



Town of Hamilton

Town Manager Report

Week of July 6, 2026

Department/ Project	Weekly Update (Newest Information in Green)	Timeline	Status
<u>Town Manager's Office</u>			
1. Communications and Outreach	1. The town is in the midst of hiring a part-time communications specialist to help us improve the way we communicate to our residents and across town boards and committees. Communication is one of those things that we must always work to improve and it has been a focus of the Select Board goals for the past several years. Though we have made improvements - there is work to be done. We hope our residents will look for opportunities to engage with us to ensure that the information you expect is available to you in the platforms that you use.	1. Summer 2026	1. On-going
2. Annual Goal setting	2. The Hamilton Select Board met in a workshop meeting on June 29 to begin the process of setting goals of the current fiscal year. These goals help to establish the budget priorities for the town in our budget planning for future years and seek to respond to the concerns that our residents raise with the Select Board members, the Town Manager's office, department heads and various boards and committees. The initial workshop will be followed by goals discussion at upcoming Select Board meetings through the rest of the summer - we hope our residents will attend, tune in or otherwise provide your feedback to the Select Board, the Finance and Advisory Committee and to our office, so that our goals for 2027 can be as complete as possible.	2. Summer 2026	2. On-going
3. Town Hall renovation update	3. Those driving by the Town Hall on Bay Road have no doubt noticed that progress is being made on the renovation and energy efficiency project that was begun nearly two	3. Late summer 2026	3. Progressing

4. Future capital needs	years ago now. Please stay tuned for further updates as the move back to Town Hall may require us to close some offices to the public during certain days so that movers and IT staff can move the furniture, files and computers of our staff and prepare their work stations. We expect to provide an updated move-back timeline and Grand Re-Opening date within the next two weeks.. 4. As part of the Town's goal setting and strategic budget planning, the Select Board, Capital Committee, Finance and Advisory Committee and Town Manager;'s Office are engaging in a full review of future capital needs of the town. We are also engaging with other boards and committees in review of the Town's 2025 Master Plan, so that we can begin to identify the Town's future capital needs and likely funding sources to manage those needs for the next 5, 10 and 20 years. This process works best with community engagement and we are hopeful that residents will engage in the future discussions these boards and committees will have about the long-range capital planning needs of our community.	4. Through December 2026	4. Beginning
<u>Assessors office</u> 1. FY2027 Building permit inspections underway 2.Applications for FY2027 statutory exemptions will be mailed to residents who applied in FY2026 3. FY2027 Q1 preliminary tax bills mailed	1. The Assessors office staff is doing permit inspections in the community. 2. The Assessors office staff is preparing the statutory exemption applications for FY2027. Applications available on Town's website. 3. The FY2027 Q1 tax bills were mailed to residents and businesses.	<u>Timeline</u> 1. Ongoing 2. July 2026 3. Complete	<u>Status</u> 1. Ongoing 2. Ongoing 3. Complete
<u>Council on Aging</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	<u>Timeline</u> 1. June 2026	<u>Status</u> 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 approved a telecommunications tower at the Public Safety Building property (265 Bay Road) at its June 2 meeting. The tower will help improve telecommunications coverage and public safety communications in the Town Center area of Hamilton. Additionally, on June 16, the Planning Board approved a proposal for ground-mounted solar facilities in the parking lot of the Miles River Middle School. The applicant of a proposed mixed-use development at 957 Bay Road has appealed the Board's denial of the application. It may take some time for the case to go through the appeal process, however the Town will provide updates as appropriate.	1. Ongoing	1. Ongoing
2. Affordable Housing Lottery	2. The Affordable Housing Lottery for the Asbury Common development is currently open. Interested candidates can complete	2. Closes Sept. 2026	2. Lottery open

3. One Stop for Growth 4. Land Use Board/Commission openings	an application online at the link below or pick up a paper copy at the Patton Homestead. The development includes a local preference for some units, so residents who live or work in Hamilton or have children in the school system are particularly encouraged to apply. The application period will close on September 1 and the Lottery will be held on October 6. https://harborlighthomes.org/housing-lotteries/asbury-common/ 3. The Planning Board recently worked with the Planning Dept to submit a One Stop for Growth application to the State to advance infrastructure improvements in the Town Center area. The Town expects to hear back on the application by Fall of this year. 4. 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.	3. Pending 4. Ongoing	3. Fall 2026 4. Ongoing
<u>Police Department</u> 1. Community Engagement 2. Facilities 3. New Officer Opening 4. Communications Dispatch Room 5. Updating PSB Lobby 6. PSB Telephone Upgrade	Coffee with a Cop Event at Dunkin Donuts at Hamilton Crossing 2. PSB Security Access Updates 3. With the end of the Reserve Officer Program, we will be hiring a new full time officer after July 1, 2026 4. Updated room and removed old dispatch equipment. Added desk for new clerk. 5. Lobby needs to be updated for ADA Access, NSR 911 transition security (camera, communication), hardening lobby. 6. Old phone system needs to be upgraded to the Town's updated phone system. Working with Andy Wood on the upgrade.	<u>Timeline</u> 1. February/ March 2026 2. Early 2026 3. July 2026 4. June 2026 5. FY2026-2027 6. FY 2026-2027	<u>Status</u> 1. Scheduling 2. On- Going 3. On-Going 4. Completed 5. Scheduling 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! With the help of Laurie Wilson, we 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, 885! 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. Eighteen (18) 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 1821 (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 July 6, 605 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. 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.	5. Sep - Sep	5. Ongoing

6. 2025 Campaign Finance Filing Requirements MGL C.55 7. Electronic Records Digitization Project (Laserfiche)	All signatures for the next round of Initiative Petitions have been verified/completed.. We are told that there will be 10 - 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 at the Patton Homestead (or Town Hall). Vote by Mail is available. 6. Every elected official was notified that the 2025 year end filing was due Jan 20. Some are still delinquent. A reminder was sent. 7. The Clerk's Office is taking the lead on a "Digitization of Essential Records" project. We have purchased Laserfiche, a cloud-based content management software system. The purpose of the project is to create a town-wide electronic file cabinet, "repository," where folders of records are categorized, searchable and easily retrievable for years to come. The vision: "The Town of Hamilton has a robust electronic records management system and all staff in all departments can easily find essential documents and records." The Clerk and Asst Clerk have been trained as Administrators. Training for staff will begin in early August.	6. Jan 2026 7. Nov 2025 forward	6. Pending 7. On-going
<u>Treasurer/Collector's Office</u> 1. 2026 2nd Warrants 2. Year End 3. Billing 4. Misc. Updates	1. Commitment 2 warrant for 2026 Excise tax bills were mailed 6/26/26 and are due 7/10/26. 2. Working on Year End Processes for Receivables, Cash, Special revenue accounts, Statement of indebtedness ECT 3. FY27 1st Qtr RE Tax Bills and Personal Property tax bills were mailed June 29th and are due Aug 3rd, 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.	<u>Timeline</u> 1. June/July2026 2. July/Aug 2026 3. July/Aug 2021 4. May/June 2026	<u>Status</u> 1. In-Process 2. In-Process 3. Mailed 4. In-Process

5. Tailings	5.Tailings have been processed and voided in our vendor account and has moved to the Town's tailing revenue account	5 June 2026	5. In-Process
6 Payroll/Benefits	6.Fiscal FY 2026 Year-End split payroll in process. It is a very time consuming and tedious process. Also preparing Year- End accrual reports for employees as well as for the Town's liability.	6 Jun/July2026	6. In-Process