



Town of Hamilton

Town Manager Report

Week of May 4, 2026

Department/ Project	Weekly Update (Newest Information in Green)	Timeline	Status
<u>Town Manager's Office</u> 1. Welcome new Select Board member 2. GFOA Distinguished Budget Presentation submission 3. Town Hall renovation project	1. Lee McCoy has joined the Hamilton Select Board, after being elected to the seat on April 16. He replaces Bill Wilson who completed his second non-consecutive term on the Board. 2. Following the passage of the FY 2027 budget and capital plan at Town Meeting and due to the override request, the success on the ballot, Hamilton will be submitting our 2027 Budget and Capital document to the Government Finance Officers Association (GFOA) Distinguished Budget Presentation review process. We are hopeful that we have built upon the foundation that saw our 2026 Budget awarded with the GFOA Budget Presentation honor. 3. Progress continues to be made at the Hamilton Town Hall. The building's major systems have all been completed, including the work on the geothermal heating and cooling system, electrical upgrades and all major carpentry work is complete. The last major work on the building involves the elevator and according to the contractors schedule the elevator installers will begin installing the elevator next week, which could take 8-10 weeks. Fortunately, we expect all other work to be completed in the building well before the elevator is completed. The schedule calls for all other work to be completed by June 5. Once the elevator is operational and passes its inspections, we can begin moving staff back into the building.	1. Three years 2. Submission due in June 3. New target date of July for move-in	1. Elected 2. In process 3. On-going

4.	4.	4.	4.
<u>Assessors office</u> 1. FY2027 Building permit inspections underway 2. Statutory exemptions are complete for FY2026 3. Assessing Clerk Kit Falcione completes Course 101 for Assessing	1. The Assessors office staff is doing permit inspections in the community. 2. The Assessors office staff has received all statutory exemption applications. All Chapter 91 senior exemption applications have been processed 3. The Assessor's office Clerk Kit Falcione has received her Certificate of Compliance from the state for completing Introduction to Assessment Administration.	<u>Timeline</u> 1. Ongoing 2. Done 3. Done	<u>Status</u> 1. Ongoing 2. Complete
<u>Council on Aging</u> 1. Programming 2. SHINE Program 3. Current Communications 4. Misc. Updates	1. May: 5/7 Kev Tech; 5/12 Goats to Go Petting Zoo; 5/13 Mini Therapy Horses; 5/14 Felted Hummingbirds; 5/18 Lunch and Learn with Hamilton's Conservation Agent; 5/18 Bird House decorating; 5/19 Ice Cream Social with Friends; 5/19 Ocean Alliance Presentation; 5/27 Day trip to Hammond Castle Seniors Helping Seniors will be held on 5/26. A team of H-W High School seniors will be available to senior citizens to help with lawn care, planting, and more. Call Emily at 978-468-0496 by May 19th to sign up. 2. Please call the COA for an appointment with our new SHINE volunteer, Julie. 3. Do you know a senior who lives alone in Hamilton? Ask them about joining our "Storm List". In partnership with the Hamilton PD, we make phone calls after major storms or power outages to check in and make sure our seniors are safe. Call us to be added to the list or for further details. 4. The COA is seeking volunteers to assist with facilitating programs, administrative tasks, newsletter preparation, and more. If you are looking for ways to give back to your community, and opportunities to share your skills and talents, please call Hannah at 978-468-5595 or email hlonegan@hamiltonma.gov .	<u>Timeline</u> 1. May 2026 2. May 2026 3. April 2026 4. March 2026	<u>Status</u> 1. In-Process 2. Ongoing 3. Ongoing 4. Ongoing

Department of Public Works		Timeline	Status
1. Administrative	Employment Opportunities - <u>open positions</u> DPW Truck Driver/Laborer Email Michelle Maloney at mmaloney@hamiltonma.gov for position details.	1a. On-going	1a. Open
2. Cemetery	2. Annual Grub Treatment planned for late May 2026	2. Late May	2. In process
3. Energy	3. Town Hall geothermal system, lighting, and solar array nearing completion	3.Complete Late May	3. On-going
4. Facilities	4a. 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 2027 construction. No new update.	4a. Fall/Winter 2026	4a. IFB creation
	4b. COA Interior Wall - The accordion style interior wall has been completed.	4b. Completed	4b. Completed
5. Highway Department	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. No new update.	5a. On-going	5a. On-going
	5b. 2025 Roadway and Sidewalk project - Bids were received on December 2, 2025. Construction to begin Summer 2026.	5b. Summer 2026	5b. Ready for construction
	5c. Hamilton Downtown Streetscapes Project - Hamilton has requested BSC Group to form a strategic approach to potential phasing of the downtown improvements to formulate a multi-year project schedule. No new update.	5c. TBD	5c. Under design
6. Parks & Grounds	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. Bid documents are nearing completion for a gazebo rehabilitation project. Planned Fall 2026 construction.	6. On-going	6. Under design
7. Sanitation	7. <u>E-Waste</u> day scheduled for Saturday May 16th, 2026	7. May 16th, 2026	7. Scheduled

8. Town Hall	8. Construction highlights: Conduit runs have been completed, interior lighting and electrical nearing completion. Plumbing fixtures being installed in bathrooms. Exterior trim currently underway on the addition. The original wood floors have been uncovered and will be sanded and refinished in the next few weeks. Substantial completion date is set for June 5th, 2026.	8. June 2026	8. Under Construction
9. Vehicles	9. The Town has contracted with GovDeals to dispose of all Hamilton's surplus vehicles and equipment that has recently been replaced. No new update.	9. Summer 2026	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. Hamilton's engineering consultant, Stantec Consulting Services, Inc. has issued the required Consumer Notification forms to follow regulation guidelines and to update our town service inventory. If you have received a notice, please review the second full paragraph to see the required activities. The town is currently working on a plan to evaluate the public side of specific service lines to provide enough inventory evidence to confidently state to MassDEP and EPA that Hamilton is a "lead free" community. If the letter states the "private" side of the service is "unknown" please either perform the self assessment using the information in the notice or please contact Stantec to schedule an appointment to confirm service material. To access the current 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 . No new update.	10. On-going	10. Accepted by MassDEP
	10a. GIS Asset Management—The Water Dept continues to build on our GIS platform and work order system with another phase of implementation planned for later this year. Plans are to start linking water tie cards within the GIS system to assist with field investigations and utility markouts. No new update.	10a. Implemented	10a. In Service
	10b. Water Improvements (Phase 5)—Stantec Consulting Services is underway with the design for the Phase 5 Water System Improvements that will be concentrated	10b. TBD	10b. Under Design

	along Fox Run, Tally Ho, Oak, Plum, Chestnut, Pine, and other surrounding streets. The town has received 60% design plans for review, The town is also looking at PFAS treatment for the School Street Well. This well has been offline for several years due to elevated PFAS. Grant funding is also being sought to cover some of the expenses. 10c. Water Bills - Water accounts that have been previously estimated are being rectified by Hamilton Water Staff. Staff continues to work diligently to make these necessary corrections. Corrections may result in additional usage fees or a credit to the customer. Please reach out to the Hamilton Water Department at 978-626-5226 with any specific questions regarding your water bill. New water rates are in effect and will be represented on the upcoming August 2026 water bill.	10c. On-going	10c. In process
<u>Finance Department</u> 1. FY2027 ATM Warrant Articles 2. FY27 GFOA Budget Report 3. Intermunicipal Agreements 4. MA DOR DLS Recap	1. Post Annual Town Meeting (ATM) and Ballot results, the Finance Team works to get all certified FY27 ATM Warrant Articles on the books to reserve funding and budgeting in each area of the town. 2. With ATM budget approval, including the override, Hamilton's FY27 GFOA budget has been adjusted to reflect the approved budget. Once the revised document is made available, you can view the FY27 Budget and FY25 Annual Report on the Town's website. It takes great collaboration and effort across the Town's Departments to create this detailed document. We hope you get a chance to view it. 3. Accounting will begin creating final invoices for Intermunicipal Agreements with neighboring towns to ensure funds are received in the proper fiscal year. 4. After ATM, the Finance Team begins submitting the Massachusetts Division of Local Services (DLS) requirements for a full and complete Tax Rate Recapitulation Sheet. This	<u>Timeline</u> 1. May-June 30 2. Complete 3. May-June 30 4. May-Sept 30	<u>Status</u> 1. In Progress 2. Complete 3. In progress 4. In Progress

	annual compilation of detailed documents, summarizing all projected expenditures and revenue sources, demonstrates to the DLS Bureau of Accounts a balanced budget, allowing the Department of Revenue (DOR) to approve the Town's property tax rate within the Proposition 2 ½ limits, unless an override has been voted. Once the tax rate has been approved, the Board of Assessors presents the information to the Select Board for approval authorizing the Town to issue tax bills timely.		
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<u>Fire Department</u>		<u>Timeline</u>	<u>Status</u>
1. Department Stats	1. The Fire Dept responded to the following calls in the last 2 weeks: 16 Fire related calls, 14 Medical Calls, 0 MVA, 1 Brush Fires, 4 Mutual Aid and 7 Public Assists. Fire prevention performed 11 inspections.	1. April 2026	1. Reported
2. Model T Project	2. The floor is being finished along with interior painting. As the weather improves exterior landscaping will begin	2. May 2026	2. On Going
3.Regional Dispatch	3. NSR911 assumed dispatch services for the Hamilton Fire Department on April 14th at approx 10am. Both agencies have stayed in close communication during the transition and things have gone smoothly.	3. April 2026	3. Complete
4.Fire Dept Management Software	4. The Hamilton Fire Dept signed a contract with First Due to provide our Fire Dept management software in early March. The integration is expected to take 6 months to complete. As of this report we are well ahead of schedule and are already using it to write all of our Fire and EMS reports.	4. Sept 2026	4. On Going

<u>Human Resources</u>		<u>Timeline</u>	<u>Status</u>
1. Openings 2. Regional Collaboration 3. Employee Engagement 4. CORI Checks	1. Current Openings (descriptions online): • Secondary Operator - Water Dept. • DPW Truck Driver/Laborer Regional Opening: • Public Health Epidemiologist • Regional Inspector 2. Working with MIA 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. 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! 4. All new hires and volunteers will undergo a Criminal Offender Record Information (CORI) check before their first day of work.	1. Administrative Assistant to the Town Manager 2. No changes 3. March/April 2026 4. No changes	1. Kyiamonique Southwick to start on June 8, 2026. 2. Ongoing 3. Ongoing 4. Ongoing
<u>Planning and Land Use Department</u>		<u>Timeline</u>	<u>Status</u>
1. Gordon-Conwell Re-zoning / Redevelopment 2. Development/Land Use Applications	1. The Attorney General's office has approved the Brown's Hill Overlay District zoning for the Gordon-Conwell Theological Seminary property approved by Hamilton voters at a Special Town Meeting in December 2025. Shortly thereafter on April 7, 2026, the Planning Board approved the subdivision of the property to allow for the parcels containing dormitories to be subdivided from the larger property. The Town will work with the new property owners to convert the units over time to multi-family units, which will include 25% affordable units, and to place the units on the State's Subsidized Housing Inventory. 2. The Zoning Board of Appeals, at its April 1, 2026 meeting, continued its review of a Finding Request associated with the proposed redevelopment of 957 Bay Road into a mixed-use development. The Board will next hear the application on May 6, 2026 and	1. Ongoing 2. April-May	1. Ongoing 2. Ongoing

	it is likely the Board will make a decision at that meeting. The Planning Board, at its April 7, 2026 meeting, tabled consideration of an application by the H-W Regional School District to install solar canopies over portions of the parking lot for the Miles River Middle School to its April 28, 2026 meeting pending additional information from the applicant concerning exterior lighting and landscaping.		
3. Town Center Planning	3. The Planning Board recently approved an agreement with Utile Associates to continue its Town Center Plan implementation. The project will assist the Board in the complete implementation of the new Town Center Form-based Code approved by voters in July 2025.	3. April - June	3. Ongoing
4. Specialized Energy Code	4. Hamilton voters will have the opportunity to approve or disapprove of a Specialized Energy Building Code, which will impose new building requirements on new construction in the interest of greater energy efficiency, at Annual Town Meeting on April 11, 2026. See Article 3-5 on the Town Meeting Warrant.	4. April 2026	4. Disapproved by Annual Town Meeting
5. Land Use Board/Commission openings	5. Several vacancies exist on planning and land use boards and commissions serving Hamilton, including the Historic District Commission, Conservation Commission, and Affordable Housing Trust. If you're interested in giving back to your community by serving on one of these boards, please contact the Planning Department for more information at planning@hamiltonma.gov .	5. Ongoing	5. Ongoing
<u>Police Department</u>		<u>Timeline</u>	<u>Status</u>
1. Community Engagement	Coffee with a Cop Event at Dunkin Donuts at Hamilton Crossing	1. February/ March 2026	1. Scheduling
2. Facilities	2. PSB Security Access Updates	2. Early 2026	2. On- Going
3. New Officer Opening	3. With the end of the Reserve Officer Program, we will be hiring a new full time officer after July 1, 2026	3. July 2026	3. On-Going
4. Communications Dispatch	4. Currently working with North Shore Regional 911 (RECC) on transitioning our communications dispatch to the RECC. Technical upgrades and transition is	4. April 2026	4. Completed

5. Updating PSB Lobby	occurring as well as procedures being put into place. 5. Lobby needs to be updated for ADA Access, NSR 911 transition security (camera, communication), hardening lobby.	5. FY2026-2027	5. Scheduling
6. PSB Telephone Upgrade	6. Old phone system needs to be upgraded to the Town's updated phone system. Working with Andy Wood on the upgrade.	6. FY 2026-2027	6. Completed
<u>Hamilton Health Department /BOH</u>		<u>Timeline</u>	<u>Status</u>
1. Eastern Essex Regional Health	1. Staff is involved with onboarding Sophia Stasiuk, the new Shared Services Coordinator who will begin full-time before the end of May. Until then, she will be completing her coursework at UMass/Amherst toward an advanced degree in public health (MPH).	1. March 17, 2026	1. On-Going
2. Health Updates	2. Amendments to the Hamilton Board of Health (BoH) Private Well Regulations have been approved and will become effective on May 1, 2026. A copy of the regs can be found on the Hamilton Health website.	2. March 17, 2026	2. Published in the popular press and are in the process of being sent to Mass Dept of Environmental Protection (MDEP)
3. SAPHE 2.0	3. In accordance with the law sometimes known as SAPHE 2.0, local boards of health are required to submit an annual report to MDPH that includes information demonstrating compliance with meeting the performance and workforce standards. Hamilton Health Department completed the standards survey and joined in a partnership supporting a strong and vibrant public health system in the commonwealth. The next step is for the Hamilton Board of Health to review the survey and recommend posting it, in some context, for public access.	3. Completed prior to the April 30, 2026 deadline	3. The next step is for the Hamilton Board of Health to review the survey and recommend posting it, in some context, for public access.

<u>Recreation Department</u>		<u>Timeline</u>	<u>Status</u>
1. Patton Park Summer Park Program	1. We are in the final planning stages for the Summer Park Program. We are currently fully staffed and will conduct our Staff Training and Orientation on the weekend of June 6th and 7th. We are looking forward to another memorable summer program!		
2. Veterans Memorial Pool	The Pool cover is scheduled to be removed on Tuesday, May 19th. The pool will open to the public on Saturday, June 13th. Memberships to the pool can be purchased by visiting our website.		
3. Bike to School Day	On Friday, May 8th our department will once again be hosting the Bike To School Day event. Riders will gather at Pingree Park and then head out to each of the three elementary schools. Thanks to the Hamilton and Wenham Police Department for their assistance with this event.		
4. Patton Park Gazebo	4. We have just received the 50% completion construction set from our architects, we are aiming to begin the renovation project this upcoming Fall.		

<u>Town Clerk</u>		<u>Timeline</u>	<u>Status</u>
1. 2026 Conflict of Interest Annual Filings MGL C. 268A	1. All municipal employees (including elected and appointed board and committee members) are subject to Ethics training every two years and must ANNUALLY complete the acknowledgement of receipt of the summary of the law. Several employees have already completed their 2026 training! The Clerk's office will monitor compliance for 245 individuals.	1. Jan - Dec	1. On-Going
2. 2026 Dog License Renewals MGL C. 140 s.137, 137A	2. 2026 licenses are being issued. So far, 770! 1023 licenses were issued in 2025, 983 in 2024. The application was included in the 2026 Census mailing in January.	2. Jan - Dec	2. Year round
3. DBA MGL C. 110 s.5	3. "Doing Business As" renewals due every 4 years. Nine (9) have been filed or renewed. In 2025, forty five (45) were filed including 30 first time businesses. Filings are increasing in number primarily to banks requiring businesses to obtain a DBA even when the MGL does not require a DBA!	3. Jan - Dec	3. Year round
4. Hamilton Census/Street List process MGL C.51 s.4	4. The 2026 Census Forms were mailed the week of Jan 5 to 2900 households. Approx 1800 have already come back and 1752 (60%) have been scanned in!! MANY are still outstanding. On May 27 we will inactive voters who have not returned a 2026 Census Form. This may be as many as 1400 voters who will be required to show proof of residency to vote in the Sept 1 State Primary.	4. Jan - Dec	4. On-going
5. Dec 9 STM	5. The Brown's Hill zoning amendment changes approved at STM were submitted to the Attorney General's Office on Jan 2 for review and approval. The AGO decision was received April 2, 2026 and posted by the Constable on April 3. Only one small item was not approved.	5. Dec - Jan	5. Completed
6. April 16, 2026 Local Election and Campaign Finance Requirements	6. Official Results of the Annual Town Election are posted on the Clerk's webpage. All winning candidates were notified and most have been sworn in. Elected officials were also provided information about State Ethics training and Campaign Finance filing requirements. Several new, first-time Election Workers worked at the Election. Their enthusiasm was welcomed! The names of additional workers	6. Jan - May	6. Ongoing

	may be forwarded to the Clerk from the Dem and Rep Town Committees by June 1. We have completed all post-election filings and database updates with the Dept of Revenue (override and debt exclusion votes), Sec of State (Elected Officials list, Town Clerk oath of office), Exec Office of Housing and Livable Communities (election results), State Auditor Local Mandates (costs incurred), and KP Law (Elected Officials list).		
6.a April 11, 2026 Annual Town Meeting	6.a We have completed all post-Town Meeting filings with the Sec of State (acceptance of Prudent Investment Act), and Dept of Revenue; have posted the minutes; and have completed the certified results of each vote. Extra effort was put into compilation of various certified documents for the School District bond counsel to proceed with the borrowing of funds for the high school roof replacement. Yet to be completed is an Excel spreadsheet with the total dollars by category as voted by voters.	6.a April - May	6.a Almost Completed
7. 2026 State Election Events	7. In addition to the 1223 signatures that Anne certified for state initiative petitions, she has now certified close to an additional 1000 signatures on nomination papers for District and State-wide offices (for Sept State Primary). Dozens of campaign staff and candidates themselves have been dropping off and picking up papers. The Clerk's Office now begins planning for the Sept 1 State Primary. Last day to register is Aug 22, the same day that one week of early voting begins.	7. Sep - Sep	7. Ongoing
8. 2025 Campaign Finance Filing Requirements MGL C.55	8. Every elected official was notified that the 2025 year end filing was due Jan 20. Some are still delinquent. A reminder was sent.	8. Jan 2026	8. Pending
9. Online Voter Registration System	9. The state Elections Division has rolled out a new, online Voter Registration Information System (VRIS). Both Anne and I are being trained on the new system that has, so far, experienced many bugs. THE STATE HAS DECIDED TO RETURN TO THE OLD SYSTEM UNTIL THE BUGS ARE WORKED OUT.	9. Jan 2026	9. Ongoing

<u>Treasurer/Collector's Office</u>		<u>Timeline</u>	<u>Status</u>
1. 2026 2nd Commitment	1. Commitment 2nd for 2026 Excise tax bills were mailed 4/13/26 and are due 5/13/26.	1. Apr/May2026	1. In-Process
2. Month End	2. Working on Month end Processing of balancing Receivables, cash and special revenue accounts	2. April 26	2. In-Process
3. Billing	3. FY26 4th Qtr RE Tax Bills and Personal Property tax bills are due. Will look at sending out RE & PP demands shortly. Water Bills were mailed May 1st due June 1st	3. March/April	3. Mailed
4. Misc. Updates	4. Kim is now in charge of mailing out the Town's water bills. She is sending the water bills files to Kelley & Ryan to be printed. We have implemented this system for better checks and balances for the Town.	4. May/June 2026	4. In-Process
5. Tailings	5.Tailings Letters have been mailed out 3/9/26. Posting of tailings will be on town web site for 60 Days Advertising tailing in the local paper 5/11/26	5 March/May 2026	5. In-Process
6 Payroll/Benefits	6. It is Open enrollment for Town Benefits this month. Sue is busy with getting out the information and helping employees understand their options.	6 May	6. In-Process