



## **Town of Easton Town Administrator's Report 1st Quarter Fiscal Year 2011 September 30, 2010**

This is my sixteenth 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 July 1, 2010 through September 30, 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:

- In July we welcomed Brad Washburn, our new Planning Director, who joined us from the Massachusetts Department of Coastal Zone Management. In addition, Timothy Harrigan became our first our Community Housing Planner.
- On September 15, 2010 Lieutenant Jeffrey Webster and Firefighter / Paramedic Charles Snow assisted Easton Police Officers Denise Papagno and Beverly McRoberts with the apprehension of a suspect fleeing from police after allegedly committing a crime on Roche Bros. Way. The suspect had a previous criminal record. All officers were recognized by the Board of Selectmen for risking their own safety and for a job well done.
- The Town Clerk reports the State primary was held on September 14th. 1815 voters turned out to the polls, a 12% turnout. While this is a low turnout, it is an increase of 4 percentage points over the 2008 State Primary.
- On Friday August 20<sup>th</sup> the Town's Electrical Inspector approved the 50 KW solar project at Pumping Station #2 and all substantial work was completed by the general contractor (Nexamp) on schedule.
- The Ames Free Library reported a circulation increase of 12% for the quarter including heavy summer traffic, especially in August when circulation was up 18% over the prior year.
- Council on Aging gave many thanks to the Easton Lions Club for hosting a chicken barbecue for 110 seniors at the Frothingham Hall Community Center in September. The seniors enjoyed a delicious meal and lively entertainment and are truly grateful to the Easton Lions Club for their support.

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

**Calls for Service**

The Easton Fire Department responded to 743 calls for service during the months of July, August, and September 2010. There were 317 patients transported to area hospitals during this time period. The monthly breakdown is as follows:

	<u>Calls for Service</u>	<u>Patients Transported</u>
July	257	111
August	254	84
September	232	93

**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.

In early September, with the assistance of Inspector of Buildings Mark Trivett, annual safety inspections were conducted in all Easton Public Schools as well as the Southeastern Regional School.

On-going plan reviews and construction meetings were attended along with periodic inspections on the following major projects; new dormitory at Stonehill College, renovation work at the old Merkert – Tracy Science Building at Stonehill College, major renovation work at 21 Bristol Drive, and the Beacon Communities project at the Shovel Shop complex.

**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 International Association of Fire Chiefs Exposition in Chicago.

A great deal of time was spent during the first week of September preparing for the potential threat of Hurricane Earl. Several teleconferences were held state-wide by the Massachusetts Emergency Management Agency (MEMA) and the National Weather Service. A great deal of planning was done and resources were prepositioned to deal with the potential threat. On Friday September 3, 2010 DPW Director Wayne Southworth, DPW Director of Operation Maurice Goulet, Police Chief Allen Krajcik, Director of School Systems Operation David Twombly, Stonehill Police

Detective Chip Coletta and I met to ensure that we were prepared to deal with the pending storm.

### **Other**

Starting in September, our Student Awareness of Fire Education (S.A.F.E.) Team consisting of Captain David Beals, Firefighter Lawrence Blye, and Firefighter Christopher Mills began visiting all schools to conduct fire drills and make classroom presentation on fire safety.

On September 15, 2010 Lieutenant Jeffrey Webster and Firefighter / Paramedic Charles Snow assisted Easton Police Officers Denise Papagno and Beverly McRoberts with the apprehension of a suspect fleeing from police after allegedly committing a crime on Roche Bros. Way. The suspect had a previous criminal record. All officers were recognized by the Board of Selectmen for risking their own safety and for a job well done.

On September 27, 2010, newly hired Firefighter / Paramedics Tom Baker and Jon Carroll started their 12-week firefighter recruit training program at the Massachusetts Firefighting Academy.

On August 6, 2010 Easton Firefighter David Betzer retired. I would like to thank Firefighter Betzer for 40-years of service to the Town of Easton. His knowledge, experience, and dedication will be missed.

### **Police Department Allen Krajcik, Police Chief**

**(7/1/2010 – 9/30/2010)**

Total Incidents	4936
Arrests	70
B/E Businesses or buildings	1
B/E Homes	15
B/E Motor Vehicles	26
Robbery	4
Rape	0
Citations	1670
Motor Vehicles Crashes	113

## **TRAFFIC ENFORCEMENT**

Our department continues to increase our level of traffic enforcement. 1,670 citations were issued this quarter, up from 1,030 citations for the 1<sup>st</sup> quarter of 2010. Officers have focused their traffic enforcement on areas with a high crash rate and in areas that we receive citizen requests for more enforcement such as Foundry Street near the Norton line and Foundry Street at Prospect Street.

## **CRIME**

We had an unusually high number of robberies this quarter. This was due to a gang of four individuals who conspired to rob banks and other businesses in Easton and in surrounding communities. Thanks to a lot of work by the Easton Police Detectives and due to the joint cooperation of neighboring police and the FBI, those individuals have been arrested and are currently in prison, awaiting trial.

## **II. Department of Public Works** **Wayne Southworth, DPW Director**

During the Months of July, August, and September I attended the following meetings:

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

The DPW held an open house for retiring Water Division employee Raymond Keyes who completed 45 years of service to the Department.

The DPW assisted with the installation of the new docks at the Town Pool.

On July 7<sup>th</sup> we met with the Fire Chief and FEMA Officials regarding reimbursements for storm related activities between the emergency declarations of March 12<sup>th</sup> through April 26, 2010.

Annual mowing of the 22 acre landfill site on Prospect Street was completed.

The cutting and removal of all trees on the Long Pond Dam was completed by the Building and Grounds Division. This was one of the largest in house projects that the Department has done in many years.

The Department participated in a meeting with the Town of Norton regarding regional household trash pickup options.

On August 2, 2010 a meeting was held at the closed landfill site on Prospect Street with Town and State officials to discuss the options of installing a solar energy collection site on the landfill and what procedures and permits would be necessary to proceed with such a project.

On Friday August 20<sup>th</sup> the Town's Electrical Inspector approved the 50 KW solar project at Pumping Station #2 and all substantial work was completed by the general contractor Nexamp on schedule.

Participated in a LEED Charrette regarding the Green Sustainability Design of Frothingham Hall. A working session with Architects, Engineers and Town Officials discussing building finishes, approaches to design and operation issues of various systems.

Department Heads evaluated a replacement phone system that would provide state of the art performance and tracking capabilities along with improving customer relations.

DPW employees prepared equipment for Hurricane Earl on September 3, 2010.

Interviewed personal and toured the Good Samaritan Occupational Health Services Facility in Avon who will be handling the workers comp cases for town employees.

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

**DPW Operations Division  
 July 1, 2010 through September 30, 2010  
 Moe Goulet, Operations Manager**

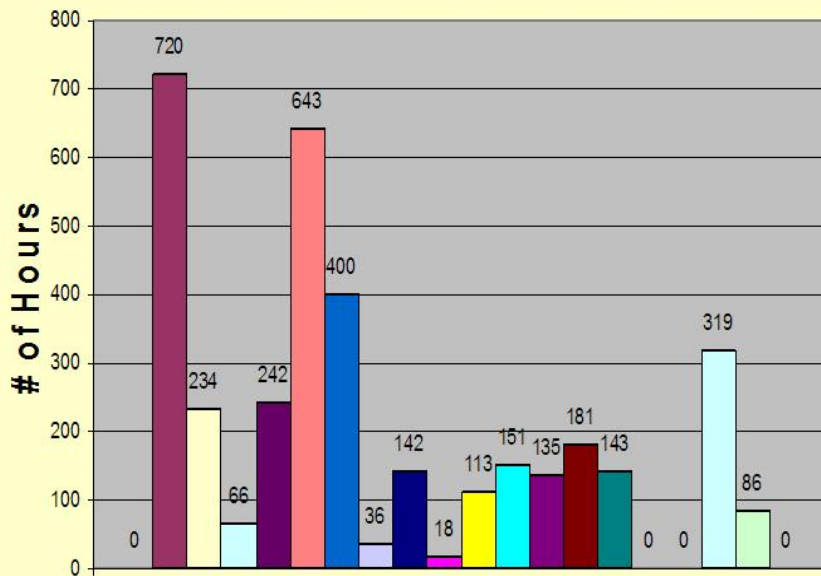
	<u>Unit</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>Total</u>	<u>Unit</u>
<b><u>HIGHWAY</u></b>						
Snow & Ice	event	0	0	0	0	event
Paving	tons	52	10	89	151	tons
Patching	tons	0	9	7	16	tons
Line Painting	event	4	12	0	16	event
Sign Making	event	17	14	20	51	event
Flail Mowing	event	13	11	11	35	event
Street Sweeping	event	1	1	0	2	event
CB/MH Repair	ea	5	11	0	16	ea
New CB/MH Installation	ea	2	0	0	2	ea
Catch Basin Cleaning	event	7	5	1	13	event
Drain Clearing	event	2	4	3	9	event

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**BUILDING & GROUNDS**

Tree Work	ea	601	80	55	736	ea
Stump Grinding	ea	0	2	1	3	ea
Event Setups	event	0	0	0	0	event
Brush Clearing/Chipping	event	0	0	0	0	event
Mowing School	event	5	2	8	15	event
Mowing Other	event	6	8	13	27	event
Line Field School	event	0	2	12	14	event
Clean-ups	event	0	0	0	0	event
Electrical School	event	20	17	20	57	event
Electrical Other	event	9	10	17	36	event
HVAC School	event	15	16	19	50	event
HVAC Other	event	6	7	9	22	event
Craftsman School	event	3	15	14	32	event
Craftsman Other	event	6	8	17	31	event

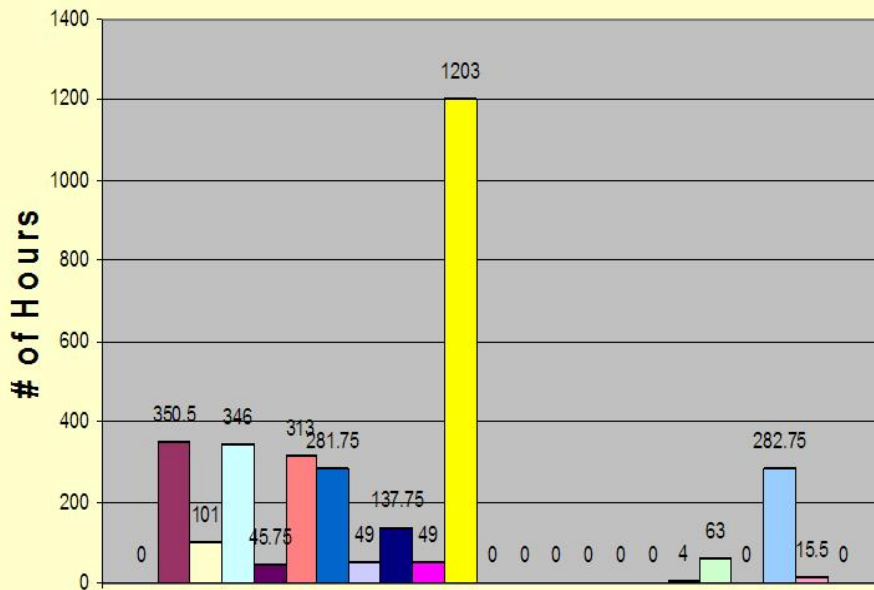
## Highway Division Daily Log July 2010 - September 2010



**Daily Tasks**

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

## Building and Grounds Division Daily Log July 2010 - September 2010



**Daily Tasks**

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

**Water Division**  
**July 1, 2010 – September 30, 2010**  
**John J. Marsh, Operations Manager**

Answered service and maintenance requests	685
Read meters, process data	21,424
Process Calculate & export data to vendor for water bills	7,285
Miscellaneous service bills	92
Prepared bills for property transfers	52
Processed municipal liens	0
Replaced meters	228
New service applications	10
Installed new services	12
Renewed services	11
Service Leaks Repaired	5
Hours of Leak Detection Performed	350
Dug up & repaired main leaks	0
2" Water Main(s)	0
4" Water Main(s)	0
6" Water Main(s)	0
8" Water Main(s)	0
10" Water Main(s)	0
12" Water Main(s)	0
16" Water Main(s)	0
Repaired hydrants	6
Dug up & replaced hydrants	0
Routine hydrant maintenance	164
Gallons of water pumped & treated	244,892,000
Reviewed plans for backflow devices	0
Surveyed buildings for cross connections	20
Tested backflow prevention devices	116
Took delivery of bags of hydrated lime	1,550
Took delivery of barrels of chlorine	50
Collected bacteriological samples & delivered to laboratory	171
Frozen services	0

**III. Public Services**

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

**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, training was relegated primarily to the Federal redistricting process. Several classes and information sessions were attended throughout the state. Through his role on the Executive Board of the Massachusetts Town Clerk's Association, several meetings

were also attended with various state officials regarding pending legislation and regulations.

**Elections /Voting:**

The State primary was held on September 14th. 1815 voters turned out to the polls, a 12% turnout. While this is a low turnout, it is an increase of 4 percentage points over the 2008 State Primary.

TOTAL VOTES CAST	DEMOCRAT	REPUBLICAN	LIBERTARIAN	TOTAL
Precinct 1	123	91	1	215
Precinct 2	253	148	0	401
Precinct 3	153	136	0	289
Precinct 4	189	153	0	342
Precinct 5	179	129	0	308
Precinct 6	136	124	0	260
<b>TOTAL</b>	<b>1033</b>	<b>781</b>	<b>1</b>	<b>1815</b>

PRECINCT	ACTIVE VOTERS	INACTIVE VOTERS	TOTAL	NUMBER VOTED	% VOTED
PRECINCT 1	1619	105	1724	215	12%
PRECINCT 2	2641	140	2781	401	14%
PRECINCT 3	2406	181	2587	289	11%
PRECINCT 4	2419	100	2519	342	14%
PRECINCT 5	2650	112	2762	308	11%
PRECINCT 6	2487	148	2635	260	10%
<b>TOWN OF EASTON</b>	<b>14222</b>	<b>786</b>	<b>15008</b>	<b>1815</b>	<b>12%</b>

The spirit of democracy is always evident in Easton as demonstrated this quarter as we enrolled 219 new registered voters, an increase of 98 over the same time period last year.

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

**July 1, 2010 – September 30, 2010**

Permit Activity	
Building Permits	133 of which 8 were for New Single-family Dwellings, 1 New Duplex and 2 Commercial Building Additions
Foundation Permits	7 New Single-family Dwellings
Certificates of Inspection	8

Demolition Permits	8
Electrical Permits	160
Plumbing Permits	90
Gas Permits	50
Mechanical Permits	5
Trench Permits	17
Miscellaneous	90
Total Receipts	\$99,582
<b>Inspections</b>	
Building Inspectors	412
Inspector of Wires	305
Plumbing & Gas Inspector	197
Total Calls for Inspections	914
<b>Other Activities</b>	
Meetings with Town Administrator	11
Meetings with Town Counsel	5
Meetings with Development Review	3
Fire Department Meetings/Emergency Calls	4
Meetings with Design Professionals, Developers, Attorneys	16
Department Head Staff Meetings	1
Building Officials Seminars for Continuing Education	4
Court Appearances	0
State Building Code Appeals	1
Commission on Disabilities Meetings	0

**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. One senior citizen volunteers to add in the back up of day-to-day filing.

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. This to insure the Town of Easton, through the Board of Health, stays up to date on emergency preparedness and to maintain current licenses.

They are as follows:

- MRC 101 training held by Mark Taylor
- Massachusetts Soil Evaluator field Class
- Mandatory Mass pro billing and Medicare billing training
- 3 Coalition meetings
- 3 Medical Reserve Corps Meetings

**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. 20  
Camp inspections and Permits-4  
Food inspections– est.-75  
Food re-inspections of the 75- est. -26  
Pre-opening food inspections-2 on mobile food.....  
Temporary food permits-2  
Reportable disease notifications -32  
Public and Semipublic swimming pool inspections-8  
Pool Complaints -0  
Tanning Parlor Inspections-1  
Dumpster site visits-6  
Dog Bit investageition-3

**Title V:**

Disposal Work Permits Issued -35  
Certificates of Compliance-15  
Variances-8  
High Ground Water Determinations-5  
Soil evaluations – 19  
Soil classification sites (per hole) – est 85  
Percolation witness tests – est 49  
Sieve sample collection – est 8  
Open Whole inspections – 35  
Final inspection – 35  
Septic installation inspections – est 37  
Semi-public Swimming Pool permits – est 2  
Construction sites visited – 0  
Transport offal truck inspections – 3  
Housing Inspections – 2

**EEE and West Nile:**

During this quarter we are seeing a heavy increase in Mosquito activity. There had been two reports of EEE or West Nile in the Town of Easton. Aerial spraying was done on the South, S. West end of town

**Board of Health Public Hearings:**

The Board of Health meets in a public forum. Within this quarter the Board of Health met 6 times. The Board had no public hearings in this quarter.

**Projects:**

This past quarter the office of the Board of Health under took a massive project of purging and re- organizing are files. This was Project was completed this July.

We also continued are work with Ms. Amy Palmer, MPH an emergency planner from the Bristol County Emergency Preparedness Coalition, and Jennni Manni regional organizer of the Greater Taunton Medical Reserve Corps to help organize and set up training for volunteers and Emergency Dispensing Sites for the town.

**Energy Conservation:**

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

**Clinics:**

The VNA provided several valuable services over the last quarter. The public health nurse was available every fourth Monday at town hall for the public. This service allows residents to come in and talk to a licensed nurse about health care. The nurse was available the first Tuesday every month 9:30 AM – 10:30 AM at Parker Terrace Community Room, and the third Tuesday of every month 9:30 AM – 10:30 AM at the Elise Circle Community Room for blood pressure and Blood Sugar Screening.

**Reportable Disease:**

Blood Pressure: 24

Blood Sugar Testing: 3

Cholesterol screenings:7

Lyme line lists: 10 with 6 follow ups

Chronic Hepatitis C: 3 Chronic Hepatitis B: 0 case

2 new cases of Campylobacter, 1 case of suspected Mumps

1 Pediatric and 0 Adult Vaccines administered.

1 Mantoux Testing Requested.

Communicable Disease Investagations-16 New and 3-follow up

**Meetings:**

There were 6 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. department head meeting as well as core group meetings. Well regulations and updating the current fees for 2011.

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

FY 2011 - Library Productivity Statistics  
July 1 – September 30, 2010

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	1st Quarter	% Change from Same Period FY 10
Circulation	51,426	12%
Interlibrary Lending		
Borrowed	7,940	10%
Loaned	6,676	1%
Programs	118	0%
Program Attendees	2,251	3%
Computer Sessions	2,238	4%

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## Key Events

### Circulation and Library Attendance:

- The circulation increase of 12% for the quarter included heavy summer traffic, especially in August when circulation was up 18% over the prior year.
- Door counts ranged from 450 to 700 people on many days in August; the average per day this quarter was 458.
- Program attendees up were slightly but we had a slight decline in number of events. Due to budget issues we are looking for creative inexpensive events for the rest of the year.
- Computer use continues to rise and we are anticipating needing more public computers as the library gets more crowded; our two wireless laptops, which we give out when needed, are very helpful when actual 'seats' are unavailable.

### Budget:

Due to declining revenue from the library's endowments, the FY11 library budget is expected to be less than forecast for the fiscal year. As a result, the hours-open schedule was reduced two hours a week as of September 1<sup>st</sup>. Friday hours are now 10:00 AM – 3:00 PM. The revised budget included some staff salary reductions and other cuts to the book and programming budget.

### eNewsletters:

- Four regular e-news issues and two specials for the Queset Garden opening gala were mailed this quarter. About 4,500 residents receive the monthly newsletter and an additional 140-195 people subscribe to special bulletins listing newly received music CD's, DVDS, children's and teen books, fiction and

nonfiction items. Open rates for these e-mails range from 23%-40% depending on the month and the content.

### **Facilities:**

- Two rooms of Queset House have been rented to a local film company but we are still looking for a business tenant for the cottage at 56 Main St.
- The teen collection was successfully moved from 56 Main to the main library, although space is very limited for these materials.
- Queset House continues to be used for library programs and Friends of the Library book sales, while we develop plans for other uses.

### **Community Connections:**

- An Archeology Month exhibit was mounted by Adrienne Edwards, Easton's CAD/GIS Specialist, DPW.
- Easton Cultural Council's Lantern Parade was a big success, bringing about 300 people to Queset Garden on Aug 28<sup>th</sup>. The library had hosted two lantern making workshops prior to the event.
- The Lion's Club hosted a successful Dale and the Duds free concert at Queset Garden; at least 300 attended.

### **Development:**

- An annual appeal to 700 businesses in Easton was mailed in July and brought in \$2,000. The total annual appeal results were over \$22,000 as of this quarter.
- The Friends of Easton Public Gardens and the library hosted a gala Quest Garden ribbon cutting fundraiser on July 31<sup>st</sup>; 250 people attended and the event raised almost \$6,000.
- We will introduce a 'bricks' program an 'adopt-a-book' program in the near future.

### **Programs:**

- Book Lovers of Easton got underway again in the new ECAT studio. Interviews included two children's book review panels and ten interviews with local writers and readers.
- Chet Raymo walked "The Path" through the NRT grounds and lectured about Easton's geological history for a large crowd. This was the final event of the library's Easton Reads Together program.
- All children's programs continued to be heavily attended. Some story times are oversubscribed, especially for ages 6 mos-2 yrs. We now have 3 sessions for this age group and are looking for ways to expand our schedule.

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

During the first quarter of FY2011, 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 8039 units of service for 577 individuals. This is a 4% increase in services over the previous quarter and an overall 17% increase since we first moved into the Frothingham Hall Community Center in February 2010. The Council on Aging members met with the director four times for a total of 8 hours to discuss program initiatives and set policy for COA programs and activities.

### **Transportation:**

The number of ride requests increased 8% during this past quarter, as we transported 114 elderly or disabled residents 2452 times for medical appointments, the hot lunch program, shopping, social and recreational activities, exercise programs, hairdressers and work. There has been a steady increase in ride requests during the past fiscal year. We continued extended hours of service with funding through the Brockton Area Transit Authority from the Federal New Freedom Initiative. Although we have extensively advertised this new service, we have only had a few requests for rides during the extended hours. However, we will continue offering extended hour service throughout the grant period that runs through December 2011.

### **Nutrition Programs:**

Participation in the Old Colony Elderly Services nutrition program remained strong, as 2434 meals were served at the Parker Terrace meal site or delivered to the homebound with 87 elderly residents participating in the program during the quarter. 12 Council on Aging volunteers contributed approximately 155 hours of service while delivering the meals on wheels. One of our COA volunteers also delivered Food Pantry groceries to elderly and disabled residents in need.

### **Financial Programs:**

Our SHINE (Serving Health Information Needs of Elders) volunteers helped 32 individuals with health insurance information or assistance in completing health insurance forms. Our Outreach Coordinator assisted residents with Food Stamp, Fuel Assistance and Property Tax Exemption applications.

### **Outreach Programs:**

Our Outreach Coordinator facilitated 6 educational programs which included Veterans Benefits, Gardening, Five Wishes, Elderhostel, Food Sense and the Matter of Balance program as well as the TOPs Weight Loss Program and a weekly walking group. She mailed program/services information to residents turning age 65 and made 8 home visits to elderly residents in addition to delivering meals on wheels when volunteers were unavailable.

### **Health Promotion:**

Our Exercise, Tai Chi and Yoga and Zumba classes (supported with State funds from the Executive Office of Elder Affairs) resumed in September. Blood Pressure and Cholesterol clinics, sponsored by the Board of Health were held at Frothingham Hall.

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. The Easton Lions Club brought their Eyemobile to Frothingham Hall in September, in conjunction with the Chicken Barbecue for the elderly, and offered health screenings for the seniors.

### **Recreation/Socialization:**

Many thanks to the Easton Lions Club for hosting a chicken barbecue for 110 seniors at the Frothingham Hall Community Center in September. The seniors enjoyed a delicious meal and lively entertainment and are truly grateful to the Easton Lions Club for their support. COA recreation/socialization activities held during the quarter included the monthly birthday lunches and a weekly quilting group in the Keefe Community Center at Parker Terrace. We held Art and Swedish Weaving classes and hosted a Games Group and Recreational Bingo games at the Frothingham Hall Community Center. We will continue to develop new opportunities for seniors to come together for socialization and recreation.

### **Recreation Department Anne Daley, Program Director**

July is the beginning of a very busy season for the department. Despite the delayed opening, the Town pool had 80 members and 73 children enrolled in swim lessons. The swim team had another successful season competing at the YMCA in Stoughton and also hosted a meet at the Town Pool. Thanks to our dedicated staff, the pool had another fun and safe season.

The full-day summer program had 183 participants. Fridays we offered field trips that were enjoyed by 103 children. Trips included Canobie Lake Park, Water Country, New England Aquarium and Water Wizz.

Frothingham Hall gave us additional space for our summer programming. We were able to offer a variety of programs, including a half-day preschool program, children's science, musical theatre, hip hop and Zumba.

The children's races filled Frothingham Park every Thursday evening with an average of 150 runners, ages 2-12. Thanks to donations all runners received ribbons for every race and finished the night with a freeze pop. Other programs held at the park were a multi-sport and archery program.

The Ultimate Frisbee League had a great year with 30 players. The season ended with the League hosting a tournament on the turf field at Muscato Stadium. We finished the summer with a Red Sox Alumni Softball Game at Frothingham Park. Over 500 people attended the event to watch Red Sox Alumni compete against teams from Oliver Ames High School. Thanks to the support from the community, it was a wonderful day and enjoyed by all.

During August we accepted registrations for upcoming fall programs, including running club, homework club, art, musical theatre, hip hop, flag football, chess, golf and tennis.

## **IV. General Government**

### **Assessors Office**

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

- The Board and Chief Assessors negotiated and resolved several Appellate Tax Board Appeals
- Continued building permit and 2009 sale review. Prepared for the interim adjustment.
- Reviewed the personal property file submitted by RRC. This involves checking the tax status of all business properties in Town and taxing those businesses that are not exempt because they pay state corporate taxes in lieu of local taxes.
- Helped taxpayers fill out the CPA form and reviewed all returned applications for compliance in order to receive the exemption.
- Helped taxpayers fill out the veterans, blind and elderly exemption form. Reviewed returned applications for compliance in order to receive the exemption.
- Processed hundreds of abatement requests on motor vehicle excise taxes primarily due to residents changing cars during the year and transferring plates to another car.
- Inquiries by telephone and at the counter constitute about half of the staff time in this office.
- The Office Assistant and Chief Assessor were very busy with property inspections this quarter.

**Motor Vehicle Commitments**

<u>Bill Year</u>	<u>Commitments</u>	<u>Number of Bills</u>	<u>Amount Billed</u>	<u>Date Issued</u>	<u>Date Due</u>
<b>2010</b>	1	19,140	2,063,867.50	2/22/2010	3/24/2010
	2	1232	264,704.28	3/29/2010	4/28/2010
	3	872	155,589.01	5/17/2010	6/16/2010
	99 (FARM PLATES)	131	8,641.25	5/25/2010	6/24/2010
	4 (INC. DEALER'S PLATES)	924	146,159.78	7/20/2010	8/19/2010
	5	793	96,160.96	9/27/2010	10/27/2010
	6				
<b>TOTAL</b>		<b>23,092</b>	<b>2,735,122.78</b>		
	<u>Commitments</u>	<u>Number of Bills</u>	<u>Amount Billed</u>	<u>Date Issued</u>	<u>Date Due</u>
<b>2009</b>	7	471	16,176.42	2/22/2010	3/24/2010
	8	7	2,149.27	3/29/2010	4/28/2010
	9	52	4,940.49	5/17/2010	6/16/2010
	10	3	191.05	7/20/2010	8/19/2010
	11	28	8,664.35	9/27/2010	10/27/2010
	<b>TOTAL</b>		<b>561</b>	<b>32,121.58</b>	

**Abatements for Motor Vehicle**

	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>	<u>TOTALS</u>
January	37390	1634.74		5772.86	44,797.60
February	2,176.44	1,488.19	-		3,664.63
March	21,394.35	2,582.67	117.92		24,094.94
April	8,988.62	9,118.13	2,576.08	3,357.77	24,040.60
May	12,018.47	1,753.83	1,863.71		15,636.01
June	6,958.75	634.56	130.10		7,723.41
July	7,575.41	26.25	385.20		7,986.86
August	3,259.32	555.51	507.69		4,322.52
September	3,670.11	243.84			3,913.95
October					
November					
December					
<b>TOTALS</b>	<b>103,431.47</b>	<b>18,037.72</b>	<b>-</b>	<b>9,130.63</b>	<b>136,180.52</b>

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

This billing cycle, our main collection focus was on Real Estate bills which were due August 1<sup>st</sup>. We continue to bill quarterly and once again, we mailed two payment stubs, August and November. The final phase of our computer conversion took place in July. The Water billing is now on the same software program as our other receivables. While we have a few minor issues to work out, overall it is a much better process. Also, during the month of July we pay many of our insurances and assessments in full for the fiscal year in order to receive a percentage net savings for the Town. During August, in addition to collection of taxes, we must make payments on our Debt Service as well as in the month of September. This is the quarter we finish all prior fiscal year reconciliations and submit our reports to the State via the Gateway system. We continue to be aggressive in our tax title payment plan and collected \$95,537.47 for this quarter.

<b>Payroll warrants for July</b>	Town	\$ 1,361,511.84
	School	\$ 489,939.47
Vendor warrants for July	Town	\$ 4,676,779.39
	School	\$ 458,571.70
Collections:	Real Estate	\$ 8,282,987.24
	Personal Property	\$ 145,307.34
	Motor Vehicle	\$ 68,862.58
	Water/Sewer	\$ 48,044.88
	Trash	\$ 92,248.26

<b>Payroll warrants for August</b>	Town	\$ 935,482.92
	School	\$ 361,217.52
Vendor warrant for August	Town	\$ 2,328,191.35
	School	\$ 401,158.72
Collections:	Real Estate	\$ 2,043,494.42
	Personal Property	\$ 14,390.46
	Motor Vehicle	\$ 138,362.89
	Water/Sewer	\$ 553,095.71
	Trash	\$ 11,373.52

<b>Payroll warrants for Sept.</b>	Town	\$ 1,105,309.18
	School	\$ 2,254,737.18
Vendor warrants for Sept.	Town	\$ 9,314,254.28
	School	\$ 516,693.40
Collections:	Real Estate	\$ 470,932.85
	Personal Property	\$ 7,420.29
	Motor Vehicle	\$ 47,558.54
	Water/Sewer	\$ 75,517.10
	Trash	\$ 102,096.98

## **Data Processing**

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

1. The fire station #1 dispatch computer started experiencing system crashes at random times, about once per day. I called HP technical support and got a new motherboard for the computer and replaced it. I will monitor over the next few months to see if it crashes again.
2. A battery failed in one of the UPS units at the police station. I replaced it with a new RBC7 battery.
3. Started searching for an email archiving solution. So far I have seen demos on InBoxer, Arcmail, Unlimited Mailbox and Sunbelt Exchange Archiver. I will make a decision dependent of how Dell decides to allow me to upgrade the 16 drives in the EqualLogic PS500E storage array.
4. In November the Mitel contract for the phone system, which serves the Town Offices, DPW, Water Division and Fire Department, will expire. This phone system is now 8 years old and gives us quite a lot of trouble. I have started searching for a replacement system.
5. With the new phone system we will also need to re-wire all the phone and data lines at the Town Offices which are now decades old. I am working with the Town Electrician to get the best price on CAT6 cable and to upgrade our infrastructure which should keep our network running for another 20 years.
6. I met with Adrienne Edwards (the Town's GIS specialist) and her regional GIS group. I plan to take a more active role with this group in order to get Easton's GIS capabilities up to the level of some of the more advanced town's around us.
7. Dennis Kitsos, Active Directory Network Manager at OAHS, and me started backing each other up when one of us is on vacation. While Dennis was on vacation his anti-virus server started bogging down the entire network at the high school. The A/C had shutdown and the server room was running extremely hot. After disconnecting the server the network seemed to return to normal but then no computers would get their anti-virus signature updates. I added their credentials to the secondary server update policy so that computers would update directly with Sophos if the primary server was down. We left that server on the network for an hour so the policy would update to the clients and then shut it down. The A/C was repaired and the server room cooled down overnight. The next morning they booted up the server and everything seemed to be functioning properly.
8. More trouble with the Sonicwall ES300 spam filter. It was hung up again it was determined that the hard drive is failing. They sent me a new one and I moved the licenses and configuration from the old one to the new one.

9. A drive in the Fire dispatch server failed. I tried to rebuild it with no luck so I pulled a drive from one of our decommissioned servers, installed that and rebuilt it with no further issues.
10. After installing a new printer on the police Dispatch server all of the other servers being hosted on that server became corrupted. I had to re-initialize the print spooler and reconfigure each of the printers which were being hosted by the server.
11. The backup domain controller for the School Business Office, SDBackup, had its backup fail. I tried to upgrade the operating system to service pack 2 for Windows 2003. This completely crashed the server. I did a repair install on the server and then upgraded it to service pack 1 and then service pack 2. Now the backup is working but failing on the system state. This server is so old that it will eventually need to be re-installed from scratch unless I can incorporate into the virtual environment before it dies altogether.

## **Planning & Community Development**

### **Brad Washburn, Director**

The Department of Planning & Community Development added two new staff members in the first quarter of Fiscal Year 2011. Brad Washburn joined the department as the Planning Director replacing Alice Savage who left on June 1 to pursue a career in teaching. Tim Harrigan joined the department filling the role of Community Housing Planner. The department 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.

### **Planning & Conservation**

- Assisted with the Shovel Works project, specifically with items related to the design and construction of the wastewater treatment plant.
- Assisted with coordination of South Coast Rail Station Area Planning exercises.
- Worked with DOT consultants and OCPC on South Coast Rail Technical Assistance grants.
- Completed 2011 Commonwealth Capital Application; increased score 6% over 2010 score.
- Participated in pre-construction meetings for Winterberry Hills, a comprehensive permit residential subdivision project and Dean Mill, a commercial development project.
- Provided assistance to residents and developers preparing applications for submittal or review with the Conservation Commission and Planning Board.

- Assisted the Planning Board in reviewing new commercial and residential developments
- Long Pond Dam repair oversight
  - Clearing of large and woody vegetation conducted by Easton DPW
  - Removal of stumps; grading; stabilization conducted by J. Hockman, Inc.
  - Repairs to driveway
  - Submittal of completion reports to State
- Followed up with MHC and neighbors regarding the Williams Street Village 40B proposal
- Participated in Committee responsible for developing town-wide policy to ensure all boards, commissions and committees comply with the new Open meeting Law.

### **Historic Preservation**

- Obtained approval of Ames Historic District bylaw from Attorney General
- Submitted completion package for the historic property survey project to MHC for grant reimbursement.
- Coordinated Building Demolition Review for one property.

### **Land Management**

- Assisted in implementing recommendations of the Conservation Land Management Plan (CLMP).
  - Selected tenant for Tufts Farm and finalized lease agreement.
  - Continued management area monitoring inspections; sent letters to abutters reminding them of the prohibition on ATV use within these areas.
  - Conducted joint public informational session with Recreational Commission to promote awareness of availability of conservation and recreation land for public use and appreciation.
  - Received award for \$4,234 from DCR Forest Stewardship Program to develop a forest stewardship plan for the Clifford G. Grant Management Area. The award included an additional \$500 to conduct public outreach.
- Assisted the Recreational Director in completing and submitting an application for a PARC grant for development of additional ball fields.
- Continued working with the Recreation Commission and the Community Preservation Committee on several potential land acquisitions that would meet the active recreation needs identified in the Recreation and Open Space plan.
- Received updates from the Recreational Commission for the Open Space Plan.

### **Affordable Housing**

- Development of 12A Highland Street

- Coordinated presentations of South Shore Habitat for Humanity's final proposal to the Board of Selectmen and the Historical Commission.
  - Coordinated the drafting and approval of the deed.
- Began implementation of Affordable Housing Trust Action Plan. The first goal, to compile a list of affordable housing resources for residents, is underway.
- Managed the process to update the Town's Housing Production Plan. Coordinated review of proposals and selection/contracting of consultant. Worked to provide consultant with relevant direction and information.
- Worked with DHCD to prevent the foreclosure of an affordable housing unit. This also preserved the future affordability of the unit, and thus kept it on the Town's state-approved Subsidized Housing Inventory.
- Updated affordable housing items on Town's Commonwealth Capital application, resulting in the awarding of several new points.
- Fielded numerous resident requests for assistance and information regarding their housing needs.
- Researched models from other towns in preparation for potential merger of Affordable Housing Trust Board and Fair & Affordable Housing Partnership.
- Assisted with update of public Financial Assistance information.
- Initiated research for Affordable Housing Guidelines, which represent implementation of the new inclusionary zoning bylaw.

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

- Began posting project documents and reports on PermitEyes for review by applicants and the Conservation Commission. Working with developer and internal IS to make project documents available to public and to implement online application submittal. Exploring possibility of expanding use of PermitEyes software by acquiring the Planning module.
- Continued updating the Planning & Zoning Board filing system to allow easier access to historical files and better customer service.

### **Attorney Ellen Doucette, Town Counsel**

Re: September 2010 Town Counsel Quarterly Report

Dear Mr. Colton:

I am hereby submitting the September 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 first quarter of FY2011.

## I. Litigation Matters

Work was performed on the following litigation matters:

### Stonehill College v. Town of Easton

This matter was 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. A hearing on cross motions for Judgment on the Pleadings was held at the Bristol Superior Court on July 27, 2010. The court issued its decision in favor of the Plaintiff on September 3, 2010, and a Notice of Appeal was filed on the Town's behalf.

### Easton Shovel Shop LLC v. Easton Historical Commission

This was a matter involving a complaint for certiorari review 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. Prior to the August 26, 2010 hearing on the Motion for Judgment on the Pleadings, I filed a motion to amend the EHC's opposition to raise the issue of mootness that is, that because the demolition delay period expired on August 1, 2010, the matter is no longer a live issue and on that basis, the Judge dismissed the complaint.

### 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 Planning & Zoning Board is a nominal party and we continue to monitor the litigation, but are not actively participating in the litigation.

### 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.

### Holbrook, et al v. Eastondale Cottages, LLC

This is an appeal filed by the abutters in the Bristol Superior Court from the ZBA's issuance of a comprehensive permit on February 9, 2010 to Eastondale Cottages LLC for the property located at Pine/Washington Street. An appearance was filed on behalf of the ZBA. The plaintiffs have recently filed discovery requests with Eastondale Cottages but to my knowledge, Eastondale has not yet answered the

complaint and has failed to respond to discovery requests. We will monitor this matter and participate only when required to do so.

### O'Connor v. Easton Conservation Commission

This is a M.G.L. c. 249, §4 appeal to Superior Court of a permit issued pursuant to the Easton Wetland Bylaw. Permit of Approval was in fact a denial of the project given the conditions. The attorney representing the applicant has had the plan modified taking the project out of the resource areas and is now preparing a mitigation scheme involving plantings. This matter is expected to be resolved in the near future.

## II. Real Estate Matters

### Beacon Communities Development - Ames Shovel Works

This office 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.

### Five Comers Intersection - Eminent Domain Takings

This office has been negotiating outstanding issues regarding the eminent domain takings for the Five Comers Intersection reconstruction project as regarding the property owned by ExxonMobil and the relocation of existing monitoring wells as well as other site issues. All issues involving the ExxonMobil property have been resolved.

## III. Miscellaneous Town Matters

Legal assistance continues to be provided on an as needed basis 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 although the number of visits will be reduced for the summer months. 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 the school department.