



**Town of Easton  
Administrator's Report  
4th Quarter Fiscal Year 2009  
June 30, 2009**

This is my eleventh 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 April 1, 2009 through June 30, 2009. We hope to have the first quarter of Fiscal Year 2010 out in a week or two. I encourage everyone to read the report and follow up with any questions or concerns to me or the appropriate department head.

## **I. Public Safety**

**Fire Department  
Tom Stone, Fire Chief**

### **Calls for Service**

The Easton Fire Department responded to 756 calls for service during the months of April, May, and June 2009. There were 309 people transported to area hospitals during this time period. The monthly breakdown is as follows;

	<u>Calls for Service</u>	<u>Patients transported</u>
April	287	120
May	214	91
June	255	98

### **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 Science Center, the House of Possibilities, Shovel Shop Square, new dormitory proposal at Stonehill College, proposed cottage developments off of Pine St. Plan reviews and inspections were completed for major renovation work at # 5 Norfolk Ave., and # 40 Norfolk Ave.

Annual inspections were completed in most of the buildings in the Easton Industrial Park.

### **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.

On April 1<sup>st</sup>, I attended the annual Congressional Fire Services Institute caucus in Washington DC. Approximately 65 Fire Chiefs from Massachusetts met with Senator John Kerry and their respective congressmen (I met with Congressman Stephen Lynch). The purpose of the caucus is to seek support for the continued funding of public safety grants and initiatives. I also attended the annual New England Association of Fire Chiefs' conference and fire equipment trade show in Springfield.

### **Other**

Chief Stone and Captain Tully attended the monthly Senior Fire Officer training forums along with several fire prevention seminars sponsored by the Department of Fire Services. Captain Tully also attended the monthly Fire Prevention Association of Massachusetts meetings.

Firefighters Lawrence Blye and Glenn Corbett attended emergency vehicle maintenance classes at the NEFCA conference in Springfield and at the Bay State Ford Company in Stoughton.

Firefighter / Paramedic Jeffrey Keach successfully completed the 12-week Massachusetts Firefighting Academy Recruit Training Program. The graduation exercise was held on June 19th.

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 19<sup>th</sup>, the Town of Easton received an additional cut in local aid. As a result, the fire department was faced with the reality of having to lay-off six (6) firefighter / paramedics.

I want to thank all the members of the Easton Firefighters union for agreeing to major concessions in both wages and health insurance. As a result of their actions, 3 firefighter / paramedic positions were saved. Unfortunately the remaining 3 firefighters were laid-off. One of the firefighters (Christopher Dyer) was able to obtain a lateral transfer to the neighboring Town of Stoughton Fire Department.

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.

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	3613
Total Calls for Service	2233
Arrests	89
B/E Businesses	5
B/E Homes	18
B/E Motor Vehicles	23
Robbery	2
Rape	1
Citations	846
Motor Vehicles Crashes	120

**RETIREMENT**

After almost thirty years of dedicated service including the past six years as Chief, Thomas Kominsky retired on June 29, 2009. His work for the town is greatly appreciated and he will be missed by the citizens and his by his fellow employees.

**PERSONNEL**

Due to the serious budgetary problems two Easton police officers have been laid off and the Deputy Chief's position has been eliminated. The officers who were laid off are Officer Timothy McPeck and Officer Jared Nevens. The deputy chief's position has not been filled so our police force has been reduced by three positions. In addition, two officers have been activated for military service; they are Anthony DiCarlo (Coast Guard – Kuwait) and Andrew Salisbury (Marines-Afghanistan).

**GRANTS**

We continue to aggressively pursue grant funding opportunities. We have received a \$3,000 state grant to purchase a new speed monitor sign and have received a \$40,000 grant to help offset dispatcher salary costs. We have received a \$5,000 grant for traffic enforcement focusing on apprehending drunken drivers. We have also applied for a federal grant for the purpose of rehiring laid off officers and to refill positions left vacant due to budget cuts. We have also begun to receive almost

\$250,000 in homeland security grant money for a new radio system for the Easton Police. Our present radio system is over thirty years old.

## **CRIME**

We continue to receive calls from citizens whose vehicles were broken into during the night; usually GPS units are the target for the criminal. We have made numerous arrests but this continues to be a problem. Vandalism is also a continuous problem; we have made arrests for graffiti and for other vandalism crimes but the problem continues.

## **II. Department of Public Works**

### **Wayne Southworth, DPW Director**

During the Months of April, May and June, 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
- 6-Meetings with the Assistant Superintendent of Schools
- 3-OCPC Joint Transportation Committee Meetings
- 1-Plymouth County Water Works Training Seminar
- 7-Meetings with the Town Administrator
- 1-Water Advisory Board Meeting

The DPW conducted the Annual Household Hazardous Waste Collection Day on Saturday April 25<sup>th</sup> with 566 residents participating in the 4 hour collection.

On April 25<sup>th</sup> and 26<sup>th</sup> the DPW sponsored the Third Annual Community Pride Roadside Cleanup which was a great success.

The DPW assisted with the polling location setup for the Town Election on Tuesday April 28<sup>th</sup>.

On May 1<sup>st</sup> the DPW held the annual Arbor Day Celebration with a Tree planting and dedication to the Former Tree Warden Francis Lordan who served from 1950-1955.

On Saturday May 2<sup>nd</sup> the DPW Water Division hosted its 25<sup>th</sup> annual open house and poster contest. Over 800 posters from the 3<sup>rd</sup> 4<sup>th</sup> and 5<sup>th</sup> grades were submitted. 18 awards were given out and over 100 residents attended the event.

On Saturday May 9<sup>th</sup> the DPW assisted with the 22<sup>nd</sup> annual Canoe River Aquifer Advisory Committee's Awareness Day held this year at the Bass Pro Shop in Foxborough.

The DPW participated in the H1N1 Flu Emergency preparedness planning sessions with the Town Administrator.

Presentations were given to the Board of Selectmen and Finance Committee regarding Town Meeting Warrant articles.

The DPW assisted with the Southeastern Regional Services Group annual Bid opening for Municipal supplies.

The DPW assisted with the set up of the annual Employee Benefits Fair.

The DPW set up Frothingham Park for the High School Graduation on Sunday June 7<sup>th</sup>.

The DPW assisted in the preparation of the annual Town Meeting on May 18<sup>th</sup> and June 8<sup>th</sup>.

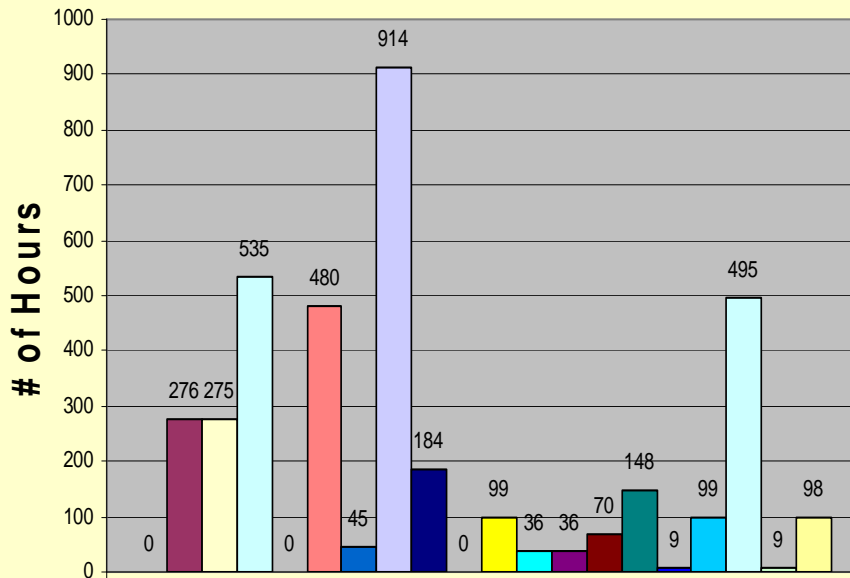
On July 25<sup>th</sup> the DPW Water Division received the 2009 Public Water System Award from Mass DEP for outstanding Performance and Achievement in 2008.

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

**DPW Operations Division  
 April 1, 2009 through June 30, 2009  
 Moe Goulet, Operations Manager**

	<u>Unit</u>	Apr.	May	Jun.	Total	<u>Unit</u>
<b><u>HIGHWAY</u></b>						
Snow & Ice	event	0	0	0	0	event
Paving	tons	5	32	12	49	tons
Patching	tons	0	12	23	35	tons
Line Painting	event	0	0	0	0	ea
Sign Making	event	21	16	17	54	ea
Flail Mowing	event	0	0	4	4	event
Street Sweeping	event	17	12	7	36	event
CB/MH Repair	ea	5	4	6	15	ea
New CB/MH Installation	ea	0	0	0	0	ea
Catch Basin Cleaning	ea	27	0	44	71	event
Drain Clearing	event	0	0	1	1	event
Vehicle Inspections	ea	0	0	0	0	ea
<b><u>BUILDING &amp; GROUNDS</u></b>						
Tree Work	ea	63	87	52	202	ea
Stump Grinding	ea	2	5	3	10	ea
Event Setups	event	0	0	0	0	event
Brush Clearing/Chipping	event	0	0	0	0	event
Mowing School	event	5	11	12	28	event
Mowing Other	event	6	15	9	30	event
Line Field School	event	7	13	1	21	event
Clean-ups	event	0	1	0	1	event
Electrical School	event	9	18	15	42	event
Electrical Other	event	10	16	9	35	event
HVAC School	event	13	17	15	45	event
HVAC Other	event	5	6	5	16	event
Craftsman School	event	5	2	6	13	event
Craftsman Other	event	11	18	13	42	event

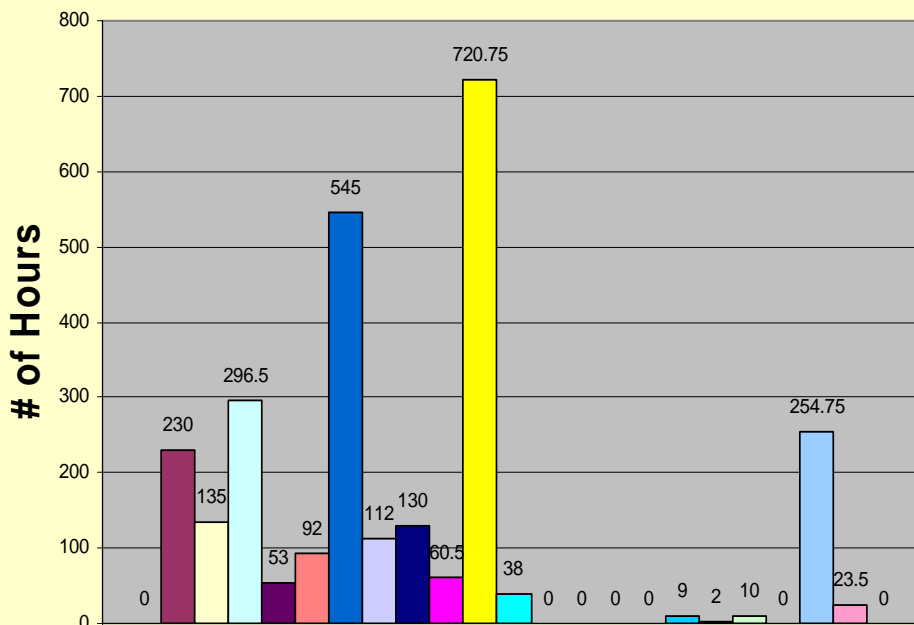
## Highway Division Daily Log April 09 - June 09



**Daily Tasks**

- 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 April 09 - June 09



**Daily Tasks**

- 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**  
**April 1, 2009 through June 30, 2009**  
**John J. Marsh, Operations Manager**

Answered service and maintenance requests	727
Read meters, process data	21,303
Process Calculate & export data to vendor for water bills	7,233
Miscellaneous service bills	100
Prepared bills for property transfers	37
Processed municipal liens	0
Replaced meters	170
New service applications	6
Installed new services	3
Renewed services	0
Service Leaks Repaired	0
Hours of Leak Detection Performed	0
Dug up & repaired main leaks	4
2" Water Main(s)	0
4" Water Main(s)	0
6" Water Main(s)	1
8" Water Main(s)	3
10" Water Main(s)	0
12" Water Main(s)	0
16" Water Main(s)	0
Repaired hydrants	1
Dug up & replaced hydrants	3
Routine hydrant maintenance	110
Gallons of water pumped & treated	134,856,000
Reviewed plans for backflow devices	0
Surveyed buildings for cross connections	66
Tested backflow prevention devices	91
Took delivery of bags of hydrated lime	700
Took delivery of barrels of chlorine	21
Collected bacteriological samples & delivered to laboratory	190
Frozen services	16

### III. Public Services

Town Clerk's Office  
Jeremy Gillis, Town Clerk

#### NEWS:

At its' annual June conference, The Massachusetts City and Town Clerks Association voted Easton Town Clerk, Jeremy Gillis, to a three year term on its' Executive Board.

#### Elections/Voting:

Between 04/01/2009-06/30/2009 we welcomed 86 new registered voters to the Town of Easton.

At the annual Town Election held on 04/28/2009, we had 1640 voters participate, a turnout of 11%.

At the Annual Town Meeting held on 05/18/2009, 414 voters participated, a turnout of 3%.

#### Revenue:

	FY2008	FY2009
	\$	\$
APRIL	12,443.45	14,431.60
	\$	\$
MAY	10,057.55	13,313.15
	\$	\$
JUNE	7,684.80	10,190.00
	\$	\$
	30,185.80	37,934.75

Our revenue for fiscal 2009 saw an increase of \$7748.95 over Fiscal Year 2008. This included the registration of 1093 dogs.

**Inspectional Services**  
Mark Trivett, Inspector of Buildings

**April 1, 2009 – June 30, 2009**

<b>Permit Activity</b>	
Building Permits	106 of which 9 were for New Single-family Units
Foundation Permits (New Single-family)	7

Certificates of Inspection	2
Demolition Permits	4
Electrical Permits	173
Plumbing Permits	70
Gas Permits	53
Mechanical Permits	2
Trench Permits	31
Miscellaneous	143
Total Receipts	\$146,570.00
<b>Inspections</b>	
Building Inspectors	344
Inspector of Wires	216
Plumbing & Gas Inspector	154
Total Calls for Inspections	714
<b>Other Activities</b>	
Meetings with Town Administrator	5
Meetings with Town Counsel	4
Meetings with Development Review	2
Fire Department Meetings/Emergency Calls	2
Meetings with Design Professionals, Developers, Attorneys	12
Department Head Staff Meetings	1
Building Officials Seminars for Continuing Education	4
Court Appearances	0
Commission on Disabilities Meetings	2

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

Key Events of 4<sup>th</sup> Quarter FY 2009:

- Library circulation this quarter averaged an outstanding 47% above last year and we finished the year at an overall increase of 42% or 43,481 more items circulated. (See table below.)
- The renovation at the main library is progressing and nearing completion.

Library Productivity Measurements

- Library circulation reflects the highest annual growth in the last ten years.
- Computer use at 8,111 users and a 95% increase over last year also reflects the community's growing use of the library during difficult economic times and a dependence on our facilities.
- Website use averaged 148,022 hits per month this quarter, with the total for the year 62% higher than last year.

#### Publicity

- The print newsletter, *All the News*, was sent to 10,000 homes in May and the *eNewsletter* was sent each month to our mailing list which is now over 4,000 names; its open rates are 22-29%.
- New monthly *New Arrivals* newsletters covering fiction, nonfiction, music, films, children's and young adults' interests are sent to subscribers via e-mail. These now have a combined circulation of almost 400 and open rates ranging from 40-to-57%
- Several library programs have been listed as *Best Bets* in the Boston Globe's Globe South section, among these were the Kelzmer concert and the pastel drawing class.

#### Programs

##### *Development*

- The Massachusetts Board of Library Commissioners provisionally awarded us a \$7,500 federal grant for fiscal year 2010 to conduct an "On the Same Page project based on the book *Last Child in the Woods: Saving our Children from Nature Deficit Disorder*. This program will run throughout the year and involve the NRT, the Conservation Commission, Recreation Department, Children's Museum and other town agencies in carrying out activities related to getting children and their parents active in outdoor activities. Final approval of funding is expected by October 1<sup>st</sup>.

##### Adult and Children's Programs

- More than 7,000 people attended a very rich schedule of programs this year. Thanks to the funds received from the Stonehill grant to the Town the library is able to offer the community a wide variety of enrichment programs for adults and children. Highlights this quarter included a puppet show, creative dance, a Victorian tea re-enactment, and a genealogy discussion.

##### Friends of the Library

- The Friends "Bookstore/Café" at the Cottage closed in June after running weekly since March. The sales made money for the Friends and the venue provided a splendid community gathering place each Saturday morning.

#### Facilities

##### 53 Main St. & Queset Garden Renovation

- Interior renovated spaces in the library are nearing completion and all plumbing, air conditioning, and heating systems are in place. The elevator shaft is built and installation of the elevator is expected soon. The parking lot is taking shape quickly.
- Stages of the move will begin mid-to-late October with the goal of completing the move by the end of November.

- The formal garden between the library and Queset house is cleared of more than 50 years of overgrowth. Development of paths, lighting, irrigation and other major work is scheduled. The garden will be made available as a public park when it is restored.

## **Veterans**

### **Steve Nolan, Veterans Agent**

Ordinary and Medical Benefits paid:	\$49,057.15*
Payroll	<u>12,693.80</u>
Total Expenditures	\$61,750.95

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

New applications for Chapter 115 veterans' benefits	4
Federal applications or appeals for compensation or pensions	17
Transportation to VA hospitals	14
VFW, American Legion, VN Memorial meetings	18
Aid and Attendance applications	4
Home visits	7
Veterans' funerals attended	5
Requests for discharges and other record searches	6
Assistance with cemetery markers and flags	5
Assistance with Bonus and Annuity applications	1
Office visits for various consultations and war stories	46

I have been spending considerable time at the Brockton VA Hospital with the goal of being able to assist during 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 Calendar Year 2009, 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 provided 5920 units of service to 638 individuals in the following areas.

#### **Transportation:**

We transported 89 elderly or disabled residents 1723 times for medical appointments, the hot lunch program, shopping, social and recreational activities, exercise programs, hairdressers and work. Although our unduplicated count dropped slightly, from 94 to 89 individuals, we provide 10% more rides this quarter compared to last quarter.

### **Nutrition Programs:**

Old Colony Elderly Services provided 1646 meals that were either delivered to home bound elderly residents or served at the Community Center at Parker Terrace. 91 elderly residents participated in the nutrition program during the quarter. 14 Council on Aging volunteers contributed approximately 220 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. Our Outreach Coordinator assisted 2 elderly residents by completing applications for fuel assistance and food stamps.

### **Outreach Programs:**

Our Outreach Coordinator, Beverly Beavers, coordinated five (5) educational programs, which 43 people attended. These programs included A Day of Beauty at Southeastern Regional School and a Cooking for One class at Southeast Rehabilitation and Nursing Center as well as seminars on Calcium & Bone Growth, the Homestead Act, and Staying Hydrated. 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 home visits to elderly residents and delivering meals on wheels when volunteers were unavailable.

### **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:**

Many thanks to the Easton Recreation Department for sponsoring the Senior BBQ at Parker Terrace and to Easton TRIAD for their Senior Dinner Dance at the Easton Country Club. We are grateful to the Easton Housing Authority for the ongoing use of their facilities at Parker Terrace and Elise Circle. COA recreation/socialization activities held during the quarter included 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**

Spring and summer are the busiest seasons for the Recreation Department. Even in the poor economy, program registrations have mostly stayed on course. Over 30 middle school girls participated in our after school volleyball program, more than 80 boys and girls joined our running club, and well over 100 children participated in our spring lacrosse league and instructional program. Flag football had 20 participants,

super sports had 19, and more than 45 youth and adults registered for our spring tennis lessons. Golf lessons, chess, and homework club also had good attendance.

The 2009 tee ball and pre-baseball season began in May. Sixteen teams played weekly during the 7-week schedule. The program ended with a trip to see a Brockton Rox game in which players and coaches got to march the field before the game. Over 200 tickets were sold to this popular event. We thank all the coaches who worked so hard and volunteered their time this season.

Other special events that took place this spring included our second annual holiday egg hunt in April, bus trips to Annie the Musical and New York City in May, as well as our senior BBQ and opening day at the town pool in June.

Close to 150 individuals attended the senior BBQ at Parker Terrace. This free event included a concert by The Double Eagle Octoberfest Band. We thank all the volunteers who helped with this event and the band for their free performance.

The town pool opened on June 27<sup>th</sup> with an opening day celebration. Well over 200 people came out to enjoy the festivities. Wayne Potash gave a free concert and Chili Head BBQ donated hot dogs for the event. We thank them both for helping to make the day such a success.

The Activate Easton Committee organized family oriented activities for each day of TV Turnoff Week, April 18-25, 2009. Activities included a scavenger hunt at Borderland State Park, a family fun run, and bike rides for children and adults. We thank all the volunteers and organizations that helped with this program, including Easton YMCA, NRT of Easton, Easton Historical Society and Easton Country Club.

Activate Easton kicked off our spring walk to school program at Olmsted and Richardson Schools on May 22, 2009. 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 MA Walk to School Day. Participation in MA Safe Routes to School programs has made Easton eligible to receive federal funding for school infrastructure improvements. In April, Wayne Southworth, Gary Mazzola, and I met with engineers who conducted an infrastructure assessment of the school campus. We are awaiting an assessment report.

On June 16<sup>th</sup> Activate Easton in conjunction with the Ames Free Library, held a free screening of *Consuming Kids: The Commercialization of Childhood*. This powerful movie examines how marketing negatively affects children in many ways. The screening was attended by 17 concerned parents.

A new field use committee has been formed for the Oliver Ames High School stadium. Our first organizational meeting took place in April. This five member committee will oversee field use when the new stadium is complete.

At the Annual Town Meeting in June, the Recreation FY2010 budget was voted on at just over 14% less than the FY2009 budget. The department is working hard to increase revenue, reduce expenses, and seek program sponsors and donations. A meeting was held with the SERD Committee in which SERD voted to release a portion

of funds to help pay expenses at the town pool this summer. The department is also selling recreation t-shirts to help fund our free programs.

Due to budget cuts, a homework club and late bus task force meeting took place in June. Funding for next school year was discussed. H.U.G.S. hopes to raise enough money at the annual walk in October to keep both programs operating free of charge.

The department is busy taking registrations for our upcoming summer programs. Over 30 teens and adults have joined our new ultimate Frisbee league that began in June. Our summer science workshops have had over 30 boys and girls participating so far. Other summer programs include the full day program, swimming lessons at the town pool, swim team, girls basketball, golf, flag football, tennis, archery, and multi-sports. We look forward to an exciting summer.

## **IV. General Government**

### **Assessors Office**

#### **Robert Alford, Assistant Assessor**

- Completion of review and decisions on overvaluation appeals from the Feb. 1<sup>st</sup> actual tax bill.
- The Board and Chief Assessors negotiated and resolved several Appellate Tax Board Appeals
- Continued building permit and 2008 sale review. Prepared the appraisal file for transfer to the billing file for the July 1<sup>st</sup> preliminary real estate tax bill. Easton is under the June 30<sup>th</sup> date for new construction.
- Reviewed and updated the personal property file for the July 1<sup>st</sup> 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.
- Sent our 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. Also sent out reminders to those taxpayers who did not return their forms.
- Prepared motor vehicle commitments 3 for 2009 and 9 for 2008.
- 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. The largest motor vehicle commitments are received from the Registry of Motor Vehicles during this quarter.

- Staff worked on going live with SoftRight for Real Estate and Personal Property.
- Inquiries by telephone and at the counter constitute about half of the staff time in this office.

## **Data Processing**

### **Mike Deltano, Information Systems Manager**

Following is a synopsis of the work accomplished by Data Processing during the 4<sup>th</sup> Quarter FY2009

1. Continued with the server virtualization project. After working with Virtual Iron tech support and Platespin tech support I finally resolved a myriad of hardware problems and was able to virtualize our Bit9 server. Once that was complete I was able to finish the first phase of the server virtualization project by virtualizing the Exchange server and Server7. We now have 8 virtual servers running at the town offices which no longer need individual hardware resources. That should also have a significant impact on our electrical usage at the Town Offices.
2. Yet another drive in the DPW/GIS server crashed. The RAID array kept the server running until I could get a new drive installed.
3. Purchased and installed a new SonicWall NSA2400 firewall. This equipment has replaced our aging Cisco PIX firewall and enhanced our VPN access capabilities. It will also improve our intrusion detection and prevention.
4. Purchased and installed a new anti-spam appliance which is a SonicWall ES300. This improved our anti-spam capabilities immediately and drastically. We currently get about 25,000 emails per day of which about 24,000 are spam or carrying viruses and spyware. The end result is better employee productivity and it also gives our users an opportunity to allow blocked emails which are not spam.
5. A drive in the Water server failed but I was able to re-build it rather than replace it.
6. The tape drive in the Water server failed but I was able to replace it with a tape drive from the decommissioned Assessor server (which is now a virtual server).
7. Re-tasked the hardware for the Exchange server and Server7 (which are fairly new rack mount servers) as domain controllers. This will allow me to decommission the old Backup domain controller (which is a tower unit) and put the document imaging server into the rack.
8. Re-used a drive from the decommissioned Proxy server to keep the DNC server going another month or so.

9. Consolidated the fax machines in the building down to 2, one for each floor.
10. Moved all the old servers, no longer being used because of virtualization, down to the secure storage room in the basement. Also cleaned up the server room by disposing of the old console.

### **Eric Davis, Systems Designer/Programmer**

- 1) Modified the Town and Scholl payroll archive databases and programs to produce year-to-date earnings figures for employee records with new totals.
- 2) Monitored and fixed the Financial System General Ledger and Subsidiary Revenue files. The month of May files had some incorrect postings that needed to be fixed.
- 3) Modified the Real Estate and Personal Property conversion databases to give the user the option to only output the outstanding parcels and properties.
- 4) Reported archived hours employment information for several employees going back to their date of hire.
- 5) Worked with the assessor's and collector's offices to verify the figures and tax payer's information for the fourth quarter Real Estate and Personal Property bills and monitored the collection of the revenue.

### **Accounting**

#### **Wendy Nightingale, Town Accountant**

##### **Summary of Significant Departmental Activities**

The accounting department prepared for the upcoming conversion to the new accounting software effective July 1, 2009.

The Town Accountant worked with members of the finance team to prepare for a conference call with Moody's rating agency in anticipation of short-term borrowing.

After much review, discussion and analysis, the fiscal 2010 operating and capital budgets were finalized and presented to Town Meeting for funding.

The Town Accountant attended training provided by the MA Municipal Auditors and Accountants Association in June.

**Warrants processed:** The Accounting Department processed a total of 82 warrants during the quarter, of which 15 were for town payroll, 14 were for school payroll, 35 were for town expenses/withholdings/refunds and 18 were for school expenses.

**Treasurer Collector Office**  
**Teresa DeSilva, Treasurer/Collector**

Real Estate and Personal Property bills were issued for the final time from our old computer software for the May 1<sup>st</sup> due date.

In addition to the Town going through its software conversion our banking vendor for online payments also went through a conversion. This made for a very trying time .Not only did we have to adjust for the differences in our programs we then had to learn to migrate to the new banking system. This is still on-going.

The computer conversion at the end of May encompassed the real estate and personal property collections.

Payroll warrants for April	Town	\$ 1,111,613.42
	School	\$ 2,122,047.30
Vendor warrants for April	Town	\$ 2,298,054.11
	School	\$ 628,582.36
Collections:	Real Estate	\$ 7,841,614.04
	Personal Property	\$ 144,425.01
	Motor Vehicle	\$ 820,084.43
	Trash	\$ 20,593.15

Payroll warrants for May	Town	\$ 855,700.08
	School	\$ 2,088,821.17
Vendor warrant for May	Town	\$ 2,375,413.26
	School	\$ 783,672.01
Collections:	Real Estate	\$ 1,377,356.53
	Personal Property	\$ 11,299.26
	Motor Vehicle	\$ 154,526.38
	Trash	\$ 12,652.68

Payroll warrants for June	Town	\$ 894,328.51
	School	\$ 5,591,068.60
Vendor warrants for June	Town	\$ 12,224,411.46
	School	\$ 729,808.47
Collections:	Real Estate	\$ 325,285.54
	Personal Property	\$ 3500.31
	Motor Vehicle	\$ 98,398.22
	Trash	\$ 134,169.77

**Planning & Community Development**  
**Alice Savage, Acting Director**

In the fourth 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 Community Preservation Committee, Fair & Affordable Housing Partnership, and the Historical Commission, as well as supporting

special projects of the Board of Selectmen, as requested. The Department also supported the opening of a joint hearing between the Conservation Commission and Planning & Zoning Board to review the Queset Commons project. Queset Commons is a proposed mixed-use, mixed-income development that is projected to increase gross tax revenue to the Town by approximately \$4M over the next ten years. Following is a list of highlights of our accomplishments in the last three months:

### **Strategic Planning**

- ❖ Assisted the Affordable Housing Trust in the selection of a Housing Consultant.
  - JM Goldson and Beth Rust were selected to develop a One-Year Action Plan for the Trust
  - A workshop attended by ~20 community members was held on July 1, 2009 to prioritize housing needs within the community; a draft outline of the plan developed using input from the meeting will be submitted to the public for comment in August, 2009
  - The One-Year Action Plan is scheduled to be completed in October, 2009
- ❖ 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**

- ❖ Successfully nominated the Town for an Environmental Merit Award from the EPA, April 2009.
- ❖ Assisted the Historical Commission with successful application to the Mass Historical Commission for a grant to support a historical survey of North Easton Village
- ❖ Submitted a 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**

- ❖ Assisted the Community Preservation Committee in efforts to acquire property
  - Facilitated the appraisal of various properties
  - Submitted grant applications for reimbursement of up to 60% of conservation property to be acquired off Massapoag Avenue
- ❖ Solicited bids for repairs to Tufts Farm
- ❖ Reviewed unrestricted town-owned land for potential for development as affordable housing
  - Solicited bids for engineering and survey work to perform a feasibility study at selected parcels
- ❖ Assisted in development of Request for Proposals for architectural and engineering services for renovation of Frothingham Hall
- ❖ Facilitated abandonment of a portion of disused roadway layout at Foundry Street and Depot Street, recapturing \$17,800 in taxable land and allowing business expansion at two locations

### **General Government**

- ❖ Responded to constituent requests regarding road completion, Foundry Street sidewalk project, and requests for assistance with permitting
- ❖ Prepared several warrant articles and supporting presentation materials for Annual Town Meeting
  - Modifications to improve processes associated with the Wetlands Protection By-law, Demolition Delay Bylaw, and Zoning Bylaw
  - CPA acquisitions
  - Tufts Farm lease
- ❖ Successfully seized \$18,000 for completion of outstanding subdivision work at Alderwood Drive

**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.