Day at the Patton Homestead is scheduled for July 19, 10 A.M. - 4 P.M. Hosted by the AL Gardner Post for details.</p>	<p>6. June</p> <p>6 a. July 19</p>	<p>6. Schedule online</p> <p>6 a. Scheduled</p>
<p><u>Assessor Office</u></p> <p>1. FY2026 1st Qtr bills to mail</p> <p>2. Building permit inspections</p> <p>3. Motor vehicle and boat excise</p> <p>4. Keeping property records and maps up-to-date, new sales inspections</p> <p>5. Chapter land</p>	<p>1. FY2026 real estate and personal property bills will be mailed shortly.</p> <p>2. The Assessors office staff will be conducting building permit inspections throughout the Town with some data collection done by Patriot Properties.</p> <p>3. The Assessors office is receiving multiple calls/visits from residents and is processing abatements on motor vehicle and boat excise tax for 2025.</p> <p>4. The Assessors office updates property records and maps with deed transaction information, property map changes, and results of new sales and general inspections.</p> <p>5. The Assessors 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><u>Timeline</u></p> <p>1. July 2025</p> <p>2. Ongoing</p> <p>3. Spring 2025</p> <p>4. Spring 2025</p> <p>5. Ongoing</p>	<p><u>Status</u></p> <p>1. On-going</p> <p>2. Complete</p> <p>3. On-Going</p> <p>4. On-Going</p> <p>5. On-Going</p>
<p><u>Council on Aging</u></p> <p>1. Programming</p> <p>2. SHINE Program</p> <p>3. Grants</p>	<p>1. Planning for August and September have started. If there are things that you would like to see please reach out to the Center.</p> <p>2. SHINE informational appointments are available on a limited basis. Medicare planning should start three months prior to turning 65 or your retirement date.</p> <p>3. We are applying for Title III funding to help cover the cost of our lunch and linger program. We will not hear back until the fall time.</p>	<p><u>Timeline</u></p> <p>1. September 2025</p> <p>2. Summer 2025</p> <p>3. June 20th 2025</p>	<p><u>Status</u></p> <p>1. In-Process</p> <p>2. On-Going</p> <p>3. On-Going</p>

4. Newsletter	4. Newsletter list has been merged. We will continue to make adjustments to it as needed.	4. Spring 2025	4. On-Going
5. Rides to STM	5. Do you need a ride to the next Special Town Meeting on July 14? Please contact the COA and we will try to assist in pre-booking transportation to and from the meeting.	5. July 14, 2025	5. On-Going
<u>Department of Public Works</u>		<u>Timeline</u>	<u>Status</u>
1. Administrative	<p>1. Employment Opportunities - open positions</p> <p>Secondary Operator - Water Dept.</p> <p>Administration Assistant to the DPW Director.</p> <p>Email Michelle Maloney at mmaloney@hamiltonma.gov for position details.</p>	1. On-going	1. Open
2. Cemetery	2. Annual Grub treatment to begin June 2025	2. June 2025	2. Scheduled
3. Energy	<p>3. Hamilton now purchases 100% renewable power with an electricity supplier. Learn more >></p> <p>3 a. 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. Learn more >></p>	<p>3. March 5, 2025</p> <p>3 a. Summer 2025</p>	<p>3. On-going</p> <p>3 a. On-Going</p>
4. Facilities	<p>4. Rec Center Rooftop Heating Units - Bids received for the replacement of two rooftop heating units at the Rec Center. USI, Inc. was the low bidder. Work scheduled for the fall.</p> <p>4 a. Patton Homestead Pavilion—Hamilton has contracted with EJ+P, Inc. for design services necessary for the Homestead Pavilion project. Design Plans are complete and the project will be advertised next week for public bid. Construction tentative Fall 2025.</p>	<p>4. Fall 2025</p> <p>4 a. Fall 2025</p>	<p>4. Ordered</p> <p>4 a. In-Process</p>
5. Highway Department	5. A new sidewalk opened connecting the Forest Street neighborhood to town. Read more >>	5. April 2025	5. Paving complete

	<p>5 a. 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>	5 a. Spring 2025	5 a. On-going
	<p>5 b. 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 finished the sidewalk along Essex Street from School Street to Forest Street. The Bridge Street mill and overlay project from School Street to Essex Street and the reconstruction of a portion of Greenbrook Road will begin the week of June 9th. Site contractor is D&R Paving.</p>	5 b. Summer 2025	5 b. On-going
	<p>5 c. Route 22 Paving—Hamilton was chosen as a MA community to have Route 22 paved under the MassDOT Municipal Pavement Program. Hamilton and MassDOT have signed the agreement for this work and town is waiting for the MassDOT schedule. Plans are to have work done Summer of 2025. Work will include mill and overlay of Route 22 as well as some intersection improvements at the Woodbury Street/Essex Street intersection.</p>	5 c. Summer 2025	5 c. Agreement Signed
	<p>5 d. 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>	5 d. Fall 2025/Spring 2026	5 d. Under Design
	<p>5 e. Hamilton Downtown Streetscapes Project - Hamilton has contracted with BSC Group to perform a detailed survey of the downtown area, including Asbury Street, Railroad Avenue, and Willow Street with plans to evaluate upgrades to the sidewalks, roadways, pedestrian crossings, etc. Kick-off meeting will be scheduled soon.</p>	5 e. Summer 2025	5 e. Agreement Signed

6. Parks & Grounds	5 f. Highland Street and Asbury Street Intersection - RRFB Installation - Installation of a crosswalk flashing beacon is complete south of the intersection	5 f. Spring 2025	5 f. Installed
	6. Patton Park Improvements— CBA Landscape Architects and design team are underway with park improvements. Design will include drainage improvements, pathways, and select renovation of the gazebo. Planned Summer 2026 construction.	6. Summer 2025	6. On-going
7. Sanitation	7. <u>E-Waste</u> day scheduled for June 21, 2025	7. June 21, 2025	7. Scheduled
8. Town Hall	8. Construction highlights: The construction addition is underway with the elevator shaft currently being formed. Repairs to the 2nd floor meeting space ceiling. Geothermal wells have been drilled, rough carpentry, HVAC, Electrical, and Plumbing is nearing completion.	8. 2025-2026	8. May 2026
9. Vehicles	9. The second front line sander was received by DPW on 5/8/2025	9. Delivered	9. Complete
10. Water Department	10. MassDEP 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 . Hamilton Water Department can be reached at 978-626-5226 or email Hamilton's DPW Director at tolson@hamiltonma.gov .	10. On-going	10. Accepted by MassDEP
	10 a. GIS Asset Management—Dewberry is nearly complete with the new GIS/Work Order software for Hamilton. The main focus of this GIS software is for water asset management	10 a. Summer 2025	10 a. Design Complete, Training to be scheduled
	10 b. 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	10 b. TBD	10 b. Under Design

	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.		
<u>Finance</u> 1. FY26 GFOA Budget Report 2. FY26 ATM Warrant Articles 3. Intermunicipal Agreement Invoices 4. MADOR Recap	<p>1. With ATM budget approval, Hamilton's GFOA budget is complete. Visit the Town website to review the document. It takes great collaboration and effort to create this detailed document.</p> <p>2. The Accounting team is working to get all certified FY26 ATM Warrant Articles on the books to secure funding and budgeting in each area of the town.</p> <p>3. At this time, Accounting will begin creating final invoices for Intermunicipal Agreements with other Towns to ensure funds are received in the proper fiscal year.</p> <p>4. Finance will begin the Mass DOR submission requirements for the Recap.</p>	<u>Timeline</u> 1. May 2025 2. May 2025 3. Spring 2025 4. Spring 2025	<u>Status</u> 1. On-Going 2. On-Going 3. On-Going 4. On-Going
<u>Fire Department</u> 1. Department Stats 2. Grants 3. Fire Academy	<p>1. The Fire Dept responded to the following calls in the last 2 weeks: 13 Fire related calls, 19 Medical calls, 0 MVA, 0 Brush Fires, 1 Mutual aid and 2 Public assists. Fire prevention performed 8 inspections.</p> <p>2. Firefighter Safety Equipment Grant Round 1 Program for Fiscal Year 2025 \$15,500.00</p> <p>2a. Firefighter Safety Equipment Grant Round 2 \$3715.37</p> <p>2b. Safe Grant/Safer Grant - Award of \$6900.00</p> <p>3. One of our recruits has been attending the Mass Fire Academy in Stowe, MA and will finish 6/30/25.</p>	<u>Timeline</u> 1. June 2025 2. April 2025 2a. June 2025 2b. June 2025 3. June 2025	<u>Status</u> 1. Reported 2. Complete 2a. Equipment received, awaiting reimbursement 2b. Complete 3. On-Going
<u>Human Resources</u>		<u>Timeline</u>	<u>Status</u>

1. Openings	<p>1. Current Openings (descriptions online):</p> <p>Assistant Council on Aging Director / Social Services Specialist – 32 hours/Benefited - Interviews in process.</p> <p>Part-Time Health Inspector – Approximately 275 hours annually; job offer pending.</p> <p>Administrative Assistant to the Director of Public Works – Candidate hired, starting on July 7.</p> <p>Secondary Treatment Operator for the Water Department – Full Time/Benefited</p>	1. April 2025	1. Open
2. Regional Collaboration	2. Regional Public Epidemiologist: Towns of Hamilton, Essex, Wenham, and Rockport - Pre-screen interviews complete, in process of scheduling first round interviews.	2. Spring 2025	2. On-Going
3. Employee Engagement	Working with MIIA on Health and Wellness programs and virtual events for town employees, combining efforts with the Town of Wenham to meet the criteria for certain programs.	3. Spring 2025	3. On-Going
4. CORI Checks	4. All new hires and volunteers will undergo a Criminal Offender Record Information (CORI) check before their first day of work.	4. Spring 2025	4. Town Manager Approved
<u>Planning and Land Use Department</u>		<u>Timeline</u>	<u>Status</u>
1. Town Center and MBTA Communities compliant Zoning	<p>1. The Planning Board continued the public hearing for the draft Town Center and MBTA Communities compliant zoning to June 17, 2025. The proposed zoning includes substantial site and building design standards to better regulate the form and intensity of development in the Town Center and ensure it is consistent with the Town's vision. The draft zoning and associated materials can be reviewed at: https://hamiltonma.gov/town-center-zoning/</p> <p>You can learn more about the planning project at: https://storymaps.arcgis.com/stories/5ebfaf29795942a29999c96a1a599b4c</p>	1. April - July 2025	1. Pending
2. FEMA Flood Maps	2. Updated FEMA Flood Maps for Hamilton and all of Essex County become effective on July 8, 2025. To review the existing and	2. Changes Pending	2. Pending

<p>3. Welcome Alicia Brennan</p> <p>4. Accessory Dwelling Units</p> <p>5. Join the Conservation Commission</p>	<p>proposed flood maps, and for more information about the engineering behind the flood map update, visit: https://hamiltonma.gov/wp-content/uploads/2025/05/FEMA-Flood-Maps-Information-05.01.2025-1.pdf</p> <p>The Planning Department is very happy to welcome Alicia Brennan, Planning and Conservation Assistant. Alicia will be working for the Town Mondays through Thursdays and comes to Hamilton most recently from the Massachusetts Department of Environmental Protection. Welcome Alicia!</p> <p>4. At Annual Town Meeting, Hamilton residents approved amendments to the Town's Accessory Dwelling Unit (ADU) Bylaw to make it easier for single-family property owners to construct attached or detached ADUs (sometimes referred to as accessory apartments) on their properties. The amendments are currently pending review with the Attorney General's office with an expected final approval date in July 2025. For more information about the requirements associated with ADUs, contact the Hamilton Planning or Building Departments.</p> <p>5. The Conservation Commission has openings for new members. This is a wonderful opportunity for residents to serve the community and protect our natural resources. The Commission meets conveniently over Zoom and the Commission is aided by a very capable Conservation Agent which makes for a very manageable volunteer workload. Interested? Contact planning@hamiltonma.gov for more information.</p>	<p>3. Week of June 2</p> <p>4. July 2025</p> <p>5. NOW</p>	<p>3. Employment Started</p> <p>4. Pending final approval with Mass. Attorney General</p> <p>5. Immediate Openings</p>
<p><u>Police Department</u></p> <p>1. Administrative</p> <p>2. Facilities</p>	<p>1. The Town of Hamilton will have the official swearing in ceremony for the new Police Chief Edward Guy at the Hamilton Wenham Library on June 25, 10 A.M. Chief Guy's first official day begins July 1.</p> <p>2. Evidence Room Repairs We are waiting for shelving/locker unit shipment and some miscellaneous</p>	<p><u>Timeline</u></p> <p>1. June 25, 2025</p> <p>2. April 2025</p>	<p><u>Status</u></p> <p>1. Scheduled</p> <p>2. On-Going</p>

3. Events	<p>equipment to bring the evidence and book rooms operational.</p> <p>3. Hamilton PD stood with SeniorCare Inc. and Hamilton Council on Aging to help spread awareness about Elder Abuse on June 17. If you suspect someone might be a victim, contact your local police department or the Elder Care Abuse Hotline at 800-922-2275.</p>	3. June 17, 2025	3. Completed
<u>Public Health Department</u> 1. Health Nurse's Report 2. Food Protection Report 3. In-ground sewage disposal Report 4. Director's Update 5. Board of Health Program Initiatives: Keeping of Animals Regulation		<u>Timeline</u> 1. Spring 2025 2. On going 3. Spring 2025 4. June 2025 5. April 2025	<u>Status</u> 1. Completed 2. On-going 3. On-going 4. TBD 5. Completed
<u>Recreation Department</u> 1. Spring Programming 3. Patton Park Summer Park Program & Veterans Memorial Pool Pre-Season		<u>Timeline</u> 1. June 2025 3. Spring 2025	<u>Status</u> 1. In-Process 3. Completed

	<p>Very few spots are still available for participants in the Summer Park program, mostly in Session 2, the July 4 holiday.</p> <p>Work is ongoing to prepare for Staff Orientation, and eventually the first week of the program.</p> <p>Veterans Memorial Pool - Staffing is near completion.</p> <p>The cover to the pool has been taken off and we are preparing to make the pool "swim ready. Passes are for sale online.</p>	<p>Summer 2025</p> <p>Spring 3035</p> <p>Spring 2025</p> <p>Summer 2025</p>	<p>On-Going</p> <p>On-Going</p> <p>On-Going</p> <p>Scheduled</p>
<p><u>Town Clerk</u></p> <p>1. Conflict of Interest Annual Filings, MGL C. 268A</p> <p>2. 2025 Dog License Renewals MGL C. 140 s.137, 137A</p> <p>3. DBA MGL C. 110 s.5</p> <p>4. 2025 Annual Town Election (ATE) and Annual Town Meeting (ATM)</p>	<p>1. 2025 Conflict of Interest Training All municipal employees (including elected and appointed 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>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 is monitoring compliance for 245 individuals and will contact those that are non-compliant. A new tracking spreadsheet has been created.</p> <p>2. 2025 dog licenses have been issued - 891 licenses. (983 in 2024) Renewal applications were included in the 2025 Census mailing. Late fees went into effect June 1.</p> <p>3. "Doing Business As" renewals due every 4 years. Eleven (11) filed. (32 in 2024.)</p> <p>4. 950 (16%) voters attended the ATM on Sat, April 5.</p> <p>All post-Town Meeting documentation and certifications have been completed. With help from the Planning Director, eight (8) zoning bylaw amendments were submitted to the Attorney General's office for review and approval.</p>	<p><u>Timeline</u></p> <p>1. May 2025</p> <p>2025-26</p> <p>2. April 2025</p> <p>3. 2025</p> <p>4. April 5, 2025</p> <p>April 2025</p>	<p><u>Status</u></p> <p>1. On-Going</p> <p>On-Going</p> <p>2. On-going</p> <p>3. On-Going</p> <p>4. Complete</p> <p>Complete</p>

<p>5. Hamilton Census/Street List process MGL C.51 s.4</p> <p>6. Special Town Meeting</p>	<p>2058 (36%) voters voted in the ATE. All elected officials have been sworn in. The second Campaign Finance Report was due Monday, May 12. A reminder email was sent. The debt exclusion question passed and the election ballot showing the 1014 - 1000 vote count has been certified and submitted to the Dept of Revenue.</p> <p>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. A second census form was mailed to a random number of delinquent filers. 1905 returned and processed.</p> <p>On June 2, 1470 voters who did not return a 2025 Census Form were inactivated in the voter registration system. This number is The Census form is the proof of residency required to remain on the voter list.</p> <p>6. The Clerk's Office is preparing for the STM's. The warrants will be posted at least 14 days prior to the meeting. Poll workers have been scheduled to staff five (5) check in points.</p>	<p>5. January 2025</p> <p>June 2025</p> <p>6. June - July</p>	<p>5. 65.8% Returned</p> <p>25% of voters were inactivated</p> <p>6. Ongoing</p>
<p><u>Treasurer/Collector's Office</u></p> <p>1. Billing</p> <p>2. Benefits /Payroll</p> <p>3. New Hire</p>	<p>1. Water bills were mailed out May 1st and are due May 31st. Payments may be made online or in person.</p> <p>4th Quarter Real Estate tax bills were mailed out on March 28 and are processed.</p> <p>Real Estate and Personal Property RY25 Demand will be mailed 6/6/25 and are due 6/22/25</p> <p>Real Estate deferrals have been approved so we are in the process of moving them into our deferral status.</p> <p>2. Open Enrollment period closed May 23, 2025. Rates for FY 2026 were emailed to all employees. Sue is processing all new summer hires for recreation and the DPW as well as preparing for several upcoming retirements</p> <p>3. The Office welcomes new hire Kim Falloni</p>	<p><u>Timeline</u></p> <p>1. May 31, 2025</p> <p>2. June, 2025</p> <p>3. June, 2025</p>	<p><u>Status</u></p> <p>1. Water Bill Due</p> <p>2. On-Going</p> <p>3. Complete</p>

<p>4. 2025 Tax Rate</p>	<p>as the new AR/AP Coordinator. Training continues. Kim has settled in nicely and training is ongoing.</p> <p>4. The FY 2025 Tax Rate has been set by the Massachusetts Department of Revenue at \$15.65 for Hamilton. This is an increase of \$0.54 per thousand over the FY 2024 rate.</p>	<p>4. January 2025</p>	<p>4. Complete</p>
<p>5. End of year</p>	<p>5. All are working on end of year processes to prepare for the end of fiscal year.</p> <p>Workers Comp audit was submitted.</p>	<p>5. May 2025</p> <p>Spring 2025</p>	<p>5. On-Going</p> <p>Complete</p>