



Town of Hamilton

Town Manager Report

Week of September 8, 2025

Department/ Project	Weekly Update (Newest Information in Green)		
<u>Town Manager's Office</u>		<u>Timeline</u>	<u>Status</u>
1. Select Board	1. The next Select Board meeting takes place Tuesday, Sept. 23, 2025.	1. Sept 23, 2025	1. Posted
2. Special Town Meeting	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.	2. Dec. 9, 2025	2. Scheduled
3. Communications Survey	3. Help improve how the Town of Hamilton shares information by taking a brief survey. One submission per person, please. Take the survey >> https://forms.office.com/r/Jsc6SzNH9A	3. Open	3. Closes Sept 15
<u>Assessors office</u>		<u>Timeline</u>	<u>Status</u>
1. FY2027 chapter land applications mailed to property owners	1. FY2027 chapter land applications mailed to property owners.	1. Due Dec. 1, 2025	1. Ongoing
2. Select board approves Chapter 91 senior exemption income/asset limits	2. FY26 applications to be mailed to FY25 applicants. Any resident 65 or older can apply. The limits for the exemption are: total household income: \$47,520 for a single person, \$71,280 for a married couple; and total household assets: \$175,000 for a single person, \$250,000 for a married couple.	2. April 1, 2026	2. Ongoing

<p>3. FY26 boat excise tax bill file to be created and bills mailed in October</p> <p>4. Property records are being updated as part of interim year adjustment</p>	<p>3. Massachusetts Environmental Police will be submitting FY2026 files to the Assessors office.</p> <p>4. The Assessors office is inspecting and updating property records and maps as part of interim year adjustments.</p>	<p>3. September 15, 2025</p> <p>4. Summer/Fall 2025</p>	<p>3. FY2026</p> <p>4. Ongoing</p>
<p><u>Council on Aging</u></p> <p>1. Programming</p> <p>2. SHINE Program</p> <p>3. Grants</p> <p>4. Policies and Procedures</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: Grandparents Day Celebration Picture Day Movie with Dan Voter Registration Event</p> <p>2. SHINE counselors will be available to assist with Medicare Open Enrollment, beginning in October. The Council on Aging (COA) will start accepting appointments in late September. Space is limited, so early booking is recommended.</p> <p>As in past years, a preregistration form must be completed before your appointment to ensure an efficient and helpful session. Stay tuned for details on when and how to schedule your appointment.</p> <p>3. We continue to explore new grant opportunities to support additional programming. We've applied for Title III funding through SeniorCare and are currently awaiting a decision. We're also researching grants to help fund KevTech programs in the new year.</p> <p>4. We've begun reviewing and updating COA policies and procedures. Updated versions are being submitted to the Town Manager and reviewed during monthly COA Board meetings. Several have already been approved and will be posted on our website and highlighted in upcoming newsletters.</p>	<p><u>Timeline</u></p> <p>1. September 2025</p> <p>2. Registration opens late Sept.</p> <p>3. Fall 2025</p> <p>4. Fall 2025</p>	<p><u>Status</u></p> <p>1. In-Process</p> <p>2. Preparing for registration.</p> <p>3. On-Going</p> <p>4. On-going</p>
<u>Department of Public Works</u>		<u>Timeline</u>	<u>Status</u>

<p>1. Administrative</p>	<p>1 . Employment Opportunities - open positions</p> <p>Secondary Operator - Water Dept.</p> <p>DPW Truck Driver/Laborer</p> <p>Retirement - Gail Hannable has retired from the Hamilton Water Dept. after over 30 years of service. We wish Gail the best!!</p> <p>Hires - Hamilton has recently hired Kelly Fanning as the new Administration Assistant to the DPW Director. Kelly will be tasked with handling the water department administration functions as well as special projects assigned by the DPW Director.</p> <p>Email Michelle Maloney at mmaloney@hamiltonma.gov for position details.</p>	<p>1. On-going</p>	<p>1. Open</p>
<p>2. Cemetery</p>	<p>2. No new updates</p>	<p>2. N/A</p>	<p>2. N/A</p>
<p>3. Energy</p>	<p>3. Hamilton now purchases 100% renewable power with an electricity supplier. Learn more >></p> <p>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. Learn more >></p>	<p>3. March 5, 2025</p> <p>3a. Summer 2025</p>	<p>3. On-going</p> <p>3a. On-Going</p>
<p>4. Facilities</p>	<p>4. Rec Center Rooftop Heating Units - Units have been installed and awaiting programming.</p> <p>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.</p> <p>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.</p>	<p>4. Fall 2025</p> <p>4a. TBD</p> <p>4b. Fall/Winter 2025</p>	<p>4. Installed</p> <p>4a. TBD</p> <p>4b. IFB creation</p>

5. Highway Department	5. A new sidewalk opened connecting the Forest Street neighborhood to town. Read more >>	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 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.	5c. Summer 2025	5c. Near Completion
	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.	5d. Fall 2025/Spring 2026	5d. Under Design
	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.	5e. Summer 2025	5e. Under design
6. Parks & Grounds	6. Patton Park Improvements— CBA Landscape Architects and design team are underway with park improvements. Design	6. Sept 18, 2025	6. Meeting scheduled

	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.		
7. Sanitation	7. <u>E-Waste</u> day scheduled for Saturday September 20th, 2025	7. September 20, 2025	7. Scheduled
	7a. Household Hazardous Waste Day is scheduled for Saturday October 4th, 2025	7a. October 4,, 2025	7a. Scheduled
8. Town Hall	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 the full exterior repaired and painted by winter season.	8. 2025-2026	8. May 2026
9. Vehicles	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
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
	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

	<p>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.</p> <p>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 vessels has been completed and all 4 vessels are back online.</p>	<p>10b. TBD</p> <p>10c. Fall 2025</p>	<p>10b. Under Design</p> <p>10c. Complete</p>
<p><u>Finance Department</u></p> <p>1. FY2026 GOFA Award</p> <p>2. FY26 ATM Warrant Articles</p> <p>3. Closing FY25</p> <p>4. MADOR Recap</p>	<p>1. The Town of Hamilton has been awarded the GFOA Distinguished Budget Award for the FY26 GFOA Budget report. This award signifies the incredible leadership and direction of the Town Manager, the Select Board, FinCom, the Finance Team and all Department Heads leading this town. It takes great effort and collaboration to ensure the report meets the standards set forth by GFOA. The UMASS Collins Center has been a great partner helping Hamilton reach the finish line.</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. Currently, Hamilton is operating under FY25 to reconcile and close the year while also working on FY26 for business continuity.</p> <p>4. Finance begins the Mass DOR submission requirements for the recap.</p>	<p><u>Timeline</u></p> <p>1. July 2025</p> <p>2. July 2025</p> <p>3. August 2025</p> <p>4. Spring 2025</p>	<p><u>Status</u></p> <p>1. Complete</p> <p>2. On-Going</p> <p>3. On-Going</p> <p>4. On-Going</p>
<u>Fire Department</u>		<u>Timeline</u>	<u>Status</u>

1. Department Stats 2. Model T Project 3. Public Safety Day	<p>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.</p> <p>2. The floor has been poured as well as the perimeter walkways. Framing will begin in the next couple of weeks.</p> <p>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.</p>	<p>1. Sept. 2025</p> <p>2. Sept. 2025</p> <p>3. Sept. 20, 2025</p>	<p>1. Reported</p> <p>2. On Going</p> <p>3. Scheduled</p>
<u>Human Resources</u> 1. Openings 2. Regional Collaboration 3. Employee Engagement 4. CORI Checks	<p>1. Current Openings (descriptions online):</p> <ul style="list-style-type: none"> Secondary Operator - Water Dept. DPW Truck Driver/Laborer <p>2. 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.</p> <p>3. Emily Eagan from Beltone New England is offering free, on-site hearing screenings for Town of Hamilton employees. With early detection being key, she's happy to visit Town Hall — stay tuned for scheduling details!</p> <p>4. All new hires and volunteers will undergo a Criminal Offender Record Information (CORI) check before their first day of work.</p>	<u>Timeline</u> <p>1. Ongoing</p> <p>2. July 2025</p> <p>3. October 2025</p> <p>4. Spring 2025</p>	<u>Status</u> <p>1. Open</p> <p>2. Ongoing</p> <p>3. Ongoing</p> <p>4. Ongoing</p>
<u>Planning and Land Use Department</u> 1. Town Center Rezoning	<p>1. With the Town Center Rezoning approved in July, the Planning Board is now focused on helping residents and property owners better understand the new zoning requirements. The Board will be working with staff on outreach materials and other resources for property owners over the coming months.</p>	<u>Timeline</u> <p>1. Summer-Fall 2025</p>	<u>Status</u> <p>1. In Progress</p>

2. Brown's Hill Overlay District	2. The potential re-zoning of the Gordon-Conwell Theological Seminary for potential re-uses and redevelopment has long been a matter of discussion of the Planning Board. In the coming months, the Board will be re-evaluating this proposal for potential consideration at a Town Meeting.	2. Fall 2025	2. In Progress
3. Housing Production Plan	3. The Town will be working on a Housing Production Plan this year into next. A Housing Production Plan represents a proactive plan to meet the housing needs of a community with a particular emphasis on affordable housing.	3. Through 2026	3. Issuance of RFP
4. Board and Commission openings	4. There are currently vacancies on both the Conservation Commission and the Affordable Housing Trust. If you are interested 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 planning@hamiltonma.gov for more information.	4. Immediate Need	4. Two Open seats need filling
<u>Police Department</u>		<u>Timeline</u>	<u>Status</u>
1. School Safety Training Exercise	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.	1. Sept. 16, 2025	1. Scheduled
2. Facilities	2. Evidence Room Repairs We are waiting for shelving/locker unit shipment and some miscellaneous equipment to bring the evidence and book rooms operational.	2. Fall 2025	2. Shipment pending
3. Supervisory Staff Meeting	3. An initial Supervisory Staff Meeting was held with Chief Guy to continue discussions around leadership expectations and opportunities to enhance police services for the Hamilton community. These ongoing conversations aim to support a strong,	3. Summer 2025	3. Completed

<p>4. Promotions</p> <p>5. Police Officer Recruitment</p> <p>6. Community Outreach</p> <p>7. School Opening</p>	<p>community-focused approach to public safety.</p> <p>4. Captain, Lieutenant and Sergeant promotions have been announced and a promotional ceremony will take place the early part of October for the officers being promoted.</p> <p>5. The police department will be conducting interviews for two open officer positions in the upcoming weeks. There were over 20 applicants with approximately a half dozen of those who were POST certified and working in another police agency.</p> <p>6. 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>6. The police department was heavily involved with pedestrian and traffic safety the first week of school. We employed extra patrols to ensure safety of students at the beginning and ending of school days. SRO Bertelli is working on conducting evacuation drills at each of the schools for the first month.</p>	<p>4. September 2025</p> <p>5. September 2025</p> <p>6. September 20, 2025</p> <p>7. Sept. 2025</p>	<p>4. Completed</p> <p>5. On Going</p> <p>6. In Progress</p> <p>7. On Going</p>
<p><u>Hamilton Health Department /BOH</u></p> <p>1. Eastern Essex Regional Health</p> <p>2. Health Updates</p>	<p>1. EERPHE Grant & Advisory Board Update: Chairman Smith, who leads the Eastern Essex Regional Public Health Coalition, and Paul Vernucci, the EERPHE Director, will be providing an update on the EERPHE Grant. This update is expected to begin on September 8, pending final onboarding.</p> <p>1a. Mission Statement and vision plan was approved at the last advisory meeting.</p> <p>2. Kerrin has prepared a report on Keeping of Animals Permits and Licenses for review. Hayes has also had a busy summer and will be providing an update soon, with a focus on presumptive rabies exposures involving bats—all of which have tested negative.</p>	<p><u>Timeline</u></p> <p>1. Sept. 8, 2025</p> <p>1a. August 1, 2025</p> <p>2. Sept. 1, 2025</p>	<p><u>Status</u></p> <p>1. On-Going</p> <p>1a. Ongoing</p> <p>2. Ongoing</p>

	<p>2b. At the Board of Health workshop on July 15, it was recommended that staff work collaboratively with Adam LoRusso to revise the existing Body Art Regulations. While Adam led much of the work, the final draft also reflects input from Paul, Judith, myself, and regional partners. This process involved multiple meetings and careful deliberation. Draft is available by request and staff will be available to answer questions and support next steps.</p>	2b. July 15, 2025	2b. Draft under review
	<p>2c. In April 2023, the Massachusetts Department of Public Health released a Model Private Well Regulation for local health departments. I was tasked with reviewing this model and drafting an updated regulation to replace our current Board of Health regulation on private wells. Over the past several months, significant refinements have been made, particularly by the Manchester Board of Health. I will provide a summary of the process and timeline at our upcoming meeting. While no draft is enclosed today, you can expect to receive one well before our October meeting.</p>	2c. October 2025	2c. Draft in process
	<p>3. Training</p> <p>3. Recent website training focused on improving timely communication and making key information more accessible on the BOH landing web of the website. As a result, we are now reviewing the BOH content layout and discussing ways to enhance navigation and ensure updates are posted promptly. The training has already made a positive impact in these areas.</p>	3. September 2025	3. Complete
	<p>4. Flu Vaccine Clinic</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 >></p>	4. Sept. 30/Oct. 15	4. Scheduled
<u>Recreation Department</u>		<u>Timeline</u>	<u>Status</u>
1. Programming	<p>1. Summer programming had 933 total registrations between 4/1 - 6/30. Dept. goal was set for 1,000 total registrations. Fall programming is in process.</p>	1. Fall 2025	1. In-Process

	<p>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.</p>	5a. June 2025	5a. 25% of voters were inactivated
6. Special Town Meeting	<p>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.</p>	6. June - July	6. Complete
7. Oath of Office/Swearing in	<p>7. During the month of June, 18 police officers were sworn in for the period starting July 1.</p>	7. June 2025	7. Complete
	<p>7a. During the month of July, 20 newly appointed or reappointed Board/Committee members will be sworn in.</p>	7a. July 2025	7a. Ongoing
8. Vital Record Processing	<p>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 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>	8. June - forever	8. Ongoing
9. School District Election Sept 15, 2025	<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>	9. July - Sept	9. In-process
<u>Treasurer/Collector's Office</u>		<u>Timeline</u>	<u>Status</u>
1. 2026 Preliminary Tax	<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>	1. November 3, 2025	1. In-Process

2. End of year	2. All continue to work on end of year processes for the fiscal year of 2025. Working on Audit for FY25.	2. August 2025	2. On-Going
3. Billing	3. FY26 qtr 1 tax bills are coming in at a steady pace.	3. August 2025	3. In-Process
	3a. Motor Vehicle 2025 (Commitment 4) was billed with a due date of 8/27.	3a. August 27, 2025	3a. Mailed
	3b. Water bills will be going out 8/1 with a due date of 8/2/25	3b. August 2, 2025	3b. Mailed
4. Misc. Updates	4. Sue Bateman passed her certification for the Collector. Congratulations to Sue!	4. Fall 2025	4. Certification Received
	4a. The town will start the process for hiring a new Treasurer next year as Peggy McLoughlin prepares for retirement.	4a. TBD	4a. HR planning discussions to start soon.