



Town of Easton Administrator's Report 1st Quarter Fiscal Year 2010 September 30, 2009

This is my twelfth quarterly report issued as Town Administrator of Easton. These quarterly reports will be mostly a summary of individual quarterly reports submitted by department heads. Our goal is to publish reports at the beginning of October, February, April, and August; or one month following the close of a quarter. Due to a very challenging budget season this report was delayed and covers the period from July 1, 2009 through September 30, 2009. I expect to be back on track in January. I encourage everyone to read the report and note the volume of important services being performed, but a few highlights worth special mention are:

- The Fire department answered 791 calls
- The Police Department made 47 arrests and issued 1027 citations
- The Council on Aging provided 2040 meals to seniors
- Volunteers contributed over 500 hours to the Council on Aging programs
- The DPW placed 142,000 pounds of asphalt
- The Water Division treated and pumped 186,951,000 gallons of water
- The Ames Free Library circulated 45,945 volumes, an increase of 32%
- The Veteran's Agent paid \$45,607.94 in benefits to veterans in need

I. Public Safety

**Fire Department
Tom Stone, Fire Chief**

Calls for Service

The Easton Fire Department responded to 791 calls for service during the months of July, August, and September 2009. There were 350 patients transported to area hospitals during this time period. The monthly breakdown is as follows;

	<u>Calls for Service</u>	<u>Patients transported</u>
July	252	105
August	258	100
September	281	145

Fire Prevention / Inspections

On a daily / weekly basis, routine scheduled inspections were made of the following – Smoke Detectors / Carbon Monoxide Detectors, heating system replacements, tank removals and installations, vehicle transfer tanks inspections, etc. Residential and Commercial plan reviews were completed as needed.

Quarterly inspections of health care facilities were completed. On-going plan reviews and construction meetings were attended along with periodic inspections on the following major projects; Stonehill College new modular residential units, new dormitory construction at Stonehill College, Plan reviews and inspections were completed for major renovation work at # 6 Norfolk Ave., 23 Norfolk Ave., and 703 Washington St..

Annual inspections of all establishments holding common victualler licenses were begun.

Meetings / Seminars Attended

I attended the regular monthly meetings of the Fire Chiefs Association of Massachusetts, the Bristol County Fire Chiefs Association, the Norfolk County Fire Chiefs Association, and the Massachusetts Emergency Management Agency's Region II Local Directors.

The annual National Incident Management System Compliance Assistance Support Tool (NIMCAST) was updated in September. The Town of Easton's Comprehensive Emergency Management Plan was also updated.

Meetings were held with representatives from Mass. Highway, various town officials and citizens to discuss improvement plans for several dangerous intersections throughout town

Other

Captain Tully attended the monthly Fire Prevention Association of Massachusetts meetings.

Captain Gomes attended the regular monthly Massachusetts District Hazardous Materials Response Team training exercises as well as the annual State Hazmat Conference.

Captain Beals, Firefighters Blye, and Mills began the annual Student Awareness of Fire Education (S.A.F.E.) program. They will make fire safety presentations to

students in all elementary schools, the middle school, pre-schools and various civic groups.

On June 8, 2009 town meeting passed an operational budget that supported a level service fire department budget. However, when the state budget was released on June 19th, the Town of Easton received an additional cut in local aid. As a result, the fire department budget was reduced by 3 firefighter positions. Firefighter/Paramedics Christopher Hebb and Jeffrey Keach were laid-off effect July 1, 2009. Firefighter Christopher Dyer obtained a transfer to the Stoughton Fire Department and the funding for his position was eliminated.

I want to thank Firefighter / Paramedics Christopher Dyer, Christopher Hebb, and Jeffrey Keach for their service. They proved, in a very short period of time, that they were dedicated employees and valuable assets to the Easton Fire Department. We hope to have the financial ability to return them to the department as soon as possible.

In July, a grant application was submitted to the Executive Office of Public Safety and Security seeking federal stimulus funding to restore the above mentioned positions. 87 fire departments across the Commonwealth have applied for funding totaling \$38 million. The total amount available through this grant program is \$20 million. The results of the grant application process will not be determined until the end of October.

We start off the 2010 fiscal year minus three (3) firefighter / paramedics. This will place a heavy burden on our ability to staff all 3 fire stations throughout the year and provide the service Easton residents expect and deserve.

Police Department
Allen Krajcik, Police Chief

Total Incidents	3943
Total Calls for Service	2137
Arrests	47
B/E Businesses	3
B/E Homes	11
B/E Motor Vehicles	9
Robbery	2
Rape	0
Citations	1027
Motor Vehicles Crashes	95

TRAFFIC SAFETY

The number of traffic crashes is down from last quarter and the number of citations issued is up. Traffic safety is a priority of the Easton Police Department. We believe that enforcement of traffic laws is key to reducing crashes which results in fewer injuries and death and less property damage. We have successfully conducted

the first Crosswalk Safety Enforcement Program ever done in Easton. This program involved the use of a plainclothes police officer crossing the street in a marked crosswalk. Motorists who failed to yield were stopped and given educational material regarding crosswalk laws. Citations were issued to those motorists who almost hit the officer. We have purchased a new traffic speed sign using funding from a state grant; this will assist us with speed enforcement.

CRIME

Overall, crime is down since last quarter. We had one bank robbery and that case is close to being solved by our detectives. We continue to receive calls from citizens whose vehicles were broken into during the night; usually GPS units are the target for the criminal.

PERSONNEL

Our present staffing level is at thirty-two full time police officers. Two of those officers are presently serving on active duty in the military.

II. Department of Public Works

Wayne Southworth, DPW Director

During the Months of July, August and September, I attended the following meetings:

- 1-Department Head Staff Meeting
- Attended the quarterly Executive Loss Committee Meeting
- 2 - Canoe River Aquifer Advisory Committee Meetings
- 6-DPW Managers Meetings
- 5-Meetings with the Superintendent of Schools
- 2-OCPC Joint Transportation Committee Meetings
- 1-Plymouth County Water Works Training Seminar
- 9-Meetings with the Town Administrator
- 1- Frothingham Hall Steering Committee
- 1 – Federal Safe Drinking Water Act Fees Committee

On July 13th and 14th the DPW participated in 3 Road Safety Audits with MassHighway, Old Colony Planning Council, EOTPW and FHWA regarding the need for traffic signals at the intersections of Prospect and Foundry Streets, Elm and Washington Streets and Union and Washington Streets.

The DPW conducted a walk through meeting of the Aquaria Project along Turnpike Street on July 28th to develop a punch list of work remaining to be finished by the contractor.

Completed paving of the King Arthur Road project.

Completed the painting of roadway center lines and fog lines. All crosswalks and stop lines have been repainted prior to the Schools opening.

Attended the Conservation Commission Meeting on Monday August 24th regarding a public hearing for the DPW to repair the spillway at New Pond Dam on Foundry Street.

Reviewed Engineering Proposals from firms seeking to provide Professional Services to the Town for wastewater consultation.

Working with Beta Engineers and the Mass Rides Safe Routes to School Consultants regarding improvements to Pedestrian and Traffic flow around the School Complex and Lothrop Street to Columbus Ave.

Assisted the Town Administrator with the Architects preliminary walkthrough at Frothingham Hall with fifty firms represented on August 31st.

Cold Planning and Paving of Sheridan Street from Columbus to Day Street including Day Street to Lincoln Street was completed in September.

The DPW presented articles for Capital Improvements for the Water Division and acceptance of a \$350,000.00 grant for photoelectric cells in preparation of the Special Town Meeting.

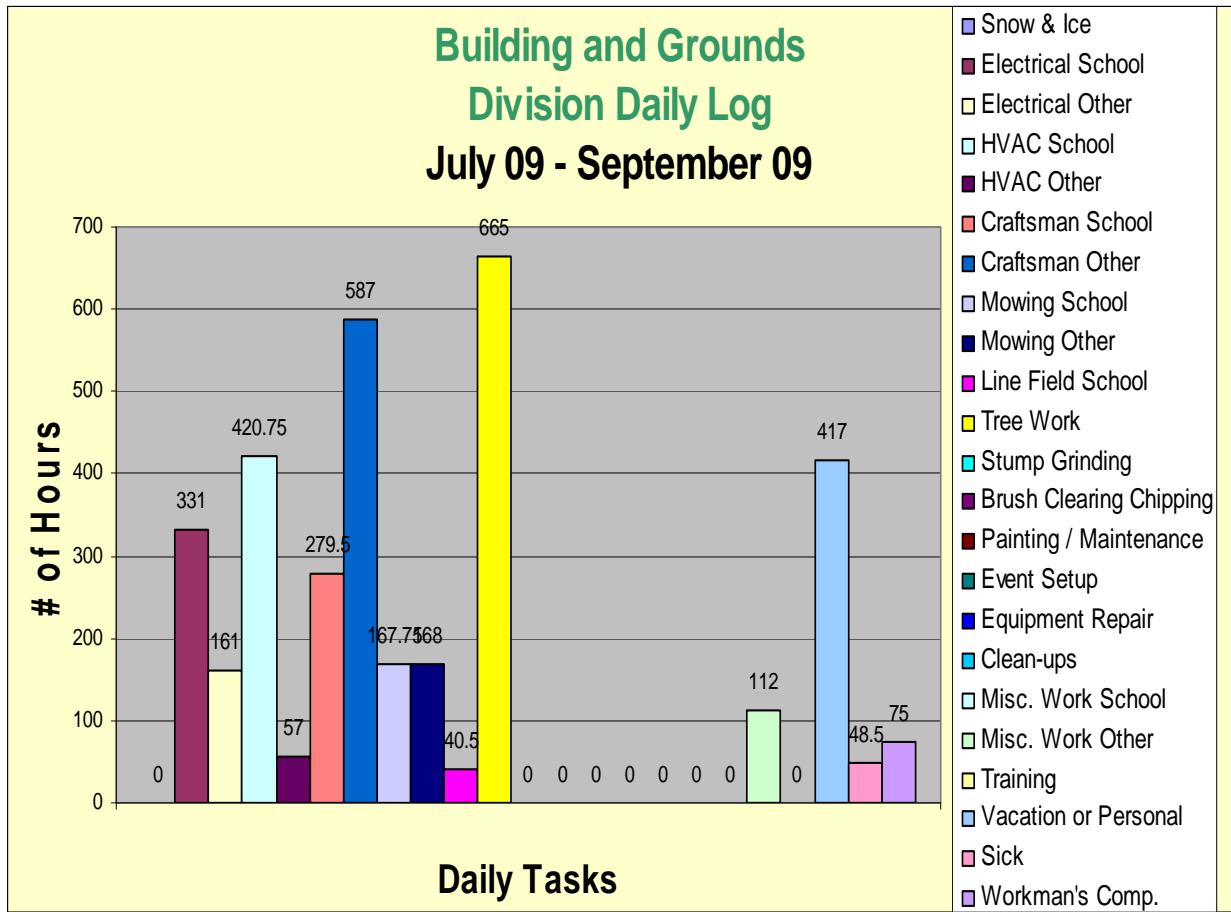
Completed the repair of the cement spillway at the New Pond Dam.

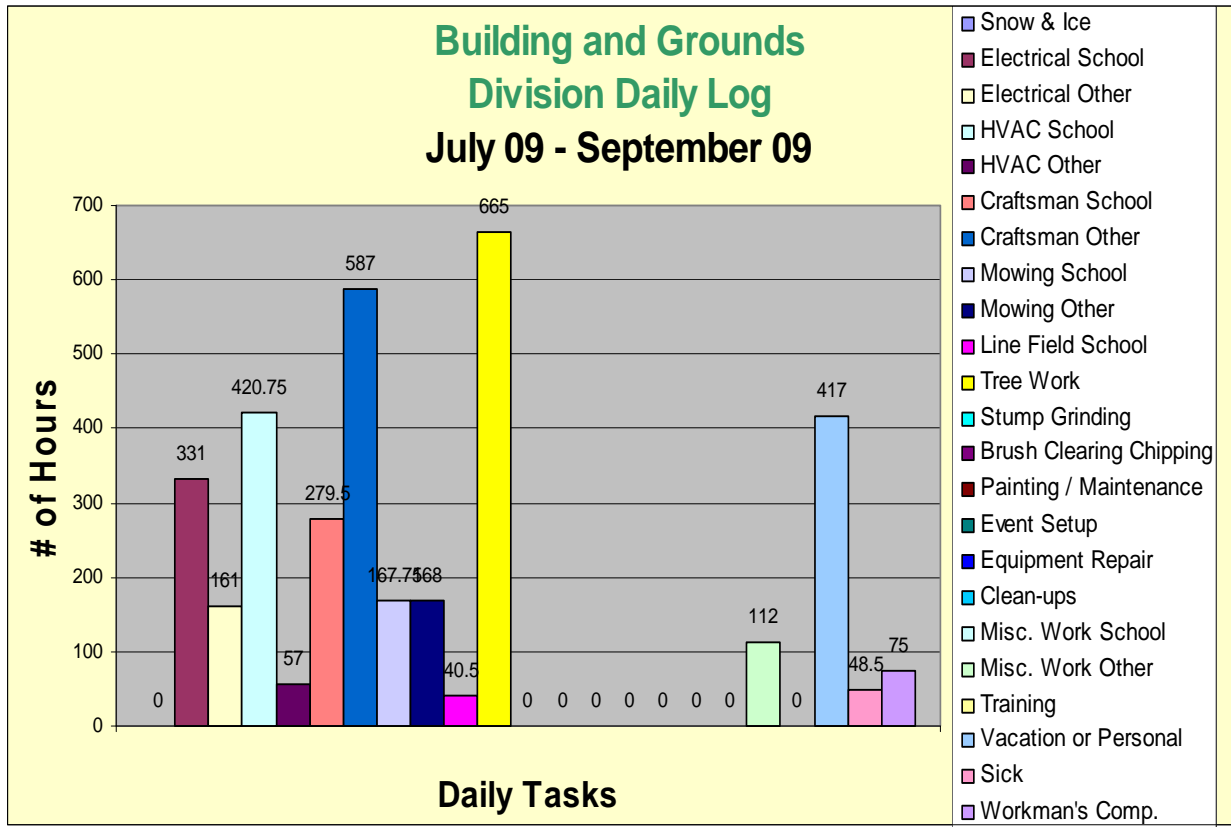
Presentations were given to the Finance Committee for the DPW budget in preparation for the Special Town Meeting on October 5th.

Operations Managers Maurice Goulet and Jack Marsh will provide detailed reports of their Divisions.

**DPW Operations Division
 July 1, 2009 through September 30, 2009
 Moe Goulet, Operations Manager**

	<u>Unit</u>	Jul.	Aug.	Sep.	Total	<u>Unit</u>
<u>HIGHWAY</u>						
Snow & Ice	event	0	0	0	0	event
Paving	tons	15	9	37	61	tons
Patching	tons	3	2	5	10	tons
Line Painting	event	9	11	5	25	event
Sign Making	event	14	14	18	46	event
Flail Mowing	event	12	13	12	37	event
Street Sweeping	event	2	0	0	2	event
CB/MH Repair	ea	2	8	3	13	ea
New CB/MH Installation	ea	0	4	0	4	ea
Catch Basin Cleaning	event	10	2	2	14	event
Drain Clearing	event	3	1	1	5	event
Vehicle Inspections	ea	0	0	0	0	ea
<u>BUILDING & GROUNDS</u>						
Tree Work	ea	57	37	117	211	ea
Stump Grinding	ea	1	0	0	1	ea
Event Setups	event	0	0	0	0	event
Brush Clearing/Chipping	event	0	0	0	0	event
Mowing School	event	15	9	16	40	event
Mowing Other	event	12	11	11	34	event
Line Field School	event	0	5	10	15	event
Clean-ups	event	0	0	0	0	event
Electrical School	event	18	17	20	55	event
Electrical Other	event	18	14	15	47	event
HVAC School	event	22	20	20	62	event
HVAC Other	event	9	3	5	17	event
Craftsman School	event	18	17	2	37	event





**Water Division
July 1, 2009 – September 30, 2009
John J. Marsh, Operations Manager**

Answered service and maintenance requests	740
Read meters, process data	21,348
Process Calculate & export data to vendor for water bills	7,285
Miscellaneous service bills	74
Prepared bills for property transfers	36
Processed municipal liens	0
Replaced meters	185
New service applications	13
Installed new services	12
Renewed services	21
Service Leaks Repaired	1
Hours of Leak Detection Performed	202
Dug up & repaired main leaks	1
2" Water Main(s)	0
4" Water Main(s)	0
6" Water Main(s)	0
8" Water Main(s)	1
10" Water Main(s)	0
12" Water Main(s)	0
16" Water Main(s)	0
Repaired hydrants	2
Dug up & replaced hydrants	0
Routine hydrant maintenance	258

Gallons of water pumped & treated	186,951,000
Reviewed plans for backflow devices	3
Surveyed buildings for cross connections	63
Tested backflow prevention devices	86
Took delivery of bags of hydrated lime	1,150
Took delivery of barrels of chlorine	28
Collected bacteriological samples & delivered to laboratory	120
Frozen services	0

III. Public Services

Town Clerk's Office
Jeremy Gillis, Town Clerk

Elections/Voting:

Between 04/01/2009-06/30/2009 we welcomed 101 new registered voters to the Town of Easton.

Revenue:

MONTH	FY2009	FY2010	DIFFERENCE
JULY	\$ 3,582.55	\$ 6,485.40	\$ 2,902.85
AUGUST	\$ 5,787.85	\$ 11,799.50	\$ 6,011.65
SEPTEMBER	\$ 4,108.50	\$ 10,446.20	\$ 6,337.70
			\$ 15,252.20

Inspectional Services
Mark Trivett, Inspector of Buildings

July 1, 2009 – September 30, 2009

Permit Activity	
Building Permits	126 of which 6 were for New Single-family Units and 5 for 8 Bed Dormitories
Foundation Permits	6 New Single-family and 1 for a 300 Bed Dormitory
Certificates of Inspection	2
Demolition Permits	4
Electrical Permits	161
Plumbing Permits	87
Gas Permits	55
Mechanical Permits	4

Trench Permits	26
Miscellaneous	116
Total Receipts	\$259,018.00
Inspections	
Building Inspectors	378
Inspector of Wires	245
Plumbing & Gas Inspector	165
Total Calls for Inspections	788
Other Activities	
Meetings with Town Administrator	5
Meetings with Town Counsel	4
Meetings with Development Review	3
Fire Department Meetings/Emergency Calls	4
Meetings with Design Professionals, Developers, Attorneys	9
Department Head Staff Meetings	1
Building Officials Seminars for Continuing Education	4
Court Appearances	2
Commission on Disabilities Meetings	1

**Ames Free Library
Madeline Miele Holt, Executive Director**

Ames Free Library Quarterly Report –1st Quarter FY 2010
Submitted by: Madeline Miele Holt, Executive Director

Key Events

- Library circulation continued its upward climb with a 32% increase this quarter. Significant increases are shown in the table below in all categories.
- The move back to the library is due to be announced soon, with the complete closing of Frothingham on November 6th, the Book Brigade Nov. 7th, and the reopening of the historic main library by Nov. 30th.
- Queset Garden restoration is underway and since Special Town Meeting voters approved \$60,400 in CPA funds on Oct. 5th, the work will move more quickly. By spring 2010 the gardens should be in stable and usable condition for public enjoyment. Additional fundraising is needed before full restoration.

Library Productivity Measures:

First Quarter Statistics Fiscal Year 2010		
	1 st Qtr Totals	Percent Increase Over FY 09
Circulation Total	45,945	32%
Interlibrary Lending		
<i>Borrowed from other libraries</i>	7,253	19%
<i>Loaned to other libraries</i>	6,604	25%
Programs Total	118	31%
Program Attendees Total	2,195	19%
Computer Usage	2,150	22%

Publicity

- The monthly e-Newsletter mailing list now includes over 4,500 names making this vehicle an effective marketing tool for the library. On a selective basis, we are including news of town events such as those of the Historical Society, and the Lion's Club.
- About 489 subscribers are enjoying special interest e-mail newsletters, compiled by staff members, for new arrivals in fiction, nonfiction, children's books, young adult books, music CDs, and movies.

Programs

Adults

- This summer we held our very first Adult Summer Reading Program providing weekly programs and a reading raffle with prizes providing fun and enrichment for residents who vacationed at home.
- A wide variety of events accounted for the rise in program attendance. Subjects ranged from tai chi and meditation, genealogy, pastel techniques, music, wine making and walking tours of Easton conducted by Ed Hands.
- Adults who read for prizes submitted more than 140 book reviews and the grand prize winners were thrilled with the substantial gifts from North Easton Savings Bank. Other prize donors were Pires Hardware and Soups on Center.

Children & Teens

- Another successful summer reading program came to an end with 290 children and 36 teens participating. The younger kids, 1 – 11, read 325,000 pages and were entered in a drawing for savings bonds donated by North Easton Savings Bank.
- Teens vied for Target gift cards donated by North Easton Savings and awarded to the top reader and two runners up. With about 95,500 pages read in all, the winner,

Meaghan Morris, by herself, read 20,000 pages. Other donated prizes were from Soups on Center, Hilliards, and Americas Best Defense.

Computer Tutor Classes

- Our computer instructions classes are ½-hour, one-on-one sessions with staff members, focusing on the subject of the students' choice. Thirty people attended classes in September, up from 14-17 a month last year at this time.

Other news

- The Easton Superintendent of Schools has agreed to fund ¾ the cost of *Live Homework Help* from Tutor.com, \$3,375. Due to the library's budget cuts, this program was in jeopardy, but the school administrators are committed to the value of the service and feel the library has more than done its share to support students' needs.
- The library received a check from Verizon for \$1,000 to celebrate their contract with Easton – the 100th Massachusetts town to agree to a cable license with Verizon.

**Veterans
Steve Nolan, Veterans Agent**

Department of Veterans' Services
Work Summary
July – September, 2009

Ordinary and medical benefits paid	\$ 45,607.94*
Payroll	
<u>12,693.80</u>	
Total expenditures	\$ 58,301.74

* 75% to be reimbursed by the Commonwealth of Mass.

New applications for Chapter 115 veterans' benefits	5
Federal applications or appeals for compensation or pensions	24
Transportation to VA hospitals	18
VFW, American Legion meetings, etc.	6
Aid and Attendance applications	5
Home visits	5
Veterans' funerals attended	2
Requests for discharges and other record searches	3
Assistance with cemetery markers and flags	2
Assistance with Bonus and Annuity applications	6
Office visits for various consultations	53

I have been spending considerable time at the Brockton VA Hospital with the goal of being able to assist at group counseling sessions for returning Iraq and Afghanistan combat veterans as well as Vietnam veterans.

Council on Aging Del Kent, Director

During the first quarter of FY2010, the Council on Aging was a resource for elders, their families and the community-at-large by providing services and programs to enhance quality of life and enable our elders to live with dignity while maintaining health and independence. The Council on Aging members met with the director twice for a total of 3 hours to discuss program initiatives and set policy for COA programs and activities. We provided 6478 units of service to 530 individuals in the following areas.

Transportation:

The number of ride requests increased 10% over the last quarter as we transported 95 elderly or disabled residents 1911 times for medical appointments, the hot lunch program, shopping, social and recreational activities, exercise programs, hairdressers and work.

Nutrition Programs:

Old Colony Elderly Services provided 2040 meals to 93 residents who were either homebound or participated in the congregate meal program at the Community Center at Parker Terrace. 14 Council on Aging volunteers contributed approximately 256 hours of service while delivering meals on wheels during the quarter.

Financial Programs:

Our SHINE (Serving Health Information Needs of Elders) volunteer helped 21 individuals with health insurance information or assistance in completing health insurance forms. 19 residents were eligible for the Senior Tax Relief Program.

Outreach Programs:

Our Outreach Coordinator, Beverly Beavers, coordinated six (6) educational programs, which 63 people attended. These programs included: Living with Arthritis, the History of Chocolate, Food and Medication Interactions, Angel Readings, In Search of Happiness, and a Cooking for One class at Southeast Rehabilitation and Nursing Center. Mrs. Beavers coordinated a weekly walking club and arranged for the Ames Free Library to facilitate a monthly book club at Elise Circle. She mailed program/services information to residents turning age 65, in addition to making 8 home visits to elderly residents and delivering meals on wheels when volunteers were unavailable.

Health Promotion:

The Easton Lions Club provided Eye Mobile screenings at Parker Terrace in September in conjunction with the Chicken Barbecue. Our exercise and tai chi classes (supported with funds from Stonehill College) resumed in September. The foot care and hearing screening clinics, as well as the Reiki sessions continued in the Keefe Community Center at Parker Terrace.

Recreation/Socialization:

We are grateful to the Easton Housing Authority for the ongoing use of their facilities at Parker Terrace and Elise Circle. Many thanks to the Easton Lions Club for sponsoring the Chicken BBQ at Parker Terrace. COA recreation/socialization activities held during the quarter included a monthly birthday lunch, a weekly knitters group, and weekly line dancing and quilting classes in the Keefe Community Center at Parker Terrace. There were also weekly cribbage and bridge groups in the Fitzgerald Community Center at Elise Circle.

Recreation Department

Jennifer Hruniak, Recreation Director

Despite a very rainy start to the summer, we had 81 town pool memberships and 99 swim lesson registrations. The department also organized a swim team for older children who have outgrown swim lessons. In its first year, the town pool swim team had 25 members and enjoyed an exciting swim meet versus the Easton YMCA at the end of the season.

These town pool activities wouldn't have been such a success without our excellent pool staff led by Tara Minnette. This summer the department hired 8 lifeguards and 2 front desk attendants. We would like to thank them for all their hard work.

The department was also busy running our full day summer program, archery, multi-sports, tennis lessons, and science workshops. Although registration numbers were down a bit from last year, we were able to add some successful new programs as well. Our ultimate frisbee league proved to be very popular, girls summer basketball had 27 participants and 25 people traveled with us to see the Tall Ships when they arrived in Boston.

Our full day summer program was led by Mark Murphy and CJ Neely. The department hired 12 counselors to supervise the children enrolled in this program. We would like to thank them all for a great job this summer.

The department would also like to thank Maplewood Country Day Camp, Bank of Easton, Harbor One Credit Union, and Cidado Associates for partial sponsorship of our summer concerts and children's races at Frothingham Park. Concerts were held every other Wednesday during July and August and included performances by The Toe Jam Puppet Band, Jumpin' Juba, Wayne Potash, and Mixed Emotions. The children's races were held every Thursday evening during July and August with crowds of more than 100 children, ages 2-12. We would like to thank everyone who donated freeze pops and snacks for these popular events, including the Easton MOMS Club and Easton Women of Today.

This quarter, the Activate Easton Committee has been gearing up for the start of our Safe Routes to School Program at Olmsted/Richardson. This is the start of our second year in the program and our hope is to get Parkview School involved as well. Committee members spent the month of September attending school PAC meetings to recruit parent volunteers to lead the walking school bus and walking recess programs we've organized.

IV. General Government

Assessors Office

Robert Alford, Assistant Assessor

- Completion of review and decisions on overvaluation appeals from the Feb. 1st actual tax bill.
- The Board and Chief Assessors negotiated and resolved several Appellate Tax Board Appeals
- Continued building permit and 2008 sale review. Prepared for the Department of Revenue revaluation review.
- Reviewed the personal property file submitted by RRC. This involves checking the tax status of all business properties in Town and taxing those businesses that are not exempt because they pay state corporate taxes in lieu of local taxes.
- Sent out second notice for Community Preservation Exemption applications to all taxpayers who received the exemption in fiscal year 2009.
- Helped taxpayers fill out the CPA form and reviewed all returned applications for compliance in order to receive the exemption.
- Helped taxpayers fill out the veterans, blind and elderly exemption form. Reviewed returned applications for compliance in order to receive the exemption. Also sent out reminders to those taxpayers who did not return their forms
- Prepared motor vehicle commitments 4 & 5 for 2009 and 10 & 11 for 2008. Total of the 4 commitments were \$264,084.85
- Processed hundreds of abatement requests on motor vehicle excise taxes primarily due to residents changing cars during the year and transferring plates to another car.
- Staff worked on going live with Soft Right for Real Estate and Personal Property. Still working the kinks out of the new software.

- Inquiries by telephone and at the counter constitute about half of the staff time in this office.
- The Office Assistant and Chief Assessor were very busy with property inspections this quarter.

Data Processing

Mike Deltano, Information Systems Manager

Following is a synopsis of the work accomplished by Data Processing during the 1st Quarter FY2010

1. Started getting quotes for the hardware and software necessary to continue the virtualization project for the rest of the town's servers for the Police, Fire, Water, DPW and School Business Office. This hardware will be located at the Police Station and will replicate with the virtual software at the Town Offices to give us true disaster recovery. It will also save on electricity at the remote sites.
2. Power problems at the Water Dept. on Sunday, July 19, caused everything to shut down. A drive in the Water server had gone bad and I was able to re-build it. However one of the desktop computers had its hard drive corrupted.
3. Fortunately I had a spare drive and was able to re-install everything.
4. Setup a network storage array for the Department of Public Works and the Water Division with the goal of eliminating tape backups.
5. Configured the fiber line that connects the Oliver Ames High School with the Police Department. For the first time ever, the town wide area network and the schools wide area network are connected. This will be particularly useful when the cable studio is up and running.
6. The night of August 3-4 we suffered a kind of denial of service attack where our spam filter was getting targeted by countless spams all from the same source. It caused the database to become corrupt and most inbound and outbound email could not be delivered because of the spam flow. Fortunately the spam filter functioned enough to keep delivery of spam from our recipients. I worked with Sonicwall technical support through the day to upgrade the ES300 operating system and repair the database. We should now be much more resistant to these kinds of attacks.
7. One of the node servers, for our virtual server environment, had two bad memory boards. This is the kind of thing that makes the virtual server environment really pay off. Without anyone losing any work time, I moved all the virtual servers on that node to the other node and was able to take the

defective server down and replace the memory and then move those servers back. No employees noticed any downtime whatsoever!

8. A week later that same server node developed a high pitched whine in one of the fans in the power supply. I got a new fan, under warranty, and using the same procedure was able to take the server down and replace the power supply without incurring any downtime for any employees.
9. On the night of August 13-14 a rodent chewed through our fiber at the police station which effectively took the whole network down. I had to scramble to find some fiber company who had the equipment to find the break and fix it. The company which originally installed the fiber has left Massachusetts.
10. The mouse struck again on August 18. I called the same company and they were able to fix the fiber quickly but we now have no more slack in the line and another similar incident will leave the town's network down for days while the entire 500 foot length of fiber cable is replaced. In order to avoid that situation I decided it was better to be proactive and replace that section of cable. This work took place on October 2 and 5. Unfortunately its cost has impacted my budget in such a way that I will not be able to buy all the hardware I need to finish the virtualization project this year. The pipe was also sealed off to prevent any further mouse intrusions.
11. The Fire dispatch server lost a hard drive over the weekend of August 15-16. I replaced the failed drive with one from one of our decommissioned servers.
12. A computer at the Water Division somehow had its operating system totally corrupted. I re-imaged the computer and re-installed the necessary applications.
13. I got quotes for desktop computers to do this year's upgrades and then placed the order for 24 of them once the quotes were fine tuned. They were delivered in August and I have already begun replacing the oldest computers at the Police Station, Fire Station #3, School Business Office and Town Offices.

The following was completed by Eric Davis, Programmer

- 1) Created transaction reporting files for Real Estate and Personal Property databases.
- 2) Modified the Real Estate and Personal Property conversion databases to give the user the option to only output the outstanding parcels and properties.
- 3) I worked with the accountant and collector's offices to verify the figures and tax payer's information for the '2009' Real Estate and Personal Property databases.

Treasurer Collector Office
Teresa DeSilva, Treasurer/Collector

The Computer conversion continues for the department and we issued our first Real Estate and Personal Property bills on the new software. This involved incorporating changes to our lockbox, our online bill pay as well as information to the printing company. This billing cycle, we also changed our mailing procedures. While we continue to bill quarterly we now only mail twice a year for these bills. The July billing includes the August and November payment stubs. The conversion for Tax Title as well as Miscellaneous Department Receipts was also implemented during this quarter.

Payroll warrants for July	Town	\$ 1,508,652.44
	School	468,438.03
Vendor warrants for July	Town	5,650,732.57
	School	449,634.66
Collections:	Real Estate	8,137,034.52
	Personal Property	134,006.64
	Motor Vehicle	56,089.08
	Trash	17,723.47

Payroll warrants for August	Town	\$ 894,978.07
	School	364,571.37
Vendor warrant for August	Town	2,861,121.89
	School	384,623.80
Collections:	Real Estate	1,674,949.68
	Personal Property	13,351.39
	Motor Vehicle	22,207.39
	Trash	21,109.17

Payroll warrants for September	Town	\$ 870,478.04
	School	2,067,790.56
Vendor warrants for September	Town	6,223,701.64
	School	720,738.36
Collections:	Real Estate	81,181.06
	Personal Property	3,447.16
	Motor Vehicle	99,333.48
	Trash	132,622.16

Planning & Community Development
Alice Savage, Acting Director

In the first quarter of Fiscal Year 2009, the Department of Planning & Community Development continued to support the Conservation Commission and Planning & Zoning Board in their responsibilities as permitting agencies, and to provide technical and administrative support to the Affordable Housing Trust, Community Preservation

Committee, Fair & Affordable Housing Partnership, and the Historical Commission, as well as supporting special projects of the Board of Selectmen as requested.

Strategic Planning

- ❖ Coordinated completion of the Conservation Land Management plan Study; ongoing review with the Conservation Commission will result recommendations for actions related to the study
- ❖ Participated in development of One-Year Action Plan for Affordable Housing Trust
- ❖ Assisted Historical Commission with implementation of Historical Preservation Plan
 - Solicited proposals from historians to survey North Easton Village; when complete, this information will be used to update the Nation Register District and will help inform the Historical Commission's decision on whether to pursue a Local Historic District

Grants and Awards

- ❖ Applied for Commonwealth Capital score, necessary for most grant applications
- ❖ Successfully applied for scholarship for attendance at Rail-Volution conference (\$385)
- ❖ Attended an on-site and provided additional information to the DCR for the grant application to MassDEP LAND grants program; if successful, the grant will reimburse the Town for up to 60% of the cost of acquisition of property at Massapoag Ave.

Acquisition, Maintenance, and Disposition of Town Properties

- ❖ Supervised contracting for renovations at Tuft's Farm house
- ❖ Assisted with the development and advertising of Request for Proposals for architectural and engineering services for renovation of Frothingham Hall for conversion from temporary library to permanent Recreation and Senior Center
- ❖ Coordinated feasibility study of development of town-owned land as affordable housing; conducted significant public outreach and planning for development of 12A Highland Street as an affordable single-family house; facilitated granting of easement for 12 Highland Street

Development Review

- ❖ Reviewed the Queset Commons project; coordinated review with BAT and OCPC for potential shuttle stop
- ❖ Conducted onsite monitoring for several development projects that include subdivisions off Fairfield Drive and North Main Street and the Library.

General Government & Administrative Support

- ❖ Prepared a request for an extension beyond November 30, 2009 to complete the repairs to the Ames Long Pond dam, including seeking a phased repair schedule that will bring the dam into compliance without having to complete all repairs at once.
- ❖ Executed contract with FullCircle Technologies to purchase their PermitEyes Conservation Commission permit tracking software. This software will

automate many of the tasks associated with tracking project information and generating permits and documents.

- ❖ Transferred Site Plans and Subdivision files from attic to basement; destroyed approximately 150 lbs. of redundant or outdated records; converted filing system to by-address for ease of search
- ❖ Generated searchable database of streets; can now identify any subdivision based on address
- ❖ Selected vendor and executed contract for permit-tracking software to improve permitting efficiency and customer service
- ❖ Assisted in preparation of presentations for Town Meeting
- ❖ Coordinated successful renovations at Tufts Farm, waterproofing the basement in preparation for going out with Requests for Proposals for tenancy at the farm.

Planning & Zoning

- ❖ Conducted public hearing for amendment to Sign Bylaw (passed at Special Town Meeting)
- ❖ Conducted public hearing for incorporation of Low Impact Design principles into Subdivision Rules and Regulations
- ❖ Initiated process improvements in Administrative Rules and Regulations

Assistance to residents

- ❖ Developed informational posters, brochure, and website to connect residents to housing and financial assistance
- ❖ Assisted 3-4 residents per day with National Flood Insurance Program questions

Brackett & Lucas

Attorney Ellen Doucette, Town Counsel

I am hereby submitting the September 2009 quarterly report of Town Counsel on legal matters for the Town of Easton covering the second and third quarter of the 2009 calendar year during which, Brackett & Lucas as Town Counsel addressed various and diverse issues on the town's behalf.

I. Litigation Matters

Work was performed on the following litigation matters:

Shovel Shop LLC v. Building Inspector

This is a recently filed appeal to the Department of Public Safety Board of Building Regulations and Standards requesting that the Building Inspector issue demolition permits for the properties commonly known as the Easton Shovel Shop and located on Main Street, Easton.

Easton Shovel Shop LLC v. Easton Historical Commission

This is a recently filed claim for certiorari, pursuant to G.L. c.249, §4, alleging that the EHC committed procedural errors in its administration of the Demolition Delay Bylaw as it applies to the Shovel Shop property. An answer is being prepared and will be filed within the requisite time frame.

Gennis v. Planning & Zoning Board and The Gard Trust

This is an appeal of the endorsement of an ANR plan by the Planning & Zoning Board. The appellants are abutters who have claimed title to a portion of the property located within the ANR plan. As the town is not a stakeholder in this matter, we are monitoring and not actively participating in the litigation. The parties filed cross Motions for Summary Judgment on the issue of ownership which have not yet been heard by the court.

John Hurley/29 Howard Street – Zoning Enforcement

John Hurley v. Zoning Board of Appeals

Mr. Hurley has dismissed his zoning appeal, and this office is awaiting execution of an Agreement for Judgment/Permanent Injunction the filing of which, will resolve the zoning enforcement matter.

Patricia Marsan v. Zoning Board of Appeals

This was a zoning appeal that went to trial in April, 2005. Judge McLaughlin remanded the matter to the Board of Appeals which, after conducting another hearing, again denied the special permit (to construct a 2-family dwelling). Instead of filing the Decision after Remand with the Judge (which is the usual course), Attorney Marsan filed a new appeal. At a conference with Judge McLaughlin held on April 6, 2009, he requested that the Plaintiff file a Motion for Judgment on the Pleadings in an effort to resolve the matter of the procedural issues related to these appeals. Notwithstanding that Judge McLaughlin indicated he would rule on the motion without oral argument, he has since retired; the matter has been reassigned; and oral argument is scheduled for November 19, 2009.

V.G.R. Northeast v. Planning & Zoning Board and Aaron Wluka

This is an appeal of the P&ZB's decision granting a Residential Compound special permit to Aaron Wluka for property off of Guinevere Road. The plaintiff claims to be the owner of a small piece of land at the end of Guinevere Road which provides frontage and access to a portion of the property. As the town is not a stakeholder in this matter, we are monitoring and not actively participating in the litigation. The parties filed cross Motions for Summary Judgment which have not yet been heard by the court.

Murphy v. Easton Conservation Commission

This is an appeal, filed in the Bristol Superior Court on October 6, 2008, from a denial by the Easton Conservation Commission for a permit for work under the Easton Wetlands Protection Bylaw and Regulations. The project was also denied under the

Wetlands Protection Act, but the Superior Court appeal involves only the denial under the Bylaw. The proposed project involves construction of two (2) additions to an existing single-family dwelling within the inner 100 feet of riverfront area.

On a joint motion by the parties, the Court remanded the matter to the Conservation Commission for review of revised plans. The Commission approved the plans, and the Superior Court appeal was dismissed on July 14, 2009.

Edwards v. Easton Conservation Commission

This is an appeal, filed in the Bristol Superior Court on October 6, 2008, from a denial by the Easton Conservation Commission for a permit for work under the Easton Wetlands Protection Bylaw and Regulations. The project was approved under the Wetlands Protection Act but denied under the Bylaw. The proposed project involves construction of a single-family dwelling with associated utility and appurtenances. A hearing on the parties' cross-motions for judgment on the pleadings is scheduled for October 13, 2009.

Bennett v. Easton Conservation Commission

This case involves an appeal under the wetlands bylaw from the Commission's decision denying a project involving the cutting of twenty-seven mature white pine trees. We are still in the process of attempting to assemble a complete record of the proceedings leading up to the denial and have filed for an extension of time from the Court. The Court has granted an additional thirty days (up to November 1) in which to prepare the record. Once the tapes of the four meetings have been copied both parties will submit cross motions for Judgment on the Pleadings.

II. Real Estate Matters

Purchase of 88 Massapoag Avenue

Town Meeting authorized the use of CPA funds to purchase approximately 14-acres of land located off Massapoag Avenue. A purchase and sale agreement has been executed with a closing date of October 30, 2009. A title search is being undertaken for the town. The extended date for closing was intended to provide the town with the opportunity to apply for a Land Grant through the Commonwealth of Massachusetts. The grant application has been filed.

Taking of Land - Five Corners Intersection

This office has provided assistance to the Board of Selectmen and the Department of Public Works to effectuate the taking of property pursuant to G.L. c.79 for the alteration and widening of a portion of Foundry Street (Route 123/106), Depot Street and Bay Road in said Town of Easton which taking required the acquisition of easements in certain properties abutting said streets. The Order of Taking has been recorded and Notices have been served upon all affected property owners.

III. Miscellaneous Town Matters

This office filed a claim for reimbursement of expenses associated with the September 9, 2007 gas explosion at 39 Jenny Lind Street. The Department of Public Utilities recently issued its report finding that the explosion was caused by the contractor's activities in installing the pipe. I have followed up with the contractor's counsel however it appears that litigation may have to be filed in regard to this matter.

Assistance has also been provided for the development of articles and motions for the October 5 Special Town Meeting; the development of Requests for Proposals (RFP) for the tenancy of the Tufts Farm and for an Historic District Study. Legal assistance was also provided as needed to department heads, town boards, committees and commissions. Conferences continue to be held at the Town Offices every other Tuesday with those department heads, employees or board members who have issues to discuss or legal questions to be answered. These conferences are also used to review and discuss municipal contracts and/or bidding issues.

During this quarter, I also reviewed, revised and executed numerous contracts for both the town and school department.