



Town of Easton Administrator's Report 2nd Quarter Fiscal Year 2009 December 31, 2008

This is my ninth 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. This report covers the period from October 1, 2008 through December 31, 2008.

As you read this report, it is clear that all our departments are very busy carrying out important duties. This quarter the Governor announced that due to shrinking revenues mid-year cuts to the State budget were necessary. In response, the Superintendent of Schools and I jointly issued directives to department heads implementing strict spending controls. We hope these controls will offset any cut in local aid that the Governor may announce for fiscal year 2009. This news is not good for fiscal year 2010. I expect to issue a preliminary budget around March 1.

I. Public Safety

**Fire Department
Tom Stone, Fire Chief**

Calls for Service

The Easton Fire Department responded to 828 calls for service during the months of October, November, and December 2008. There were 292 people transported to area hospitals during this time period. The monthly break down is as follows:

	<u>Calls for Service</u>	<u>Patients transported</u>
October	283	100
November	266	97
December	279	95

It is important to note that during the fourth quarter of the year the department responded to several incidents involving malfunctioning heating equipment.

Fires in the basement of homes on Canton Street and Douglas Drive caused minor damage.

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.

The fourth quarter is a particularly busy time for fire prevention inspections. Captain Tully conducted inspections of all restaurants and facilities applying for their annual alcohol license renewals. He also inspected all establishments applying for their annual common victualler license renewals.

On-going plan reviews and construction meetings were attended on the following major projects: Stonehill College Science Center, New Medical Office Building, Shovel Shop Square, new dormitory proposal at Stonehill College, proposed cottage developments off of Pine St. and Turnpike St.

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 Massachusetts State Training Weekend at the National Fire Academy in Emmitsburg Maryland in October.

Other

Firefighter Richard Salve returned to duty in early October. FF Salve recently completed his second year-long tour of active military duty in Afghanistan.

Chief Stone, Captains Beals, Tully, and Walsh, and Lieutenant Webster attended the monthly Senior Fire Officer training forums sponsored by the Department of Fire Services.

Firefighter Timothy Vamosi completed a week long Hazardous Materials Technician recertification course.

Firefighter John Dzialo completed a week long Firefighter Rapid Intervention Team training course.

Firefighters Lee Anderson and David McRae are working with firefighters from Norton, North Attleboro, Mansfield, and Plainville to establish a mutual aid dive team response unit.

Newly appointed Firefighters Christopher Dyer and Christopher Hebb completed a brief orientation period and are prepared to start the 12-week Massachusetts Firefighting Academy Recruit Training Program on January 2, 2009. Firefighters Dyer and Hebb are filling existing vacancies in the department.

On December 30, 2008 a bid opening was held to purchase a new ambulance for the Town of Easton. The funding was voted at the annual town meeting in June. The Board of Selectmen will award the bid/contract at their first meeting in January.

Police Department
Tom Kominsky, Police Chief

Total Calls for Service	3549
Arrests	51
B/E Businesses	2
B/E Homes	6
B/E Motor Vehicles	7
Robbery	1
Rape	1
Citations	527
Motor Vehicles Crashes	197

School security has dominated much of our attention during the last three months. A drug and contraband sweep was conducted at the Southeastern Regional High School using K-9's from the Department of Corrections and surrounding Police Departments. I am pleased to report that no drugs were found.

Graffiti was found written in the men's room at Oliver Ames High School. The phrase, "Boom 1/5/09," was discovered on several occasions. In response to this, K-9's were employed to conduct a sweep of the school during the holiday break. The State police and municipal departments were used. Nothing was found and school opened as usual on that date.

After a long period of reduced house breaks we are experiencing an increase in breaks. Officers are spending more time in the neighborhoods on patrol in response to the breaks.

Motor vehicle breaks are still a problem, but the numbers have been decreasing latterly. The Department has been using the media in an attempt to educate the public on the value of locking vehicle doors and removing valuables from sight.

The Department went on line with a new computer-aided dispatch and records management system. IMC will make interfacing with the Easton Fire Department and surrounding Police Departments possible. The Department should save several thousand dollars annually.

Personnel

- Student Officer Jarred Nevens entered the Plymouth Municipal Police Academy.
- Student Officer Jason Wheeler entered the Boston Police Academy. Boston Police open their academy to outside agencies when room is available.
- Dispatchers Kim Kehoe and Nicole Kominsky graduated from the 911 Dispatcher Training Academy. Both ladies were recognized for their high achievement during the 5-week program.
- Patrol Officer Timothy McPeck joined the force as a lateral transfer from Barnstable Police. Tim has fit in quickly and hit the ground running. He replaces Officer Patrick Brophy who retired earlier this year.
- Dispatcher Jean Amichetti assisted in the delivery of a baby over the telephone.

Goals and Objectives

We continue to monitor fuel and energy usage. The recycling of paper and other products continue.

Efforts are being established aimed at reducing overtime costs. Supervisors are using the new computer system to closely monitor the report writing of the officers.

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
 - 6-Meetings with the Assistant Superintendent of Schools
 - 2-OCPC Joint Transportation Committee Meetings
 - 1-Plymouth County Water Works Training Seminar
 - 7-Meetings with the Town Administrator
- ❖ Participated in the Community Visioning Focus Group Presentations held at the Olmstead/Richardson School on Saturday October 4, 2008

- ❖ Attended a Pre-Construction Meeting at Ma Highway regarding the Route #123 Transportation Improvement Project (TIP) from the Norton Town Line to Route #106
- ❖ Conducted interviews for the vacant Electrician's position in the Building and Grounds Division
- ❖ DPW Staff prepared a draft Energy Conservation Plan for the Town Administrator
- ❖ Set up all polling locations for the Presidential Election
- ❖ Assisted with the set up of the Special Town Meeting at the High School on November 17th
- ❖ Power Point Presentations were given at three elementary schools in celebration of GIS Day on November 14th
- ❖ Participated in a preliminary planning session of extending sewerage service from Mansfield to the Five Corners area of Easton
- ❖ Provided a community service project for 20 Stonehill College Students
- ❖ Attended the 25% Design Public Hearing for the proposed reconstruction of the Five Corners intersection presented by the Massachusetts Highway Department
- ❖ First snow storm on Sunday Dec. 7th with approximately 1" of accumulation which required treatment of all town roads
- ❖ Friday December 12th the Governor declared a State of Emergency due to the heavy rain and icing with numerous power outages
- ❖ I was invited to give a presentation regarding Easton's energy conservation program to the Ma DEP in Boston
- ❖ Reviewed plans for relocation of various Departments at the Town Office

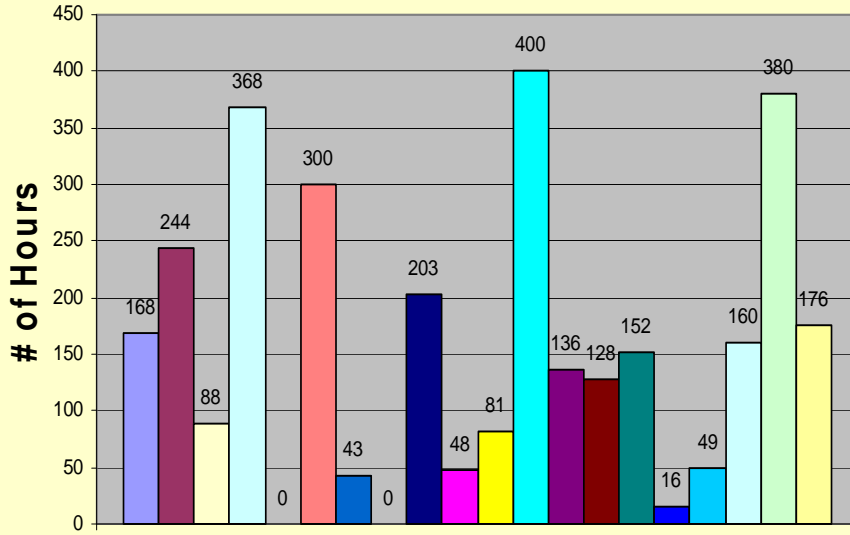
DPW Operations Division
October 1, 2008 through December 31, 2008
Moe Goulet, Operations Manager

	<u>Unit</u>	Oct.	Nov.	Dec.	Total	<u>Unit</u>
<u>HIGHWAY</u>						
Snow & Ice	event	0	0	2	2	event
Paving	tons	58	9	0	67	tons
Patching	tons	23	12	0	35	tons
Line Painting	event	0	0	0	0	ea
Sign Making	event	13	13	9	35	ea
Flail Mowing	event	3	0	0	3	event
Street Sweeping	event	0	0	0	0	event
CB/MH Repair	ea	12	4	9	25	ea
New CB/MH Installation	ea	0	0	2	2	ea
Catch Basin Cleaning	ea	2	3	0	5	event
Drain Clearing	event	2	6	4	12	event
Vehicle Inspections	ea	0	0	17	17	ea

BUILDING & GROUNDS

Tree Work	ea	73	62	56	191	ea
Stump Grinding	ea	0	0	0	0	ea
Event Setups	event	0	0	0	0	event
Brush Clearing/Chipping	event	0	0	0	0	event
Mowing School	event	4	0	0	4	event
Mowing Other	event	16	2	0	18	event
Line Field School	event	12	5	0	17	event
Clean-ups	event	0	10	4	14	event
Electrical School	event	0	12	20	32	event
Electrical Other	event	0	5	9	14	event
HVAC School	event	21	12	17	50	event
HVAC Other	event	4	4	15	23	event
Craftsman School	event	9	6	4	19	event
Craftsman Other	event	21	12	19	52	event

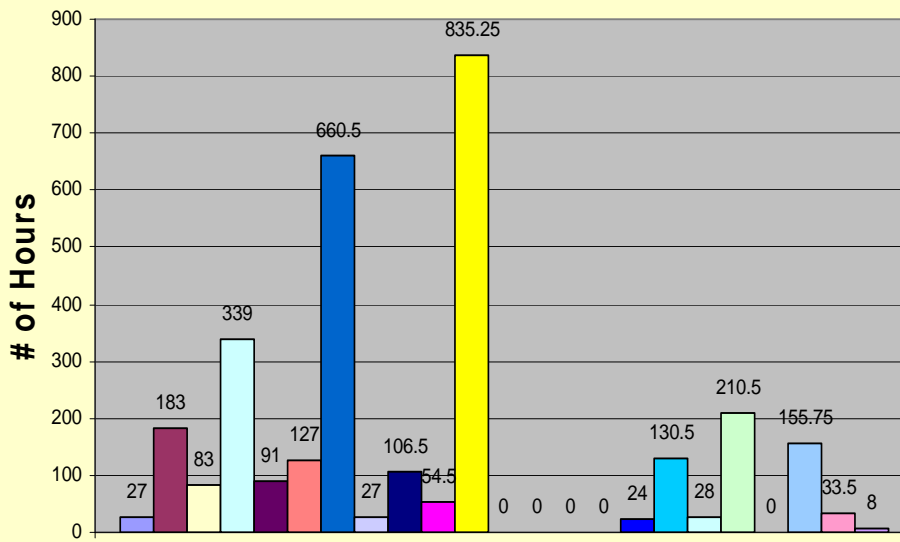
Highway Division Daily Log October 08 - December 08



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 October 08 - December 08



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

October 1, 2008 through December 31, 2008

John J. Marsh, Operations Manager

Answered service and maintenance requests	780
Read meters, process data	21,303
Process Calculate & export data to vendor for water bills	7,271
Miscellaneous service bills	102
Prepared bills for property transfers	51
Processed municipal liens	0
Replaced meters	224
New service applications	5
Installed new services	6
Renewed services	2
Service Leaks Repaired	3
Hours of Leak Detection Performed	0
Dug up & repaired main leaks	6
2" Water Main(s)	0
4" Water Main(s)	0
6" Water Main(s)	1
8" Water Main(s)	4
10" Water Main(s)	1
12" Water Main(s)	0
16" Water Main(s)	0
Repaired hydrants	7
Dug up & replaced hydrants	1
Routine hydrant maintenance	147
Gallons of water pumped & treated	717,074,000
Reviewed plans for backflow devices	2
Surveyed buildings for cross connections	27
Tested backflow prevention devices	103
Took delivery of bags of hydrated lime	2,150
Took delivery of barrels of chlorine	24
Collected bacteriological samples & delivered to laboratory	185
Frozen services	2

III. Public Services

Town Clerk's Office

Jeremy Gillis, Town Clerk

News:

In this last quarter the Clerk's Office implemented a Town Hall wide Records Management program which has resulted in the destruction of several thousand pounds of outdated and obsolete records, allowing for a more organized and efficient system of record retention in Town Hall.

Training:

Consistent with the Office’s mission statement, continuing education is a necessity with the challenging landscape of laws and regulations. This quarter both the Town Clerk and the Assistant Town Clerk attended the annual conference of the New England Association of City and Town Clerks, which consisted of three days of intensive classes relating to the ever-changing rules and regulations. The Principal Clerk attended a one-day Microsoft Excel class.

Elections Voting:

The State Election was held on November 4th. 12,000 voters turned out to the polls - an 80% turnout. This historic election was the largest in recent memory; our extensive preparation resulted in a smooth and well-run election. A Special Town meeting was held on November 17th and was attended by 125 voters. Residents quickly approved all 10 articles in approximately one hour. I would like to extend a big thank you to my staff; the Election Workers; Police Officers; and to the DPW Workers, the vital backbone of any successful election. Between October 1st and December 31st we registered 364 new voters.

Revenue:

ITEM	Number issued	Revenue
Birth certificate copy	84	\$ 840.00
Death certificate copy	121	\$ 1,210.00
Marriage certificate copy	55	\$ 550.00
Misc. Vital copy	2	\$ 20.00
Marriage Intentions Filed	14	\$ 350.00
Physicians’ Registration	6	\$ 150.00
Business Certificates	59	\$ 1,475.00
Business discontinuance	18	\$ 350.00
CD Copy	7	\$ 175.00
Copy Machine Copies	43	\$ 8.60
Computer Generated Copies	114	\$ 28.50
Raffle Permits	1	\$ 10.00
Street Listings	16	\$ 160.00
Passports	147	\$ 3,675.00
Passport Pictures	67	\$ 670.00
Dogs	87	\$ 870.00
Dogs Late and Violations	n/a	\$ 710.00
Total		\$ 11,252.10

Energy Usage/Savings:

The Town Clerk’s Office is very cognizant of rising energy costs and the impact high prices have on taxpayer dollars and the effect on the environment. Given the situation, the Office has done the following to mitigate our energy use:

- Reduced our number of printers/faxes/copy machines from 6 to 3
- Contracted with Shred-It Document Destruction services for all of Town Hall's shredding. This saves on electricity as Town Hall no longer has the need for shredders, increases productivity as employees no longer need to shred, ensures confidential information is sufficiently destroyed, and increases recycling. By utilizing this service, the Town has saved the equivalent of 6 trees in the past three months alone.

Inspectional Services
Mark Trivett, Inspector of Buildings

October 1, 2008 – December 31, 2008

Permit Activity	
Building Permits	95 of which 6 were for New Single-family Units
Foundation Permits	5
Certificates of Inspection	22
Demolition Permits	5
Electrical Permits	164
Plumbing Permits	114
Gas Permits	90
Mechanical Permits	2
Miscellaneous	99
Total Receipts	\$64,897.40
Inspections	
Building Inspectors	325
Inspector of Wires	182
Plumbing & Gas Inspector	148
Total Calls for Inspections	655
Other Activities	
Meetings with Town Administrator	4
Meetings with Town Counsel	4
Meetings with Development Review	2
Fire Department Meetings/Emergency Calls	4
Meetings with Design Professionals, Developers, Attorneys	11
Department Head Staff Meetings	3
Building Officials Seminars for Continuing Education	4

Court Appearances	0
Commission on Disabilities Meetings	5
Green Communities Task Force Meetings	3

Board of Health

Wade Saucier, Director Board of Health

Staff:

The main working force that reported to the Board of Health office was composed of two fulltime employees (Health Director and Office Assistant) and two part time employees (Asst. Health Director and Health Inspector). The office participated in the Council on Aging Senior Tax Relief Program. Through this program, we were fortunate to have Ms. Marilyn Henderson and Ms. Clair O'Keefe assist in clerical responsibilities. No outside consultant(s) were hired this quarter.

The Board of Health staff team includes 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

The contracted public nurse was on call and works out of her Attleboro, MA location.

The part time animal inspectors (total of 2) worked out of the police department but communicated with the Board of Health's office weekly or more depending on circumstances.

The Board of Health is a three-member elected board consisting of residents at large. They periodically visit or call the office. Their influence, as board members, may create work for the office but rarely do they perform work for the office.

Office:

This quarter the office had completed inspections for all our annual and seasonal permits for compliance. Code related problems that we find may prevent an applicant from receiving their 2009 permit if not addressed. It's a busy time for the department's staff to ensure that violations have been properly corrected. Businesses that require certifications and licenses to operate are reminded that they need to be recertified prior to receiving their 2009 permit(s).

The permit application mailing was a challenge this year because it was our first time using our streamlined permitting system that was created in-house. The process was designed to reduce the hours required in processing our permits as the office lost 20 hours of clerical help in the budget FY2009. Permits were successfully processed and issued using the new system.

The office participated in one Medical Reserve Corp regional meeting and one emergency planning meeting with Ms. Amy Palmer MPH, Emergency Planner from the Bristol County Emergency Planning Preparedness Coalition. We plan to continue to provide resources and education required to be a registered Medical Reserve Volunteer.

Other administrative duties included plan review/comments for various boards as well as approvals for septic permits for installation and acceptance for each septic system's Certificate of Compliance (est. 70 reviews).

Two reports, "Bathing Beach Water Quality Results Summer 2008," and "Recreational Camps for Children Report" were completed and submitted to the state.

The office has utilized the town website to promote public health information. For information that may be seasonal or short term we posted under the "What's New" section of the webpage. This quarter, we posted the 2008 flu clinic schedule for the public's convenience. We also post the Board of Health's agendas within the department's section of the website for the public's convenience.

We provide public health information at Town Hall, at the entryway to the Board of Health Office. The pamphlets provide education on a variety of topics: tobacco abuse, mosquito repellants, anthrax, etc. The pamphlets are free and have been popular with residents visiting Town Hall.

Education seminars were attended by the professional staff, to fulfill license and certification requirements. Mr. Saucier attended a workshop titled "Title 5 Certified Septic System Inspector" and a seminar on manufactured housing hosted by the office of the Attorney General's Office. Ms. Kennedy attended a seminar titled "Public Health in Jeopardy".

The Board of Health members, Mr. Kane, Mr. Heino and Dr. Kligler attended the annual conference for their MAHB certification for Boards of Health.

Weekly staff meetings are held to discuss updates and current findings in the field. This is a great opportunity to educate each other and to continue professional communication among ourselves as a team.

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. 36
- Food inspections (including re-inspections) – est. 163
- Communicable disease reporting - 24
- Septic installation inspections- est. 35
- Tanning Bed Operation – 3
- Semi-public Swimming Pool – est. 15
- Soil classification sites (per hole) – est. 59
- Percolation witness tests – est. 39

Sieve sample collection – est. 16
Construction sites visited – est. 30

Board of Health Public Hearings:

The Board of Health meets every other week in a public forum. Within this quarter the Board of Health met 6 times in a public forum. One meeting was postponed for holiday recess.

The Board of Health decided to change their public meetings to Wednesday night, 5 PM to 6 PM. The change was to accommodate one member's schedule. The change will take place on the third Wednesday in February 2009.

Projects:

There were several projects commenced during the winter of 2008 that are on-going. One project was to reinstate the Medical Reserve Corp volunteer group and to provide training for them. The original group of volunteers was created in 2006. This quarter, staff attended one Medical Reserve Core regional meeting and one emergency planning meeting.

The office has been working with Mr. Tom Fantozzi, R.S. and Ms Amy Palmer, MPH two emergency planners from the Bristol County Emergency Preparedness Coalition to help organize and set up Emergency Dispensing Sites for the town.

The Sharps program for town residents currently is underway in order that the town complies with 2009 solid waste regulations. Starting July 2009, residents' syringes can not be disposed in household trash. The program would help residents dispose their used syringes in the proper manner. In addition, to disposal opportunities the Fire Department may be able to supply residents with sharps containers for their use if they don't have one. All domestic used syringes can be discarded at the fire station located on Lothrop Street.

The grant application to support defibrillators located in public buildings was denied by MIIA. Last September, a grant application was submitted to the town's Loss Control Manager, MIIA. The purpose of the grant is to update current maintenance of public accessible defibrillators with fresh batteries and electric pads or leads. Monies from the grant would have also paid to re-certify and recruit town employees in CPR and defibrillator training that occupy public buildings that hold the defibrillators.

The Board of Health adopted a Temporary Food Establishment Policy. The food policy focuses on temporary food establishments. The policy offers three permit prices based on the menu risk. The lower priced permit would favor less risky foods. As the risk for food contamination increases so does the permit price.

To compliment the Temporary Food Policy, a fact sheet about food safety guidelines was created by staff and accepted by the Board of Health. The information is helpful to the general public who have little experience in the food industry. The guidelines

address basic food safety guidelines to maintain food hot, cold and wholesome. Also, topics such as sanitation procedures and substitutes for safer foods were included.

A collaborative attempt may be on the horizon regarding a zoning by-law pertaining to farm regulations. Spearheaded by the Planning Department various staff members from the Animal Inspector's Office, Conservation Office, Board of Health and the Building Department met to discuss the possibility of a farm regulation and topics that the by-law should address.

Energy Conservation:

In order 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.

Two town-wide flu clinics were held at the Holy Cross Church located on Purchase Street. The clinics were held in the morning and evening to accommodate the public. 374 residents received their flu shot at no charge. Our records show we were efficient enough to serve 80 residents in one half hour with three nurses attending the clinic.

Several smaller clinics were scheduled for first responders (police, fire and DPW employees) and school employees. 70 employees received their flu shots at no charge.

To accommodate the elderly housing, Parker Terrace and Elise Circle complexes, 33 residents received their flu shots at no charge.

7 home bound residents were accommodated by our public health nurse. These residents received their flu shot at no charge.

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.

Meetings:

There were 16 meetings attended over the course this period. These meetings involved topics such as Department staff, Loss Control, Board of Health Public Hearings. There were also Board of Health staff inspectors' meetings, Emergency

Dispensing Site/Medical Reserve Corps meetings, Special Town Meeting and Development Review Committee meetings.

Ames Free Library
Madeline Miele Holt, Executive Director

Key Events of 2nd Quarter FY 2009:

- All library activity measurements – circulation, website use, and program attendance – are significantly higher than a year ago.
- The renovation at 53 Main Street is well-underway with all permits approved and contractors selected.

Library Measurements

Circulation:

- Circulation this quarter was up 31% and for the first 6 months, 35% compared to last fiscal year.
- Website hits are averaging 127,000 hits per month, approximately 115% per month increase each month.

Publicity:

The eNewsletter was sent twice-a-month to our mailing list which is now just over 3,000 names; the open rates are 22-29%.

- All the News, the library's print newsletter was mailed to 9,800 addresses in November.
- Several features about the library appeared in local newspapers and we have established a weekly column in the Easton Journal.

Programs

Development:

- The Comedy Night and Silent Auction brought in \$7,000 resulting in a \$3600 net profit.
- The library's first annual appeal letter with a bookmark highlighting the value of many library services was mailed in December. So far, we have received a 1.6% response, have covered costs, and have started making a profit.
- An Easton Cultural Council Grant was awarded but not yet financed.
- ICMA grant application was submitted in January for an innovative program that the library and town management will conduct together. If awarded the grant (\$29,000) we will acquire an array of electronic productivity gadgets and conduct workshops on using them.

Adult and Children's Programs:

- 1,383 adults and children attended 117 programs ranging from regular story times and book club meetings to special events such as Boston Jazz Voices, National Novel Writers Month, Pumpnickel Puppets, a magic show, author appearances, etc.
- Librarian 'Computer Tutors' coached 56 learners. These are ½ hour individualized one-on-one sessions.

Friends of the Library:

- The Friends used the Cottage for a holiday shop during the Lion's Club Holiday Festival to sell used books, cards, and other gifts.

Facilities

Frothingham Hall:

- A lease has been signed with the Town of Easton as a result of an RFP process. Rent is \$500 per month through June 30, 2009.

53 Main St. Renovation:

- The Conservation Commission permit for the parking lot was received in late November, delaying start of the project until the spring thaw.
- The renovation is on schedule with no unexpected problems to date.

Queset House:

- Due to the economy and the effect of the downturn on our expected income, move-in plans for FY 2010 have been postponed. Forest Systems will continue to rent Queset House for approximately 2 years.
- The library will continue to use the house for programming and special events but will not open the first floor as a children's library until a later date.

51 Main St. – "The Cottage":

- Plans are underway to use this location for a teen library and study center in FY 2010.
- Until then, the Friends of the Library are planning to use it for a weekly Saturday morning book sale.

Personnel

- The library is benefiting from the service of one person who works for us under the Senior Tax Relief Program
- Staff productivity remains high and absences low. Absence measurements will be reported in a future report.

Plans for 2nd Quarter and Rest of Year

- Move out of Frothingham and re-establish library service in the Main Library and the Cottage.
- Ensure there are no more materials in off-site storage by end of calendar 2009.

- Control budget despite unexpected costs of construction, renovation, moving, etc.
- Continue development and fundraising activities, including a capital campaign kick-off coordinated with re-opening of the H.H. Richardson building.

Veterans

Steve Nolan, Veterans Agent

Ordinary and Medical Benefits paid:	\$47,706.06*
Payroll	<u>14,854.48</u>
Total Expenditures	\$65,560.54

*** Request for 75% state reimbursement completed through December**

New applications for Chapter 115 veterans' benefits	6
Federal applications or appeals for compensation or pensions	28
Transportation to VA hospitals	16
VFW, American Legion, VN Memorial meetings	7
Aid and Attendance applications	2
Home visits	14
Veterans' funerals attended	4
Requests for discharges and other record searches	7
Assistance with cemetery markers and flags	4
Office visits for various consultations and war stories	29
Assist with discharge upgrade requests	4
Assistance with Real Estate Tax Exemptions	7
Fuel Assistance applications	3
Turkey dinners delivered for holidays	8
Housing assistance	3

I was able to obtain free admission to the Boston Semper Fi Luncheon for a wounded Marine and his parents. The Marine was introduced to 1500 attendees and part in the ceremony.

Council on Aging

Del Kent, Director

During the fourth quarter calendar year 2008, 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 **5872 units of service** to **487 individuals** in the following areas.

Transportation:

We transported 108 elderly or disabled residents 1841 times for medical appointments, the hot lunch program, shopping, social and recreational activities, exercise programs, hairdressers and work.

Nutrition Programs:

Old Colony Elderly Service provided approximately 1950 meals that were either delivered to home bound elderly residents or served at the Community Center at Parker Terrace. Approximately 51 elderly residents participated in the nutrition program during the quarter due to the larger turnouts for the Thanksgiving and December Holiday lunches. 14 Council on Aging volunteers contributed approximately 240 hours of service while delivering meals on wheels during the quarter.

Financial Programs:

Our SHINE (Serving Health Information Needs of Elders) volunteer provided 26 units of service while helping 21 individuals with health insurance information or assistance in completing health insurance forms. Our Outreach Coordinator assisted 13 elderly or disabled residents by completing applications for fuel assistance that were submitted to Self Help Inc. in Brockton.

Outreach Programs:

Our Outreach Coordinator Beverly Beavers coordinated four (4) educational programs, which 45 people attended. These programs included the Importance of Balance, Conditioning and Strengthening as We Age, the Joy of Humor, How to talk to Your Doctor and What is Normal Memory. She mailed program/services information to residents turning age 65, and made home visits to elderly residents in need. Due to the town's financial constraints and hiring freeze, an afternoon Outreach Coordinator was not appointed to fill the position that Marilyn Lauricella left in August 2008. This part-time position will remain vacant.

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 Knights of Columbus for hosting their annual Christmas Dinner for our elderly residents in December. Appreciation is also extended to Personal Best Charities for delivering Thanksgiving dinners to many of our elderly residents as a part of their Turkey Brigade to Go program in November. COA ongoing recreation/socialization activities included the monthly birthday lunches at the Keefe Community Center at Parker Terrace. We also provided art classes and line dancing lessons during the quarter.

Recreation Department

Jennifer Hruniak, Recreation Director

October 15, 2008 marked my one year anniversary working for the Town. Over the past four quarters, one of my goals has been to develop new and diverse programs for all ages of the community. Although there is still work to be done in this area, I am extremely encouraged by the positive feedback the department has received from participants in our programs.

This quarter the department planned and organized a number of exciting group trips. We bused 54 individuals to New York City for a day of shopping and sightseeing. Over a dozen New England Patriots fans traveled to Miami, Florida with the department to see an exciting win over the Miami Dolphins. A group of 51 attended our bus trip to the Yankee Candle Complex and Bright Lights at Forest Park. Our Senior Holiday Luncheon at Venus de Milo was enjoyed by 24 individuals, and our trip to the Nutcracker at the Boston Opera House had 36 participants.

Other programs offered this quarter include a Lego Playland workshop, ice skating lessons, forensic detectives, girls science club, chess, and adult volleyball. Registrations are now coming in for our winter programs: ski and snowboard lessons, snow tubing, acting classes, karate, and adult yoga.

We look forward to acquiring the space to develop many more programs when the department moves to Frothingham Hall. Although the date of the move is still uncertain, we took a step in right direction when the Town voted to fund design plans for the building at the November Special Town Meeting.

In October, the Activate Easton Committee and Principal, Gary Mazzola organized a Walking School Bus program at the Olmsted School. On October 8, 2008, 530 students, along with town officials, teachers, and parents walked a one-mile route at the start of school to celebrate International Walk to School Day. This was the kick-off event for the six weeks of "Walking Wednesdays" that followed.

On "Walking Wednesdays" designated adult chaperones walked children to school along four different routes. Children who do not walk to school could also participate by walking during recess. The program was such a success that Olmsted School was awarded "Rookie of the Year" by the Massachusetts Executive Office of Transportation and Safe Routes to School at their annual conference in November. I was also asked to be speaker at the conference and talk about how Activate Easton was formed and the success of our program. With such a positive response to the program, the Activate Easton Committee is very encouraged. We plan to continue and possibly expand this program in the spring.

A number of other important events took place this quarter. The Community Visioning Focus Groups presented their ideas of what Easton should look like during the next 20 years at a presentation to the town on October 4th. Many groups had visions that involved Recreation including acquiring more land for active and passive recreational pursuits, developing biking and walking paths, and renovating Frothingham Hall.

On October 18th, H.U.G.S. held their 10th 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 \$20,000 was raised, a portion of which will be donated to the Recreation Department to support the homework club and late bus at the Middle School.

On October 27th and 28th, I attended the annual conference of the Massachusetts Recreation and Park Association. I had worked all year to plan and organize this event as a member of the conference committee. I was also in charge of recruiting Recreation students from area colleges such as Bridgewater State, Springfield College, Gordon College, and the University of New Hampshire to volunteer at the conference. It was a very successful and informative event and I look forward to working on the 2009 conference beginning in January.

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.
- Prepared motor vehicle commitments 6 & 6A for 2008, commitment A1 for 2007 and commitment A2 for 2006.
- 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 interim adjustment 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.

Data Processing

Mike Deltano, Information Systems Manager

Following is a synopsis of the work accomplished by Data Processing during the 2nd Quarter FY2009

1. Replaced 8 old computers with 8 new ones primarily at the Police Dept.
2. Setup the Dell/EqualLogic SAN unit to house our future virtual server environment. I also purchased one HP Proliant server, with Virtual Iron licenses to run that virtual server environment specifically for the new SoftRight financial software. Connected all of the hardware for the project and installed both the EqualLogic and Virtual Iron management software. I also set up the necessary VLAN's on the HP ProCurve switch for the SAN network.
3. Replaced a failed drive in one of the RAID arrays of the Document Imaging Server.
4. On October 30 our root domain controller which also contains all of our user files and profiles had a severe hardware malfunction and crashed. One hard drive was lost as well as the power distribution module. The data drive was totally corrupted. The replacement parts arrived after about 3 hours and the server was made functional again. Then a restore from tape backup got the server back up to operational level.
5. On November 3 a computer was found to have a virus which got our mail server on the spam blacklists again. Fortunately I caught this one early enough and was able to clean the computer and get us off of the spam lists in just a few hours.
6. Our financial sever has been re-booting itself at random after a Unisys patch upgrade was installed. We found a workaround and put in some scripts to automate that function daily.
7. The DPW root domain controller crashed and suffered a hard drive failure. Fortunately one of the mirrored drives came back on-line and a new drive was purchased to replace the failed drive.
8. On Nov. 10, 2 batteries died in 2 different UPS units. One on the MapperNT server and another on the DPW server. Both batteries were replaced.
9. On Nov. 12, 3 desktop computers crashed. One from a virus, one from a hard drive failure and one because it was old and tired. The one with the virus had to be re-installed. Fortunately I had a spare hard drive for the one with the failed drive but it also needed to have everything re-installed. The old computer apparently had the SATA socket go bad on the motherboard. I connected to hard drive to a different socket and that one has been ok since.
10. On December 4, one of the hard drives in the Water Billing server died. Fortunately the RAID array kept the server running until I could get a new drive installed.

Eric Davis, Systems Designer/Programmer

- ❖ Created output delimited text files for the Town and School payroll direct deposit files, the New Budget and Dog License applications. These files can be used to input into an Excel spreadsheet or as conversion files to another computer system.
- ❖ Worked with Unisys hotline to troubleshoot a problem with the MAPPERNT server. It would re-boot on it's own without any message or notification. We finally pinpointed the problem to a bad area in the database where system messages were being held. I wrote a script to automatically delete these messages every day and the re-boots stopped.
- ❖ Modified the Real Estate application to process, display and report all supplemental parcels.
- ❖ Modified the '2008' and '2007' payroll individual earnings records and reports for police municipally paid detail and police special detail earnings. These earnings needed to be saved in the database separate from the police base pay for reporting earnings to the retirement system.
- ❖ Worked with the assessor's office to coordinate the transition process from the preliminary Real Estate and Personal Property databases to the actual databases. Included in the process were some program modifications to the Real Estate actual commitment program and first quarter actual bills program to process and report some new type classification codes.

Town Accountant's Office

Wendy Nightingale, Town Accountant

Summary of Significant Departmental Activities

The second quarter was very exciting and challenging for the Accounting Department. The Town Accountant assisted in preparations for the November Special Town Meeting. This would be the final town meeting before setting the tax rate. The Town Accountant also worked with the Finance Team to prepare the tax recap report for submission to the Department of Revenue. Schedule A (required year-end revenue and expenditure report) was also prepared and submitted on time.

The Accounting Department spent much time preparing for the implementation of the new payroll software which will take effect January 1, 2009. The new payroll software is part of a fully integrated financial accounting software system that was approved at the November town meeting. The new software will provide enhanced reporting capabilities and will ultimately produce a savings in annual operating costs. Special thanks are extended to Adilia Collazo (Assistant Town Accountant) and Peg Horne (Account Clerk) for their hard work and to all the town departments for their cooperation during this transition.

On a more somber note, work on the fiscal 2010 budget began. The impending reduction of local aid due to the State's financial crisis and lack of growth in other revenue categories due to the recession will make it difficult to balance the budget.

Additionally, the Capital Planning Committee met with various departments throughout the quarter to review their capital budget requests. Those requests will be prioritized and submitted to the Town Administrator in the next quarter.

Warrants processed: The Accounting department processed a total of 88 warrants during the quarter, of which 16 were for town payroll, 15 were for school payroll, 40 were for town expenses/withholdings/refunds and 17 were for school expenses.

Treasurer Collector Office
Teresa DeSilva, Treasurer/Collector

October

8235 Real Estate and 560 Personal Property bills were mailed for the November 1st due date. The real estate data is verified for the tax service companies and electronic files sent. Also files were uploaded to the Unipay online system for people to pay their bills through the Town's website.

Payroll warrants	Town	\$ 1,104,563.22
	School	\$ 2,070,853.82
Vendor warrants	Town	\$ 3,498,795.79
	School	\$ 1,020,824.51
Collections:	Real Estate	\$ 7,952,486.61
	Personal Property	\$ 93,965.83
	Motor Vehicle	\$ 78,090.66
	Trash	\$ 18,278.41

November

Collection of Real Estate Taxes which were due on the first of the month. Tax Title Letters sent to delinquent FY 08 taxpayers. This letter informed them that they had until January 5th to pay in full to avoid advertisement in the Easton Journal and a lien being placed on the property.

Payroll warrants	Town	\$ 868,723.00
	School	\$ 2,152,399.57
Vendor warrants	Town	\$ 2,384,269.04
	School	\$ 578,980.82
Collections:	Real Estate	\$ 1,334,559.85
	Personal Property	\$ 5,200.80
	Motor Vehicle	\$ 44,497.29
	Trash	\$ 6,760.01

December

Real Estate 3rd quarter actual bills had to be printed so that they would be mailed by December 31st. Files were sent to the tax services companies and also uploaded to the Unipay online system for people to pay their bills through the Town's website. All tax records of individuals requesting license renewals through the Town are checked for any delinquency so that the Board of Selectmen can issue licenses. Trash bills were issued and are due in January. The payroll conversion to the new software was uploaded and tested. All employee data had to be verified for live implementation of the program on January 1st.

Payroll warrants	Town	\$ 1,358,765.49
	School	\$ 3,058,886.46
Vendor warrants	Town	\$ 2,507,252.99
	School	\$ 559,595.14
Collections:	Real Estate	\$ 217,917.87
	Personal Property	\$ 1,817.46
	Motor Vehicle	\$ 95,715.94
	Trash	\$ 90,439.69

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

- ❖ During the second quarter of Fiscal Year 2009, the Department of Planning & Community Development continued to focus efforts on making progress towards meeting our goals and objectives.
- ❖ **Open Space Plan Update**
- ❖ The draft update of the 5-year Open Space Plan was submitted to DCS. We received preliminary acceptance by the Department of Conservation Services, pending some minor modifications. The majority of the modifications have been made and the remainder will be completed shortly.
- ❖ **Conservation Management Plan**
- ❖ Call of the Wild (Diane Boretas) continued field studies to identify the wildlife population within the resource areas and other key natural attributes. Quarterly reports on initial findings have been shared with the Commission. Diane also continues to assess opportunities for agriculture practices on suitable parcels. As mentioned in earlier reports part of the final plan is expected to identify and recommend specific areas of conservation land that may be appropriate for agriculture opportunities. The final management plan is due to the Commission in February.
- ❖ **Long Pond Dam**
- ❖ The Phase II report, responding to the Office of Dam Safety's Letter of Con-Compliance, was filed in November. The report and the recommendations made by Amory Engineering were reviewed with the Board of Selectmen and the

Conservation Commission. A meeting was also held with officials from the Town of Stoughton, including the Town Manager, Town Engineer and Director of the Department of Public Works.

❖ **Planning & Zoning Board Permitting**

- ❖ On December 17, 2008, the Planning and Zoning Board voted to adopt new Administrative Rules and Regulations and new Subdivision Rules and Regulations, and revised its application forms and fee schedule.

❖ ***Revised Fee Schedule***

- ❖ After researching fees in comparable communities in Massachusetts, staff proposed and the Board accepted a revised fee schedule which brings Easton's fees more in line with those of other cities and towns and clarifies the application process. The major changes in the fee schedule were: to explicitly require a deposit towards the cost of consultant costs for stormwater review as part of an application for Site Plan Approval; to reduce the fees for minor modifications of subdivisions and Special Permits; and, to change the basis for the fee for Site Plan Approval to the square footage of the building proposed, rather than the number of parking spaces. These changes should encourage compliance as well as reduce the cost to small businesses to locate in Easton.

❖ ***Improved Stormwater Management Regulations***

- ❖ The new Administrative Rules and Regulations and new Subdivision Rules and Regulations both include completely revised regulations for managing stormwater in the Town of Easton. Under the new regulations, most new development must comply with the Massachusetts Stormwater Standards, which are a part of the Wetlands Protection Act. This policy will simplify the development review process, because the Conservation Commission and the Planning & Zoning Board will be working from uniform standards for the first time. It will also ensure that Easton residents are better protected from flooding, and that our drinking water supply is better protected from pollutants that can accrue in stormwater runoff.

❖ **Roadway Completion**

- ❖ The Planning & Zoning Board reviewed a list of "problem" streets, and voted to move forward with pulling the bond on Alderwood Drive. This road was voted for approval at Town Meeting several years ago, but the final stages of acceptance were never completely.

❖ **Permitting Automation**

- ❖ We are planning on proceeding with implementing the Conservation Commission component of the GeoTMS permit tracking software in the department. This software will be purchased with Conservation Commission funds. It is generally agreed that this software will be the enterprise-wide solution of choice. The Land Use Agent spent time at DesLauriers Municipal Solutions for a comprehensive, hands-on demonstration. A project plan is being drafted for review by the Director and Management Information Systems and it is expected that implementation will commence in December.

❖ **Community Visioning**

- ❖ The Planning & Community Development Department assisted other town staff in facilitating a year-long community visioning process, culminating in a final presentation on October 4. Focus groups consisting of various members of the community worked with staff between September of 2007 and October 2008 to answer the question, "What do you want Easton to look like in 20 years?" A final report documenting the results of this effort will be issued in the spring of 2009.

❖ **Staff Liaison Activities**

- ❖ Staff continued to provide support to the Community Preservation Committee, Conservation Commission, Historical Commission, Fair and Affordable Housing Partnership, and Planning & Zoning Board.

❖ *Conservation Commission*

- ❖ In addition to reviewing all projects submitted to the Commission for permitting, staff prepared the administrative records in response to two appeals of the Commission's decision to deny permits under the local wetlands protection by-law. The Commission is also working on an update of their regulations to correlate with the stormwater management regulations incorporated into the Planning Board regulations.

❖ *Historical Commission*

- ❖ Staff continued to assist the Commission in properly applying the Demolition Review By-law. Staff began drafting regulations that are intended to provide clarity to the process of implementing the By-law.

❖ **Staff has been working on updating the Historical Commission's website to offer the public improved access to information and resources.**

❖ *Fair & Affordable Housing Partnership (FAHP)*

- ❖ The FAHP is a relatively new committee which replaces the Fair Housing Committee and the Housing Partnership. The FAHP's mission is to: develop, preserve, and advocate for housing opportunities for a broad range of income levels; promote housing choice in Easton; eliminate discrimination in housing and increase awareness of Fair Housing laws; and, exercise a leadership position in affordable housing development and planning for fair and affordable housing. Staff assisted the Partnership in the last quarter to review a comprehensive permit applications at the Shovel Shop and 31 Williams Street, and to review a proposal by a local affordable housing developer, the BIC Nehemiah group, to developer between 4 and 8 units of moderate-income family housing in Easton.
- ❖ Community Preservation Committee staff has provided general support to the CPC attending all of its meetings.

Brackett & Lucas
Attorney Ellen Doucette, Town Counsel

During the fourth quarter of calendar year 2008, Brackett & Lucas as Town Counsel addressed various and diverse issues on the town's behalf. At present, the town is involved in a fairly minimal amount of litigation all of which are zoning matters.

I. Litigation Matters

Work was performed on the following litigation matters:

John Hurley/29 Howard Street – Zoning Enforcement
John Hurley v. Zoning Board of Appeals

The Court has still not ruled on the town's request for a Preliminary Injunction. A letter will be sent to the court inquiring as to the status. Additionally, Hurley has not yet responded to the town's discovery requests and the process for dismissal of the appeal will be started. Please be advised that dismissal for failure to respond to discovery does not happen at this stage. The Rules of Civil Procedure allow additional time, so the request to dismiss is procedural only.

Dupont, et al v. Zoning Board of Appeals

The Duponts filed a cross motion to the Town's Motion for Summary Judgment and a response was prepared. The documents have been filed and the Court has scheduled a hearing on the Motions for February 22, 2009 at the Fall River Superior Court. As stated in the previous report, the allowance of this motion would dispose of this 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. The matter was scheduled for another trial on December 22, 2008, but the matter was continued so that Attorney Marsan and I could straighten out the procedural errors. The Court scheduled a hearing for

II. Real Estate Matters

On December 7, 2008, title to the Faria property at 60 Center Street together with the abutting drainage easement was conveyed to the Town of Easton. All necessary documents were filed with DCAM and this matter has been concluded.

An RFP was issued for the lease of Frothingham Hall and as anticipated, only one proposal was received that being from the Ames Free Library. A lease has been prepared.

This office assisted the Conservation Commission in finalizing the purchase of several acres of land off Foundry Street from Sawmill Pond, LLC.

III. Miscellaneous Town Matters

A miscellaneous matter of note is the assistance being provided to the Fire Chief to obtain a replacement engine and/or reimbursement of expenses related to the Fire Department's Type II Ambulance. Pursuant to Ford Motor Company's warranty provisions, notice was sent to Ford on December 18, 2008. To date, neither the Chief nor I have received any response from Ford and I will be preparing a claim under M.G.L. Chapter 93A (Consumer Protection) and the Massachusetts Lemon Law.

Additionally, research is being conducted relative to the status of the way which runs through the Shovel Shop parcel. Assistance was provided for the development of certain articles and motions for the November, 2008 Town Meeting warrant and representation at Town Meeting were provided. Additionally, legal assistance was provided to some department heads, town boards, committees and commissions. Assistance was provided to the Board of Selectmen at its December 1 license suspension hearings conducted as a result of the Police Department's most recent alcohol compliance check. With a few exceptions, conferences were 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. I have also had conferences by telephone and in person with the Planning and Community Development Department to finalize the proposed revisions to the Subdivision Rules and Regulations and the Site Plan Guidelines which were recently adopted by the Zoning and Planning Board.