



Town of Hamilton

Town Manager Report

Week of May 18, 2026

Department/ Project	Weekly Update (Newest Information in Green)	Timeline	Status
<u>Town Manager's Office</u>			
1. Flag Raisings and the Community Block Party	1. Friday and Saturday will be full days at Patton Park this week. On Friday, the Hamilton Human Rights Commission will once again raise the Juneteenth Flag in honor of the end of Slavery in the United States. That ceremony will take place at the Patton Park Flag Pole at 10:30 a.m. Then, on Saturday at 10:00 a.m., the Hamilton Select Board will honor the 250th Anniversary of the founding of our country by raising an historic United States Flag, recognizing our country's history. Later on Saturday, Patton Park will host the 13th annual Community Block Party and fireworks event. Festivities for the Block Party start at 4 p.m. and the fireworks will be at dusk.	1. Friday and Saturday, June 19 and 20, 2026	1. Planned
2. Goal setting workshop	2. The Select Board has scheduled Monday, June 29, 2026 at 6 p.m. as its next annual Goal setting workshop. This annual event determines the priority projects that are assigned to the Town Manager and town staff for the coming year and allows the Board to have open, transparent and frank conversations about the direction of the town, both in the year to come and in the longer term.	2. Monday, June 29, 2026 at 6:30 p.m.	2. Planned
3. New Cell Tower application approved	3. The Special Permit Application by Everest Infrastructure has been approved and voted by the Hamilton Planning Board. The new cell tower will be constructed behind the Public Safety Building, with construction anticipated to begin this fall.	3. Summer 2026	3. On-going

4. Gordon Conwell student housing sale moving forward	4. A recent update from the attorney for Gordon Conwell noted that the sale process is on-going in the background and moving toward a final closing this summer. Unfortunately, it is looking like it will be a little later than originally expected, but both parties still see the project selling before the end of the summer.	4. Summer 2026	4. On-going
5. Town Hall renovation project	5. 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.	5. New target date for a July/August move-in	5. On-going
<u>Assessors office</u>		<u>Timeline</u>	<u>Status</u>
1. FY2027 Building permit inspections underway	1. The Assessors office staff is doing permit inspections in the community.	1. Ongoing	1. Ongoing
2. Applications for FY2027 statutory exemptions will be mailed to residents who applied in FY2026	2. The Assessors office staff is preparing the statutory exemption applications for FY2027. Applications available on Town's website.	2. July 2026	2. Ongoing
3. FY2027 Q1 preliminary tax bills	3. The Assessors office has generated the Q1 tax bills for July 1, 2026 delivery.	3. June 16, 2026	3. Complete
<u>Council on Aging</u>		<u>Timeline</u>	<u>Status</u>
1. Programming	1. June: 6/1 Garden Club Kickoff; Fridays beginning 6/5 Watercolor class with Karen Keough; 6/8 Pride Lunch; 6/9 Strawberry Shortcake Social; 6/16 Root Luncheon; 6/1 Plant Bingo; 6/18 Underground Railroad in Essex County with Gordon Harris; 6/22 Elder Abuse Awareness Event; 6/24 Day trip to Beverly Balch House; 6/25 Hats and Homes High Tea	1. June 2026	1. In-Process

2. SHINE Program	2. Please call the COA for an appointment with our new SHINE volunteer, Julie.	2. May 2026	2. Ongoing
3. Current Communications	3. The Friends of the Hamilton COA are proudly sponsoring a program providing free air conditioners to low-income seniors in Hamilton. Applications and additional information available at the COA. Limited supply available. All applications must be submitted by June 15th.	3. June 2026	3. In-process
4. Misc. Updates	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 hlonergan@hamiltonma.gov .	4. March 2026	4. Ongoing

<u>Department of Public Works</u>		<u>Timeline</u>	<u>Status</u>
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. 4b. COA Interior Wall - The accordion style interior wall has been completed.	4a. Fall/Winter 2026 4b. Completed	4a. IFB creation 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. 5b. 2025 Roadway and Sidewalk project - Bids were received on December 2, 2025. Construction to begin Summer 2026. 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.	5a. On-going 5b. Summer 2026 5c. TBD	5a. On-going 5b. Ready for construction 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. Completed

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 along Fox Run, Tally Ho, Oak, Plum, Chestnut,	10b. TBD	10b. Under Design

	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>		<u>Timeline</u>	<u>Status</u>
1. FY2027 ATM Warrant Articles	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.	1. May-June 30	1. In Progress
2. Intermunicipal Agreements	2. Accounting is creating final invoices for Intermunicipal Agreements with neighboring towns to ensure funds are received in the proper fiscal year.	2. May-June 30	2. In Progress
3. FY26 Year-End	3. FY26 Year-End is Tuesday, June 30th. From June 30th through July 15th brings multiple challenges across the entire Finance Department related to the timing of cash receipts, vendor payments and payroll checks. It takes the support and cooperation of all departments to make the transition of one fiscal year to the next a smooth one. Fortunately, Hamilton is in good hands with great Department Heads and support staff!	3. June 30-July 15	3. In Progress
4. MA DOR DLS Recap	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 annual compilation of detailed documents, summarizing all projected expenditures and	4. May-Sept 30	4. In Progress

	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	1. Current Openings (descriptions online): • Secondary Operator - Water Dept. • DPW Truck Driver/Laborer Regional Opening: • Public Health Epidemiologist • Regional Inspector	1.	1.
2. Regional Collaboration	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.	2. No changes	2. Ongoing
3. Employee Engagement	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!	3. March/April 2026	3. Ongoing
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. No changes	4. Ongoing
<u>Planning and Land Use Department</u>		<u>Timeline</u>	<u>Status</u>
1. Development/Land Use Applications	1. The Planning Board reviewed a proposed telecommunications tower at the Public Safety Building property (265 Bay Road) at its May 19 meeting. The proposed tower originated from a lease agreement negotiated with the Town and is designed to improve telecommunications coverage and public safety communications in the Town Center area. The Planning Board continued the application to its June 2, 2026 meeting when a decision on the application is anticipated. The Board will also review a proposal for ground-mounted solar facilities in the parking lot of the Miles River Middle School at its May 19 meeting. The Zoning Board of Appeals, at its May 5, 2026 meeting, issued a denial of a proposed mixed-use development at 957 Bay Road. The Board found that the proposal, which generated significant opposition among	1. Ongoing	1. Ongoing

	many neighbors, would be substantially more detrimental to the neighborhood than the existing [automotive] use. The Board approved two other applications for home additions in Asbury Grove and on Sharon Road at its May meeting. The Historic District Commission will review a proposed shed at 605 Bay Road at its May 26, 2026 meeting.		
2. Affordable Housing Projects	2. The Affordable Housing Trust will hear updates on affordable housing projects in Hamilton at its May 28, 2026 meeting, including the Habitat for Humanity project on Asbury Street, Asbury Common (also on Asbury Street), and the proposed conversion of dormitories at the Gordon-Conwell campus to both market rate and affordable apartments. The Trust will also decide how to allocate Hamilton's share of federal HOME Funds for affordable housing projects at the May 28 meeting.	2. Ongoing	2. Ongoing
3. Town Center Planning	3. The Planning Board will hold a workshop with its consultant, Ufile Associates, regarding implementation of the new Town Center Code on May 26, 2026. The Board will also discuss the submission of a grant application to help implement improvements in the streetscape and public realm in the Town Center at the meeting.	3. June 2026	3. June 2026
4. 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 .	4. Ongoing	4. 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 Room	4. Updated room and removed old dispatch equipment. Added desk for new clerk.	4. June 2026	4. Completed
5. Updating PSB Lobby	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
7. Upgrading Mobile and Portable Radios	In process of ordering new upgraded portable radios for officers and mobile radios for vehicles.	7. July 2027	7. In Progress
<u>Hamilton Health Department /BOH</u>		<u>Timeline</u>	<u>Status</u>
1. Eastern Essex Regional Health	1. Regional Social Worker Jessie Palm has "Office hours" at the HW Library on the 2nd and 4th Thursdays of each month from 11am -2pm. Jessie Palm is also facilitating both virtual and in-person grief support groups. Virtual will be held on the 2nd Wed. of each month from 10:30-11:30am. Email jpalm@hamiltonma.gov to register or for more information.	1. June 1, 2026	1. Ongoing
2. Health Updates	2. The Health Dept. Administrative Assistant role is currently vacant. Residents seeking assistance can continue to call 978-626-5245 and/or email bohadmin@hamiltonma.gov . Calls and emails will be answered by either Melinda Vining, Dir. of Health and Human Services, or Hannah Lonergan, Asst. Director of the COA. The Health Dept. office hours will remain the same and both Melinda and Hannah are available for in person assistance.	2. May 18, 2026	2. Ongoing

<u>Recreation Department</u>		<u>Timeline</u>	<u>Status</u>
1. Pool Opening Weekend	1. The Veterans Memorial Pool opened for the season this past weekend and the weather sure did cooperate! We had over 600 patrons visit the pool on Saturday and Sunday alone!		
2. Patton Park Summer Park Program	We are set to kick off our Patton Park Summer Park Program on Monday, June 22nd. We are looking forward to another fun summer at the park!		
3. Patton Tank Restoration Project	Work has begun and will be finished up in the upcoming weeks. A huge thank you to the Abrams Company from the U.S. Brotherhood of Tankers.		
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<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, 870! 1023 licenses were issued in 2025, 983 in 2024. The application was included in the 2026 Census mailing in January. Working with the Health Dept and the Animal Control Officer, we complied with the June 1, 2026 deadline to submit to the MA Dept of Agriculture a list of all licensed kennels. There are 6 in Hamilton (5 or more dogs).	2. Jan - Dec	2. Year round
3. DBA MGL C. 110 s.5	3. "Doing Business As" renewals due every 4 years. Sixteen (16) 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 1900 have already come back and 1808 (62%) have been scanned in!! MANY are still outstanding. On May 27 we inactivated 1517 voters who had not returned a 2026 Census form and sent a mailing asking for confirmation that they still live here. As of June 16, 426 cards have been returned. Voters that fail to return the card 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. All elected officials have been sworn in. They were also provided information about State Ethics training and Campaign Finance filing requirements. 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. Jan - May	6. Ongoing
6.a April 11, 2026 Annual Town Meeting	6. 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 for the Finance Director to utilize. 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. An Excel spreadsheet with the total dollars by category as voted by voters was prepared for the Finance Director.	6. April - May	6. Completed
7. 2026 State Election Events	7. In addition to approximately 1500 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 next round of Initiative Petitions have begun arriving for signature verification. We are told that there will be 11 or 12 Ballot Questions on the Nov 3 state election ballot. The Clerk's Office is now planning for the Sept 1 State Primary. Last day to register is Aug 22. In person Early Voting begins Aug 22. Vote by Mail is available.	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

<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