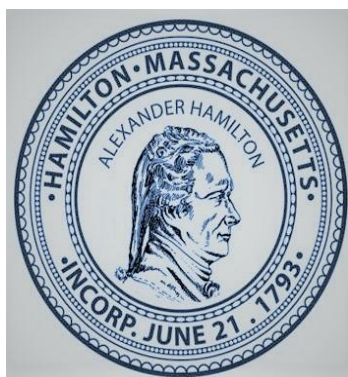




Town of Hamilton

Town Manager Report

Week of August 3, 2026

Department/ Project	Weekly Update (Newest Information in Green)	Timeline	Status
<u>Town Manager's Office</u> 1. Happy 100th birthday	1. Longtime Hamilton resident Leon Purington, a former Select Board member and longtime member of the Housing Authority board celebrated his 100th birthday in late July and was congratulated on his longevity at a small event in his honor on Thursday afternoon, August 6. In addition to his public service on local boards, he has also been a longtime member and contributor to the local Kiwanis Chapter and is still active in the Rotary Club. If you see Leon, wish him a happy birthday and many more.	1. Celebrated	1. Hopefully many more to come!
2. Annual Goal setting	2. The Select Board's goal setting workshop on June 29, was the first step in beginning the annual budget planning process for the FY 2028 budget process, as well as the first step in identifying measurable goals to be able to assess the effectiveness of staff and boards and committees in serving the community. We expect the Select Board to continue refining the goals for the coming year and the FY2028 budget over its meetings in August and September.	2. Summer through Fall 2026	2. On-going
3. Town Hall renovation update	3. Progress continues on the Town Hall and in fact is really nearing completion. The latest update from the construction team is that the elevator work has resumed and we are expecting the elevator will be completed and inspected by the state in the next week. Town staff is beginning to plan for a return to Town Hall in September. Stay tuned.	3. Late summer 2026	3. Progressing

4. Volunteer	4. Town government is at its most effective when our residents are actively involved in helping us make decisions and chart the path forward. With that in mind there are still many openings on local boards and committees. We have openings on the Conservation Commission, Affordable Housing Trust, Council on Aging, Community Preservation Committee, Historic District Commission, Environmental Impact Committee and Human Rights Commission. Please take a look at the list of openings on our town website and apply today to help us make Hamilton stronger.	4. Open until filled	4. Actively looking
<u>Assessors office</u> 1. FY2027 cyclical inspections - interim year 2. Applications for FY2027 statutory exemptions were mailed to residents who applied in FY2026 3. FY2027 Chapter 91 senior tax exemption applications to be mailed	1. The Assessors office staff is doing cyclical inspections in the community which apply to FY2027 interim year valuations. 2. The Assessors office staff is preparing the statutory exemption applications for FY2027. Applications available on Town's website. 3. The FY2027 Chapter 91 senior tax exemption income and asset limits were approved by the Selectboard. Applications will be mailed to residents. New applicants should contact the Assessors office for details.	<u>Timeline</u> 1. 1-1-26 to 6-30-26 2. Early deadline Nov. 13, 2026. Final deadline April 1, 2027. 3. Ongoing	<u>Status</u> 1. Final permit and new sales inspections throughout the year. 2. Ongoing 3. Ongoing
<u>Council on Aging</u> 1. Programming 2. SHINE Program	1. August: 8/7 Storytime with Wally, 8/10 Hearing Presentation, 8/11 Constituent Hours with Legislative Aide to Bruce Tarr - MaryAnn Nay, 8/13 Felted Bee Class, 8/18 Root Lunch, 8/20 Meet and Greet with SeniorCare Nutritionist, 8/24 Lunch and Learn "Why Your Joints Hurt", 8/26 Day Trip to Wolf Hollow, Every Friday in August Watercolors with Karen Keough 2. Please call the COA for an appointment with our new SHINE volunteer, Julie.	<u>Timeline</u> 1. August 2026 2. May 2026	<u>Status</u> 1. In-Process 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. We are still accepting applications.	3. June 2026	3. In-process
4. Misc. Updates		4.	4.
<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. No new update	2. None	2. None
3. Energy	3. Town Hall geothermal system, lighting, and solar array nearing completion	3.Complete	3.Complete
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
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 set to begin on Miles River in the next few weeks, then proceed to Bridge Street	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. Bids were received on 7/22/2026 for the gazebo renovation and are under review	6. Fall 2026	6. Under Review
7. Sanitation	7a. <u>E-Waste</u> day scheduled for Saturday August 15th, 2026 7b. Recycling Program Update - New recycling containers have been distributed throughout town. If you have not received a barrel yet, please contact Hamilton DPW at 978-626-5227. For residents that have previously requested a small barrel, Casella is still working through the request list and had to order additional small barrels. Residents should receive their small barrel within a few weeks. If unable to utilize the large barrel, Casella has committed to picking up all recycling using “past practice” for residents that are waiting for a small barrel.	7a. August 15th, 2026 7b. On-going	7a. Completed 7b. Small barrels on order
8. Town Hall	8. Construction highlights: The new elevator is nearing completion, the 2nd floor final painting is underway and floors have been refinished. Site work is underway and new granite curbing has been installed. All electrical, HVAC, plumbing, solar , and telecom systems are in place and complete.	8. August 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. GovDeals has completed pictures and met with Hamilton's Fleet Supervisor to discuss each vehicle and posting to the online auction website.	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	10. On-going	10. Accepted by MassDEP

	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. 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. 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. The town was successful in obtaining a WMA grant a few water related items including PFAS treatment at School Street. The grant covers costs related to the PFAS treatment plant, which will consist of a small connex metal trailer and associated piping. 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.	10a. Implemented 10b. TBD 10c. On-going	10a. In Service 10b. Under Design 10c. In process
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<u>Finance Department</u> 1. FY2027 GFOA Budget Award 2. FY26 Year-End 3. MA DOR DLS Recap	1. The Town of Hamilton has been awarded the FY27 Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA). This is the 2nd award for the Town. It is important to understand that the original goal in creating this budget document was to provide a comprehensive transparent budget document that is pleasurable and comprehensible for all Hamilton residents to read. There is a tremendous amount of work involved in the budget process and the budget document from the Town Manager, all Department Heads and support staff, the Select Board, Finance & Advisory Committee, Capital Committee and our partners at the UMass Collins Center. This is truly a team effort and one in which I am honored to be part of! 2. Accounting is working with Department Heads to finalize all FY26 general ledger transactions, encumber anticipated expenditures, request reimbursements from state and federal deficit grants, reconcile all balance sheet accounts, and close FY26 books in preparation for the year-end audit. Clifton Larson Allen will be visiting for some preliminary audit testing on August 26th. The full annual audit is scheduled for the week of October 5th. 3. 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 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.	<u>Timeline</u> 1. FY2027 2. July-Aug 31 3. May-Sept 30	<u>Status</u> 1. Complete 2. In Progress 3. In Progress
<u>Fire Department</u>	1. The Fire Dept responded to the following calls in the last 2 weeks: 14 Fire related calls, 18 Medical Calls, 2 MVA, 0 Brush Fires, 2	<u>Timeline</u> 1. July 2026	<u>Status</u> 1. Reported

2. Model T Project	Mutual Aid and 6 Public Assists. Fire prevention performed 9 inspections. 2. Concrete & stone work has been completed. Currently prepping the site for hardscapes	2. July 2026	2. On Going
3. Fire Dept Management Software	3. HFD is continuing to implement our new Fire Management software package. In the last 2 weeks we have built out the training & scheduling modules. We are on schedule to complete the integration by Sept.	3. Sept 2026	3. On Going
4. Fire Hydrants	HFD will be out clearing brush and pressure washing fire hydrants in prep to get them painted and marked. This season will focus on the neighborhoods off of Essex St between Woodbury St and the Essex line.	4. Sept 2026	3. On Going
<u>Human Resources</u>		<u>Timeline</u>	<u>Status</u>
1. Openings	1. Current Openings (descriptions online): - Communications Coordinator (Up to 19 hrs/week, Town Administration) - Seasonal DPW Employment (40 hrs/week for 12 weeks) Regional Opening: On Hold - Shared Health Inspector (Full-time, Regional serving Hamilton, Wenham, Rockport, & Essex)	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. Working with the YMCA to offer discounted memberships to all employees. More information about the available discounts and how to enroll will be shared soon.	3. TBD 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 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/	2. Closes Sept. 2026	2. Lottery open
3. One Stop for Growth	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.	3. Pending	3. Fall 2026
4. Land Use Board/Commission openings	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.	4. Ongoing	4. Ongoing

<u>Police Department</u>		<u>Timeline</u>	<u>Status</u>
1. Community Engagement	1. Coffee with a Cop Event at Dunkin Donuts at Hamilton Crossing	1. Fall 2026	1. Scheduling
2. Facilities	2. PSB Security Access Updates	2. Early 2026	2. On- Going
3. New Officer	3. Off. Shane Seekamp-Field TrainingProgram	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	7. In process of ordering new upgraded portable radios for officers and mobile radios for vehicles.	7. July 2027	7. In Progress
8. Community Event	8. Annual Public Safety Day at the Public Safety Building.	8. September 19, 2026	On-Going
<u>Hamilton Health Department /BOH</u>		<u>Timeline</u>	<u>Status</u>
1. Eastern Essex Regional Public Health Coalition	1. a. EERPHC submitted their FY27 work plan and budget to the state for review and feedback. Major projects planned for FY27 include: Use of opioid settlement funds; Title 5 regulations and septic file organization, expanding environmental health services, and a community health equity initiative survey 1 b. On July 6, EERPHC welcomed a new staff member, Samantha Swartz, Regional Epidemiologist. 1 c. Regional Social Worker Jessie Palm has recently become certified to teach Youth Mental Health First Aid and Older Adult Mental Health First Aid. She is also offering "office hours" at the HW Library on the 2nd and 4th Thursday of each month from 11am-2pm.	1. July 1, 2026	1. Ongoing

2. Health Updates	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. Hamilton residents are encouraged to complete the MA Community Health Equity Initiative Survey, which is now live at mass.gov/HealthSurvey. 2. New and expanded Health Dept. office hours: Monday, Wednesday, and Thursdays 9am -2:30pm; Tuesdays 9am-3:30; Fridays 9am-1:00 In June, the Health Dept. welcomed our new Administrative Assistant, Christine Wells.	2. July, 2026	2. Ongoing
<u>Recreation Department</u> 1. Patton Park Tank Project 2. Patton Park Summer Park Program 3. Hurricanes Swim Team	1. The restoration project of the Patton Park Tank is complete. A huge thanks to all the volunteers with the Abrams Company, 4th Battalion of the US Army Brotherhood of Tankers and their Commander Juan Ramos. 2. We are in the final three sessions of the Patton Park Summer Program. It's been a fun and exciting summer so far and we look forward to continuing that. The participants have been involved in a number of fun trips and special activities. • Canobie Lake Park • Water Country • K1 Speed • Apex Entertainment • Worcester Red Sox Game • Foam Party • Carnival Day • Teddy Town • Curious Creatures 3. The Hamilton Wenham Hurricanes Swim Team just completed another undefeated season (4 in a row). We will be competing in the All Star Meet on Tuesday where the team will be looking for their 4th consecutive All Star Meet Victory. A huge thanks to all the coaches, volunteers, and especially the swimmers for a remarkable season.	<u>Timeline</u>	<u>Status</u>

Town Clerk		Timeline	Status
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. 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, 910! 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. Twenty-two (22) have been filed or renewed. In 2025, forty five (45) were filed including 30 first time businesses. Banks are now 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 21, 686 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 Sept 1 Primary Nov 3 General Election	5. 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. 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 9 Ballot Questions on the Nov 3 state election ballot causing the ballot to be a two page 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 Sat, Aug 22 at the Patton Homestead and runs through Fri, Aug 28 during regular business hours. Detail is on the Clerk's webpage. Vote by Mail application postcards were mailed by the Secretary of State. To date, we have 550 requests for mailed ballots. Ballots are being mailed this week. Tabulator Testing will take place on Thu, Aug 20. 6. 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. Nov 2025 forward	6. On-going
<u>Treasurer/Collector's Office</u> 1. 2026 3rd MV Commitment 2. Year End 3. RE &PP tax Billing 4. Water Billing	1. Commitment 3 for 2026 Excise tax bills were mailed 7/14/26 and are due 8/13/26. 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 Water bills have been reviewed and mailed out on 8/3/26. They are due on 9/1	<u>Timeline</u> 1. June/July 2026 2. July/Aug 2026 3. July/Aug 2026 4. Aug/Sept 2026	<u>Status</u> 1. In-Process 2. In-Process 3. Mailed 4. In-Process

5 Payroll/Benefits	5.Preparing Year- End accrual reports for employees as well as for the Town's liability.Still entering new summer help employees	5 Jun/July2026	5. Completed
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