



Town of Easton Administrator's Report 2nd Quarter Fiscal Year 2010 December 31, 2009

This is my thirteenth quarterly report issued as Town Administrator of Easton. These quarterly reports will be mostly a summary of individual quarterly reports submitted by department heads. This report covers the period from October 1, 2009 through December 31, 2009. 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 transported 320 patients to local hospitals.
- The Police Department was able to rehire Officer Jared Nevens who was laid off last year due to budget shortfalls.
- H.U.G.S. II held their 11th Annual Walk for Family Safety. A group from Town Hall called the "Town Hall Trotters" walked to help raise money for this great cause. Over \$22,000 was raised, with \$10,000 donated to the Recreation Department to support the Homework Club and late bus.
- Through its recycling program with Shred-It, The Office of the Town Clerk reports that Town Hall saved an equivalent of 29 trees in 2009.
- The DPW was able to reopen Lothrop Street in the School Complex to two-way traffic.
- The Water Division pumped and treated 134,943,000 gallons of drinking water.

I. Public Safety

Fire Department
Tom Stone, Fire Chief

Calls for Service

The Easton Fire Department responded to 808 calls for service during the months of October, November, and December 2009. There were 320 patients transported to area hospitals during this time period. The monthly breakdown is as follows:

| | <u>Calls for Service</u> | <u>Patients transported</u> |
|----------|--------------------------|-----------------------------|
| October | 279 | 110 |
| November | 242 | 112 |
| December | 287 | 98 |

Of particular note, the department responded to several fires in homes during this quarter. There were electrical fires in residences causing minor damage on Miller Road and Howard Street. A kitchen fire occurred in a residence on Depot Street. An outside debris fire spread to a home on Cosma Road and an outside mulch fire spread to the exterior siding of a building on Center Street. There was also a fire in a science lab at Stonehill College that caused minor damage to a lab heating station.

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; 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., and the Ames Free Library.

Annual inspections of all establishments holding common victualler licenses as well as all alcoholic licenses were completed.

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. I also attended the annual National Grid storm preparation meeting held in Brockton.

Other

Captain Tully attended the monthly Fire Prevention Association of Massachusetts meetings. He also attended several fire prevention programs presented by the Department of Fire Services related to new fire and building code changes.

Lieutenant Evan Malone and Firefighter/Paramedic Brendan McCarthy prepared, presented, and completed Emergency Medical Technician Recertification Training for all department members during the months of October and November.

Our Ambulance Service License was renewed following the annual Department of Public Health inspection.

Back in July, a grant application was submitted to the Executive Office of Public Safety and Security seeking federal stimulus funding to restore the three firefighter

positions lost due to budget reductions. Firefighter Christopher Dyer secured a lateral transfer to the Stoughton Fire Department and Firefighters Christopher Hebb and Jeffrey Keach were laid-off. The Easton Fire Department grant application was approved and we were awarded \$168,000 to re-hire the three firefighters. The grant funding will only be available for 12-months. However, the firefighters declined the offer to return to the Easton Fire Department for the 12-month period. As a result, we were forced to resubmit a new grant application in the hopes that we could obtain funding to be utilized to cover the vacant positions. The results of the second round of funding will be made available in early January 2010.

**Police Department
Allen Krajcik, Police Chief**

**Police Department
Allen Krajcik, Police Chief
10/01/2009 – 12/31/2009**

| | |
|-----------------------------|------|
| Total Incidents | 3698 |
| Total Calls for Service | 2137 |
| Arrests | 42 |
| B/E Businesses or buildings | 4 |
| B/E Homes | 9 |
| B/E Motor Vehicles | 15 |
| Robbery | 2 |
| Rape | 0 |
| Citations | 668 |
| Motor Vehicles Crashes | 130 |

TRAFFIC SAFETY

The number of traffic crashes is up from last quarter due primarily to winter driving conditions. A primary cause of these crashes is the failure of the motorist to slow down and use more caution in snow and ice conditions. The police department is assisting with the Town's effort to improve the traffic circulation and traffic safety in the school area in North Easton. A professional traffic engineering group is being used to help with short term and long term improvements in that area.

CRIME

The crime statistics for this quarter are similar to last quarter. We have had two robberies and nine burglaries. Our two detectives continue to be very busy handling the follow-up investigations on these crimes as well as handling other cases such as identity thefts, internet crime, larcenies and bank fraud cases. Our officers also handle many administrative duties such as firearm licensing, inspections of automobile dealerships and conducting audits of registered sex offenders to ensure compliance with the home address or work address at which they are listed.

PERSONNEL

We are very pleased to have rehired officer Jared Nevens. Jared had been laid off on July 1, 2009 due to budget constraints. Because of the vote at town meeting approving the local options meals tax we were able to rehire Jared.

II. Department of Public Works

Wayne Southworth, DPW Director

During the Months of October, November and December, I attended the following meetings:

- 1-Department Head Staff Meeting
 - Attended the quarterly Executive Loss Committee Meeting
 - 3 - Canoe River Aquifer Advisory Committee Meetings
 - 6-DPW Managers Meetings
 - 5-Meetings with the Superintendent of Schools
 - 3-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
-
- Assisted with the set up and preparation for the Special Town Meeting on October 5th.
 - Completed sidewalk repairs on Lothrop Street and Jenny Lind Street.
 - Established a new handicap accessible sidewalk crossing at the Library on Main Street.
 - Completed sidewalk rehabilitation on Center Street from Short Street to Lantern Lane.
 - Conducted a workshop with Town Officials and representatives of Bay State Gas and National Grid regarding the recent energy audits at all Town Facilities.
 - Submitted the DPW FY2011 Capital Budget to the Town Administrator.
 - Facilitated the reopening of Lothrop Street in the School Complex to two way traffic.
 - Attended the Conservation Commission Meeting on October 19th to request them to grant a temporary easement on a portion of property along Foundry

Street under their control to facilitate the improvements at the Five Corners Intersection.

- Participated in the Board of Health Call Down exercise
- Conducted the annual Snow Plow Training assembly for all DPW employees
- Reviewed Architectural Submissions with the Frothingham Hall Steering Committee for the design of the Community Center
- Conducted Monthly inspections of the landfill
- Participated in a meeting with Ma Highway District #5 regarding future Highway improvement projects in Easton.
- The DPW first annual GIS Day was held with an exhibit at the Town Office on November 18th
- The DPW assisted with MIAA Safety inspections at all Town Buildings
- Set up for Special Election on December 8th
- First major Snow Storm on December 20th -15"
- DPW Staff attended OCPC/ Ma Highway Safety Road Audit on December 21st for the intersection at the Five Corners and the intersection of Foundry Street and Turnpike Street.
- 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
- The DPW inspected the retrofitting of Energy Saving Light Fixtures at the Town Office, Frothingham Hall, Fire Station #1 on Lothrop Street and Fire Station #2 on Bay Road, DPW at 130 Center Street and 417 Bay Road
- Operations Managers Maurice Goulet and Jack Marsh will provide detailed reports of their Divisions.

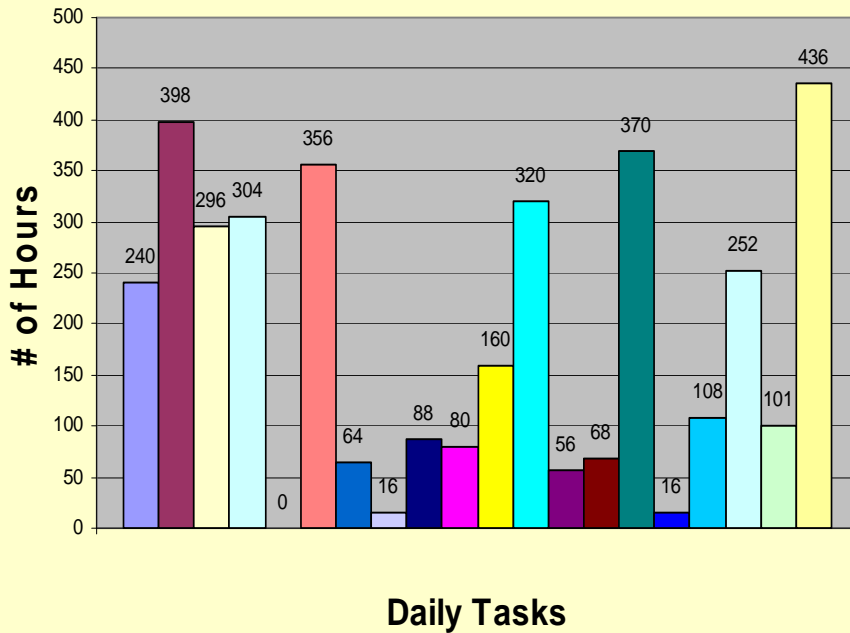
**DPW Operations Division
 October 1, 2009 through December 31, 2009
 Moe Goulet, Operations Manager**

| | <u>Unit</u> | Oct. | Nov. | Dec. | Total | <u>Unit</u> |
|------------------------|-------------|------|------|------|-------|-------------|
| <u>HIGHWAY</u> | | | | | | |
| Snow & Ice | event | 0 | 0 | 10 | 10 | event |
| Paving | tons | 30 | 38 | 14 | 82 | tons |
| Patching | tons | 0 | 12 | 13 | 25 | tons |
| Line Painting | event | 0 | 0 | 0 | 0 | event |
| Sign Making | event | 18 | 7 | 17 | 42 | event |
| Flail Mowing | event | 6 | 0 | 0 | 6 | event |
| Street Sweeping | event | 0 | 1 | 0 | 1 | event |
| CB/MH Repair | ea | 12 | 0 | 0 | 12 | ea |
| New CB/MH Installation | ea | 2 | 0 | 0 | 2 | ea |
| Catch Basin Cleaning | event | 104 | 213 | 79 | 396 | event |
| Drain Clearing | event | 8 | 4 | 3 | 15 | event |
| Vehicle Inspections | ea | 15 | 12 | 5 | 32 | ea |

BUILDING & GROUNDS

| | | | | | | |
|-------------------------|-------|----|----|----|-----|-------|
| Tree Work | ea | 85 | 60 | 22 | 167 | ea |
| Stump Grinding | ea | 40 | 0 | 0 | 40 | ea |
| Event Setups | event | 0 | 0 | 0 | 0 | event |
| Brush Clearing/Chipping | event | 0 | 0 | 0 | 0 | event |
| Mowing School | event | 8 | 1 | 0 | 9 | event |
| Mowing Other | event | 15 | 3 | 0 | 18 | event |
| Line Field School | event | 13 | 6 | 0 | 19 | event |
| Clean-ups | event | 0 | 6 | 0 | 6 | event |
| Electrical School | event | 19 | 13 | 20 | 52 | event |
| Electrical Other | event | 16 | 19 | 21 | 56 | event |
| HVAC School | event | 17 | 12 | 17 | 46 | event |
| HVAC Other | event | 12 | 12 | 15 | 39 | event |
| Craftsman School | event | 5 | 5 | 4 | 14 | event |
| Craftsman Other | event | 21 | 18 | 16 | 55 | event |

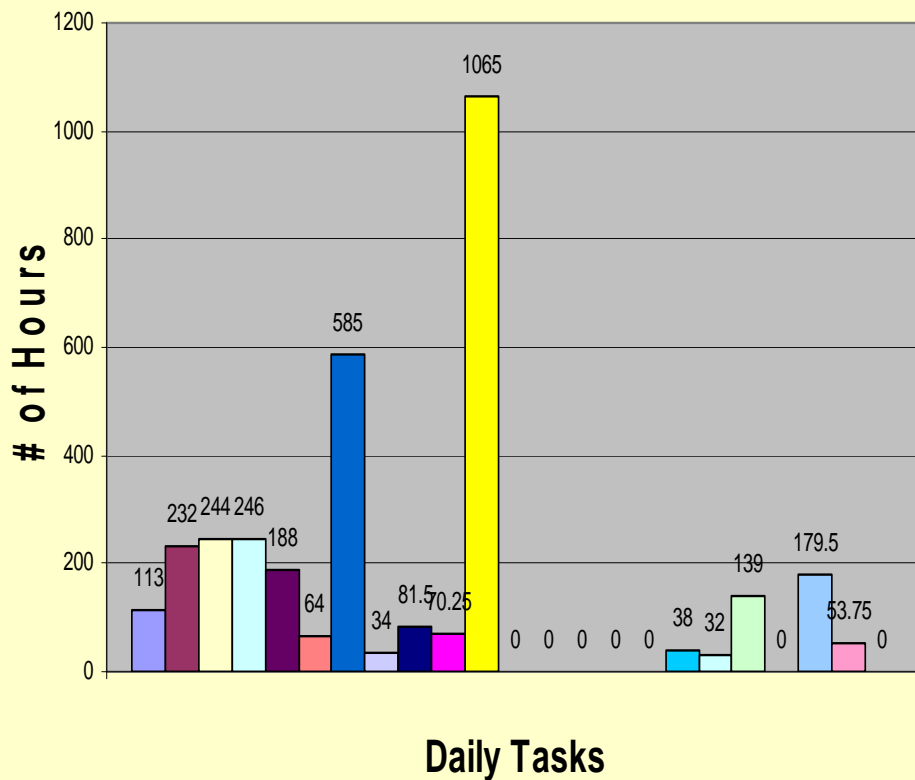
Highway Division Daily Log October 09 - December 09



- Snow & Ice
- Paving
- Patching
- Roadway Repair
- Line Painting
- Sign Making
- Flail Mowing
- Street Sweeping
- CB / MH Repair
- New CB / MH Installation
- Catch Basin Cleaning
- Drain Clearing
- Gravel Filling
- Misc. Shop Work
- Misc. Yard Work
- Vehicle Maint. Non-Mechanical
- Training
- Vacation or Personal
- Sick
- Workman's Comp.

Building and Grounds Division Daily Log

October 09 - December 09



- Snow & Ice
- Electrical School
- Electrical Other
- HVAC School
- HVAC Other
- Craftsman School
- Craftsman Other
- Mowing School
- Mowing Other
- Line Field School
- Tree Work
- Stump Grinding
- Brush Clearing Chipping
- Painting / Maintenance
- Event Setup
- Equipment Repair
- Clean-ups
- Misc. Work School
- Misc. Work Other
- Training
- Vacation or Personal
- Sick
- Workman's Comp.

Water Division
October 1, 2009 – December 31, 2009
John J. Marsh, Operations Manager

| | |
|---|-------------|
| Answered service and maintenance requests | 743 |
| Read meters, process data | 21,385 |
| Process Calculate & export data to vendor for water bills | 7,297 |
| Miscellaneous service bills | 72 |
| Prepared bills for property transfers | 64 |
| Processed municipal liens | 0 |
| Replaced meters | 275 |
| New service applications | 3 |
| Installed new services | 2 |
| Renewed services | 18 |
| Service Leaks Repaired | 5 |
| Hours of Leak Detection Performed | 6 |
| Dug up & repaired main leaks | 8 |
| 2" Water Main(s) | 0 |
| 4" Water Main(s) | 0 |
| 6" Water Main(s) | 1 |
| 8" Water Main(s) | 6 |
| 10" Water Main(s) | 0 |
| 12" Water Main(s) | 1 |
| 16" Water Main(s) | 0 |
| Repaired hydrants | 2 |
| Dug up & replaced hydrants | 0 |
| Routine hydrant maintenance | 45 |
| Gallons of water pumped & treated | 134,943,000 |
| Reviewed plans for backflow devices | 1 |
| Surveyed buildings for cross connections | 35 |
| Tested backflow prevention devices | 106 |
| Took delivery of bags of hydrated lime | 1,200 |
| Took delivery of barrels of chlorine | 28 |
| Collected bacteriological samples & delivered to laboratory | 119 |
| Frozen services | 0 |

III. Public Services

Town Clerk's Office
Jeremy Gillis, Town Clerk

News:

Thru its recycling program with Shred-It, The Office of the Town Clerk is happy to report that Town Hall saved an equivalent of 29 trees in 2009. In November we bid Adieu to Theresa Ming-Barrows as our Principal Clerk, and welcomed Lucia Longhurst as her replacement. We wish to extend congratulations to Theresa in her new role as Assistant Town Clerk in Braintree. Please stop by and introduce yourselves to Lucia as she settles into her new role.

Training:

Consistent with the Office's mission statement, a continuing education is a necessity in an ever-changing landscape of laws and regulations. This quarter the Town Clerk attended the annual conference of the New England Association of City and Town Clerks, which consisted of 3 days of intensive classes relating to ever-changing rules and regulations in the Clerk's world.

Elections Voting:

A Special Town Meeting was held on October 5th. 261 Registered Voters participated

The Special State Primary was held on December 8th. Overall Turnout was as follows:

| PRECINCT | NUMBER VOTED | % VOTED |
|-----------------------|--------------|------------|
| PRECINCT 1 | 300 | 17% |
| PRECINCT 2 | 484 | 17% |
| PRECINCT 3 | 425 | 16% |
| PRECINCT 4 | 434 | 17% |
| PRECINCT 5 | 613 | 22% |
| PRECINCT 6 | 454 | 17% |
| TOWN OF EASTON | 2710 | 18% |

State Senator Scott Brown won the Republican Nomination, and Attorney General Martha Coakley won the Democrat Nomination.

Revenue:

| | | |
|----------|-------------|-------------|
| OCTOBER | \$ 5,551.25 | \$ 1,733.45 |
| NOVEMBER | \$ 4,276.50 | \$ 650.20 |
| DECEMBER | \$ 5,984.05 | \$ 1,147.50 |
| TOTAL | \$ 15811.80 | \$ 3531.15 |
| | | |

Inspectional Services
Mark Trivett, Inspector of Buildings

October 1, 2009 – December 31, 2009

| | |
|---|--|
| Permit Activity | |
| Building Permits | 102 of which 6 were for New Single-family Units and 1 was for a New Dormitory (300 Beds) |
| Foundation Permits | 3 New Single-family and 1 Commercial/Industrial Addition |
| Certificates of Inspection | 35 |
| Demolition Permits | 3 |
| Electrical Permits | 135 |
| Plumbing Permits | 79 |
| Gas Permits | 82 |
| Mechanical Permits | 4 |
| Trench Permits | 17 |
| Miscellaneous | 85 |
| | |
| Total Receipts | \$202,836.00 |
| | |
| Inspections | |
| Building Inspectors | 372 |
| Inspector of Wires | 223 |
| Plumbing & Gas Inspector | 161 |
| | |
| | |
| Total Calls for Inspections | 756 |
| | |
| Other Activities | |
| Meetings with Town Administrator | 6 |
| Meetings with Town Counsel | 4 |
| Meetings with Development Review | 2 |
| Fire Department Meetings/Emergency Calls | 2 |
| Meetings with Design Professionals, Developers, Attorneys | 18 |
| Department Head Staff Meetings | 1 |
| Building Officials Seminars for Continuing Education | 3 |
| Court Appearances | 1 |
| State Building Code Appeals | 2 |
| Commission on Disabilities Meetings | 1 |

Board of Health
Mark Taylor, Health Agent

Staff:

The main working force that reported to the Board of Health office is composed of, one fulltime Health Agent and one full time Clerk as well as one part time Health Agent and one part time Health Inspector. No outside consultant(s) were hired this quarter.

The Board of Health staff team included other professionals with disciplines that helped in providing public health services. These individuals did not report to the office daily nor occupy the office. They were the public health nurse, animal inspectors and the Board of Health

This quarter the office has started in the task of organizing and mailing of our annual permits for 2010 year operation. All applications to be received by December 31, 2009.

Training and Seminars:

During this quarter the following Trainings and Seminars where attended. This to insure the Town of Easton, through the Board of Health, stays up to date on emergency preparedness and to maintain the current licenses.

They were as Follows:

- Infiltrator Seminar
- 3 Coalition meetings
- 3 Medical Reserve Corps Meetings
- Training for burial agents Seminar
- MHOA Mass Health Officer Association Conference
- Certified Pool Operator

Field Work:

Over the quarter we provided inspectional services to the community. Below is a summary of our field work activity:

Complaint investigations (including follow ups) – est. 10

Food inspections– est. 48

Food re-inspections-est. 28

Temporary food permits-2

Reportable disease notifications -32

Public and Semi public swimming pool inspections-0

Pool Complaints -0

Tanning Parlor Inspections-1

Dumpster site visits-1

Title V

Disposal Work Permits Issued -28

Variances-7

High Ground Water Determinations-8

Soil evaluations-21

Soil classification sites (per hole) – est. 21

Percolation witness tests – est. 14
Sieve sample collection – est. 4
Open Whole inspections - 12
Final inspection - 12
Septic installation inspections- est. 12
Semi-public Swimming Pool – est. 1
Construction sites visited –1
Transport offal truck inspections –0
Housing Inspections-1

EEE and West Nile

During this quarter due to weather we have nothing to report. After the first frost the mosquito population was killed off for the season and should remain repressed until April or May.

Board of Health Public Hearings:

The Board of Health meets in a public forum. Within this quarter the Board of Health met 4 times. An Administrative Hearing with the owner of Mina's Pizza. The Board had one public hearing to amend the Body Art Regulations to include alternative forms of education.

Projects:

We continued work with Ms Amy Palmer, MPH an emergency planners from the Bristol County Emergency Preparedness Coalition to help organize and set up Emergency Dispensing Sites for the town. This Quarter we had an EDS Site walk through at the South Eastern Regional High School. The point of the exercise is to determine patient flow and as well as points of entry and egress. In working with Miss Palmer an Emergency call down was preformed with a 98% return call rate within the first hour and 100% within 24 hours.

Energy Conservation:

Continuing to conserve energy this quarter, efforts were made by turning off all electrical devices when not in use or when the office was closed. We recycled all paper and cardboard waste generated in the office. Our daily inspections were scheduled to be within the same vicinity in town to prevent excess gasoline use.

Clinics:

The VNA provided several valuable services over the last quarter.

The public health nurse was available every fourth Monday at town hall for the public. This service allows residents to come in and talk to a licensed nurse about health care.

The nurse was available the first Tuesday every month 9:30 AM – 10:30 AM at Parker Terrace Community Room, and the third Tuesday of every month 9:30 AM – 10:30 AM at the Elise Circle Community Room for blood pressure and Blood Sugar Screening.

In concussion junction with the VNA a Seasonal Clinic open to the public was held on 10/6/09 at the Holly Cross Church as well as a clinic at Elise Circle on 10/20/09.

H1N1 Clinics:

A call in center was held on 11/2/09
H1N1 Clinic Held on 11/2/09: 200 doses administered
H1N1 Clinic Held on 11/23/09: 100 doses administered
H1N1 Clinic Held on 12/16/09: 107 doses administered

Furthermore a great deal of time was involved in large scale planning of where to have as well as how to administer Seasonal Flu and H1N1 vaccination clinics.

Meetings:

There were 10 meetings attended during this quarter. These meetings involved topics such as Department staff, Board of Health Public Hearings, and Board of Health staff inspectors' meetings, Emergency Dispensing Site/Medical Reserve Corps meetings.

Ames Free Library Madeline Miele Holt, Executive Director

FY 2010 - Library Productivity Statistics Second Quarter and Year-to-Date (December)

| | 2nd Quarter* | % Change Same Period FY 09 | YTD 7/1 - 12/30 | % Change Same Period FY 09 |
|-----------------------------|--------------|-------------------------------|--------------------|----------------------------------|
| Circulation | 31,930 | -3% | 77,875 | 15% |
| Interlibrary Lending | | | | |
| Borrowed | 6,472 | -7% | 13,725 | 13% |
| Loaned | 3,319 | -35% | 10,370 | -4% |
| Programs | 71 | -39% | 189 | -9% |
| Program Attendees | 1,436 | 19% | 3,631 | 19% |
| Computer Usage | 1,200 | -40% | 3,351 | -11% |

*These statistics reflect only 51 days of full operations out of 74 days in the quarter.

Key Events - Circulation

- The 15% increase in circulation year-to-date and 19% increase in program attendance are remarkable achievements and reflect hard work by all the staff during the move back from Frothingham Hall as well as patron loyalty and enjoyment of the library. The negative numbers for the second quarter are due to the number of days we offered only partial service or were totally closed in October and November.
- Our collections were closed to the public from October 26-November 28. During the closed period, circulation continued at the Cottage.

Key Events of the Move back to the Main Library

- The Frothingham Hall era ended on Nov. 6th after two years of service there.

- The Book Brigade on Nov. 7th attracted 300 volunteers who moved 3,000 books in 3 hours – and a good time was had by all on a beautiful fall day.
- The staff, with the help of Edwards Movers, Whitaker Bros., Jay Thomas, and Tim Hurley, prepared the library for opening day, Nov. 30th.
- The ribbon cutting ceremony on Dec. 4th marked the first festive event in the new library. About 120 people attended including former board members, Friends of the Library, town officials, and others involved in the project since its beginning.
- The library was awarded the Briggs Award for Historic preservation by the Historical Commission on December 6th. We hosted this prestigious event, which included awards for the Commission's photography contest winners, in the barrel vault room. About 75 people attended.
- We opened the Teen Library at the Cottage on Dec. 7th. Hours open there are 2-5 Mon– Sat. Our first marketing event, an open house with refreshments and games will be January 30th. Public use of the cottage so far is light. The staff is spread thin and feeling some stress.
- Since Opening Day we are enjoying a great reception by the public. Patrons are very excited and we are always busy.

Queset Garden and House

- Town meeting granted \$69,400 in CPA Funds for the restoration of Queset Garden. These funds, added to the \$105,000 in donations by Rick Smith and others, made it possible to aggressively develop the garden before the ground froze.
- Whitaker Bros., Blue View Nurseries, Whitmore Landscaping, Folan Waterproofing and Construction, as well as our volunteer committee members deserve the credit. By springtime, visitors will see restored stonework, paths, sod, and shrubbery in place.
- Queset House was used for meetings by the Easton Garden Club and the Friends of Easton Public Gardens.

Programs

- Although our full schedule was interrupted in October and November, we are now in full swing with children's story times 5 times a week and the special pajama story time once a month.
- Children's book clubs include *The Chapter Book Club* which continues to attract a large group of 20 students in grades 1 - 3. A new *Tweens Book Club* has started for older kids in grades 4-6.
- Special children's programs included a performance at Oakes Ames Hall by The Toe Jam Puppet Band who entertained 200 people during vacation week.
- We also hosted two groups of cub scouts for a tour of the library - the scouts had lots of questions and loved the behind the scenes tour.
- Adult book clubs are still growing with two sessions monthly held in the library for about 30 members and one held at Elise Circle for seniors who live there.

- The Foodie Group continues to flourish, with 20-40 attendance each month. Recent programs have included: bread baking, a movie and dinner night, and a lecture about herbs and spices.
- Other special adult programs have included a performance by the Boston Jazz Voices and the National Novel Writers Month writing marathon (NaNoWriMo).

Veterans
Steve Nolan, Veterans Agent

Ordinary and medical benefits paid\$ 55,967.97*

Payroll 14,827.68

Total expenditures \$ 70,795.65

* 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 | 26 |
| Transportation to VA hospitals | 23 |
| VFW, American Legion meetings, etc. | 9 |
| Aid and Attendance applications | 4 |
| Home visits | 4 |
| Veterans' funerals attended | 3 |
| Requests for discharges and other record searches | 4 |
| Assistance with cemetery markers and flags | 4 |
| Assistance with Bonus and Annuity applications | 5 |
| Office visits for various consultations | 89 |

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 second 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 three times for a total of 4½ hours to discuss program initiatives and set policy for COA

programs and activities. We provided 7006 units of service to 561 individuals in the following areas.

Transportation:

The number of ride requests increased again during this past quarter, as we transported 100 elderly or disabled residents 2005 times for medical appointments, the hot lunch program, shopping, social and recreational activities, exercise programs, hairdressers and work.

Nutrition Programs:

There was a significant 9% increase in the number of meals provided by Old Colony Elderly Services, as 2344 meals were served at the Parker Terrace meal site or delivered to homebound elderly residents. 129 elderly residents participated in the nutrition program, which is a 35% increase over the previous quarter. 11 Council on Aging volunteers contributed approximately 244 hours of service while delivering meals on wheels during the quarter.

Financial Programs:

Our SHINE (Serving Health Information Needs of Elders) volunteer helped 59 individuals with health insurance information or assistance in completing health insurance forms. This dramatic 108% increase over the previous quarter was due to elders seeking assistance during the Open Enrollment period of November and December for Medicare D prescription drug plans. Our Outreach Coordinator helped residents file 7 fuel assistance applications and 1 food stamp application.

Outreach Programs:

Our Outreach Coordinator facilitated five (5) educational programs, which 39 people attended. These programs included: Living with Chronic Disease, Reminiscing & Trivia, Mature Driving (which 20 people attended), Angel Card Readings and Staying Healthy. She also organized A Day of Beauty at SE Reg. Voc Tech School for 6 residents and mailed program/services information to residents turning age 65, in addition to making 4 home visits to elderly residents and delivering meals on wheels when volunteers were unavailable. The monthly Book Club, with a librarian from the Ames Free Library, met at the Elise Circle hall.

Health Promotion:

Our exercise and tai chi classes (supported with funds from Stonehill College) continued during the quarter. 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 Knights of Columbus for sponsoring the Christmas Party during December and to the children in the KIDS Program (Kindness to Individuals Deserving Support) at the Olmstead and Richardson Schools for their delightful Holiday Gift Boxes that were distributed to elderly residents at the Old Colony Elderly Services Holiday Luncheon at the Parker Terrace meal site and to Meals on Wheels recipients in December. COA

recreation/socialization activities held during the quarter included the monthly birthday lunches, 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

The department began this quarter with high registration numbers in our fall after school programs. Our fall programs included running club, flag football, super sports, mini sports, tennis, golf, chess, homework club, adult volleyball and men's basketball. However, we were a bit surprised to find the group trips that were so popular last fall didn't get the same response this year. Our bus trip to New York City only had 12 participants this year, as opposed to 54 last year. Other popular trips to see the Patriots play at Dolphins Stadium and Bright Lights at Forest Park were cancelled this year due to low enrollment. This shows that the community is feeling the effects of the poor economy and is not willing to spend extra money on travel at this time. Our focus as we begin 2010, will be to offer a variety of affordable programs for all ages at our new community center, Frothingham Hall. It is important that our department continue working towards becoming self funding and having our own program space will help tremendously.

The Recreation and Council on Aging Departments anticipate moving to Frothingham Hall in January. Much time has been spent planning for the move, cleaning the building, and soliciting donations for furnishings. The Frothingham Hall Steering Committee has worked hard this quarter to review several proposals for architectural and engineering services to renovate the building. From twelve proposals, four architectural firms were selected to be interviewed and one was chosen to provide their services to the town. We look forward to working with them and sharing ideas and suggestions.

In December, the first meeting of The Friends of Frothingham Hall non-profit group was held. This group of community members will raise funds to help support the Recreation and Council on Aging Departments.

The Activate Easton Committee teamed up again this school year with Olmsted and Richardson Schools to organize a Safe Routes to School Program. On October 14th, over 900 students from both schools, along with town officials, teachers, and parents walked a one-mile route at the start of school to celebrate International Walk to School Month. Over the following 6 weeks, students were able to join our Walking School Bus Program and walk to school safely with parent volunteers or walk during recess in our Walking Recess Program. We thank the more than 20 volunteers that helped to make the program a success again this year. I am now a member of the Parkview School Council and hope to assist in bringing the Safe Routes to School Program to that school as well.

The Family Safety Task Force met in early October to discuss funding for the Middle School homework club and late bus. The department relies on donations from

H.U.G.S. II to fund the homework club. Funding for the after school late bus was cut from the police department budget this fiscal year. In order to keep the late bus in operation, it will need to be funded through donations as well. Therefore, the homework club and late bus have been reduced to operating two days per week rather than four.

On October 17th, H.U.G.S. II held their 11th Annual Walk for Family Safety. A group of us from town hall called the "Town Hall Trotters" walked to help raise money for this great cause. Over \$22,000 was raised, with \$10,000 donated to the Recreation Department to support the homework club and late bus. Additional funds were also raised in December when our department and H.U.G.S. II organized a bake sale at Oliver Ames High School on voting day. We thank H.U.G.S. II for their continued support of these important programs.

On November 29th, the Eagle Scout project at Torie's Place Park was completed when Eagle Scout candidate, Jimmy Pires and Troop 193 presented their work to the Snelgrove family. Jimmy's project consisted of cleaning up trash and debris, constructing and installing two 8-foot long picnic tables and two tee ball benches, planting bushes, raking and chalking the tee ball field, getting a playground sign put up at the entranceway, removing graffiti from the retaining wall and replacing it with a mural. We thank Jimmy and Troop 193 for all their hard work and making Torie's Place Park a more inviting place to visit.

We are now taking registrations for our upcoming winter programs including ice skating lessons, ski & snowboard lessons, snow tubing, science, theatre, karate, and self defense.

IV. General Government

Assessors Office

Robert Alford, Assistant Assessor

- Completed building permit review and data entry changes to all affected parcels in order to prepare the appraisal file for transfer to the billing file for the January 1st actual real estate tax bill.
- Reviewed and updated the personal property file for the January 1st personal property tax bill. 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.
- Helped taxpayers fill out the CPA and Exemption forms and reviewed all returned applications for compliance in order to receive the exemption. Also sent out reminders to those taxpayers who did not return their forms. Entered all CPA and Exemptions into Vision and SoftRight for the billing file.
- Prepared motor vehicle commitments 5 & 6 for 2009.

- 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.
- Inquiries by telephone and at the counter constitute about half of the staff time in this office.
- The assessing staff was busy completing new growth from building permits and a state-certified Revaluation of all property. The Chief Assessor prepared the reports for the tax classification hearing and also reconciled the commitments in order to produce tax bills. This was the first actual bill with the new software system for the Collectors office, SoftRight. This was my first revaluation in Easton. I would like to thank Ann Williams and Maureen Call for all their hard work and support.

Data Processing

Mike Deltano, Information Systems Manager

Following is a synopsis of the work accomplished by Data Processing during the 2nd Quarter FY2010

1. The spam filter database got corrupted on the night of Oct. 27 which caused all external inbound and outbound email to cease delivery. I worked with Sonicwall tech support to correct the problem and restore email services.
2. Upgraded 18 old computers with new computers at the Police Dept., School Business Office and Fire Department. For now the old computers will be stored in the basement of the Town Offices and scavenged for parts as needed.
3. The dispatch computer at Fire Station 3 became corrupted with a virus. Since it was up for replacement anyway I gave them a new computer and put a new image on the drive of the infected computer.
4. The officers' computer at Fire Station 13 became corrupted with a virus. Since it was up for replacement anyway I gave them a new computer and put a new image on the drive of the infected computer.
5. The new dispatch computer at Fire Station 1 requires 2 video cards for 2 monitors. The second video card from the old computer was not compatible with the new computer so I had to purchase a new card. That card was defective so I had to work with their technical support to get authorization to return it for a new one. The second new video card worked fine.

6. Setup a network storage array for the Police Department with the goal of eliminating tape backups. Also set up scheduled tasks to replicate its data with the network storage device at the Water Division.
7. The laptop which is used by the Planning and Conservation departments experienced a 'blue screen of death'. I repaired it by using the recovery console.
8. Upgraded the Bit9 Parity server and all clients with the next release which is version 5.0.0.464
9. Upgraded the Sophos Enterprise Console on Server7 to version 4.0.0.2362 and all the server and workstation anti-virus clients to version 9.0.1. This turned out to be a very ugly upgrade and we had multiple issues and worked with Sophos technical support to resolve those issues.
10. Coordinated getting the phone system up and running at 15 Barrows St. for the Council on Aging and Recreation Department.
11. A drive in the network storage array at the Water Division went bad. Fortunately it was still under warranty and so I was able to get a new replacement at no cost.

Accounting

Wendy Nightingale, Town Accountant

The second quarter began with an early fall town meeting on October 5th that required reductions to the operating budget due to cuts in State aid. We were prepared to make the cuts and fortunately they did not have to be as deep due to the passage of the local option meals tax at that special town meeting. This was the final town meeting before setting the fiscal year 2010 tax rate. The Town Accountant also worked with the finance team to prepare the tax recap report for submission to the Department of Revenue.

Early revenue and expenditure projections for the 2011 operating budget were also developed and will be reviewed in more depth during the third quarter.

In addition, the Capital Planning Committee began meeting with various departments to review their capital budget requests. As always, there are many needs, and limited available funds. The town's debt capacity will be reviewed to determine the extent to which borrowing will be a financing option.

Warrants processed: The Accounting Department processed a total of 92 warrants during the quarter, of which 16 were for town payroll, 15 were for school payroll, 41 were for town expenses/withholdings/refunds and 20 were for school expenses.

Treasurer Collector Office
Teresa DeSilva, Treasurer/Collector

All of the Departments new computer modules are in place and this quarter we started refining our office processing procedures. We also had a reduction in office staff during this period, as one employee moved to another department within the Town.

This billing cycle was for the Actual Real Estate Bills. Due to cuts on the State level we went right down to the wire with processing the billing file but were able to get the bills out by December 31st. We continue to bill quarterly and once again, we mailed two payment stubs, February and May.

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|------------------------------|-------------------|-----------------|
| Payroll warrants for October | Town | \$ 1,076,459.62 |
| | School | \$ 2,047,781.20 |
| Vendor warrants for October | Town | \$ 2,851,337.12 |
| | School | \$ 859,652.03 |
| Collections: | Real Estate | \$ 7,446,195.00 |
| | Personal Property | \$ 115,650.68 |
| | Motor Vehicle | \$ 130,816.56 |
| | Trash | \$ 17,679.50 |

| | | |
|-------------------------------|-------------------|-----------------|
| Payroll warrants for November | Town | \$ 819,761.54 |
| | School | \$ 2,154,679.19 |
| Vendor warrant for November | Town | \$ 1,377,959.12 |
| | School | \$ 600,546.06 |
| Collections: | Real Estate | \$ 1,629,322.23 |
| | Personal Property | \$ 6,010.77 |
| | Motor Vehicle | \$ 34,260.99 |
| | Trash | \$ 6,887.34 |

| | | |
|-------------------------------|-------------------|-----------------|
| Payroll warrants for December | Town | \$ 1,140,594.78 |
| | School | \$ 3,045,150.22 |
| Vendor warrants for December | Town | \$ 3,772,293.77 |
| | School | \$ 764,664.28 |
| Collections: | Real Estate | \$ 329,221.23 |
| | Personal Property | \$ 1,353.67 |
| | Motor Vehicle | \$ 50,883.14 |
| | Trash | \$ 141,696.45 |

Planning & Community Development
Alice Savage, Director

In the second quarter of Fiscal Year 2010, 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. The Department also supported the Board of Selectmen as requested.

Flood Protection

- Assisted residents with National Flood Insurance Program questions; the number of inquiries and visits has subsided to approximately 4 per week from 3-4 per day.
- Arranged for completion of State-mandated 6-month safety inspection at Ames Long Pond Dam; prepared application for possible federal stimulus money grant; coordinated engineering services with Amory Engineers to develop specifications and RFP in preparation to bid out the repair work

Historic Preservation

- Coordinate management of Historic Survey study for the North Easton Historic District, funded with Community Preservation Act funds and a matching grant through the Massachusetts Historical Commission (MHC) of \$15,000
- Provided staff support to the newly established Local Historic District Study Committee, including guidance on adherence to open meeting law and assistance in developing GIS maps; the LHD Study Committee expects to propose a new Local Historic District Bylaw for the May, 2010 Town Meeting
- Assisted in the development of new regulations and amendments to the Demolition Delay Bylaw; recently implemented changes will establish clear timelines for Historical Commission action in review of potentially historic structures and developed application and other material to facilitate the process.

Preservation of Open Space

- Assisted in developing and then implementing recommendations of the Conservation Land Management Plan (CLMP)
 - Coordinated continued restoration of farmhouse at Tufts Farm; published Request for Proposals and met with potential applicants to re-tenant the property, as per recommendations of the Conservation Land Management Plan
 - Successfully sought \$900 grant to develop forest management plan; the Department will assist the Conservation Commission in reviewing the CLMP to expend the funds in the spring

Affordable Housing

- Assisted the Affordable Housing Trust in the development, publication and adoption of its Action Plan, which is currently before the Community Preservation Committee to fund its first year. The Affordable Housing Trust Action Plan was developed with input from representatives of over a dozen Easton Boards and Committees, as well as interested residents. It provides a blueprint to help Easton homeowners stay in their homes, and to connect residents with additional housing resources.
- Coordinated public hearings and necessary approvals, including Town Meeting vote, to authorize the Board of Selectmen to sell 12A Highland Street, a tax-title parcel, for the purpose of affordable housing development. Assisted the Fair & Affordable Housing Partnership in publishing a Request for Proposals to select a non-profit developer to construct a new, affordable home on the site, as per the recommendations of the Affordable Housing Production Plan of 2005.

- Coordinated outreach campaign with Fair & Affordable Housing Partnership, including participating with a booth at the Harvest Fair; shared information with residents about foreclosure laws and the new housing tax credit program
- Worked with the Inclusionary Zoning Working Group to develop a proposed zoning amendment to help the Town reach its affordable housing goal

Improved Customer Service to Businesses and Residents

- Implemented the first phase of a planned conversion to digital permit tracking, through the customization of permit tracking software. When complete, this project will allow the Town to enhance customer service to residents and businesses by allowing applications to be submitted online.
- Overhauled the Planning & Zoning Board filing system to allow easier access to historical files and better customer service
- Assisted the Planning Board with a revision to its Subdivision Rules and Regulations which guide development standards of new residential and commercial development in town. The revised standards encourage more environmentally sensitive design and establish a more straightforward permitting process for developers.
- Assisted the Conservation Commission with amendments to the Wetlands Protection Bylaw's Rules and Regulations to enhance environmental protection and provide improved customer service through clearer standards

General Government

- Drafted an amendment to the Sign Bylaw, eliminating new internally illuminated signs
- Published Request for Proposals for surplus land at Lincoln Street (Theater Way) to recoup costs associated with the purchase in the 1990s.
- Assisted the Conservation Commission in reviewing and monitoring new development at Queset Commons, Easton's largest new residential and commercial development, Winterberry Hills, and other development projects that include subdivisions off Fairfield Drive and North Main Street and the Ames Free Library.
- Assisted the Planning Board in reviewing new commercial and residential developments
- Assisted the Board of Selectmen and Community Preservation Committee in reviewing applications for CPA funds, including the proposed redevelopment of the Ames Shovel Works Complex, restoration of the Dean Mill, and funding for an update to the Affordable Housing Production Plan

Brackett & Lucas Attorney Ellen Doucette, Town Counsel

Re: April 2010 Town Counsel Quarterly Report

Dear Mr. Colton:

I am hereby submitting the April 2010 quarterly report of Brackett & Lucas as Town Counsel relative to the various and diverse legal matters handled on behalf of the Town of Easton for the fourth quarter of 2009 and the first quarter of 2010.

I. Litigation Matters

Work was performed on the following litigation matters:

Stonehill College v. Town of Easton

Initially, this matter involved an appeal to the Department of Public Safety Board of Building Regulations and Standards requesting the return of a \$55,000.00 penalty imposed by the Building Inspector for work undertaken by Stonehill College without first obtaining a building permit. The Board dismissed the appeal for lack of jurisdiction.

Stonehill has now filed a complaint for declaratory judgment pursuant to G.L. c.231A, alleging that the Town is without authority to impose a penalty equal to double the amount of the building permit fee when work is begun without a building permit. An answer has been filed on the Town's behalf.

Easton Shovel Shop LLC v. Building Inspector

This matter is an 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. The Board dismissed the appeal for lack of jurisdiction.

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. The Plaintiff filed a Motion for Judgment on the Pleadings (as required by Superior Court Rule 1-96) and an Opposition to the Motion was filed on behalf of the EHC. A hearing on the Motion has not yet been scheduled.

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.

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). Judge McLaughlin having retired, the Plaintiff's Motion for Judgment on the Pleadings was granted by Judge Moses and the special permit was ordered to issue with conditions. The Board

of Appeals has in fact issued the special permit, and this matter has now been resolved.

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.

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 was held on October 13, 2009 and the Court issued its decision upholding the decision of the Conservation Commission and thus, this matter has been successfully resolved.

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. The administrative record has been assembled and filed with the Court. The Commission's Motion to Dismiss on the issue of the Plaintiff's timely filing of the appeal was heard on February 3, 2010 and was denied by the Court. Motions for Judgment on the Pleadings will now be filed.

II. Real Estate Matters

Beacon Communities Development – Ames Shovel Works

This office will continue to provide assistance to the Board of Selectmen as needed with respect to Beacon Communities' proposal for the redevelopment of the Ames Shovel Works including review and if necessary, revision of warrant articles for the April 5, 2010 Special Town Meeting.

III. Miscellaneous Town Matters

Legal assistance was 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.