



## **Town of Easton Administrator's Report 3rd Quarter Fiscal Year 2010 March 31, 2010**

This is my fourteenth quarterly report issued as Town Administrator of Easton. These quarterly reports will be mostly a summary of individual quarterly reports submitted by department heads. This report covers the period from January 1, 2010 through March 31, 2010. I encourage everyone to read the report and note the volume of important services being performed, but a few highlights worth special mention are:

- The Fire Department rendered assistance to over 250 homes during the flooding experienced in mid-March.
- The Police Department welcomed back Andrew Salisbury and Anthony DiCarlo who returned from active military duty overseas.
- The DPW has received over a half million dollars in energy grants: \$350,000 for a 50 KW Solar Facility, \$75,000 for Building Energy Audits; \$300 in Gas Company Rebates; \$45,425 from National Grid for their small Commercial Lighting Program; \$48,617 from National Grid for their Large Commercial/Industrial Lighting Program; \$11,650 from the Massachusetts Green Communities Technical Assistance Program; and \$8,000 from the Massachusetts Renewable Energy Trust.
- The Town Clerk's Office has added a computer kiosk located in the lobby. Residents and Taxpayers may now use this computer to fill out passport forms, town volunteer applications, and connect to the Town's on-line payment system to pay their property taxes, etc.
- The Health Department responded aggressively to the H1N1 flu pandemic with four clinics which dispensed 1333 doses of flu vaccine.
- The Ames Free Library circulated 45,623 volumes which is a 22% increase over the same period one year ago.
- The Council On Aging and the Recreation Department moved into Frothingham Hall in January, beginning a new era for these departments.

**Fire Department**  
**Thomas Stone, Fire Chief**

**Calls for Service**

The Easton Fire Department responded to 936 calls for service during the months of January, February, and March 2010. There were 297 patients transported to area hospitals during this time period. The monthly breakdown is as follows;

	<u>Calls for Service</u>	<u>Patients transported</u>
January	256	98
February	215	101
March	465	98

Of particular note, the department responded to more than 250 homes to render assistance with flooded basements during the heavy downpours experienced in mid-March. Two homes were also heavily damaged by fire during the first quarter. A house fire on Elm Street forced the relocation of a family of nine (9). A fire in a house under renovation on Washington Street caused considerable 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.

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

**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 Chief's Association of Massachusetts professional development seminar.

**Other**

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

Back in July, a grant application was submitted to the Executive Office of Public Safety and Security seeking federal stimulus funding to restore the three firefighter positions lost due to budget reductions. Firefighter Christopher Dyer secured a lateral transfer to the Stoughton Fire Department and Firefighters Christopher Hebb and

Jeffrey Keach were laid off. The Easton Fire Department Grant application was approved and we were awarded \$168,000 to re-hire the three firefighters. The grant funding will only be available for 12 months. However, the firefighters declined the offer to return to the Easton Fire Department for the 12-month period. As a result, we were forced to resubmit a new grant application in the hopes that we could obtain funding to be utilized to cover the vacant positions. On January 5, 2010 we were notified that our new grant application was approved in the amount of \$109,360 for overtime funding to backfill positions due to the layoffs. As a result, we have been able to maintain the minimal staffing necessary to keep all three fire stations open.

On January 15, 2010 we received notification from Senator John Kerry and Congressman Stephen Lynch that our federal 2009 "Assistance to Firefighters" grant had been approved in the amount of \$44,250. The funds will be used to purchase new personal protective equipment (firefighting coats & pants) for the department, replacing gear that is 12-15 years old.

I would like to thank the following firefighters for their service to the Town of Easton. On January 15, 2010 Firefighter/Paramedic Patrick McGovern (appointed on July 2, 2007) transferred to the Weymouth Fire Department. Effective April 1, 2010 Captain James Tully retired after thirty-five (35) years of extremely dedicated service. We wish Jim and Pat the best of luck in their "new careers".

**Police Department  
Allen Krajcik, Police Chief**

Total Incidents	4198
Total Calls for Service	1926
Arrests	26
B/E Businesses or buildings	2
B/E Homes	9
B/E Motor Vehicles	8
Robbery	3
Rape	0
Citations	1140
Motor Vehicles Crashes	94

**TRAFFIC SAFETY**

Officers have significantly increased their traffic enforcement efforts. Over 1,000 citations were issued during this quarter, many of those were written warnings to motorists. Using the new mobile laptop computers officers can run license and vehicle registration information and check to see if there are active arrest warrants for the driver. They can also view the driver's RMV photograph from the cruiser's computer. This is beneficial when the motorist doesn't have his/her license in possession. Sometimes motorists give officers false information about their identity and being able to view their photo helps to confirm who the person is.

## **CRIME**

Domestic violence continues to be a serious issue. Presently we have 88 active domestic abuse orders in effect in Easton. We are fortunate to have Officer Denise Papagno serving as our domestic violence officer. She serves as an advocate for victims of domestic violence, helping them through the court system and doing follow up service with them. She is also president of the non-profit organization called "H.U.G.S. II" which stands for Help Us Get Safe. This organization provides services to domestic violence abuse victims.

## **PERSONNEL**

Officers Andrew Salisbury and Anthony DiCarlo have both returned from active military service. Officer Salisbury was with the US Marines in Iraq and served as a military police officer providing security for convoys. Officer DiCarlo was with the US Coast Guard and was stationed in Kuwait. We are very proud of their service to our country and glad to have them back to work at the police department.

## **GENERAL INFORMATION**

We continue to work toward our goal of becoming an accredited police department. Accreditation is a lengthy process of meeting several hundred professional standards. The accreditation standards are based on national standards for law enforcement agencies. We hope to achieve full accreditation this spring. More information about police accreditation is available at: <http://www.calea.org/content/steps-accreditation-process> .

We are also part of a regional homeland security grant that will provide us with a new radio system. Our present system is over thirty years old. This grant will purchase the infrastructure for a new 400 MHz system and will allow us to communicate with surrounding communities in the event of a mutual aid situation.

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

**Wayne Southworth, DPW Director**

Meetings:

- 1-Department Head Staff Meeting
- Attended the quarterly Executive Loss Committee Meeting
- 3 - Canoe River Aquifer Advisory Committee Meetings
- 5-DPW Managers Meetings
- 2-OCPC Joint Transportation Committee Meetings
- 1-Plymouth County Water Works Training Seminar

We started the year off with snow on New Year's Eve and a very prolonged storm on January 2<sup>nd</sup> and 3<sup>rd</sup> which lasted over 24 hours and left us with 6" of snow.

The DPW Water Division hosted a workshop with other Town Departments and has begun the process of converting its billing system to the new SoftRight system.

The DPW has been involved in a very comprehensive energy conservation effort for all town buildings. We are dealing with twelve separate agencies and companies: The Federal Environmental Protection Agency (EPA), Massachusetts Department of Environmental Protection (MADEP), Massachusetts Department of Energy Resources (DOER), Massachusetts Division of Green Communities, Massachusetts Technology Collaborative (MTC), Bay State Gas, American Development Institute (ADI), Trans Canada Electric Supplier, National Grid, Northern Energy, Blue Wave Strategies, and Hess Natural Gas Supplier.

Within the past year we have received over a half million dollars in grants: \$350,000.00 for a 50 KW Solar Facility; \$75,000.00 for Building Energy Audits; \$300.00 in Gas Company Rebates; \$45,425.00 from National Grid for their small Commercial Lighting Program; \$48,617.00 from National Grid for their Large Commercial/Industrial Lighting Program; \$11,650.00 from the Massachusetts Green Communities Technical Assistance Program; and \$8,000.00 from the Massachusetts Renewable Energy Trust.

The DPW provided setup for the three polling locations for the Special State Election of U.S. Senator held on January 19<sup>th</sup>.

Renovations were completed at Frothingham Hall on Barrows Street in January, allowing for the relocation of the Council on Aging and Recreation Department to that facility.

Preliminary Discussions were held with the Town's consultant, Woodard and Curran, on the proposed plan of establishing a wastewater district and the necessary regulations to fund the operation.

Repairs were made to the computerized flare and the underground electric service at the landfill.

On Thursday January 28<sup>th</sup> the DPW Water Division conducted a public bid opening for the installation of water mains on Gary Lane and Red Mill Road. Twenty-seven bids were received with a price range of \$109,000.00 to 195,000.00. The bid will be awarded to the low qualified bidder, Blue Diamond Equipment Company from Foxboro, Ma at \$109,786.30.

All DPW FY 2011 budgets have been prepared and submitted to the Town Administrator.

A kick-off meeting was held on February 8<sup>th</sup> with the Town Administrator, the Frothingham Hall Steering Committee, and CBT the architect selected to design the Frothingham Hall Community Center.

The Traffic Safety Committee met with the Board of Selectmen on Monday, February 8<sup>th</sup> along with BETA Traffic Engineers to discuss improvements to the roadway system

and sidewalks in and around the school complex - between Lothrop Street and Columbus Ave.

On Monday, February 22<sup>nd</sup> I attended the Board of Selectmen's Meeting with other members of Easton's Executive Loss Control Committee to receive an award from the Massachusetts Interlocal Insurance Agency (MIIA) for the committee's outstanding efforts during the past year.

The DPW conducted its annual meeting with The Bay State Gas Company to discuss future roadway construction projects in Easton during the upcoming year to allow each utility to better coordinate their work schedules.

On Wednesday, March 10<sup>th</sup> The DPW Management Team presented the Departments FY 2011 Budget to the Finance Committee.

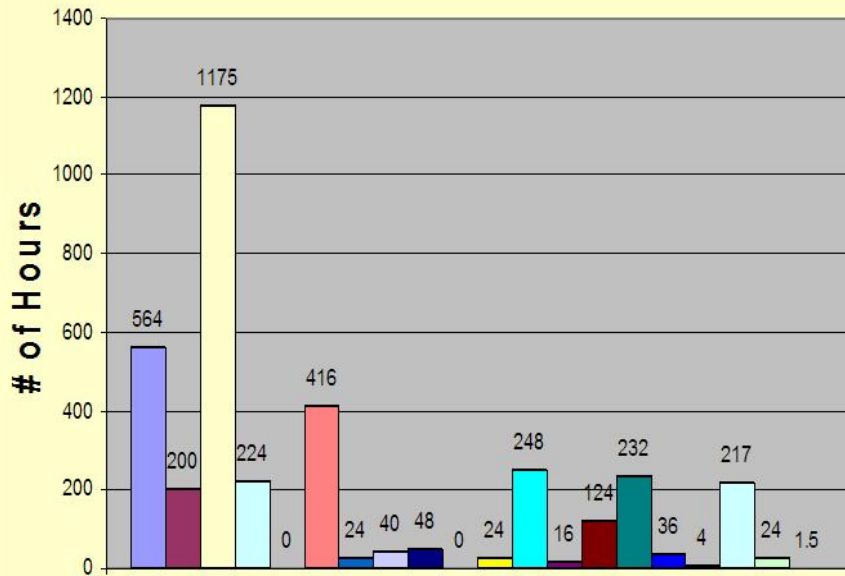
The DPW hosted a MEPA Hearing on Monday, March 22<sup>nd</sup> regarding the improvements to the 5-Corners.

Easton experienced severe flooding in March after two back- to-back 6" rain storms soaked the northeast, breaking all rainfall records for the month; March became the second wettest month of all. The DPW filled over a thousand sand bags, and to prevent road flooding, placed them along the French's Pond Dam on Union Street, the Shovel Shop Dam off Pond Street, and many flood prone locations throughout the community. Norton Avenue was closed due to severe flooding. Signs and barrels were used to alert motorists of flooding on Union Street, Elm Street, Canton Street, North Main Street, Center Street, Depot Street, Purchase Street, Prospect Street, Bay Road, Chestnut Street, Mill Street, Rockland Street, Poquanticut Ave, Norton Ave, Highland Street, and South Street. The DPW Yard on Center Street required pumping to allow access to the fuel pumps. All dams in Easton were monitored throughout the storm and the Police Chief, Fire Chief and I were in constant contact during the storm.

**DPW Operations Division  
 January 1, 2010 through March 31, 2010  
 Moe Goulet, Operations Manager**

	<u>Unit</u>	Jan.	Feb.	Mar.	Total	<u>Unit</u>
<b><u>HIGHWAY</u></b>						
Snow & Ice	event	7	2	2	11	event
Paving	tons	9	11	32	52	tons
Patching	tons	20	18	29	67	tons
Line Painting	event	0	0	0	0	event
Sign Making	event	16	13	19	48	event
Flail Mowing	event	0	0	0	0	event
Street Sweeping	event	0	0	0	0	event
CB/MH Repair	ea	0	0	2	2	ea
New CB/MH Installation	ea	0	0	0	0	ea
Catch Basin Cleaning	event	0	0	2	2	event
Drain Clearing	event	3	4	7	14	event
<b><u>BUILDING &amp; GROUNDS</u></b>						
Tree Work	ea	29	29	31	89	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	4	4	event
Clean-ups	event	0	0	0	0	event
Electrical School	event	14	19	12	45	event
Electrical Other	event	18	7	17	42	event event
HVAC School	event	15	18	15	48	

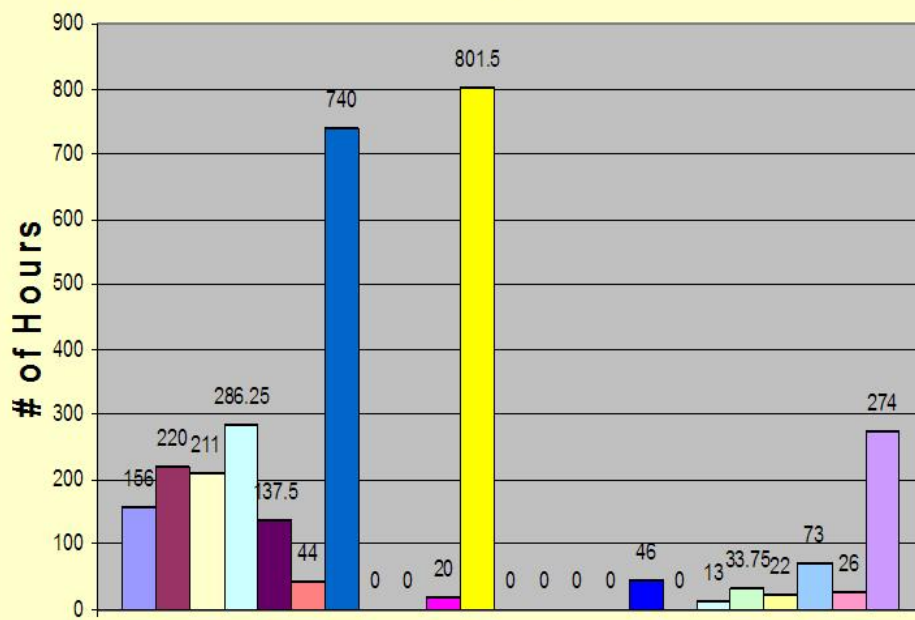
## Highway Division Daily Log January 2010 - March 2010



- 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 2010 - March 2010



- 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, 2010 – March 31, 2010**  
**John J. Marsh, Operations Manager**

Answered service and maintenance requests	605
Read meters, process data	21,517
Process Calculate & export data to vendor for water bills	7,258
Miscellaneous service bills	108
Prepared bills for property transfers	42
Processed municipal liens	0
Replaced meters	193
New service applications	6
Installed new services	5
Renewed services	0
Service Leaks Repaired	1
Hours of Leak Detection Performed	12
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)	1
10" Water Main(s)	1
12" Water Main(s)	1
16" Water Main(s)	0
Repaired hydrants	3
Dug up & replaced hydrants	0
Routine hydrant maintenance	0
Gallons of water pumped & treated	129,410,000
Reviewed plans for backflow devices	0
Surveyed buildings for cross connections	68
Tested backflow prevention devices	96
Took delivery of bags of hydrated lime	550
Took delivery of barrels of chlorine	16
Collected bacteriological samples & delivered to laboratory	128
Frozen services	1

**III. Public Services**

**Town Clerk's Office**  
**Jeremy Gillis, Town Clerk**

**News:**

As you enter Town Hall, you will now notice a computer kiosk located just outside the Town Clerk's Office. Residents and Taxpayers may now use this computer to fill out passport forms, town volunteer applications and connect to the Town's on-line payment system to pay their property taxes, etc. More functions will be added as the year presses on.

## Training:

Consistent with the Office's mission statement, a continuing education is a necessity in an ever-changing landscape of laws and regulations. This quarter the Town Clerk attended the Annual 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. Through his membership on the Massachusetts Town Clerk's Association Executive Board, the Town Clerk attended many meetings with various state and local officials concerning the new ethics and open meeting law changes.

## Elections/Voting:

Between January 1<sup>st</sup> and March 31<sup>st</sup> we registered 165 new voters. This represents an increase of 165 voters over the same time period last year. In addition, thanks to Congressman Lynch's Office, all first-time in-person registrations are presented with a pocket copy of the US Constitution.

On January 19, we conducted the Special State Election to elect a successor to fill the seat of the late Senator Kennedy. Easton did itself proud with a 60.5% turnout, the second highest turnout in recent memory. The results were as follows:

STATE ELECTION 01/19/2010							
OFFICE:							
SENATOR IN CONGRESS	SCOTT P BROWN	MARTHA COAKLEY	JOE KENNEDY	Blanks	Write Ins	TOTAL	Margin of Victory
Precinct 1	654	364	7	0	0	1025	290
Precinct 2	1040	630	12	0	2	1684	410
Precinct 3	924	515	12	0	1	1452	349
Precinct 4	1067	559	9	0	0	1635	508
Precinct 5	1154	685	10	0	0	1849	469
Precinct 6	1092	537	9	0	1	1639	904
<b>TOTAL</b>	<b>5931</b>	<b>3290</b>	<b>59</b>	<b>0</b>	<b>4</b>	<b>9284</b>	<b>2930</b>
PRECINCT	ACTIVE VOTERS	INACTIVE VOTERS	TOTAL	# VOTED	% VOTED		
PRECINCT 1	1624	166	1790	1025	58%		
PRECINCT 2	2623	194	2817	1684	60%		
PRECINCT 3	2396	315	2711	1452	54%		
PRECINCT 4	2408	176	2584	1635	64%		
PRECINCT 5	2646	163	2809	1849	66%		
PRECINCT 6	2462	225	2687	1639	61%		
<b>TOWN OF EASTON</b>	<b>14159</b>	<b>1239</b>	<b>15398</b>	<b>9284</b>	<b>61%</b>		

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

**January 1, 2010 – March 31, 2010**

<b>Permit Activity</b>	
Building Permits	83 of which 3 were for New Single-family Dwellings and 3 Commercial Building Additions
Foundation Permits	9 New Single-family Dwellings
Certificates of Inspection	42
Demolition Permits	2
Electrical Permits	162
Plumbing Permits	75
Gas Permits	49
Mechanical Permits	5
Trench Permits	10
Miscellaneous	57
Total Receipts	\$91,004.00
<b>Inspections</b>	
Building Inspectors	359
Inspector of Wires	284
Plumbing & Gas Inspector	193
Total Calls for Inspections	836
<b>Other Activities</b>	
Meetings with Town Administrator	7
Meetings with Town Counsel	5
Meetings with Development Review	2
Fire Department Meetings/Emergency Calls	4
Meetings with Design Professionals, Developers, Attorneys	18
Department Head Staff Meetings	1
Building Officials Seminars for Continuing Education	10
Court Appearances	0
State Building Code Appeals	0
Commission on Disabilities Meetings	1

**Board of Health**  
**Mark Taylor, Health Agent**

**Staff:**

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

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

**Training and Seminars:**

During this quarter the following trainings and seminars were attended in order to ensure the Town of Easton stays up to date on emergency preparedness and the Board of Health staff maintains current professional licenses:

- Lessons learned seminar on H1N1
- 3 Coalition meetings
- 3 Medical Reserve Corps Meetings
- Community Sanitation Seminar
- MHOA Bridgewater State College Training

**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. 08  
Food inspections– est. 56  
Food re-inspections-est. 23  
Pre-opening food inspections-2  
Temporary food permits-2  
Reportable disease notifications -32  
Public and Semi-public swimming pool inspections-0  
Pool Complaints -0  
Tanning Parlor Inspections-1  
Dumpster site visits-4

**Title V**

Disposal Work Permits Issued -26  
Certificates of Compliance-10  
Variances-7  
High Ground Water Determinations-5  
Soil evaluations – 19  
Soil classification sites (per home) – est 19

Percolation witness tests – est. 17  
Sieve sample collection – est. 8  
Open Hole inspections – 12  
Final inspection – 17  
Septic installation inspections – est. 17

Semi-public Swimming Pool – est. 0  
Construction sites visited – 1  
Transport offal truck inspections – 1  
Housing inspections – 2

### **EEE and West Nile**

Due to weather we have nothing to report. There will be more to report next quarter.

### **Board of Health Public Hearings:**

The Board of Health meets in a public forum. Within this quarter the Board of Health met 4 times.

### **Projects:**

We continued work with Ms. Amy Palmer, MPH, an emergency planner from the Bristol County Emergency Preparedness Coalition, in order to organize and set up Emergency Dispensing Sites for the town. This Quarter we had an EDS Site action and used an H1 N1 clinic at the F. L. Olmsted and H. H. Richardson schools as a live action drill to see how long it would take to vaccinate per persons per hour. In working with Miss Palmer an Emergency Call Down was performed. The filing system reorganization was started in connection with King Information Systems. This will clean out old and non-essential files and create more efficient organization.

### **Energy Conservation:**

We continued to conserve energy this quarter; all electrical devices when not in use or when the office was closed were turned off. We recycled all paper and cardboard waste generated by the office. Daily inspections were scheduled in the same vicinity in town in order to reduce fuel expenses.

### **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 a.m. – 10:30 a.m. at Parker Terrace Community Room, and the third Tuesday of every month 9:30 a.m. – 10:30 a.m. at the Elise Circle Community Room for blood pressure and Blood Sugar Screening.

### **H1N1 Clinics:**

H1N1 Clinic Held on 1/7/10	692 doses administered
H1N1 Clinic Held on 1/14/10	505 doses administered

H1N1 Clinic Held on 2/25/10 125 doses administered,  
H1N1 Clinic Held on 3/25/10 11 doses administered

A great deal of time was involved in large scale planning of clinic locations as well as the organization of Seasonal Flu and H1N1 vaccination clinics.

**Meetings:**

There were 9 meetings attended during this quarter. These meetings involved topics such as department staff, Board of Health Public Hearings, and Board of Health staff inspectors’ meetings, Emergency Dispensing Site/Medical Reserve Corps meetings.

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

**FY 2010 - Library Productivity Statistics  
Third Quarter and Year-to-Date (March)**

	3 <sup>rd</sup> Quarter	% Change From Same Period FY 09	YTD July 1-Mar 31	% Change From Same Period FY 09
Circulation	45,623	22%	123,498	18%
Interlibrary Lending				
Borrowed	7,458	5%	21,183	10%
Loaned	6,841	26%	16,746	6%
Programs	148	-11%	337	-10%
Program Attendees	2,411	53%	6,042	31%
Computer Sessions	2,281	0%	5,632	-6%

**Key Events**

**Statistics:**

- Healthy increases in materials circulation for the period and year-to-date attest to the continuing popularity of library resources during tough economic times.
- Free programs are also popular and provide a local alternative to travelling elsewhere for entertainment. Programs include events for children and adults, book clubs, and visits to Easton elementary school classrooms to read stories and sign up children for library cards.
- Several negative statistics year-to-date reflect the fact that the library was closed during October.

**Library Attendance:**

- Thanks to a new electronic door counter we are able to track attendance. In March, 10,400 people visited the library, an average of 385 a day.

**Website:**

- We transitioned to an attractive new website, thanks to Steve Somerdin, Reference/Technology Librarian.

**Facilities:**

- The new reading room has become a popular spot for wireless laptop users at all hours of the day.
- As many residents can attest, the new parking lot is not large enough during busy periods. Solutions to this problem are not immediately clear but we have changed the children's story time schedules to alleviate the traffic flow. Staff members are parking at the Queset House, at 56 Main, and the rockery.
- Outside groups, including the Green Communities Group of Easton, have begun using the Teen Library at 56 Main for programs.

**Community Connections:**

- To celebrate the re-opening of the library, The Friends of the Library hosted an open house on Feb. 27<sup>th</sup> which was a smash success with about 650 people attending. The Historical Society brought library history pictures and enjoyed being involved. A 'documentary,' was made for the occasion, filmed by Ed Hands and featuring interviews about the library renovation project with Hazel Varella, Bill Ames, Donna Richman, Jay Thomas, Madeline Miele Holt, and several Friends members.
- We hosted members of several community organizations interested in conducting programs related to our "Easton Reads Together" books, *Last Child in the Woods* and *Walk in the Woods*. Together we developed a list of over 30 programs and are producing a May-September brochure highlighting opportunities to get outdoors and enjoy unstructured time in a natural setting. Included in the planning were members of the Easton DPW, NRT, Children's Museum, and School Department. The programs will also include films, panel discussions and speakers on the subject of childhood and nature.

**Programs:**

- The Foodie Group continues to be popular with the February topic on coffee and March on flavored olive oil –the latter generously hosted by our neighbor, John Boyajian.
- Other adult programs included *Saving for Higher Education* and *Being a Homeowner*, presented by Easton resident, Michael Lemke.
- For February school vacation week we hosted two very successful programs, the first, *The Wild Nightlife Show*, featuring live animals, entertained a group of 96 kids at Oakes Ames Hall. *Music Together of Easton* presented a free demo program that filled the Children's Room with 89 parents, babies, and toddlers.
- Computer Tutors: Our two staff members who tutor are totally booked. We are looking for adult volunteers to help expand this program.
- The Teen Library now hosts a regular Saturday program, run by a volunteer student, for *Magic: The Gathering* that brings in 5 - 6 middle schoolers.
- Storytimes continue to be filled to capacity - especially the "Mother Goose" for children less than 2 years old and the story time for 2-to-3 year olds. We offer 2 Mother Goose sessions a week and it continues to grow in popularity. The Chapter Book Club now has of 16 members.

- Two adult book clubs with almost 30 members meet monthly at the library. One of our librarians conducts a book discussion group monthly at Elise Circle.

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

Department of Veterans' Services  
 Work Summary  
 January – March, 2010

Ordinary and medical benefits paid	\$ 63,978.63*
Payroll	<u>15,958.04</u>
Total expenditures	\$ 79,936.67

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

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New applications for Chapter 115 veterans' benefits	3
Federal applications or appeals for compensation or pensions	35
Transportation to VA hospitals	21
VFW, American Legion meetings, etc.	5
Aid and Attendance applications	8
Home visits	6
Veterans' funerals attended	1
Requests for discharges and other record searches	8
Assistance with cemetery markers and flags	2
Assistance with Bonus and Annuity applications	7
Office visits for various consultations	102

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

**Council on Aging**  
**Del Kent, Director**

During the third quarter of FY2010, the Council on Aging was a resource for elders, their families and the community-at-large by providing services and programs to enhance quality of life and enable our elders to live with dignity while maintaining health and independence. We provided 6803 units of service to 605 individuals. The

Council on Aging members met with the director twice for a total of 4 hours to discuss program initiatives and set policy for COA programs and activities.

The Council on Aging and Recreation Department offices moved from Town Hall to the Frothingham Hall Community Center, 15 Barrows Street, North Easton in January. Our new office hours are Monday through Friday from 8:00 am to 4:00 pm. We will be sharing the program space and scheduling programs at different times. The Council on Aging programs will be held weekdays from 9:00 am to 3:00 pm. The Recreation Department programs will be held before and after school hours and in the evenings. We held a joint Open House on Wednesday, March 24, 2010 with more than 150 residents visiting the Community Center.

### **Transportation:**

The number of ride requests increased again during this past quarter, as we transported 100 elderly or disabled residents 2101 times for medical appointments, the hot lunch program, shopping, social and recreational activities, exercise programs, hairdressers and work. We put a new 2009 Ford shuttle van in service that we obtained from the Brockton Area Transit Authority (BAT) with funding from the Executive Office of Transportation, Mobility Assistance Program. This new vehicle replaces our 1999 Shuttle bus that was returned to BAT.

### **Nutrition Programs:**

Participation in the Old Colony Elderly Services nutrition program remained strong, as 2262 meals were served at the Parker Terrace meal site or delivered to the homebound with 111 elderly residents participating in the program during the quarter. 15 Council on Aging volunteers contributed approximately 231 hours of service while delivering the meals on wheels. COA volunteers also delivered Food Pantry groceries to elderly and disabled residents in need.

### **Financial Programs:**

Our SHINE (Serving Health Information Needs of Elders) volunteer helped 34 individuals with health insurance information or assistance in completing health insurance forms. Our Outreach Coordinator helped residents file 26 fuel assistance applications and 2 food stamp applications. Our income tax volunteers helped 49 individuals file their federal and state income tax returns.

### **Outreach Programs:**

Our Outreach Coordinator facilitated 2 educational programs which included "Live Better, Live Longer" presented by CVNA with 7 attendees and Angel Card Readings with 6 attendees. She mailed program/services information to residents turning age 65 and Valentine cards to residents age 90 or over in addition to making 10 home visits to elderly residents and delivering meals on wheels when volunteers were unavailable.

### **Health Promotion:**

Our exercise and tai chi classes (supported with funds from Stonehill College) moved from Parker Terrace to the Frothingham Hall Community Center. The foot care and hearing screening clinics, as well as the Reiki sessions continued in the Keefe

Community Center at Parker Terrace and additional Reiki sessions were offered in the Frothingham Hall Community Center.

### **Recreation/Socialization:**

COA recreation/socialization activities held during the quarter included the monthly birthday lunches, a weekly knitters group, and weekly line dancing and quilting classes in the Keefe Community Center at Parker Terrace. There were also weekly cribbage and bridge groups in the Fitzgerald Community Center at Elise Circle. With additional program space in the Frothingham Hall Community, we will be developing new opportunities for senior to come together for socialization and recreation.

## **Recreation Department**

### **Jennifer Hruniak, Recreation Director**

In January the Recreation Department and Council on Aging made our much anticipated move to Frothingham Hall. A large amount of time was spent organizing and getting acclimated to our new facility. We thank the DPW for all their help with the move. We also thank Stonehill College for their very generous donation of furniture for the building.

The department ran a number of successful winter programs. Ice skating lessons at Asiaf Arena drew 75 participants. Ski and snowboard lessons at Blue Hills had 29 students. Seventy-five children enjoyed our half day of school snow tubing trip to Amesbury Sports Park. Girls Science Club had 14 participants, Kids Chemistry had 35 children enrolled, and Musical Theatre Class had 27 students. Other programs this winter included girls self defense, chess and homework club. We currently have over 100 girls and boys in grades 7 & 8 participating in our March Madness Basketball Tournament.

On Sunday, March 7<sup>th</sup>, the department held our First Annual 5K Run for Rec. The race was a tremendous success with a total of 160 runners between the ages of 8 and 68. We are extremely grateful to the local businesses that sponsored our race; North Easton Savings Bank, The Training Fix, Morse Insurance Agency, HarborOne Credit Union, Roche Bros. Supermarket, Denette Family Chiropractic, Functional Fitness and Physical Therapy, Personal Best Karate, Roan Family Chiropractic, Maplewood Country Day Camp, Easton Yoga Center, Balanze Physical Therapy & Wellness, Fitness Together, Marathon Sports, Endriunas Bros., Easton Country Club, Hudson Photography, Anytime Fitness and Collaborative Therapies.

The department held our 3<sup>rd</sup> Annual Holiday Egg Hunt on March 28<sup>th</sup>. Over 120 children between the ages of 2 and 8 came out to collect the 3000 eggs that were scattered along the grounds at the town offices. They also enjoyed a special visit from the Easter Bunny.

On March 24<sup>th</sup>, the Council on Aging and Recreation Departments held an Open House to show off our new community center. Over 100 people visited Frothingham Hall that day to explore the new facility, meet our staff and program instructors, learn more about our programs and enjoy some refreshments.

This quarter I attended several meetings with CBT Architects to assist in devising a feasibility study for Frothingham Hall. We look forward to seeing their ideas for renovating the building. The Friends of Frothingham Hall also continued to meet monthly with the goal of raising funds to help support the Recreation and Council on Aging Departments.

After having much success with the Safe Routes to School Program at Olmsted/Richardson, the Activate Easton Committee decided to offer school staff the opportunity to get more active as well. The committee teamed up with Blue Cross Blue Shield to offer the Healthy Steps Walking Challenge to all staff at Easton public schools. Participants were given pedometers to record their daily and weekly number of steps. The first 20 participants to complete the challenge and reach 150,000 steps received a gym bag or water bottle. The program was very successful with 87 participants. We thank Blue Cross Blue Shield for supplying free pedometers, gym bags and water bottles for the challenge.

The Activate Easton Committee is gearing up for our spring Walk to School Program. I continue to be involved in the Parkview School Council and attend their monthly meetings. In March, I attended additional meetings with the Parkview principal and parent advisory council to assist in getting Parkview involved in the Safe Routes to School Program this spring.

In March, I completed the National Incident Management System (NIMS) training course with other department heads and residents of the community. I presented the department's FY2011 budget request to the Finance Committee. I also presented a request for funding to replace the docks at the town pool to the Capital Planning Committee and the SERD Committee.

We are currently accepting registrations for our spring programs. Our spring flyer has more offerings than ever before. New programs are being offered for all ages of the community, including adult evening classes at Frothingham Hall.

## **IV. General Government**

### **Assessors Office**

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

- Assisted taxpayers to explain the assessment and real estate tax/abatement process. Received 141 abatement applications. Two were late and the Board of Assessors had no jurisdiction to act on them. 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.

- Prepared motor vehicle commitments 1 & 2 for 2010. Total of 20,372 bills and \$2,328,571.78 in taxes. Prepared motor vehicle commitments 7 & 8 for 2009. Total of 478 bills and \$18,325.69.
- The abatements for January through March 31, 2010 were:

	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2007</b>	<b>TOTALS</b>
<b>January</b>	37,390	1,634.74		5,772.86	44,797.60
<b>February</b>	2,176.44	1,488.19		-	3,664.63
<b>March</b>	21,394.35	2,582.67	117.92	-	24,094.94
<b>TOTALS</b>	60,960.79	5,705.60	117.92	5,772.86	72,557.17

- Worked on Appellate Tax Board cases.
- Inquiries by telephone and at the counter constitute about half of the staff time in this office.
- Started inspecting building permits and continued the recyclical inspections.
- Created the land splits for Fiscal Year 2011.

## **Data Processing**

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

1. Upgraded 6 old computers with new computers at the Town Offices, DPW and Fire Department. For now the old computers will be stored in the basement of the Town Offices and scavenged for parts as needed.
2. The dispatch computer at Fire Station 1 crashed with a 'blue screen of death'. The message indicated a memory parity error. Being still under warranty, I got 2 new memory boards from HP. Several hours after installing those boards the computer crashed again. Assuming it is the sockets on the motherboard, I had HP send a new motherboard. I installed the motherboard and quickly realized that it was not new and had a password on it which would not let me flash the CMOS. I called HP and got another motherboard which was not only used but totally non-functional. I then put the original motherboard back in careful to leave the 2 sockets empty. Then I moved the good memory to the first 2 sockets and add the second pair of memory that HP sent to the second pair.

That seems to have resolved the problem. It has crashed once since then but re-booted successfully. I will continue to monitor this computer closely.

3. One of the new computers at the Department of Public Works crashed. The CMOS on the motherboard would not reset so HP sent me a new motherboard. After replacement of the motherboard it is now working fine.
4. A drive in the Water server went bad so I replaced it with a drive from one of the decommissioned servers in the basement.
5. At a meeting with SoftRight on February 2<sup>nd</sup> I was tasked with studying the possibility of emailing direct deposit paystubs instead of printing them and passing them out. This would save the Town paper, time and money. For SoftRight to program in the entire functionality into their program the Town would have to pay them an unspecified amount for 20+ hours of programming and testing. It would also take many months before such functionality could be incorporated and distributed. So I started researching 3<sup>rd</sup> party tools that could do most of the work. We already use a program called doPdf that converts a print job into an Adobe pdf format file. Then I found a program, from A-PDF, called A-PDF Split, that would take a large pdf file and divide it into many single page pdf files. This program only cost \$27. Then I found another program by the same company called A-PDF Automail, for \$49, which will extract text from a pdf file using a pre-programmable macro and then using that text construct an email address. Then it will email all those small pdf files to each individual email address. The only thing that SoftRight would need to do is add an email address field for each employee and create a new direct deposit report which will add that email address to the top of each page. They agreed to do this at no extra charge to the Town. As of March 31, I have completed several successful tests with SoftRight and hope to finalize this project in April, or no later than May.
6. Switched the town's Internet service provider from Comcast to Verizon. This should have been a simple thing but Verizon does not seem to have the expertise in business internet services yet. The cable modem they provided is the same one for residential services and does not allow for external IP addresses the way it should. Also the signal coming out of the fiber box in the basement cannot go straight into the firewall as Verizon suggested. I found that if I put a small switch in between the firewall and the FiOS box everything worked fine. In time they will have to change the way they assign external IP addresses otherwise they will find a lot of customers using other customers IP addresses and causing conflicts on their network. They should be sub-netting these addresses within their router.

**Accounting**  
**Wendy Nightingale, Town Accountant**

**Summary of Significant Departmental Activities**

Work continued on the fiscal 2011 operating budget as departmental requests were submitted and reviewed and revenue estimates were refined. The Capital Planning Committee also met to prioritize the fiscal 2011 requests submitted by town departments.

Calendar year 2009 tax reports were prepared and 1099's were issued to subcontractors.

The Community Preservation Project application submitted by Beacon Communities LLC for the Ames Shovel Works property generated much interest during this quarter. The Town Accountant prepared multiple financial projections and analyses at the request of town officials to assist in determining the impact on the community preservation fund's ability to fund other projects if the Shovel Works proposal was granted. The Town Accountant also assisted with preparation for the upcoming Special Town Meeting related to this project.

The Town Accountant and Assistant Town Accountant also attended annual training provided by the MA Municipal Auditors and Accountants Association and the Town Accountant taught a class on special revenue funds for new accountants.

**Warrants processed:** The Accounting Department processed a total of 82 warrants during the quarter, of which 12 were for town payroll, 13 were for school payroll, 37 were for town expenses/withholdings/refunds and 20 were for school expenses.

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

This billing cycle our main collection focus was on Motor Vehicle bills. We issued over 20,000 bills. In addition February 1<sup>st</sup> Actual Real Estate Bills were due. We continue to bill quarterly and once again, we mailed two payment stubs, February and May. Trash bills were issued for the final quarter of FY 2010. The 2<sup>nd</sup> motor vehicle commitment was mailed March 29<sup>th</sup>.

Payroll warrants for January	Town	\$ 897,584.38
	School	\$ 2,022,786.54
Vendor warrants for January	Town	\$ 2,161,622.94
	School	\$ 659,011.78
Collections:	Real Estate	\$ 7,502,332.03
	Personal Property	\$ 169,504.01
	Motor Vehicle	\$ 33,382.28
	Trash	\$ 33,989.65

Payroll warrants for February	Town	\$ 856,959.35
	School	\$ 2,088,702.46
Vendor warrant for February	Town	\$ 2,508,832.92
	School	\$ 638,625.12
Collections:	Real Estate	\$ 3,349,912.08
	Personal Property	\$ 11,039.61
	Motor Vehicle	\$ 157,544.48
	Trash	\$ 9,863.06

Payroll warrants for March	Town	\$ 832,903.47
	School	\$ 2,145,679.86
Vendor warrants for March	Town	\$ 3,591,829.29
	School	\$ 257,374.74
Collections:	Real Estate	\$ 369,266.98
	Personal Property	\$ 2,841.25
	Motor Vehicle	\$ 1,575,757.45
	Trash	\$ 69,107.97

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

In the third quarter of Fiscal Year 2010, the Department of Planning & Community Development continued to support the Conservation Commission and Planning & Zoning Board in their responsibilities as permitting agencies, and to provide technical and administrative support to the Affordable Housing Trust, Community Preservation Committee, Fair & Affordable Housing Partnership, and the Historical Commission. The Department also supported the Board of Selectmen as requested.

**Historic Preservation**

- Assisted with public outreach, including direct mailings, attendance at public meetings, and direct mailings to abutters to raise awareness of Ames Shovel Works project
- Coordinated management of Historic Survey study for the North Easton Historic District, funded with Community Preservation Act funds and a matching grant through the Massachusetts Historical Commission (MHC) of \$15,000
- Provided staff support to the newly established Local Historic District Study Committee:
  - Public Outreach session held on February 23
  - Preliminary report submitted to MHC
  - By-law draft
  - Preparation for Annual Town Meeting
    - Warrant article

- Final public meeting
  - PR
- Assumed departmental responsibility for administration of the Building Demolition Review process.
- Assisted Historical Commission with planning workshop

### **Preservation of Open Space**

- Assisted in developing and then implementing recommendations of the Conservation Land Management Plan (CLMP)
  - Coordinated continued restoration of farmhouse at Tufts Farm; published Request for Proposals and met with potential applicants to re-tenant the property, as per recommendations of the Conservation Land Management Plan
  - Successfully sought \$900 grant to develop forest management plan; the Department will assist the Conservation Commission in reviewing the CLMP to expend the funds in the spring
  - Conducted management area monitoring inspections
- Explored upcoming grant opportunities (federal LWCF and state PARC) that may help fund acquisition of Friend's Crossing land for open space and recreation (ball fields).

### **Affordable Housing**

- Assisted the Affordable Housing Trust in the development, publication and adoption of its Action Plan, which is currently before the Community Preservation Committee to fund its first year. The Affordable Housing Trust Action Plan was developed with input from representatives of over a dozen Easton Boards and Committees, as well as interested residents. It provides a blueprint to help Easton homeowners stay in their homes, and to connect residents with additional housing resources.
- Coordinated public hearings and necessary approvals, including Town Meeting vote, to authorize the Board of Selectmen to sell 12A Highland Street, a tax-title parcel, for the purpose of affordable housing development. Assisted the Fair & Affordable Housing Partnership in publishing a Request for Proposals to select a non-profit developer to construct a new, affordable home on the site, as per the recommendations of the Affordable Housing Production Plan of 2005.
- Coordinated outreach campaign with Fair & Affordable Housing Partnership, including participating with a booth at the Harvest Fair; shared information with residents about foreclosure laws and the new housing tax credit program
- Worked with the Inclusionary Zoning Working Group to develop two proposed zoning amendment to help the Town reach its affordable housing goal; drafted two new bylaws

## **Improved Customer Service to Businesses and Residents**

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

## **General Government**

- Assisted the Conservation Commission in reviewing and monitoring large scale projects such as Queset Commons, Easton's largest new residential and commercial development and the Winterberry Hills subdivision; the NationalGrid transmission line expansion project; and other residential projects including septic repairs and house additions
- Assisted the Planning Board in reviewing new commercial and residential developments
- Assisted the Board of Selectmen and Community Preservation Committee in reviewing applications for CPA funds, including the proposed redevelopment of the Ames Shovel Works Complex, restoration of the Dean Mill, and funding for an update to the Affordable Housing Production Plan
- Developed proposed zoning amendments to reduce parking requirements and impose new landscaping requirements on large parking lots.
- Assisted with development of sewer district in North Easton Village
- Drafted UCH-TIF plan and zone
- Worked with Beacon Communities to obtain alternate sources of funding for proposed Shovel Work redevelopment, including applications to the Greater Attleboro-Taunton HOME Consortium
- Worked with Activate Easton Committee to identify priority areas for new sidewalks
- Reviewed updated Subdivision Rules and Regulations which include new environmental protections, reduce the long-term maintenance obligation of the town to repave roads, and improve the permitting process
- Assisted with preparations for repair of Ames Long Pond Dam which involves filing with the Conservation Commission, obtaining approval for access and staging from abutter, addressing concerns from citizens and the Town of Stoughton

**Brackett & Lucas**  
**Attorney Ellen Doucette, Town Counsel**

Re: April 2010 Town Counsel Quarterly Report

Dear Mr. Colton:

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

I. Litigation Matters

Work was performed on the following litigation matters:

Stonehill College v. Town of Easton

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

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

Easton Shovel Shop LLC v. Building Inspector

This matter is an appeal to the Department of Public Safety Board of Building Regulations and Standards requesting that the Building Inspector issue demolition permits for the properties commonly known as the Easton Shovel Shop and located on Main Street, Easton. The Board dismissed the appeal for lack of jurisdiction.

Easton Shovel Shop LLC v. Easton Historical Commission

This is a recently filed claim for certiorari, pursuant to G.L. c.249, §4, alleging that the EHC committed procedural errors in its administration of the Demolition Delay Bylaw as it applies to the Shovel Shop property. The Plaintiff filed a Motion for Judgment on the Pleadings (as required by Superior Court Rule 1-96) and an Opposition to the Motion was filed on behalf of the EHC. A hearing on the Motion has not yet been scheduled.

### Gennis v. Planning & Zoning Board and The Gard Trust

This is an appeal of the endorsement of an ANR plan by the Planning & Zoning Board. The appellants are abutters who have claimed title to a portion of the property located within the ANR plan. As the town is not a stakeholder in this matter, we are monitoring and not actively participating in the litigation.

### Patricia Marsan v. Zoning Board of Appeals

This was a zoning appeal that went to trial in April, 2005. Judge McLaughlin remanded the matter to the Board of Appeals which, after conducting another hearing, again denied the special permit (to construct a 2-family dwelling). Judge McLaughlin having retired, the Plaintiff's Motion for Judgment on the Pleadings was granted by Judge Moses and the special permit was ordered to issue with conditions. The Board of Appeals has in fact issued the special permit, and this matter has now been resolved.

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

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

### Edwards v. Easton Conservation Commission

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

### Bennett v. Easton Conservation Commission

This case involves an appeal under the wetlands bylaw from the Commission's decision denying a project involving the cutting of twenty-seven mature white pine trees. The administrative record has been assembled and filed with the Court. The Commission's Motion to Dismiss on the issue of the Plaintiff's timely filing of the appeal was heard on February 3, 2010 and was denied by the Court. Motions for Judgment on the Pleadings will now be filed.

## II. Real Estate Matters

### Beacon Communities Development – Ames Shovel Works

This office will continue to provide assistance to the Board of Selectmen as needed with respect to Beacon Communities' proposal for the redevelopment of the

Ames Shovel Works including review and if necessary, revision of warrant articles for the April 5, 2010 Special Town Meeting.

### III. Miscellaneous Town Matters

Legal assistance was provided as needed to department heads, town boards, committees and commissions. Conferences continue to be held at the Town Offices every other Tuesday with those department heads, employees or board members who have issues to discuss or legal questions to be answered. These conferences are also used to review and discuss municipal contracts and/or bidding issues.

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