



Town of Easton Administrator's Report 3rd Quarter Fiscal Year 2009 March 31, 2009

This is my tenth 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 January 1, 2009 through March 31, 2009.

I. Public Safety

**Fire Department
Tom Stone, Fire Chief**

Calls for Service

The Easton Fire Department responded to 738 calls for service during the months of January, February, and March 2009. There were 329 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>
January	290	128
February	200	92
March	248	109

Of particular note during the first quarter of 2009 the department responded to several fires that caused a considerable amount of property damage. A single family home on Howard Street was damaged in a late afternoon fire. A late morning fire damaged a single family home on Central Street. Two out-building were destroyed by fire. One occurred on Poquanticut Ave. The other fire consumed a vacant building on Bay Road. A fire in the office section of an industrial warehouse on Norfolk Ave. caused heavy damage forcing the company to temporarily relocate.

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. and Turnpike St.

The annual “open burning” season began on January 15th and will continue through May 1st. Burning permits are available at the Lothrop Street Fire Station.

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 Fire Chiefs’ Association of Massachusetts professional development conference.

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.

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.

Firefighters Christopher Dyer and Christopher Hebb successfully completed the 12-week Massachusetts Firefighting Academy Recruit Training Program. Their graduation exercises were held on March 27th. Firefighter Jeffrey Keach began his 12-week recruit training course on March 30th.

All members of the fire department completed a Department of Fire Services training class on road and highway safety.

The town’s new ambulance was placed in service in January. Lieutenant Evan Malone, Firefighters Larry Blye, Mike Greene, Pat McGovern and Jeff Dupuis put a lot of time and effort into designing the specifications for the new vehicle as well as equipping it for service.

The initial fire department budget for fiscal year 2010 has been prepared and reviewed by the town administrator and finance committee.

Police Department
Tom Kominsky, Police Chief

Personnel

The detectives have been busy with an increase of a wide variety of crimes including vehicle breaks, illegal drug activity, sexual assaults as well as computer related fraud.

Due to the increase of motor vehicle accidents and complaints from the community, we have targeted high-risk areas for traffic enforcement activity. The supervisors assign officers to identified problem areas.

Jared Nevens graduated from the Plymouth Municipal Police Academy, and he is well into the field training program. We are very happy with his progress.

Officers Anthony DiCarlo and Andrew Salisbury have been activated into the military and will be leaving for the Middle East in the spring.

Chief Kominsky has announced his retirement as of June 30th 2009.

Goals and Objectives

In response to the recent budget reductions the following actions have been taken:

Applications have been completed for several grants, and to date we have received grant monies for Police Dispatcher salaries and equipment, traffic enforcement and alcohol enforcement. A grant (Cops More) has been submitted in the hopes of reducing any possible manpower loss for the department.

Days off such as vacation, personal and holiday time are now being assigned to prevent the May and June rush that causes excessive overtime.

Usage of lights and other electrical devises have been limited.

Miles driven by officers on patrol have been closely monitored. We have a target of less than 50 miles per shift. We have not doubled up in vehicles as of yet.

II. Department of Public Works

Wayne Southworth, DPW Director

During the Months of January, February and March, 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

DPW Managers attended a regional manager's drug and alcohol testing seminar.

The DPW attended a Conservation Commission meeting regarding the PWED project on Foundry Street.

The DPW made a presentation to the Capital Budget Committee regarding the FY 2010 Capital Budget.

On January 27th the DPW conducted a public hearing on the PWED grant application for improvements to Foundry Street.

FY 2010 Operational Budgets were presented to the Town Administrator, Selectmen and Finance Committee.

All DPW personal attended a Snow Plow Safety Training Seminar and EAP Training.

Participated in Smart Growth Workshop on Monday February 23rd.

Participated in The Upper Taunton River Regional Wastewater Evaluation Project at Bridgewater State College on March 12th.

The Traffic Safety Committee gave a report on Williams Street sign placement to the Board of Selectmen.

The DPW hosted a MEPA hearing on March 24th regarding the Foundry Street PWED Project.

Participated in Statewide Contracts Operational Services Training Seminar on March 31st.

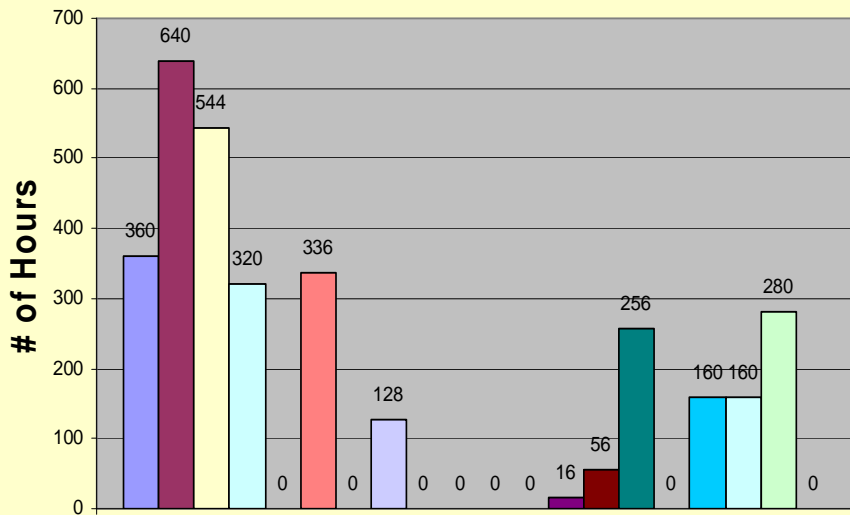
DPW Operations Division
January 1, 2009 through March 31, 2009
Moe Goulet, Operations Manager

	<u>Unit</u>	Jan.	Feb.	Mar.	Total	<u>Unit</u>
<u>HIGHWAY</u>						
Snow & Ice	event	3	0	0	3	event
Paving	tons	21	19	15	55	tons
Patching	tons	6	0	34	40	tons
Line Painting	event	0	0	0	0	ea
Sign Making	event	7	10	18	35	ea
Flail Mowing	event	0	0	0	0	event
Street Sweeping	event	0	0	5	5	event
CB/MH Repair	ea	0	0	0	0	ea
New CB/MH Installation	ea	0	0	0	0	ea
Catch Basin Cleaning	ea	0	0	0	0	event
Drain Clearing	event	0	0	0	0	event
Vehicle Inspections	ea	0	0	0	0	ea

BUILDING & GROUNDS

Tree Work	ea	4	63	77	144	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	0	0	0	0	event
Mowing Other	event	0	0	0	0	event
Line Field School	event	0	0	0	0	event
Clean-ups	event	0	0	0	0	event
Electrical School	event	20	21	20	61	event
Electrical Other	event	17	20	15	52	event
HVAC School	event	18	22	20	60	event
HVAC Other	event	9	2	16	27	event
Craftsman School	event	1	0	1	2	event
Craftsman Other	event	17	23	21	61	event

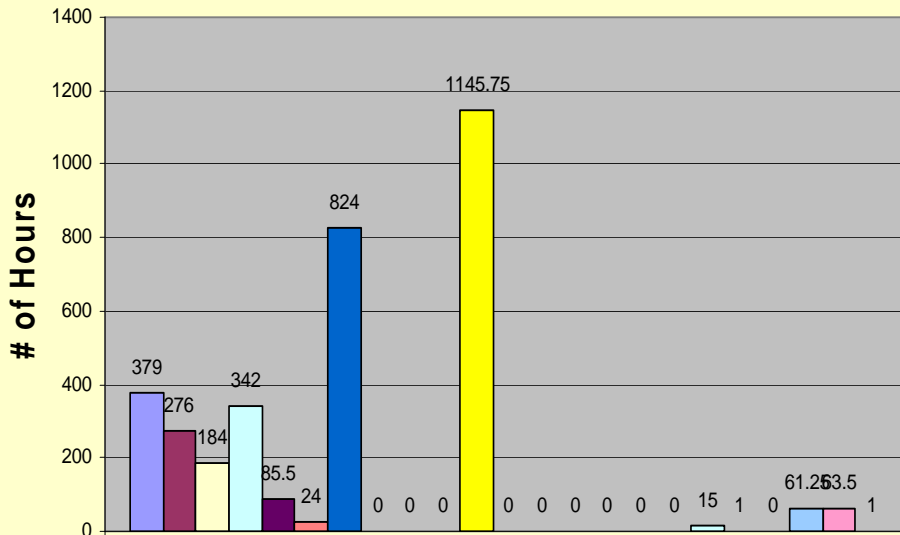
Highway Division Daily Log January 09 - March 09



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

Daily Tasks

Building and Grounds Division Daily Log January 09 - March 09



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

Daily Tasks

Water Division
January 1, 2009 through March 31, 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:

As you may notice upon entering Town Hall, The Office of the Town Clerk is now located on the first floor, just as you enter the building. Please stop and say hello on your way through Town hall.

Training:

Consistent with the Office's mission statement, a continuing education is a necessity in an ever-changing landscape of laws and regulations. This quarter the Town Clerk attended Annual Winter Conference of the Massachusetts Town Clerk's Association which consisted of 3 days of intensive classes relating to ever-changing rules and regulations in the Clerk's world. The Town Clerk also attended one day seminars in Multiple Project management, immigration law and the Department of Revenue's gateway computer system. The entire office partook in seminars relating to Electronic Document management, Customer Service and creating a respectful workplace.

Elections/Voting:

Between January 1st and March 31st we registered new 29 voters.

Revenue:

Passports	\$6875.00
Passport Pictures	\$1310.00
Business Certificates	\$2800.00
Business Certificate Discontinuance	\$50.00
Vital Record Certified Copy	\$3,482.00
Physician Registration	\$850.00
Dog Licenses	\$11,020.00
Dog Violations	\$620.00
Total	\$27,007.00

Inspectional Services
Mark Trivett, Inspector of Buildings

January 1, 2009 – March 31, 2009

Permit Activity	
Building Permits	80 of which 4 were for New Single-family Units

Foundation Permits (New Single-family)	8
Certificates of Inspection	9
Demolition Permits	3
Electrical Permits	121
Plumbing Permits	65
Gas Permits	62
Mechanical Permits	2
Trench Permits	15
Miscellaneous	127
Total Receipts	\$71,119.00
Inspections	
Building Inspectors	293
Inspector of Wires	158
Plumbing & Gas Inspector	127
Total Calls for Inspections	578
Other Activities	
Meetings with Town Administrator	6
Meetings with Town Counsel	6
Meetings with Development Review	2
Fire Department Meetings/Emergency Calls	4
Meetings with Design Professionals, Developers, Attorneys	12
Department Head Staff Meetings	2
Building Officials Seminars for Continuing Education	4
Court Appearances	0
Commission on Disabilities Meetings	4
Green Communities Task Force Meetings	6

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). No outside consultant(s) were hired this quarter.

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

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 current circumstances.

The Board of Health is a three member elected board consisting 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.

The hours shown below reflect the main working force consisting of office personnel or office payroll expenditures. The hours do not represent hours that I have spent at night meetings and hours after the normal office hours due to my salaried employee status.

13 week period – Est. total person-hours budgeted in period – (+1495 hrs).
Est. person-hours charged for absences (sick, vacation, personal, jury duty, holidays) - (- 142 hrs).

Person-hours worked +1353 representing 91% efficiency.

The above data represents the office efforts as a unit to serve the public. The various facets of service we provide could not be accomplished without individuals working as a team.

The productivity ratio/quantitative measures chart on an individual level is attached to this report as requested (see 3 RD Qrtly 2009 tab).

Office:

This quarter the office had completed mailing out our annual permits for 2009 year operation. Businesses that require certifications and licenses were recorded as they need to maintain their certifications for their annual permit(s).

The office participated in an education program regarding the new federal law for all public, semi-public and special purpose pools. The Board of Health permits semi-public and special purposes pools in town. The new law requires that all drain grates meet a new design that prohibits suction entrapment. Pools with single main drains have more stringent requirements.

This quarter we discovered 4 after school program for youths that serve food to the children. They have been incorporated in our food inspectional program.

The Town of Mansfield notified the office of a potential ground water threat from the Hercules Landfill located on Stearns Ave. in Mansfield. The chemical, pentaerythritol, was discovered in an adjacent private well to the landfill in Mansfield that exceeded the precautionary risk level for the chemical. Easton residents that were located down gradient and within a half a mile from the well were tested for the chemical. The office notified each resident, organized and assisted in the sampling of the private well water for the lab to test. The results are anticipated to be known in May of this year.

The office anticipated in two Greater Taunton Pandemic Ad-Hoc meetings at Morton Hospital in Taunton.

Other administrative duties included plan review/comments for various boards as well as approvals for septic system permits, septic system's Certificate of Compliance and plan review for new commercial businesses as well as renovations for existing ones (est. 61 reviews).

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

We provide public health information outside the Board of Health Office door. The pamphlets cover a variety of topics from tobacco abuse, mosquito repellants to anthrax for the public's review. The pamphlets are free and have been popular with residents visiting town hall.

Education seminars and workshops were attended by staff to maintain their licenses, certifications and to gain general knowledge. This quarter, we had opportunities to attend a wide variety of topics. Instead of itemizing workshops to each employee I will list the training seminars that we attended. The town's MIIA EAP provided "Creating a Respectful Workplace and Tips for Providing Excellent Service for all town employees to attend. Elijen provided a workshop "Elijen Geotextile Sand Filter". Mass Health Officer's Association provided "Abandoned Properties: PH Issues. Mass Health Officers Association and Department of Environmental Protection jointly provided a Health Officers Workshop seminar. Department of Public Health provided "Community Sanitation Program Annual Spring Seminar". Colonel David Gavigan, Commander Special Operations from the Bristol County Sheriff's Office provided two workshop/certifications the National Incident Management System 700 (NIMS-700) and the Incident Command Systems -200 (ICS-200). Mr. Tom Fantozzi, R.S. from the Bristol County Emergency Preparedness Coalition assisted in the ICS-200 workshop/certification.

Mr. Saucier participated as a speaker for the Pro-Home seminar in Taunton regarding housing issues.

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. 18

Food inspections (including re-inspections) – est. 117
Communicable disease reporting - 10
Septic installation inspections- est. 47
Semi-public Swimming Pool – est. 2
Soil classification sites (per hole) – est. 68
Percolation witness tests – est. 40
Sieve sample collection – est. 15
Construction sites visited – est. 28
Transport offal truck inspection - 4

Board of Health Public Hearings:

The Board of Health meets in a public forum. Within this quarter the Board of Health met 8 times. 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:

This quarter, the office had hosted two training workshops the National Incident Management System 700 (NIMS-700) and the Incident Command System (ICS-200) for the Medical Reserve Volunteers and neighboring towns. The office provided a town mailing to Easton's Medical Reserve Corps (MRC) volunteers promoting a list of educational opportunities for the winter and spring months. The office will be hosting a Pandemic Flu Planning workshop, May 13, 2009 at the HH Richardson School.

We continued work with Ms Amy Palmer, MPH an emergency planners from the Bristol County Emergency Preparedness Coalition to help organize and set up Emergency Dispensing Sites for the town.

The Board of Health's website was updated. Our forms and permit applications were changed to meet new requirements. We removed obsolete information pertaining to policies, regulations and procedures.

Two surveys were developed and sent out to our food establishments. One health survey pertained to the use of Tran's fat in any food preparation. The second survey asked if the establishment had access to a defibrillator.

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.

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 15 meetings attended over the course this period. These meetings involved topics such as Department staff, Loss Control, Board of Health Public Hearings, and 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 3rd Quarter FY 2009:

- All library activity measurements – circulation, website use, and program attendance – are significantly higher than a year ago. See tables below
- The renovation at 53 Main Street is well-underway and on schedule.

Library Productivity Measurements

Circulation & Computer Use

- Circulation this quarter was up 35% and year-to-date is 40% higher compared to this time last fiscal year. Forty percent represents 30,000 additional items circulated.
- The highest increase in types of items circulated is, as expected, DVDs. Children's fiction and picture books also show increases higher than 50%
- Website use is averaging 134,000 hits per month, a 77% increase year-to-date.
- Year-to-date 6,000 people used library computers, an increase of 92%.

Publicity

- The *eNewsletter* was sent twice-a-month to our mailing list which is now just over 4,000 names; the open rates are 22-29%.
- Several features about the library appeared in local newspapers and we have received many fine testimonials and letters about our good service and enriching cultural programs.

Programs

Development

- We were disappointed not to receive the ICMA grant applied for in January that would have provided an excellent opportunity to work with town management and other groups. The organization funded only 4 grants from among 500 applications.

Adult and Children's Programs

- 810 adults and 3,816 children attended 374 programs ranging from regular story times and book club meetings to special events such as a Dutch Oven cooking demonstration, a lecture on tapas from a local restaurant chef, a lecture about the strange and humorous court records of Colonial New England, and a discussion about women soldiers in the Civil War with Anita Silvey, author of *I'll Pass for Your Comrade*.
- The children's librarian visited 20 classrooms in March and gave out 200 library cards. About 400 elementary school children have signed up for library cards since January.
- A new program, Employment Reference Services, was launched to help job hunters navigate the internet and apply for jobs online.

Friends of the Library

- The Friends established a "Bookstore/Café" at the Cottage at 56 Main for weekly Saturday used-book sales starting in March. They are selling books, postcards, tote bags, and donated baked goods. A place for community connections and a profitable activity for the Friends, the book sales will continue until the end of May.

Facilities

53 Main St. Renovation

- The renovation is on schedule with the clearing of the land behind the library for the new 25-space parking lot underway.

Ames Free Library Productivity Snapshot Year-To-Date Jul 08-Mar 09

	Year to Date Totals	Percent Increase Over Jul-Mar FY 08
Circulation Total	104,844	40%
InterLibrary Lending		
Borrowed from SAILS Libraries	19,267	12%
Loaned to SAILS Libraries	10,715	47%
Programs Total	374	63%
Adult	184	70%
Children	190	56%
Program Attendees	4,626	118%
Adult	810	335%
Children	3,816	97%
Computer Usage	6,017	92%
Web Hits	1,207,097	77%

**Ames Free Library Third Quarter Snapshot
Growth in Types of
Items Circulated Jan
Mar 09 Compared to
Jan-Mar 08**

	<u>Total '09 YTD</u>	No. of Items - Increase Over <u>FY '08</u>	Percent Increase <u>Over FY '08</u>
Adult Books on CD	1053	119	13%
Adult DVDs	5722	2149	60%
Adult Fiction	6808	619	10%
Adult Large Type	569	67	13%
Adult Magazines	554	16	3%
Adult Music CDs	1388	432	45%
Adult Nonfiction	4347	969	29%
Juvenile DVDs	3629	2037	128%
Juvenile Fiction	4251	1440	51%
Juvenile Nonfiction	2799	178	7%
Juvenile Picture Books	5068	1790	55%

**Veterans
Steve Nolan, Veterans Agent**

Ordinary and Medical Benefits paid:	\$48,104.86*
Payroll	<u>12,693.48</u>
Total Expenditures	\$60,798.66

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

New applications for Chapter 115 veterans' benefits	3
Federal applications or appeals for compensation or pensions	36
Transportation to VA hospitals	19
VFW, American Legion, VN Memorial meetings	8
Aid and Attendance applications	8
Home visits	4
Veterans' funerals attended	2
Requests for discharges and other record searches	4
Assistance with cemetery markers and flags	2
Office visits for various consultations and war stories	22
Fuel Assistance applications	2
Job Search Assistance	2

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 first 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 5852 units of service to 583 individuals in the following areas.

Transportation:

We transported 94 elderly or disabled residents 1551 times for medical appointments, the hot lunch program, shopping, social and recreational activities, exercise programs, hairdressers and work.

Nutrition Programs:

Old Colony Elderly Services provided 2004 meals that were either delivered to home bound elderly residents or served at the Community Center at Parker Terrace. 98 elderly residents participated in the nutrition program during the quarter. The increase in the number of nutrition program participants is due to the change in the monthly birthday program. Since January the Council on Aging has combined the monthly birthday party with the OCES lunch instead of using a separate caterer for the birthday lunch. 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 30 individuals with health insurance information or assistance in completing health insurance forms. Our 2 Income Tax volunteers helped 35 individuals prepare their 2008 Federal and State income tax returns. Our COA Director assisted 6 individuals complete Good Neighbor Energy Fund applications for assistance with winter heating or utility bills. Our Outreach Coordinator assisted 9 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 two (2) educational programs, which 10 people attended and one (1) craft class sponsored by Community VNA at which 10 residents made Valentines for homebound elderly. These educational programs were Boost Your Energy and Quit Smoking. She organized a Men's Group for 11 interested individuals and mailed program/services information to residents turning age 65, in addition to making home visits to elderly residents in need and delivering meals on wheels on four occasions 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 Old Colony YMCA for sponsoring a Senior Appreciation Day for our elderly residents at the YMCA on Barrows Street. COA ongoing recreation/socialization activities included the monthly birthday lunches at the Keefe Community Center at Parker Terrace. Line dancing lessons continued during the quarter and there was one 4-week session of Art class.

Recreation Department

Jennifer Hruniak, Recreation Director

The department ran a number of successful programs this winter. Our second annual snow tubing trip to Nashoba Valley had over 70 participants. During February school vacation, we took a group of approximately 30 children to play lazer tag. Returning favorites such as ski and snowboard lessons, ice skating lessons, chess, karate, adult volleyball and basketball all had a good turnout. New programs included acting lessons with 24 participants, Exploring Science and Mixing up a Mess, and American Girl Doll Create and Play. Our Girls Science Club program in the fall had such a positive response that we added Girls Science Club II this winter. The number of participants more than doubled to 28 girls.

The Activate Easton Committee has been busy planning a number of different programs for the community. In February we held a month-long program called February Family Fitness in which several local businesses offered free or discounted health and fitness activities. We would like to thank Anytime Fitness, Easton Pilates Studio, Maplewood, Personal Best Karate, Easton YMCA, Easton Children's Museum, Easton Yoga Center, Open Door Power Yoga Studios, and The Training Fix for participating in our program. We are now planning a number of outdoor family activities for TV Turnoff Week in April. This summer we hope to run a youth health and wellness program for children ages 6 to 11 through a resource grant we applied for through the National Recreation and Park Association

Activate Easton is also gearing up for our spring Walk to School Program. The fall program at Olmsted School was such a success that Richardson School will be joining the program this spring. Working in cooperation with MA Safe Routes to School has made us eligible for a no-cost assessment of walking and bicycling routes within one mile of Olmsted School. Principal, Gary Mazzola and I submitted the assessment application on March 12th. If chosen, Easton may be eligible for a federally-funded infrastructure construction project based on the assessment.

I continue to be an active member of the Massachusetts Recreation and Park Association. I am on the 2009 Annual Conference Committee. We meet monthly to plan and organize the training opportunities and activities that will take place at this year's conference to be held in Worcester in October. I also attend monthly regional meetings with other Recreation Directors from the south shore.

This quarter I met with a representative from Special Olympics Massachusetts and members of the Special Education Parent Advisory Council. We plan to collaborate on some upcoming recreation programs. I also met with the Finance Committee to review the department's FY2010 budget request.

We are now taking registrations for our upcoming spring programs. Tee ball and pre-baseball have over 125 children registered so far. Our spring lacrosse league has over 110 participants as well. Other spring programs include super sports, flag football, running club, girls volleyball, youth and adult tennis, youth and adult golf, and bus trips to Annie the Musical, Westport Winery, and New York City.

IV. General Government

Assessors Office

Robert Alford, Assistant Assessor

- Assisted taxpayers to explain the assessment and real estate tax / abatement process. Received 120 abatement applications. Inspected most of the abatement applications.
- Mailed out more than 600 Form of List for Personal Property and Income and Expense forms to businesses. Listed the Form of List on our website. Answered questions on how to file the Form of List and Income and Expense forms.
- Helped taxpayers fill out the CPA and Exemption forms and finalized all applications to meet the deadline for filing.
- Worked along with the Collector's office on the conversion to the new software SoftRight in order to send out the Motor Vehicle Excise bills.
- Prepared motor vehicle commitments 1 & 2 for 2009. Total of 19,772 bills and \$2,367,720.39 in taxes. Prepared motor vehicle commitments 7 & 8 for 2008. Total of 503 bills and \$22,100.52
- 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.

Data Processing

Mike Deltano, Information Systems Manager

Following is a synopsis of the work accomplished by Data Processing during the 3rd Quarter FY2009

1. Installed the last of this year's computer upgrades which were at the Dept. of Publicworks.
2. Continued with the server virtualization project. In January, I configured our first virtual server and then was able to convert the new financial system server for SoftRight over to the virtual environment. More recently the Assessor server with the Vision Appraisal software and the Applied Geographics maps has been converted to a virtual server as well as our old financial software server with Unisys Mapper. I also re-built our Windows Software Update Services server within the virtual environment. So far we have 5 virtual servers running at the Town Offices with 3 more left to convert. That will complete the first phase of the project.
3. Upgraded the Bit9 Parity server software. Most town desktop computers then automatically upgraded their client as they should but about 20 would not. These 20 I had to visit one at a time and perform the upgrade manually.
4. Upgraded all town offices switches with HP Procurve 1GB switches.
5. Another drive in the DPW/GIS server crashed. The RAID array kept the server running until I could get a new drive installed.
6. Throughout the winter as departments were relocated in the Town Offices I eliminated the numbers of printers in an effort to save on electricity.
7. The DPW Server had shutdown unexpectedly. A power failure caused a UPS to go into an overload state. I cycled power on the UPS and the server came back on-line.
8. The LTO tape drive failed on the Docushare server. I contacted Quantum technical support to troubleshoot the unit since it is still under warranty. A ribbon cable had failed and I replaced it.
9. I started investigating and analyzing different kinds of email archiving devices and software. I hope to purchase something in FY2010.
10. Our spam filter has been showing its age recently and has started rejecting all e-mail with attachments instead of only attachments with malware. It also lets a lot of spam thru which it shouldn't. Our old anti-virus/anti-spyware has also let some nasty things thru in the last few months. So I started investigating the replacement of all of those products with something which is more up to date with the current technology. I settled on Sonicwall for a new firewall, content management and vpn access as well as anti-spam. For anti-virus and anti-spyware I will migrate all of our computers over to Sophos. Both of these upgrades will happen in the next few months. Both choices will save the town money as well.

Eric Davis, Systems Designer/Programmer

- 1) Modified the payroll '2008' W2 layouts and balanced the year-to-date figures with the W2 summary sheets and the collector's office control books for both Town and School payrolls.
- 2) Modified the record layout and finalized the conversion process for all the current Motor Vehicle databases from the live MAPPERNT server system. These databases were also balanced to our General Ledger for final conversion figures.
- 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) Modified the payroll archived databases Benefit Group Employees Report to output the additional fields of Job Type and Civil Service Job Status.
- 5) Worked with the assessor's and collector's offices to verify the figures and tax payer's information (on the back of the bills) for the fourth quarter Real Estate and Personal Property bills and monitored printing of the bills.

Treasurer Collector Office Teresa DeSilva, Treasurer/Collector

Real Estate and Personal Property bills were received by residents for the February 2nd due date. The real estate data was sent to the tax service companies and electronic files were put online for payments through the Unipay system on the Town's website.

The computer conversion was completed for payroll and motor vehicle during this quarterly timeframe. We issued over 21,000 motor vehicle bills using the new software. In the month of March Trash billing was converted. We also increased our efforts on tax title properties with the help of our new Tax Title Attorney and generated over \$300,000 in collections and payment plans.

January

Payroll warrants	Town	\$ 927,583.98
	School	\$ 2,027,499.18
Vendor warrants	Town	\$ 2,986,428.16
	School	\$ 879,490.39
Collections:	Real Estate	\$ 7,364,218.08
	Personal Property	\$ 150,347.15
	Motor Vehicle	\$ 24,840.12
	Trash	\$ 71,221.00

February

Payroll warrants	Town	\$ 903,137.15
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	School	\$ 2,088,863.83
Vendor warrant	Town	\$ 2,888,869.01
	School	\$ 561,628.47
Collections:	Real Estate	\$ 1,807,422.00
	Personal Property	\$ 31,678.01
	Motor Vehicle	\$ 16,802.00
	Trash	\$ 14,617.34

March

Payroll warrants	Town	\$ 861,874.59
	School	\$ 2,058,868.53
Vendor warrants	Town	\$ 3,329,982.36
	School	\$ 741,195.99
Collections:	Real Estate	\$ 267,677.00
	Personal Property	\$ 1,425.43
	Motor Vehicle	\$ 1,228,385.68
	Trash	\$ 150,171.68

Planning & Community Development
Alice Savage, Acting Director

❖ In the third 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 added one new board, the Affordable Housing Trust, which met for the first time in March 2008. Following is a list of highlights of our accomplishments in the last three months:

- ❖ **Assistance to Board of Selectmen**
- ❖ Assisted Selectmen in preparation of response to MassHousing regarding proposed 28 unit comprehensive permit application at 31 Williams Street.
- ❖ Assisted Selectmen with preparation of letter regarding proposed development at Shovel Shop Square
- ❖ Assisted with the development of maps of Priority Areas for Development and Priority Areas for Protection
- ❖ Attend South Coast Rail Task Force Meetings, encouraged adoption of Easton Priority Development parcels on Regional Priorities map
- ❖ Made presentation to Board of Selectmen, held community meeting
- ❖ Participated in Green Communities Task Force
- ❖ Researched compliance with Green Communities Act, prepared report, and made presentation to Board of Selectmen
- ❖ Researched charters for new Green Committee, recommended in the GCTF report

❖ **Zoning & Regulatory Updates**

- ❖ Assisted GIS Specialist in transitioning official zoning map from CAD/hand-drawn maps to GIS maps.
- ❖ Supervised elderly tax relief worker to obtain raw data from Town Meeting minutes dating back to `973
- ❖ Developed guidelines to update CAD data to GIS
- ❖ Prepared for public hearing to adopt new zoning map
- ❖
- ❖ Worked with DCR, Town Counsel, and the GIS Specialist to ensure continued compliance with Federal Flood Insurance Program
- ❖ Drafted amendment to zoning bylaw, and prepared for public hearing
- ❖ Worked with GIS Specialist to transition Flood Zone to new FIRM

- ❖ Assisted the Historical Commission with Demolition Review By-law
- ❖ Created a workflow illustrating the process
- ❖ Reviewed proposed regulations and amendment with town counsel
- ❖ Drafted article for town meeting to adopt the amendment

- ❖ Assisted the Conservation Commission with proposed regulation amendments and by-law amendment
- ❖ Drafted an amendment to the by-law to delete the consultant fee schedule from the by-law and allow the Commission to establish consulting fee rates within their regulations
- ❖ Reviewed proposed regulations and amendment with town counsel
- ❖ Drafted article for town meeting to adopt the amendment

❖ **Information Technology**

- ❖ Assisted Assessors and DPW in maintaining parcel data quality
- ❖ Identified errors in street naming and parcel layout
- ❖ Website improvements
- ❖ Redesigned and launched expanded Historical Commission and Conservation Commission websites
- ❖ Assisted Kit Minsky with web design and content management, to allow her to redesign and launch an expanded Cemetery Commission website
- ❖ Developed templates to streamline future updates to web pages
- ❖ Enhanced in-house permit tracking software to allow for subdivision tracking

❖ **Land Acquisition and Strategic Planning**

- ❖ Facilitated execution of contract for appraisals of several properties on behalf of Community Preservation Committee
- ❖ Worked on Tuft's Farm Tenancy
- ❖ Drafted RFP
- ❖ Worked w/Town Counsel to draft article for town meeting vote and legislative action to allow agricultural use
- ❖ Attended several keeping agricultural local workshops
- ❖ Finalized and submitted revisions for Open Space Plan
- ❖ Successfully obtained final approval on plan, extending Easton's eligibility to receive land acquisition grants for three years

- ❖ In recognition of the success of previous efforts at strategic planning and land acquisition, Finally, the Department Drafted and submitted nomination of the Town of Easton for the EPA annual Environmental Merit Award
- ❖ **Affordable Housing**
- ❖ Worked with CPC, BIC Nehemiah Partnership, FAHP to identify two town-owned parcels for development as affordable housing at 12A Highland Street and 249 Prospect Street.
- ❖ Created maps using GIS to analyze site suitability
- ❖ Performed site walks, delineated wetlands at 705 Foundry Street (which ruled at the parcel)
- ❖ CPC voted to apportion \$13.6K towards pre-development costs March, 2009
- ❖ Provided support to Affordable Housing Trust
- ❖ Drafted and published Request for Qualifications for Housing Consultant
- ❖ Took meeting minutes
- ❖ **Permitting and Subdivision Control**
- ❖ Reviewed applications for permits from the Planning & Zoning Board and Conservation Commission, including a new subdivision, and Winterberry Hills, a new subdivision off Union Street
- ❖ Reviewed 4 new Comprehensive Permit Submissions
- ❖ Sent reminder letters to developers expected to complete roads in time for annual meeting
- ❖ Began process to move to find developers in default at 2 subdivisions
- ❖ Prepared “Problem Streets” report for Planning Board of several older roads that have yet to be accepted
- ❖ **Regulatory Comment**
- ❖ Reviewed and provided comment on Foundry Street Improvement ENF
- ❖ Reviewed and provided comment on DEP proposed Regulated Impervious Area stormwater regulations

Brackett & Lucas
Attorney Ellen Doucette, Town Counsel

I am hereby submitting the April 2009 quarterly report of Town Counsel on legal matters for the Town of Easton.

During the first quarter of 2009, 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 issued a preliminary injunction barring Mr. Hurley from occupying the property as a residence and we are currently seeking confirmation of Mr. Hurley's compliance with the order.

With respect to the zoning appeal, discovery is ongoing.

Dupont, et al v. Zoning Board of Appeals

The Town's Motion for Summary Judgment was granted and judgment was entered for the Board of Appeals. No appeal was filed and therefore, this matter has been concluded.

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. A conference with Judge McLaughlin is scheduled for April 6, 2009 to straighten out the procedural issues.

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.

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.

The plaintiff filed new plans and the Conservation Commission is scheduled to reopen the hearing on the matter at its April 6, 2009 meeting.

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.

An extension for the filing of plaintiff's Judgment on the Pleadings was filed due to a change in legal counsel.

II. Real Estate Matters

Currently, there are no real estate matters pending.

III. Miscellaneous Town Matters

Of note is the pending settlement of the matter relating to the Fire Department's Type II Ambulance. I am in receipt of a Release from Ford Motor Company which is being reviewed and revised.

This office filed a claim for reimbursement of expenses associated with the September 9, 2007 gas explosion at 39 Jenny Lind Street. Because the Department of Public Utilities has not yet issued its report, the insurance companies for all parties involved have declined to discuss settlement with the town.

Assistance is being provided for the development of articles and motions for the May 18 Annual Town Meeting. Additionally, legal assistance was provided to certain 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.