



# Town of Hamilton

## Town Manager Report

Week of Sept 22, 2025

Department/ Project	Weekly Update (Newest Information in Green)		
<b><u>Town Manager's Office</u></b>		<b>Timeline</b>	<b>Status</b>
<b>1. Select Board</b>	1. The next Select Board meeting takes place on October 20, 2025.	1. October 20, 2025	1. Posted
<b>2. Special Town Meeting</b>	2. A Special Town Meeting is scheduled for December 9, 2025, to vote on a Brown's Hill (Gordon Theological Seminary property) Overlay District and zoning changes—pending a development agreement between the Select Board and the Seminary, and Planning Board readiness. The Select Board has also voted to add an article to extend the period of the cell tower lease behind Town Hall, allowing the town to seek to sell that lease and potentially add an article or articles from the Community Preservation Committee.	2. Dec. 9, 2025	2. Scheduled
<b>3. 2027 Budget Process</b>	3. The 2027 Hamilton Budget process has kicked off with the Select Board adopting modified budget goals at its most recent meeting, and the Finance and Advisory Committee is set to make their recommendations for budgetary goals following the Oct. 8 meeting. Soon, the Finance Director and Town Manager will meet to deliver the budget goals of department heads and the process for assessing operational and capital needs for the 2027 fiscal year will begin in earnest. Please stay tuned here to learn more about the process.	3. Process ends with budget adoption at Annual Town Meeting	3. On-going
<b>4. Town Hall progress</b>	4. Director of Public Works and Special Projects Tim Olson provided an update on the Town Hall renovation and energy project	4. Spring 2026	4. On-going

	<p>at the meeting on Tuesday, September 23. Residents interested in the project can watch the discussion on HWCam and You Tube. The Project is continuing with only minor adjustments to the timeline at this point. The elevator addition to the building is starting to pick up steam, while the exterior and roof work is nearing completion and the interior office and public spaces are also on schedule. The project is anticipated to reach substantial completion by mid-February 2026, with final landscaping and grounds improvements taking place in the spring of 2026. The Town still anticipates moving staff back to the newly renovated, energy efficient building in April or May of 20-26.</p>		
<p><b><u>Assessors office</u></b></p> <p><b>1. FY2027 chapter land applications mailed to property owners</b></p> <p><b>2. Senior tax exemptions - early action deadline October 31, 2025</b></p> <p><b>3. FY2026 boat excise tax bill file to be mailed Sep. 29</b></p> <p><b>4. Property records are being updated for FY2026 values</b></p>	<p>1. FY2027 chapter land applications mailed to property owners.</p> <p>2. FY26 senior exemption applicants who submit their applications to the Assessors office by October 31, 2025 will have them reviewed and action taken by the Board of Assessors before the annual deadline of April 1, 2025.</p> <p>3. FY2026 boat excise tax bills to be mailed next week.</p> <p>4. The Assessors office is updating property records to determine FY2026 values.</p>	<p><b><u>Timeline</u></b></p> <p>1. Due Dec. 1, 2025</p> <p>2. October 31, 2025</p> <p>3. September 29, 2025</p> <p>4. Fall 2025</p>	<p><b><u>Status</u></b></p> <p>1. Ongoing</p> <p>2. Ongoing</p> <p>3. FY2026</p> <p>4. Ongoing</p>
<p><b><u>Council on Aging</u></b></p> <p><b>1. Programming</b></p> <p><b>2. SHINE Program</b></p>	<p>1. The COA is working collaboratively with several departments—including the Health Department, Parks and Recreation, and the Police Department—to organize programming for residents. Planning is currently underway for fall events.</p> <p>Upcoming programs include: Coffee with a Cop Oktober Fest Taco Day Cake Decorating</p> <p>2. SHINE counselors will be available to assist with Medicare Open Enrollment, beginning in</p>	<p><b><u>Timeline</u></b></p> <p>1. October 2025</p> <p>2. October 15th .</p>	<p><b><u>Status</u></b></p> <p>1. In-Process</p> <p>2. Preparing for registration.</p>



<b>3. Energy</b>	3. Hamilton now purchases 100% renewable power with an electricity supplier. <a href="#">Learn more &gt;&gt;</a>	3. March 5, 2025	3. On-going
	3a. 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. <a href="#">Learn more &gt;&gt;</a>	3a. Summer 2025	3a. On-Going
<b>4. Facilities</b>	4. Rec Center Rooftop Heating Units - Units have been installed and awaiting programming.	4. Fall 2025	4. Installed
	4a. Patton Homestead Pavilion—Hamilton has contracted with EJ+P, Inc. for design services necessary for the Homestead Pavilion project. Bids were received on July 17, 2025. Three bids were received. Unfortunately the low bidder decided to rescind their bid and the other two were well over budget.	4a. TBD	4a. TBD
	4b. COA Exterior Repairs - DPW is formulating an Invitation for Bid for exterior repairs to the Senior Center. Work will include painting, wood repairs, gutter replacement, and roofing. Plans are to have this bid out for advertisement this fall or winter for spring 2026 construction.	4b. Fall/Winter 2025	4b. IFB creation
<b>5. Highway Department</b>	5. A new sidewalk opened connecting the Forest Street neighborhood to town. <a href="#">Read more &gt;&gt;</a>	5. Complete	5. Complete
	5a. 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.	5a. Spring 2025	5a. On-going
	5b. 2024 Roadway and Sidewalk Improvements—The 2024 Roadway Improvements Project is nearing completion. Driveway cut backs and tie-ins are scheduled for next week.	5b. Summer 2025	5b. Near Completion
	5c. Route 22 Paving—Hamilton was chosen as a MA community to have Route 22 paved under the MassDOT Municipal Pavement	5c. Summer 2025	5c. Near Completion

	<p>Program. Route 22 has been resurfaced and roadway markings are complete. The Contractor plans to connect specific driveways into the new road surface. MassDOT plans to finish the work in the next few weeks.</p> <p>5d. 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. The town, and engineering consultant, are also evaluating the ability to construct a new sidewalk between Linden Street and Lake Drive. An approved Order of Conditions has been received and Hamilton plans to advertise this work within the next few weeks.</p> <p>5e. 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. A kick-off meeting was conducted on July 7, 2025 to discuss next steps and focus points.</p>	<p>5d. Fall 2025/Spring 2026</p> <p>5e. Summer 2025</p>	<p>5d. Under Design</p> <p>5e. Under design</p>
<b>6. Parks &amp; Grounds</b>	<p>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. A working group meeting to discuss preliminary design drawings is scheduled for Sept 18th, 2025.</p>	<p>6. Sept 18, 2025</p>	<p>6. Meeting scheduled</p>
<b>7. Sanitation</b>	<p>7. <u>E-Waste</u> day scheduled for Saturday September 20th, 2025</p> <p>7a. Household Hazardous Waste Day is scheduled for Saturday October 4th, 2025</p>	<p>7. September 20, 2025</p> <p>7a. October 4,, 2025</p>	<p>7. Scheduled</p> <p>7a. Scheduled</p>
<b>8. Town Hall</b>	<p>8. Construction highlights: All interior utilities, electrical, HVAC, plumbing, telecom, and fire suppression have passed rough inspection. Interior walls have been drywalled and finish trim is currently underway. Roofing work will start the week of Sept. 22nd. Exterior trim and siding is nearing completion and the contractor now has shifted over to the construction of the addition. The planned schedule is to have</p>	<p>8. 2025-2026</p>	<p>8. May 2026</p>

	the full exterior repaired and painted by winter season.		
<b>9. Vehicles</b>	9. The Town has contracted with GovDeals to dispose of all Hamilton's surplus vehicles and equipment that has recently been replaced.	9. Fall 2025	9. In progress
<b>10. Water Department</b>	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 <a href="#">town website</a> . Hamilton Water Department can be reached at 978-626-5226 or email Hamilton's DPW Director at <a href="mailto:tolson@hamiltonma.gov">tolson@hamiltonma.gov</a> .	10. On-going	10. Accepted by MassDEP
	10a. GIS Asset Management—A new work order GIS system has been built for Hamilton. The main focus at this time is continuing to build on our water information and plans are to deploy the information to the field crews to provide them up to date information in the field and improve efficiency during water emergencies.	10a. Summer 2025	10a. Complete
	10b. 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.	10b. TBD	10b. Under Design
	10c. GAC Media Change Out - The lead vessels (2) received the necessary media change out on 7/21. The (2) lag vessels will receive the media change starting 8/18. Evidence has proven that the forecasted 1 year life span of the media is accurate and the GAC will need to be exchanged yearly to continue to achieve optimum water quality. The GAC media replacement in all 4	10c. Fall 2025	10c. Complete

	vessels has been completed and all 4 vessels are back online.		
<b><u>Finance Department</u></b>		<b><u>Timeline</u></b>	<b><u>Status</u></b>
<b>1. FY2025 Audit</b>	1. The auditing team from Clifton Larson Allen was onsite at the Patton Homestead during the week of September 8th performing necessary audit testing. The Finance team continues to work with the auditors virtually to deliver all requested materials as needed to finalize the testing results. Currently, Essex Regional Retirement is awaiting their final audit results, which in turn delays Hamilton's audited statements.	1. Sept-Nov	1. In progress
<b>2. CPC \$1.5M Bond</b>	2. The Finance Team is working with Hilltop Securities to deliver the Preliminary Official Statement to Bond. The bond should be finalized by November	2. Sept-Nov	2. In progress
<b>3. DLS/Gateway Submissions</b>	3. We are beginning to populate all necessary DOR submissions through the Gateway in preparation for Free Cash Certification and FY27 rate setting.	3. Sept-Nov	3. In progress
<b>4. FY27 Budget</b>	4. Hamilton Department Heads are scheduled to kick-off the FY27 budget prep in October.	4. Oct	4. Scheduled
<b><u>Fire Department</u></b>		<b><u>Timeline</u></b>	<b><u>Status</u></b>
<b>1. Department Stats</b>	1. The Fire Dept responded to the following calls in the last 2 weeks: 6 Fire related calls, 8 Medical Calls, 0 MVA, 0 Brush Fires, 1 Mutual Aid and 7 Public Assists. Fire prevention performed 8 inspections.	1. Sept. 2025	1. Reported
<b>2. Model T Project</b>	2. The floor has been poured as well as the perimeter walkways. Framing will begin in the next couple of weeks.	2. Sept. 2025	2. On Going
<b>3. Public Safety Day</b>	3. Public Safety Day will be Saturday 9/20 from 10 am-2 pm. This is an opportunity for the public to come to the public safety building and learn more about Police, Fire and EMS personnel and equipment. The S.A.F.E trailer will be on site along with a bouncy house. This is a free event for the public.	3. Sept. 20, 2025	3. Scheduled





	<p>in natural resource or housing issues, serving on these bodies is a rewarding way to give back to the community. If you're interested in potentially serving on a Board or Commission, contact <a href="mailto:planning@hamiltonma.gov">planning@hamiltonma.gov</a> for more information.</p>		
<p><b><u>Police Department</u></b></p> <p><b>1. School Safety Training Exercise</b></p>	<p>1. The Hamilton Police Department will conduct a multi-agency school safety training on Tuesday, September 16, 2025, from 8:00 AM to 4:00 PM at Gordon Conwell Theological Seminary. This is a planned exercise—not a real emergency—involving police, fire, and EMS personnel to improve emergency response coordination. Expect an increased presence of emergency vehicles in the area. A secured perimeter will be in place, and public access will be restricted.</p>	<p><b><u>Timeline</u></b></p> <p>1. Sept. 16, 2025</p>	<p><b><u>Status</u></b></p> <p>1. Completed</p>
<p><b>2. Facilities</b></p>	<p>2. Evidence Room Repairs We are waiting for shelving/locker unit shipment and some miscellaneous equipment to bring the evidence and book rooms operational.</p>	<p>2. Fall 2025</p>	<p>2. Completed</p>
<p><b>3. Promotions</b></p>	<p>3. Captain, Lieutenant and Sergeant promotions have been announced and a promotional ceremony will take place on October 2, 2025 for the officers being promoted and their families.</p>	<p>3. October 2025</p>	<p>3. Pending</p>
<p><b>4. Police Officer Recruitment</b></p>	<p>4. Officers have been identified through the interview process and will be meeting with the Chief during the first week of October and a background process will commence.</p>	<p>4. October 2025</p>	<p>4. On Going</p>
<p><b>5. Community Outreach</b></p>	<p>5. The Hamilton Police Department continues to focus on Community Engagement with its involvement with Public Safety Day on September 20, 2025 and recruiting for the Citizen Police Academy which, if there is enough interest, will begin at the end of September.</p>	<p>5. September 20, 2025</p>	<p>5. Completed</p>
<p><b>6. Communications Dispatch</b></p>	<p>6. The Selectboard voted to transition Dispatch to the North Shore Regional 911</p>	<p>6. TBD</p>	<p>6. On Going</p>

	and we are currently working on the transition schedule as well as revising policies and determining next steps.		
<b><u>Hamilton Health Department /BOH</u></b>  <b>1. Eastern Essex Regional Health</b>  <b>2. Health Updates</b>  <b>3. Public Health Nurse</b>  <b>4. Flu Vaccine Clinic</b>	<p>1. Kerra Washing, our Regional Epidemiologist started on Monday September 8th and is already settling into her new role. Paul Vernucci's last day as Regional Shared Services Coordinator will be on October 3rd, 2025.</p> <p>2. Body art regulations are going through the final draft and will be presented at the October meeting.</p> <p>3. Finalizing flu clinic specifics. Secured tubersol for clinic at the seminary Attended NSMVP monthly meeting Had a naloxone presentation at the library Investigated FBI illnesses.</p> <p>4. The Town of Hamilton will be hosting two public flu clinics this fall at the Council on Aging (COA) Building, located at 299 Bay Road. All community members are welcome. There is no cost for this clinic but please bring your insurance card if available. Registration is requested. Register here &gt;&gt;  <b>Rockport:</b> September 23 (10:30 AM – 12:30 PM) and October 1 (8:00 – 10:00 AM) at the Rockport Community House</p> <ul style="list-style-type: none"> <li>• <b>Essex:</b> September 25 (9:00 – 11:30 AM) at the Essex Council on Aging and October 25 (10:00 AM – Noon) at Essex Town Hall</li> <li>• <b>Hamilton:</b> September 30 (1:30 – 4:30 PM) and October 15 (2:30 – 5:30 PM) at the Hamilton Council on Aging</li> </ul>	<b><u>Timeline</u></b>  1. Oct. 1, 2025  2. October 1st, 2025  3. Sept. 2025	<b><u>Status</u></b>  1. On-Going  2. Ongoing  3. Complete  4. Scheduled
<b><u>Recreation Department</u></b>  <b>1. Programming</b>	1. Fall programming is underway. The department is offering ~40 various programs, activities, and events.	<b><u>Timeline</u></b>  1. Fall 2025	<b><u>Status</u></b>  1. In-Process

<b>2. Recreation Center HVAC Project</b>	2. The two new rooftop units have been installed. We are currently working on the control system and are looking forward to the new units up and running this winter.	2. Labor Day	2. Completed
<b>3. Gym Floor Screening</b>	3. The Recreation Center Gymnasium Floor was screened and refinished this past week. This work is completed every year to help maintain the court surface.	3. July 22, 2025	3. Complete
<b>4. HWRHS Athletic Facility use.</b>	4. Our department has been working with HWRHS School Athletic Department on scheduling HW Youth Sports usage of the new facility. To date users of the new facility have included HW Youth Generals Football, HW Youth Field Hockey, & HW Little League. We look forward to continued collaboration with the schools on this endeavor.		
<b>5. Patton Park Master Plan</b>	5. We have received the draft design for the initial phase of the Mater Plan. This included draft design for the refurbishment of the Gazebo, drainage improvements, and accessible walkways and pathways. We will continue to work with the design team on finaling these plans which will include cost estimates.		
<b><u>Town Clerk</u></b>		<b><u>Timeline</u></b>	<b><u>Status</u></b>
<b>1. Conflict of Interest Annual Filings, MGL C. 268A</b>	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.	1. May 2025	1. On-Going
	1a. In January 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 who are non-compliant. A new tracking spreadsheet has been created.	1a. 2025-26	1a. On-Going
<b>2. 2025 Dog License Renewals MGL C. 140 s.137, 137A</b>	2. 2025 dog licenses have been issued - 991 licenses. (983 in 2024) Renewal applications were included in the 2025 Census mailing. Late fees went into effect June 1.	2. 2025	2. On-going

<b>3. DBA MGL C. 110 s.5</b>	3. "Doing Business As" renewals due every 4 years. Thirty three (33)) filed including 13 first time businesses. (32 filed in 2024.)	3. 2025	3. On-Going
<b>4. 2025 Annual Town Meeting (ATM)</b>	4. 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. AGO response due by July 23. Response from AGO received on July 22. Article 4-5 (ADU's by right) decision is delayed until September. Constable will post the approved amendments at 5 locations around town on July 24.	4. July 2025	4. Pending Attorney General review
<b>5. Hamilton Census/Street List process MGL C.51 s.4</b>	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. Only 1947 were returned.	5. January 2025	5. 65.8% Returned
	5a. On June 2, 1470 voters who did not return a 2025 Census Form were inactivated in the voter registration system because we had not received proof of residency to remain on the voter list. As of Sept 8, 417 cards have been returned stating "I still live here." So far, 320 have been returned and processed in the voter registration system.	5a. June 2025	5a. 25% of voters were inactivated
<b>6. Special Town Meeting</b>	6. The <u>Clerk's Office</u> has been focused on two unanticipated STM's. The warrants were posted at least 14 days prior to the meeting. Minutes from June 9 have been posted to the website. Bylaw amendments from the July 14 meeting will be submitted to the Attorney General's Office within 30 days of town meeting.	6. June - July	6. Complete
<b>7. Oath of Office/Swearing in</b>	7. During the month of June, 18 police officers were sworn in for the period starting July 1.	7. June 2025	7. Complete
	7a. During the month of July, 20 newly appointed or reappointed Board/Committee members will be sworn in.	7a. July 2025	7a. Ongoing
<b>8. Vital Record Processing</b>	8. On June 2, the Commonwealth implemented a new online system for the processing of burial certificates and death certificates. Known as MAVRIC, the MA Vital Records Information Collaborative, the system streamlines and improves the death	8. June - forever	8. Ongoing

<p><b>9. School District Election Sept 15, 2025</b></p>	<p>registration process by linking all users of the system: the pronouncer, the funeral home, the Clerk of city/town of occurrence and the Clerk of the city/town of residence. Like any new system, the implementation effort has been time consuming.</p> <p>9. The Clerk's office has been coordinating with the Wenham Clerk and the Superintendent for the administration of the Sept 15, 2025 election that will be held from Noon - 8 pm. Over 100 absentee ballots have been mailed or voted in person.</p>	<p>9. July - Sept</p>	<p>9. In-process</p>
<p><b><u>Treasurer/Collector's Office</u></b></p> <p><b>1. 2026 Preliminary Tax</b></p> <p><b>2. End of year</b></p> <p><b>3. Billing</b></p> <p><b>4. Misc. Updates</b></p>	<p>1. The <u>FY 2026</u> Preliminary 2 qtr tax bills are being processed with the printing company and will be mailed 9/29/25 and are due 11/03/2025.</p> <p>2. All continue to work on end of year processes for the fiscal year of 2025. Working on Audit for FY25.</p> <p>3. FY26 qtr 1 tax bills are coming in at a steady pace.</p> <p>3a. Motor Vehicle 2025 (Commitment 4) was billed with a due date of 8/27.</p> <p>3b. Water bills will be going out 8/1 with a due date of 8/2/25</p> <p>4. Sue Bateman passed her certification for the Collector. Congratulations to Sue!</p> <p>4a. The town will start the process for hiring a new Treasurer next year as Peggy McLoughlin prepares for retirement.</p>	<p><b><u>Timeline</u></b></p> <p>1. November 3, 2025</p> <p>2. August 2025</p> <p>3. August 2025</p> <p>3a. August 27, 2025</p> <p>3b. August 2, 2025</p> <p>4. Fall 2025</p> <p>4a. TBD</p>	<p><b><u>Status</u></b></p> <p>1. In-Process</p> <p>2. On-Going</p> <p>3. In-Process</p> <p>3a. Mailed</p> <p>3b. Mailed</p> <p>4. Certification Received</p> <p>4a. HR planning discussions to start soon.</p>