



**Town of Easton
Town Administrator's Report
1st Quarter Fiscal Year 2016
September 30, 2015**

This is my thirty-sixth 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, 2015 through September 30, 2015. This quarter saw significant activity in hiring and promoting in our public safety departments as well as the retirement of Captain David Beals from the Fire Department. The Town wishes him well and thanks him for his professionalism and dedication to the community for over three decades. Additional notable events worth special mention are:

- The Easton Fire Department, alongside the Easton Police, State Hazardous Materials Team and the State Police Bomb Squad responded to and neutralized an explosive hazard at Bay Road and Summer Street following the safe evacuation of the area.
- The Fire Department hired and promoted numerous personnel and bid farewell to Captain David Beals, who retired after 35 years of service to the Department and the Town of Easton.
- Two Easton Police Officers graduated from the training academy; three new dispatchers were hired; and Lieutenant Keith Boone was promoted to Deputy Chief.
- Kristin Kennedy began her role as the Director of Health and Community Services, which joined the Council on Aging, Board of Health, Recreation and Veterans' Service departments together to formalize their common mission of promoting health, wellness and community engagement.
- Over 33,734 citizens and visitors enjoyed themselves at the Ames Free Library this quarter.
- The Planning Department began the process of engaging community members and consultants to identify additional parking solutions for the expanding North Easton Village.

I. Public Safety

Fire Department

Kevin Partridge, Fire Chief

The services the department provided during the 1st quarter of FY 16

Calls for Service

The Easton Fire Department responded to 1274 incidents during the months of July, August and September 2015. 516 medical calls, with 414 patients transported to area hospitals during this time period. There were 1274 fire fire/medical incident responses. The monthly break-down is as follows;

	<u>Fire Calls for Service</u>	<u>Medical Calls / Patients transported</u>
July	445	189/149
August	421	179/141
September	408	148/124

Ambulance Mutual Aid was **provided** to neighboring communities **18 times**

Ambulance Mutual Aid was **received** by neighboring communities **20 times**

Highlights for the Quarter

Bay Road at Summer Street, Hazardous Materials Response, July 28, 2015, the department responded to a call from PD for a backpack that was believed to have had a chemical in it. The Fire Department with the assistance of the State Hazardous Materials team and the State Police Bomb Squad responded and evacuated and shut down the area around the scene. The backpack did contain several plastic bottles that contained materials for making drugs; the containers were under pressure and posed an explosive hazard. The bomb squad through the use of their robots rendered the containers safe. The teams then responded to search the home of the responsible party who had the backpack.



20 Cranberry Lane, Kitchen Fire, August 31, 2015, Engines, 5, 4, Ladder 1, Amb. 1 and Car 1 responded to a report of a fire in the kitchen, upon arrival there was a fire on the stove that

extended to the kitchen cabinets. The fire was caused by a container left on the stove top and the burner was accidentally turned on.

38 Coughlin Street, Medical emergency; Eye Injury, August 31, 2015 requiring Med-Flight, The Ambulance 2 and Engine 2 responded to 38 Coughlin St. for a patient with an eye injury. The patient's injury required the use of Med-Flight helicopter for transport to a Boston hospital. The Helicopter was landed at the field behind the Parkview School.



September 24, 2015, Stonehill College, Engines 2, 4 Ambulance 1, 2 and Car 1 responded to the Shield's Science Center for a small spill of an aqueous solution with hydrochloric acid in it in their chemical waste storage room. The State Haz. Mat. team responded to assist. The incident was under control in a short time and Clean Harbors responded to clean up the spill.



PERSONNEL

The Department promoted Lt Michael Greene to the rank of Captain which became effective on July 10, 2016. Captain Greene was assigned as Shift Commander of Group 3. Captain Greene has been a member of the Easton fire Department since November of 2004.

FF Timothy griffin was promoted to the rank of Lieutenant which was effective July 10, 2015. Lt Griffin is assigned to Group 4. Lt Griffin has been a member of the Department since 2001.

FF Michael Eaton was hired on August 31, 2015 and began his department orientation and ambulance mentoring. FF Eaton will start the Mass Fire Academy on October 13th. FF Eaton is a Paramedic and resides in Randolph.



On September 3, 2015 Group 2 held a reception for Captain David Beals who worked his last shift on the Easton Fire Department. Captain Beals retired with 35 years of service to the department. The department wished Captain Beals the very best in his retirement and thanked him for his years of service.



September 18, 2015 FF Jason Healey Graduated from the Massachusetts Firefighting Academy 9 week recruit training program. FF Healey graduates with his FF I/II and Haz. Mat Operational level certifications. FF Healey was assigned to Group 4 upon return to a shift.



Lt. Evan Malone was promoted to the rank of Captain which became effective September 25, 2015. Captain Malone was assigned as the Shift Commander of Group 2. Captain Malone has been a member of the Department since January 1997.



FF John Dzialo was promoted to the rank of Lieutenant which became effective September 30, 2015. Lt. Dzialo is assigned to Group 2. He has been a member of the department since July 2007.



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Fire Prevention / Inspections

Smoke Detector plan reviews -----	3
Smoke Detector & Carbon Monoxide Detector Inspection-	128
Installation or Alteration of Fuel Burning Equipment-----	0
Tank removals-----	8
Propane Installation inspections-----	11
Sprinkler System Installation/Alteration/Repair-----	1
Fire alarm Installation/Repair -----	2
Underground Flammable Storage -----	0
Gasoline Station Registration-----	1
Flammable Storage-----	2
Agricultural Permit-----	1
Blasting or Cutting & Welding-----	1
Fireworks-----	1
Tank Truck Inspections-----	1
Fire/Ambulance Reports-----	8
Oil Burner Permits-----	8

On-going plan reviews and construction meetings were attended along with periodic inspections on the following major projects for:

3 Washington Street,
 Robert Drive, Avalon Easton
 Depot Street, Residence at Five Corners

Revenue

The department received \$ 376,429.04 in revenue from **ambulance billing**:

- July - \$ 156,896.11
- August - \$ 97,871.35
- September - \$ 121,571.58

Total ambulance Revenue for the Fiscal Year 2015 was \$ 1,310,675.00

The department received \$ 7,715 in revenue from **fire permits and inspections**:

- Sprinkler plan/inspection- \$ 100
- Smoke Detector/CO inspections- \$5750
- Fire Reports- \$ 115
- Fire Alarm Installation/Insp. \$ 100
- Oil Burner permit/inspection- \$ 400
- Propane permit/inspection- \$ 550
- Tank removal/Install \$ 500
- Gas Station Registrations \$ 50
- Fire alarm Box Fee (Annual) \$ 0

- Cutting & welding \$ 50
- Tank Truck Inspection \$ 50
- Blasting \$ 50

Training

August

M&M Rounds- review of monthly EMS responses

Methamphetamine Lab (Meth Lab) Recognition training
Pre-plan walk through at The Residence at Five Corner's Assisted Living

September

EMS- BLS Core Competencies, 24 hour mandatory refresher course

EMA- ALS Core Competencies, 32 hour mandatory refresher course

M&M Rounds- review of monthly EMS responses

Pre-plan walk through at The Residence at Five Corner's Assisted Living
Forest Fire 1 New Pump review
Forest Fire 1 and brush fire operations
Leadership – Captain David Beals
Photo-voltaic Cells- safety and tactics

Various “10 minute training” included:

1. Med-Flight SOP Review
2. Hydrant Assist Valve
3. Driver Training
4. Rehab

Classes attended by personnel at other training sites

Med-Flight Training program- Bridgewater FD
Company Officer II
High Voltage Emergency Awareness
Ethanol for First Responders
Advanced Structural FF Practices
Modern Fire Behavior
Fire Incident Data- understanding the National Fire Incident Reporting System (NFIRS)
Company Officer I
Emergency Operation Center Training

Department Injuries & Sick Time

Sick Time Use for 1st Quarter:	July	24 Shifts- 288 hours
	August	22 Shifts- 264 hours
	September	8 shifts- 96 hours

Injury on duty:

August- Injury to Elbow: 14 hours lost time

September- back/neck injury- 14 hours

September - reoccurring shoulder injury- 120 hours

Police Department
Gary Sullivan, Chief of Police

Total Incidents	3543
Arrests & Criminal Complaints	127
Breaking & Entering Homes & Businesses	22
Citations & Warnings	368
Motor Vehicle Crashes	110
Operating Under the Influence	8
Robberies	1
Rape/ Sexual Assaults	3

CRIME

On July 28th, the police department encountered an individual walking on Summer Street carrying a backpack. Upon seeing the police, this subject threw his backpack in the woods. The Officer investigated and it was determined this individual possessed hazardous chemicals used for making methamphetamine. Several state and federal agencies responded to assist the police and fire departments. Police charged this individual with manufacturing and possession of methamphetamine.

On September 25th, the police department assisted Stonehill College with investigating a bomb threat as well as a threat to "shoot up" the college. The State Police and twenty members of METROLEC responded to the College and conducted a search of campus buildings. This case remains under investigation.

There was a 17% increase in calls for service, a 57% increase in B&E's, and a 46% increase in arrests and/or criminal complaints this quarter.

PERSONNEL

Officers Tim Webster and David Lydon graduated from the police academy on August 21, 2015 and began their field training. New dispatchers Brian Lehane and Joseph Sances were hired in August and began their in-house training. New dispatcher Kaitlin Brown was hired in September and began her training as well. In addition, Leonard Coe was promoted to Sergeant, Keith Nunes was promoted to Lieutenant, and Keith Boone was promoted to Deputy Chief of Police.

Gary Sullivan

Gary Sullivan
Chief of Police

II. Department of Public Works

David J. Field, P.E., Director of Public Works

I am pleased to submit this 1st quarter report for FY2016. During this quarter I attended the following meetings:

- (1) Board of Selectmen Meeting
- (1) Municipal Building Committee Meeting
- (1) Executive Loss Committee Meeting
- (2) OCPC Joint Transportation Committee Meetings
- (1) MIIA Fall Conference
- (6) Energy Savings Performance Contracting Meetings
- (1) APWA Congress
- (1) New England Public Works Expo

DPW continued to administer the Commonwealth Connect application which allows residents to report issues from their mobile phones or via the Town website. The application is currently set up to allow reporting of potholes, streetlights, trees, and other issues. During the 1st quarter, DPW received 28 service requests (10 for potholes, 2 for trees, 2 for streetlights, 14 others) using the application.

24 streetlights were maintained in-house by DPW staff. The DPW has transitioned from having a private contractor maintain our streetlights to performing this work in-house. This will result in lower costs and a higher level of service.

During the 1st quarter of FY2016 the North Easton Village Wastewater Treatment plant treated 1,101,000 gallons of wastewater. During this time the average daily flow to the plant was 11,970 gallons per day.

Construction on the \$3.18 million energy management services project began in April. The contractor, Ameresco, is installing energy conservation measures that will ultimately be funded from the energy savings resulting from those upgrades. In addition to the energy conservation measures Ameresco has proposed a separate power purchase agreement for installing solar photovoltaic systems at the Middle School and High School. Under the proposed agreement the Town would save \$1.4 million over the 20 year life of the panels. Construction of the performance contract is approximately 37% complete and is scheduled to be completed in the spring of 2016. Construction of the solar panels is currently waiting on a net metering cap allocation from National Grid.

As part of the Pavement Management Program, the paving of Norton Avenue, Lothrop Street, Center Street, Short Street, and portions of Main Street have been completed. In addition, extensive crack sealing has been completed throughout Town. Remaining work for the construction season includes the installation of a thin overlay of Prospect Street and the reclamation of Dean Street. In the previous quarter, repairs were completed on Foundry Street. The FY2016 roadwork is estimated to cost \$2.3 million.

The Town Hall Repointing Project is currently underway and is approximately 80% complete. The DPW went out for bids for masonry repairs to chimneys, retaining walls, and building elevations in August 2014. Bids were opened on September 5th and the low bidder was Folan Waterproofing with a bid of \$213,270.00. The contract was awarded in October and Folan has obtained the needed building permits to begin the work. Construction was originally scheduled to begin in January, but was delayed due to snow. Crews began setting up scaffolding and mobilizing equipment in late March. To date the work on the chimneys has been completed and the demolition and reconstruction of the retaining wall is ongoing. This project is being funded with CPA funds and is the first phase of masonry repairs and restoration at the Town Offices.

The DPW is working with BETA Group to complete the design of intersection improvements and signalization of Union Street and Washington Street. The project is currently included in the 2017 element of the TIP. MassDOT has returned comments on the 25% design plans. The Town and BETA will work to resolve the comments and move into the 25% public hearing phase.

The DPW has continued to work with BETA Group to advance the design of the Depot Street corridor project. The proposed project includes roadway, sidewalk, and drainage improvements from Fox Ridge Road to Washington Street. The DPW and BETA presented several options for the signalization and improvement of the intersection of Center Street and Depot Street to the Historical Commission and the Board of Selectmen. 25% plans were submitted to MassDOT in September. This project has been included in the 2019 TIP element by the Old Colony Planning Council.

The Project Initiation Form (PIF) for the intersection improvements and signalization of Elm Street and Washington Street has been submitted to MassDOT. This is the second step in the TIP project initiation process. Previously, the DPW has been working with BETA Group to develop conceptual design options for intersection, hold public outreach sessions, and submit the Project Need Form (PNF).

DPW has been working with the Town Administrator's Office and Woodard & Curran to finalize an Inter-Municipal Agreement (IMA) with the Town of Mansfield to secure sewer treatment capacity in the regional wastewater treatment currently slated for upgrade and expansion. In addition, DPW is working with Woodard and Curran to complete the design of the first phase of five corners sewer project which is required to connect to the Mansfield sewer system.

The DPW has begun the process of installing automatic vehicle location (AVL) devices in DPW equipment to allow DPW managers to track the location and progress of snow plowing and other activities (street sweeping, roadside mowing, etc.).

Some of the other projects that the DPW has been involved with this quarter include:

- Queset Commons Development
- Fleet Management Software Implementation
- FEMA Reporting for Snow and Ice Declarations
- Queset Sewer District Project
- Water Management Permit Renewal

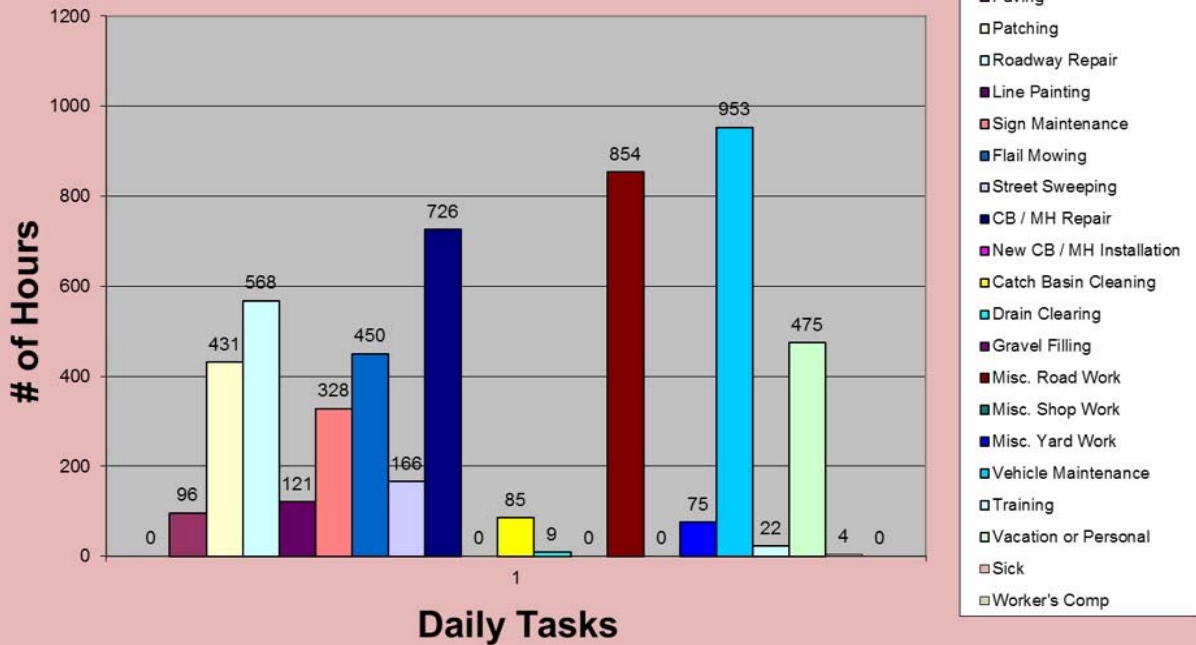
In September, GIS Specialist Adrienne Edwards gave her notice in order to pursue a new career path in teaching. I want to thank Adrienne for her 8 years of service to the DPW and the Town of Easton, and wish her well in her new career.

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

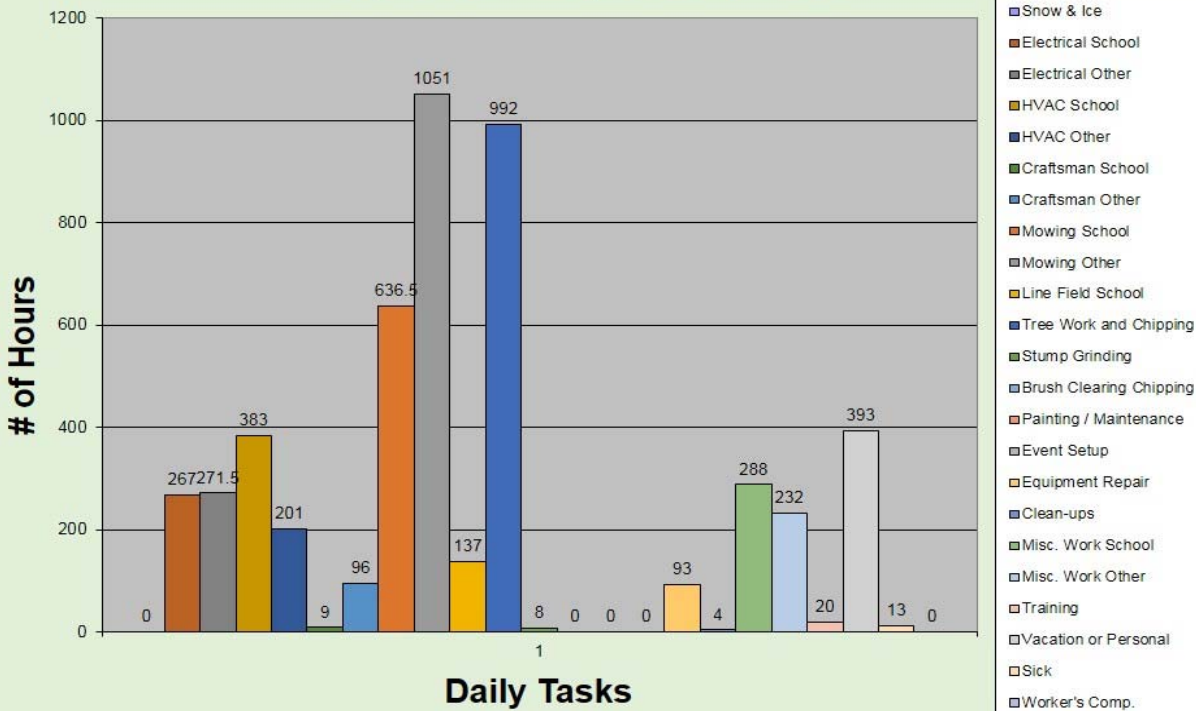
Department of Public Works Operations Division
Maurice Goulet, Operations Manager

1st Quarter: (July 2015 thru September 2015)						
DPW OPERATIONS DIVISION	Unit	Jul.	Aug.	Sep.	Total	Unit
	<i>HIGHWAY</i>					
Snow & Ice	event	0	0	0	0	0 event
Paving	event	2	1	0	3	3 event
Patching	event	2	4	8	14	14 event
Roadway Repair/Work	event	4	18	8	30	30 event
Line Painting	event	1	11	2	14	14 event
Sign Maintenance	event	18	0	15	33	33 event
Flail Mowing	event	8	12	18	38	38 event
Street Sweeping	event	1	5	8	14	14 event
CB/MH Repair	event	10	6	3	19	19 event
New CB/MH Installation	event	0	0	0	0	0 event
Catch Basin Cleaning	event	2	4	4	10	10 event
Drain Clearing	event	0	0	1	1	1 event
<i>BUILDING & GROUNDS</i>						
Tree Work	ea	118	97	73	288	288 ea
Stump Grinding	ea	4	0	0	4	4 ea
Event Setups	event	0	0	0	0	0 event
Mowing School	event	12	11	11	34	34 event
Mowing Other	event	16	18	14	48	48 event
Line Field School	event	1	3	8	12	12 event
Clean-ups	event	0	1	0	1	1 event
Electrical School	event	12	15	16	43	43 event
Electrical Other	event	19	13	16	48	48 event
HVAC School	event	8	20	19	47	47 event
HVAC Other	event	15	4	9	28	28 event
Craftsman School	event	0	1	0	1	1 event
Craftsman Other	event	3	7	1	11	11 event

Highway Division Daily Log July 2015 - September 2015



Building and Grounds Division Daily Log July 2015 - September 2015



Water Division

John J. Marsh, Operations Manager

Read meters, process data	22,292
Process Calculate & export data to vendor for water bills	7,567
Miscellaneous service bills	103
Prepared bills for property transfers	113
Gallons of Water Pumped and Treated	237,761,000
Replaced meters	207
New service applications	8
Installed new services	10
Water Conservation Letters Processed & Mailed	39
Meter Replacement Letters Mailed (#1)	239
Meter Replacement Letters Mailed (#2)	0
Meter Replacement Letters Mailed (#3)	75
Meter Replacement Letters Mailed (#4)	13
Total Letters Mailed	327
Answered Service and Maintenance requests	780
Renewed Services	0
Service Leaks Repaired	2
Hours of Leak Detection Performed	0
Dug up & repaired main leaks	3
2" Water Main(s)	0
4" Water Main(s)	0
6" Water Main(s)	1
8" Water Main(s)	2
10" Water Main(s)	0
12" Water Main(s)	0
16" Water Main(s)	0
Repaired hydrants	2
Dug up & replaced hydrants	1
Routine hydrant maintenance	300
Frozen Services	0
Reviewed plans for backflow devices	0
Surveyed buildings for cross connections	3
Tested backflow prevention devices	113
Took delivery of bags of hydrated lime	1450
Took delivery of barrels of chlorine	55
Photovoltaic Energy Production (Solar Power) in kWh	20,042
Collected bacteriological samples & delivered to laboratory	168

III. Public Services

Town Clerk's Office

Jeremy Gillis, Town Clerk

News

This quarter saw the Town Clerk attend various meetings relative to his duties. Executive Board meetings for the Massachusetts Town Clerk's Association and Tri-County Clerk's Association were attended as well as an Education Committee and Legislative Committee meeting for the State Association.

The Town Clerk was the invited guest speaker of the Cape and Island Town Clerks' Association on September 15. A 45 minute discussion of various aspects of Election Reform was the subject matter. All points were well received by the audience.

The Town Clerk also participated in his role as Vice-Chair, via conference call, with other members of the Mentoring Committee of the International Association of Municipal Clerks. A concerted effort was made to continue to clean up the Town's Census through targeted mailings and using data from other Town Departments, particularly the Assessors and Treasurer's offices. This effort, coupled with the efforts of the 2016 Census, will be instrumental in assuring clean voter rolls for the extremely busy 2016 Election year.

Elections/Voting

The Office registered 251 new voters (a decrease of 41 experienced in the same quarter last year), kept the voter rolls updated with 99 deleted voters due to moving or death and processed 866 voter registration changes. In addition a total of 14 Absentee Ballot Applications were processed for the October 6, 2015 Special State Primary caused by the untimely passing of State Senator Thomas Kennedy.

The Secretary of State, in compliance with Chapter 111 of the Acts of 2014 (the most comprehensive election reform bill in recent history in Massachusetts) launched the ability for Massachusetts residents to register to vote online. This system will surely be beneficial to voters and election administrators alike, making a somewhat cumbersome, paper based process, much more streamlined and efficient.

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 Records Manager completed Year 2 of the 3 year New England Municipal Clerks' Institute held at Plymouth State University in Plymouth, NH. Year 2 is a weeklong program featuring over 35 hours of intermediate courses with lectures focusing on the skills of professional administration, management, decision making, written communication, public speaking, parliamentary procedure and interpersonal communication. Upon completion of the Program, the Records manager will obtain the designation of Certified Municipal Clerk, as granted by the International Institute of Municipal Clerks. The Records Manager also completed the following course\ in emergency management: "IS-00120.a, an introduction to Exercises".

The Town Clerk has earned a Certificate of Achievement from the Federal Emergency Management Agency for completion of the agency's Professional Development Series, a set of 7 classes designed to give a well-rounded set of fundamentals in Emergency Management.

Inspectional Services

Mark Trivett, Inspector of Buildings

Permit Activity	
Building Permits (includes Roof/Siding/Window/Door)	332 - 5 of which were for single family dwellings; 9 for multiple family dwellings
Foundation Permits	7
Certificates of Inspection	6
Demolition Permits (Buildings)	0
Electrical Permits	246
Plumbing Permits	104
Gas Permits	88
Mechanical & Sheet Metal Permits	22
Trench Permits	3
Sign	16
Tent	7
Solid Fuel Burning	5
Total Receipts	\$132,320
Inspections	
Building Inspectors	582
Inspector of Wires	308
Plumbing & Gas Inspector	271
Total Calls for Inspections	1160
Other Activities	
Meetings with Town Administrator	2
Meetings with Town Counsel	6
Meetings with Development Review	3
Fire Department Meetings	8
Emergency Calls	1
Meetings with Design Professionals, Developers, Attorneys	12
Department Head Staff Meetings	0
Building Officials Seminars for Continuing Education	2
Court Appearances	0
ECAT Appearance	0
Selectmen's Meeting	2
Historical Commission	0
Economic Development Council	2
EPermitting Trainings	0

Health & Community Services

Kristin Kennedy, Director

With the new fiscal year, the Council on Aging, Board of Health, Recreation and Veterans' service departments joined together to formalize their common mission of promoting health, wellness and community engagement. With the change we expect to improve service delivery by identifying areas of crossover between the client bases of our unique departments. The changes have allowed us to broaden the audience for community services by exposing clients and staff to the resources of another. With this leveraging of skills and resources we believe we are providing a better service to the community.

In anticipation of this the VSO moved to Frothingham hall in the spring of 2015, giving us the ability to provide a welcoming environment for our veterans. This move set the stage for the implementation of a restructuring that now provides the VSO and veterans' community with the support of the other departments in Frothingham Hall while providing easier access to the VOS for our seniors.

Board of Health

In addition to considering requests for variances from Title 5 for proposed septic system repairs, the Board of Health considered the following topics and issues and participated in the following activities:

- Proposal to raise the age for purchasing tobacco and tobacco delivery products to 21.
- Working with the Shovel Shop Pond Water Quality Working Group appointed by the Selectmen, an RFP for the review of the available documentation on the area surrounding the Shovel Shops Pond which may contribute to it water quality has been prepared.
- Partnering with Wings of Hope and BAMSI to provide a second free collection day for sharps in conjunction with a national drug take back day.
- Monitoring of the Arbovirus situation in our area, where West Nile Virus was detected.

The staff attended specialized trainings where Inspector Meyers took an important step toward completing the MA public Health Inspector Training- Food Certification Program. Director Kennedy completed a certificate program through Boston University and the New England Public Health Training Center on *Managing Effectively in Today's Public Health Environment*. Director Kennedy also attended the Healthy Easton Summit.

The office continued to meet statutory requirements and community needs for soil and septic inspections, restaurant inspections and the investigation of complaints that may affect the public health. The summer months also require inspections for recreational camps and semi-public swimming pools.

The Board of Health under took a review of all its permit applications as it began the process of moving to online permitting. Staff continued efforts to work cooperatively with other departments who have already begun the conversion to what we hope will be an effective and positive change.

Our Public Health nurse provided follow up on reportable diseases. She was called upon to conduct Ebola surveillance as a precaution on one individual and a family of four who had traveled to Easton from Sierra Leone.

Council on Aging

The Council on Aging was sad to see the passing of long time member Marie Healy. She was replaced by Melinda Nelhuebel.

The Council on Aging continued to operate its transportation service which assists Easton's elders and disabled in getting to and from medical appointments, lunch and day care programs, shopping and recreational activities, work and social activities.

The Council on Aging and its generous dedicated volunteers continued to deliver of meals and food pantry deliveries to homebound seniors.

Our two SHINE volunteers continue to dedicate their time to assisting with health insurance information and forms. Residents were assisted by our Outreach Coordinator who assists with Fuel Assistance and Supplemental Nutrition Assistance Program applications. She also assists the Salvation Army and St Vincent DePaul in their efforts to help Easton's needy.

The Council on Aging continued to provide exciting, educational and informative programs such as:

- Ice Cream social, skillet cooking and Healthy cooking demonstrations sponsored by community partners
- Our monthly book club met to discuss David McCullough's *The Greater Journey: Americans in Paris* and *Age of Innocence* by Edith Wharton.
- Fitness classes continued through the summer, along with some new class additions
- Presentations were give on Drug Interactions and Fall Fashions
- A return trip was made to Plymouth MA and the Turkey Train headed North for some fall foliage and dining.
- The Massachusetts Office on Disability presented a program entitled "Are You Ready for an Emergency?" at which residents received an Emergency "Go Bag" full of supplies and items to aid them in the event of an emergency.
- Our First *Senior Health & Wellness Expo* with demonstrations and information from many community partners was well attended. The event showcased products and services available to seniors and their families.

Veterans Services

Chapter 155: the department continued to provide support to our veterans in need through the Chapter 115 benefits program. The continued growth of the program can be, in part, attributed to the relocation of the VSO to Frothingham Hall. This quarter \$113,330.72 in benefits were distributed to qualifying veterans. This represents an increase of 32% over the previous quarter. This increase in benefits can be attributed in part to the success of restructuring, which has instilled an awareness of programs that may benefit clients of the other departments in

Frothingham Hall and the ability to have staff available to aid with the receiving of information and documents necessary to the process.

VA claims assistance: The VSO continued to assist veterans in filing VA benefit claims. This assistance helps veterans and their dependents secure federal VA funding and lessens their reliance on Chapter 115 benefits for medical and living expenses.

The Veterans' Discretionary Fund received generous donations totaling \$100. During this quarter \$930.00 was disbursed from this account to help 6 veterans with needs not covered by other programs.

Other Notes: This quarter we started a project with Eagle Scout candidate Daniel Herschlag, which we hope will lead to the installation of a flag pole on the grounds of Frothingham Hall.

The Ames Free Library Uma Hiremath, Executive Director

"I swoon. Reader, I swoon....Thank you for showing me and everyone who visits what a public library can and should be." ~ Kate Klise, Author-in-Residence, August 2015

FY2016 – Library Productivity Statistics July - September 2015

	<i>FY16</i>
Circulation	39,546
Programs	235
Program Attendees	4,489
Visitors to Main & Queset	33,735 <i>23,586+10,149</i>
Computer Usage	3,953
Database use	2,178
Museum Passes	361
Volunteer hours	583
Reference Questions	2,201
Enewsletters sent	16,435
Webpage individual views	19,475 <i>(August and Sept)</i>

Circulation Highlights

- The library was in the top ten libraries in the 73-member SAILS consortium with regard to circulation of material (8th), *Overdrive* e-book use (9th) and use of *Tumblebooks* (7th).
- It was highest in *Overdrive* registration.
- It was third highest in use of Juvenile audio books on *Overdrive*.
- It was fifth highest in use of *Bookmyne*.
- A total of 12,233 items were either loaned or borrowed within the consortium this quarter – testament to its continuing efficacy.

Library Programs

The quantity and quality of programs continued to grow and mature so that the ratio of programs to attendance was 26.1% greater this quarter than in the previous year.

Youth 6 months – 12 years:

1. The Summer Library Program successfully concluded on August 31, 2015 with 173 reading prizes presented. Audiences for the weekly programs at Queset Garden were a genuine joy to witness. Families came with packed dinners and rugs to lay out on the grass in advance of the programs. The Toe Jam Puppet Band alone attracted 170 attendees.

2. Singers & Shakers offered happy mornings of music and activity.
3. Author and illustrator Carla Marrero read from her latest book.
4. Author Kate Klise offered a Meet & Greet session where she gave out free books.
5. A vigorous Hooping session with Kat Suwalski was a fun event.
6. Outreach to Book Buddies at the Animal Shelter and the YMCA continued. In addition, Ms. Mimsy visited the Easton Learning Adventures Preschool for a special story time.
7. Story times and Folktales continued. A monthly story telling by retired librarian and patron, Harriet Lapin, became a regular feature.
8. The monthly American Girl Book Club continued discussing strong girl figures.

Youth 12 years and older:

Teen programming was handed over to new part-time Youth Services librarian, Courtney Allen, who jumped right into it with a televised Young Adult Book Talk session with volunteer Liz Hadley. In addition, teens were wooed with:

1. Part II and Part III of Superhero Academy : *Walk Like A Super Hero* and *Rock Like A Super Hero* which concluded the three-part series.
2. Chef Liz Barbour of *The Creative Feast* offered a hands-on demonstration on cooking super foods.
3. K.Korona worked with teens to turn favorite old T-shirts into pillow cases.
4. Author-in-Residence, Kate Klise, offered a workshop for Young Writers. A few older teens also joined the Hiking-Writing weekly workshops.
5. A Teen End of Summer Ice Cream Party was held on August 27th to toast summer readers.
6. Teen Gaming continued through the summer on Fridays and resumed Saturday hours in September.
7. Teen Movie Night resumed in the Fall with a showing of the popular *The Fault in Our Stars*.
8. A beginner's workshop on the Raspberry Pi was offered by the RI Computer Museum.
9. A program on the art of 'Henna' proved popular.
10. GeekGal gave a presentation on paranormal incidents in Massachusetts.

Adults:

In the year since it has opened, evening programs at Queset House are a regular feature as are Saturday programs through the day. Weekday mornings, however, see sporadic use of the House. The plan to continue developing local experts to offer skills during the day was tried in various ways during this quarter.

1. A 'One-on-One-with-an-Expert' series was initiated and attracted 39 participants in the first three weeks. Topics offered were smart phone usage; digital photography; arm knitting; Halloween make-up; art appreciation; architecture; conversion technologies; eBay selling; fiddle playing; and techniques for social media. Previous 'Expert' sessions – weekly Morning Meditation, monthly Car Talks, and Tai Chi in the Garden - continued.
2. Author-in-Residence for August, Kate Klise, offered weekly Hiking-Writing Workshops that were novel, productive, and received very positive feedback.
3. Artist-in-Residence, John Lunn, was available from September 21 through October 3 for daily writing classes as well as casual conversations on flute-making and silversmithing.

4. Historian Ed Hands offered three popular historical walks through Easton Center and Stonehill College and one on the role of Easton in the Civil War.
5. Patt Gilmore was available through the summer to offer advice on Nomadic Travel followed by an hour-long session on Environmental Art. The travel sessions gained in popularity while the Art was gradually subsumed by ongoing travel discussions.
6. D. Adduci's iPad Assistance proved popular through summer.
7. Reiki Healing Circles continued till the end of August.
8. Trip Talks featured the country of Brazil, as well as the joys of group travel presented by OAHs teachers Johnson and Hadge; U. Hiremath's visit to Uzbekistan; Marjorie Hollman's Easy Walks in Massachusetts; and Home Exchanges that allow for alternatives to hotel living.
9. The Foodie Group inaugurated the season with Paula Marcoux on outdoor fire cooking and an informational program on diet choices/recipes and autism/ADHD by cookbook authors Prasad and Ferro.
10. The Mystery Book group continued monthly discussions on *Rogue Island*, *The Cutting Season* and *The Suspicions of Mr. Whicher* facilitated by W. Brown.
11. Council on Aging outreach book discussions of *The English Patient*, *The Age of Innocence* and *One Summer: America 1927* was taken over by H. O'Leary.
12. Monthly adult book discussion re-started in Fall with the non-fictional *The Astronauts Wives Club*, facilitated by W. Brown.
13. W. Brown also organized screenings of *Batman Unlimited* in August for family viewing and *The Age of Adaline* in September to launch the Fall season; and a special screening of *Easy A* to commemorate Banned Books Week; as well as a regular monthly film: *Love and Mercy*.
14. One-on-one computer assistance sessions remained popular.
15. Tech Talks featured *Search Engine Optimization* taught by Lina Echeverry and *Adobe Photoshop* by Kyaunna.
16. The second series of *Poetry Writing and Editing* was inaugurated by R. Berg and G. Comeaux on September 12.
17. The *Genealogy Club* with Ed Hands also started in Fall after a summer hiatus.
18. An elaborate Civil War Weekend was meticulously organized by Michelle Duprey. Military and civilian encampments from the *22nd MVI and USSC Boston Branch* dotted Queset House lawns from September 19 through the 20th. Candlelit tours through the camp included *Big Bear's Trading Company* and original Civil War artifacts. *Shades of Gray* played live music; *Wicked Smokin' BBQ* sold barbecued products and an 1860's fashion show in the garden loggia - all combined to delight and inform about 950 visitors over the weekend.
19. Author Talks featured Easton author Michael Keith with his latest publication, *The Near Enough*; a reading by Easton poet David Surette from his new publication, *Stable*; and a multi-format presentation with book reading, Indian classical dance and video images by Anjali Mitter Duva, author of *faint promise of rain*.
20. Fiber arts continued to thrive with the Needleworker's Group; the Quilting Club and Knitting Group facilitated by K. Korona and the Beading group with D. Aducci. So far, the library knitters have donated over 70 hats and 2 blankets to the Sweet Peas Group.
21. Financial talks were hosted by SOFA on both social security and on health care benefits after retirement.

22. Easton photojournalist, Robert Klein, presented an evening of unforgettable images and answered questions on the art of taking the perfect newsworthy photograph.
23. *Massmouth South* collaborated with the library to present the first Story Slam, a live storytelling competition. Amy Donanue, Kristi Marsh and Trisha Donadio were judges in a slam session hosted by Jannelle Codianni.

Community Connections

- The talented members of the Easton Garden Club set up the second annual *Books in Bloom* exhibit at the library from September 24 – 26.
- Photography by Lisa Tang Liu with the theme *For Spacious Skies: Seen by an Immigrant* was displayed on both levels of the library.
- Students from a Reading Skills class at Stonehill College attended various story times at the library.
- A comprehensive reading list for Daisy Troop leaders to complement each value-loaded petal given out was created by Ms. Mimsy. It can be accessed at: <http://amesfreelibrary.org/blog/whasler/2015/10/21/books-daisy-scout-petals>
- HUGS II sponsored Leslie Steiner, author and survivor of *Crazy Love*, to present a very well-attended talk on domestic violence.
- Amy MacMannis set up a month long multi-format display of *Easton Stories* at the Main Library with stories on the wall and artifacts in the glass case.
- Weekly Homeschooling Math classes were organized with K. Callina.
- Resident Lucas Murphy volunteered his race truck for kids to enjoy on Touch A Truck Day, August 31. The Police and Fire Departments also graciously provided vehicles.
- Barbara Duffy, an Easton resident who works at BAMSI, a non-profit organization for people with developmental disabilities, set up off-site planning meetings at Queset.
- On August 17, Jason Daniels of ECAT met with library representatives K.Kidd, J.Phillips and U.Hiremath to discuss NextGen Speed for libraries.
- On September 4, two members of the One Book One Town (OBOT) committee of Sharon met with M. Connors, D. Richman and U. Hiremath to share their template on community-run OBOT initiatives.

Staff.

- Ian, Jed and Heather commenced their new job responsibilities as of July 20, 2015.
- Courtney Allen started work on July 28, 2015 as part-time Youth Services Librarian.
- I. Dunbar was selected and completed a week-long New England Library Leader Symposium in August.
- Stonehill College student, Trisha Donadio, was hired to offer weekly programs at Queset House on Monday evenings.
- Erica Little was hired as a Saturday Librarian to replace Allison Keaney.
- Ian and Mary gave a presentation on library services for adults at a Triad Meeting at Frothingham Hall. Free books and literature was also distributed.
- Sue Hammond announced her resignation as of November 30, 2015. She has been a loyal staff member since April 20, 1988.

Technology and User Experience

Even as Jed Phillips continued to fine-tune the new Drupal based website, he also reported the following:

1. Upgraded public WiFi speeds to 75mbps Upload / 75mbps Download speed fiber optics, drastically improving internet speeds and increasing simultaneous user load.
2. Replaced aging Library catalog computers with energy efficient small footprint Raspberry Pi Kiosks.
3. Bundled existing phone lines into fiber optic transmission lines.
4. Implemented online scheduling system to track and organize one-on-one with an expert sessions.
5. Participated in closed Beta test of SAILS Mobile Circ system with bluetooth scanner to investigate potential for mobile wireless functionality outside of traditional library space.

Facilities

1. Representative Shaunna O'Connell visited with her constituents at Queset House on August 23.
2. The YMCA used Queset House for their Fall Staff Leadership Team meeting and later wrote to say: *The atmosphere and charm the Queset house provided, allowed us to deliver some important messages to our staff team, in a non-lecture format.*
3. Hoodpad, an online neighborhood guide, named the library as a "top neighborhood amenity".
4. A doorbell was installed at Queset House.
5. Concerns of inaccessibility to Queset House were voiced by the Fire Department which led to the placing of barriers along the driveway to prevent parking in the narrower parts.
6. A new sign was installed at the library entrance that provided both the Hours of Operation and a notice to say parking was limited to library users during these hours.
7. Carpets at the Main Library were professionally cleaned in August.
8. The wall masonry project is underway.
9. The main library light fixtures were switched to energy efficient bulbs.
10. Community groups using Queset House were Brownies Troop 80558; Holy Trinity Lutheran; Community Roundtable; Ames Pond Condo Trust; Easton Lions Club; BAMSI; Roots & Wings.

Fundraising

1. On Sunday, September 27, the talented Sharon Orchestra Band played for a second consecutive year to raise about \$700 for the library. Images can be seen at <https://shar.es/17DOfg>
2. Random acts of kindness were experienced anonymously: \$20 from someone who enjoyed the summer Reiki classes and \$20 from a historical walks participant.
3. The fiber arts groups continued to sell their creations steadily through this first quarter.

Recreation Department

Anne Daley, Program Director

We just finished a busy summer in the Recreation Department. The Town Pool had 157 members and 594 day passes were sold. Swim lessons were busy with 87 spots filled. Thank You to the pool staff for all their hard work.

The Full Day Summer Program was housed at the Easton Middle School. The field trips included Fenway Park, New England Aquarium, "Minions" at the Randolph Showcase Theatre, King's Dedham for bowling and pizza, weekly trips to the town pool and ended the summer with a trip to United Skates of America in Rhode Island. On other days, games, sports and crafts were enjoyed by everyone. Thank you to the Summer Program and Easton Middle School staff for another great year.

The crowds at the Children's Races were bigger than ever. We had over 200 runners per week ages 2-12. Over 4000 ribbons and freeze pops were handed out. Many thanks to Easton Learning Adventures, Cub Scout Pac 193 and our community service volunteers for their donation of freeze pops and their help at the races.

We hosted a Dale and the Duds concert at Frothingham Park sponsored by North Easton Savings Bank. Even though it was a ninety degree evening, they were dancing under the trees.

The adult Ultimate Frisbee program had a great season at Edwin A. Keach Park where the fields were also busy with soccer, lacrosse, softball and football.

The summer ended with our 2nd annual duck pluck. Almost 2000 ducks were sold. The numbered ducks were poured into the Town Pool where one of our brave lifeguards dove in and pulled out 33 ducks 1 duck at a time for our lucky prizewinners. We would like to thank Mike Connolly, The Benton Family, The Babbitt Family, Makeovers Salon and Spa, Country Gardens, Ultimate Pizza, Farmers Daughter, North Easton Savings Bank, Buddy's Union Villa, Stoneforge Grill, Take Outs, Village Toy Shop, Pizza Depot, Sophie's Pizza and Langwater Farm for their prize donations. Also thank you to the following sponsors Meredith K. Keach-Caldwell Banker, Balanze Physical Therapy, Easton Lions Club, Connolly Insurance, Roche Bros., North Easton Savings Bank, Morse Insurance, Maplewood Country Day Camp, John T. Veale and Peter G. Veale, Inc., and Personal Best Karate. We appreciate your support.

Our fall programs are underway. It has been the busiest fall yet. Our running club has 66 participants. The K-2 running club filled up in just over one week. Other programs include flag football, cross country, tennis at the Brown Billone Club, Red Cross Babysitting Course, art at Frothingham Hall, hip hop dance class and musical theatre where they are rehearsing for the "Sound of Music".

The adult coed volleyball is equally as busy. We have 54 participants filling both gyms at the Oliver Ames High School where all the teams are full. Sunday morning adult open gym basketball is ready to begin their 2015-2016 season.

We hired a part time administrative assistant that is scheduled for 10 hours per week. She is doing a great job and is a much needed addition to the department.

The Commission is working on upcoming events, programs and reviewing our existing facilities to see what improvements are needed.

**IV. General Government
Assessor's Office
Robert Alford, Chief Assessor**

- The Board and Chief Assessors reviewed several Appellate Tax Board Appeals
- Completed building permit and 2014 sale review. Prepared for the interim adjustment.
- Sent out Sales Questionnaires for 2015 sales and scheduled appointments as taxpayers called.
- Reviewed the personal property file submitted by KRT. 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.
- Completed review of all inspections and data entry.
- 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.
- Certified many abutters' lists.
- Helped taxpayers fill out the Chapter land return.
- Filed CP1 with state regarding CPA amounts assessed and abated.
- Continued to rearrange the office form the move. Continued reviewing all files.
- Chief Assessor Robert Alford II, taught How to use the LA3 Macros to submit the sales data to the Dept. of Revenue for the Bristol County Assessors Association. He assisted with the Measuring and Listing class.
- Worked with Full Circle Technology and Vision to create a bridge program for the building permit program and Vision.
- Motor Vehicle Commitments:

Bill Year	Commitments	Number of Bills	Amount Billed	Date Issued	Date Due
2015	4 (INC. DEALER'S PLATES)	1074	\$190,076.63	8/3/2015	9/2/2015
		5	928	\$137,982.42	9/23/2015

Abatements for Motor Vehicle:

	2015	2014	2013	TOTALS
July	\$11,696.86	\$535.55	\$234.17	\$12,464.58
August	\$6,809.81	\$1,465.86		\$8,275.67
September	\$8,127.33	\$342.18	\$335.73	\$8,805.24

Treasurer/Collector Office
Teresa Koohy, Treasurer/Collector

During the first quarter of fiscal 2016 we received the first quarter payment on the Real Estate preliminary bills that were mailed June 30th. Real Estate bills were due August 1st. Small commitments from the Registry of Motor Vehicles were also received. Also the FY 16 water bills were issued in July due in August. Trash bills were issued in September. Also in August we start to work on our tax taking letters for delinquencies on the 2015 real estate bills. This quarter we were able to collect \$40,819.04 from our tax title payment plan program.

Payroll warrants for July	Town	1,234,866.49
	School	359,796.51
Vendor warrants for July	Town	5,114,899.65
	School	456,155.54
Collections:	Real Estate	10,370,175.59
	Personal Property	260,896.68
	Motor Vehicle	42,666.93
	Water/Sewer	290,222.87
	Trash	190,825.35

Payroll warrants for August	Town	1,041,205.47
	School	374,194.26
Vendor warrant for August	Town	1,842,066.95
	School	365,299.27
Collections:	Real Estate	2,227,845.21
	Personal Property	48,203.96
	Motor Vehicle	158,113.03
	Water/Sewer	494,686.08
	Trash	29,720.78

Payroll warrants for September	Town	1,045,737.42
	School	2,365,571.28
Vendor warrants for September	Town	5,635,658.75
	School	1,129,389.63
Collections:	Real Estate	250,930.82
	Personal Property	9,013.57
	Motor Vehicle	85,191.96
	Water/Sewer	44,765.10
	Trash	52,021.51

Town Accountant
Wendy Nightingale, Town Accountant

Status of Fiscal Year 2016 Operating Revenues & Expenditures

<u>General Fund</u>	<u>Annual Budget</u>	<u>Actual Thru 9/30/2015</u>	<u>Variance</u>	<u>% Collected/ Expended</u>
Revenues:				
Tax Levy	50,653,349	12,844,417	(37,808,932)	25.36%
Local Aid	13,041,313	3,926,120	(9,115,193)	30.11%
Local Receipts	6,534,741	1,293,271	(5,241,470)	19.79%
Use of Reserves/One-Time Revenues	2,170,963	2,095,963	(75,000)	96.55%
Other	547,753	136,938	(410,815)	25.00%
Total Revenues	72,948,119	20,296,709	(52,651,410)	27.82%
Expenditures:				
General Government	2,148,032	494,120	1,653,912	23.00%
Public Safety	8,826,249	2,075,431	6,750,818	23.51%
Education	38,863,629	4,856,064	34,007,565	12.50%
Public Works	2,979,255	568,291	2,410,964	19.07%
Human Services	885,573	260,744	624,829	29.44%
Culture & Recreation	520,981	260,491	260,490	50.00%
Debt Service	4,882,905	3,660,304	1,222,601	74.96%
State & Local Assessments	870,357	73,493	796,864	8.44%
Employee Benefits & Insurance	12,261,138	5,955,310	6,305,828	48.57%
Unappropriated/Other Expenses	710,000	-	710,000	0.00%
Total Expenditures	72,948,119	18,204,248	54,743,871	24.96%
Net General Fund:	-	2,092,461	2,092,461	

<u>Water Enterprise</u>	<u>Annual Budget</u>	<u>Actual Thru 9/30/2015</u>	<u>Variance</u>	<u>% Collected/ Expended</u>
Revenues:				
User Charges	2,873,409	821,808	(2,051,601)	28.60%
Investment Income	15,000	3,008	(11,992)	20.05%
Use of Water Surplus	35,000		(35,000)	0.00%
Total Revenues	2,923,409	824,816	(2,098,593)	28.21%
Expenditures:				
Public Works	1,897,867	356,576	1,541,291	18.79%
Debt Service	442,789	334,158	108,631	75.47%
Capital Outlay	35,000	-	35,000	0.00%
Unappropriated/Other Expenses	547,753	136,938	410,815	25.00%
Total Expenditures	2,923,409	827,672	2,095,737	28.31%

Data Processing

Mike Deltano, Information Systems Manager

- On July 31, the heat wave caused the temperature in the server room to go to 79 degrees. This seems to have been the cause for one of the node servers to hang and subsequently crash the Assessor, MapperNT, Updates, Eastondocs and THAppassure servers. I reset the node server and fortunately no permanent damage was incurred. It booted right up and I was able to boot the 5 virtual servers.
- The ES300 continues to fail. And the NSA2400 is also end of life. I talked to Sonicwall and decided to replace them both with an ES330 and NSA2600. Contacted Adam at Whalley Computer Associates and ordered both.
- On September 9, the DPW node server hung again for the fourth time in 6 months. This effectively crashed all the DPW virtual servers. So it does not have to do with the Citrix client software on virtual servers. It is probably just a case of 4 year old servers getting old and in need of replacement.
- Ordered 5 new computers in order to begin upgrades until the Capital Budget passes at the Special Town Meeting in November. When the Capital budget gets approved I will order the other 24 computers and Microsoft Office licenses that we need this year.
- Upgraded 1 computer at the Police Department and 2 at the Town Offices. All 3 were having various issues and were up for replacement.
- The new ESA3300 arrived. I did a backup of the old ES300 and was able to import it directly into the ESA3300 and put it into service. Email is now flowing smoothly again.
- Also the new NSA2600 arrived. I used the same procedure as above which worked for the most part but I did have to make some minor adjustments to the configuration.
- The Comcast internet line went down several times in August and September and caused Internet access havoc all over town. I had to reconfigure the firewall so that load balancing was disabled and it would only use the Comcast line for Internet traffic if the Verizon FiOS line was disabled. This configuration seems to be working well.
- The Aerohive AP121's and AP131's at Police, Fire and School Admin office seem to have a problem with staying connected with the internet. They work fine for 5 minutes and then can't seem to resolve a website address for several minutes, then they are fine again. None of the AP320's or AP330's are having this issue. Whalley has sent 2 different techs out to troubleshoot the problem but they were unable to find any reason or solution. Another town is also having this problem and Aerohive is supposed to be flying one of their techs in to find the cause.
- On September 19 the server for the Water Department, called Water, froze. This is a virtual server and so I was able to force a shutdown and boot it back up. There did not appear to be any data corruption.

Town Administrator's FY2016 First Quarter Report

Data Processing Productivity Ratios/Quantitative Measures											
Staff	Hours	Days in	Available	Less Absence Hours					Subtotal	Net	%
	per Week	Qtr	Hours	Vacation	Sick	Personal	Holiday	Other			
Michael Deltano	40	66	528	140	2	8	16	0	166	362	68.56%
	40	66	528	140	2	8	16	0	166	362	0.6856061

Planning and Community Development

Gary Anderson, Planning Director

The Planning & Community Development Department continued its work to assure that growth and development in Easton is consistent with the following goals:

- Preserve Easton's historic and environmental resources
- Create housing options for Easton residents at all income levels
- Enhance agricultural and recreational opportunities in Easton
- Allow for safe and efficient transportation options
- Improve Easton's economic vitality

The department continued its support of the Planning & Zoning Board and Conservation Commission in their responsibilities as permitting agencies, and provided technical and administrative support to the Affordable Housing Trust, the Community Preservation Committee, the Historical Commission, Agricultural Commission and Economic Development Council. The Department provided support to the Board of Selectmen, as requested.

Infrastructure Improvement Projects

- \$1 million MassWorks grant for Queset Commons intersection improvements.
 - Coordinated final design plans with Town's engineer and developer
 - Achieved project change with MassWorks for Roosevelt Circle improvements
 - Administered grant reimbursements
- Investigated potential Downtown Parking Solutions:
 - Began Downtown Parking Study with steering group and consultant team
 - Investigated potential opportunities to achieve additional municipal parking supply

Economic Development

- Arranged gift of new Easton Industrial Park sign from local business
- Solicited quotes to delineate wetlands located on properties within the Queset Commercial District to support effort to focus development in this area
- Coordinated guided tour of Easton Commercial Districts and Economic Development Council Presentation with Office of Business Development Regional Director
- Participated in meetings on regional Comprehensive Economic Development Strategy and regional transportation needs with Old Colony Planning Council
- Worked with owners to help match businesses with available sites and navigate through the regulatory process
- Promoted Easton as a desirable location to key desirable businesses

Land Protection/Recreation

- Wetlands Protection
 - Responded to three notifications of wetlands violations and continued follow-up on seven outstanding violations

- Provided technical assistance to the Shovelshop Pond Water Quality Working Group:
 - Executed contract for selected LSP
 - Reviewed draft report with LSP
 - Issued final report to group for review
- Open Space and Recreation Plan
 - Continued work on environmental and natural resources section
 - Updated census data
 - Sought needs input (through Recreation Commission) from youth leagues
- 524 Depot Street master plan
 - Solicited quotes for wetlands delineation and survey
- Avalon Easton - 290 unit residential development
 - Oversaw technical review and recommendations related to Notice of Intent Filing
 - Provided comments to the Zoning Board of Appelas on waiver requests and traffic reports related to the Comprehensive Permit filing

Local Agriculture

- Farmers Market
 - Achieved marked increase in Summer Market traffic over previous years. Peak number of market attendees hit over 400
 - Oversaw preparations for transition to Winter Market at Oakes Ames Memorial Hall
- Wheaton Farm Community Garden - doubled number of gardners over previous year
- Assisted with acquiring Right to Farm Community signs sponsored by various members of the Agricultural Commission (local farms and farm supporters)

Comprehensive Planning

- Continued coordination of Master Plan (Envision Easton) Implementation
 - Monitored and coordinated implementation groups and activities
 - Publicized implementation activities via Social Media
 - Represented Town in YMCA Healthy Easton initiative including healthy design summit
- Worked with Bicycle and Pedestrian Access (recently changed to Access Easton) working group to identify focus for advancing bicycle and pedestrian access within the town
 - Facilitated project planning session for development of a bike share program under a grant received by the Easton Old Colony YMCA. Members of the YMCA Healthy Easton Coalition (including members of Access Easton) will be responsible for developing the program

General Planning Activities

- Provided assistance to residents and developers preparing applications for submittal or review with the Conservation Commission and Planning & Zoning Board
- Coordinated, directed and conducted technical review for projects being heard by the Conservation Commission and Planning & Zoning Board
- Represented Town's interests on the South Coast Rail Task Force

Zoning

- In partnership with the Planning and Zoning Board drafted new Village Business District
- Began process of recoding Zoning Bylaw with staff, Planning and Zoning Board, Zoning Board of Appeals and Town Counsel

Development Projects

- Assisted the Planning & Zoning Board in reviewing development proposals and oversaw storm water management peer review
 - Provided guidance and direction to applicants including:
 - 134-140 Main Street- Restaurant, microbrewery, office and retail
 - 18 Plymouth Drive- Industrial Building Expansion
 - Proposed Baron Estates Open Space Residential Subdivision- Off of Mill Street
- Provided continued technical assistance on 40B Local Initiative proposals
- Assisted the Conservation Commission with application review
 - Reviewed applications and provided comment and recommendations
 - Coordinated and oversaw review and inspections by technical consultant on several applications including
 - Solar array – off Bay Road, 71 Mill Street, several Bay Road properties
 - Conducted and oversaw construction monitoring by technical consultant on several projects including Queset Commons, Depot Street, 7 Plymouth Drive, Sally Blair Athletic Center at Stonehill

Community Preservation

- Coordinated Community Preservation Act Committee approval of and drafted Special Town Meeting Warrant article for Eastondale playground improvements
- Revised preservation restrictions
- Coordinated meetings with staff and Committee representatives regarding funded projects and completed work
- Reviewed and inspected CPA-funded projects and administered reimbursement requests
- Drafted Town's first Community Preservation Plan

Historic Preservation

- Evaluated proposed projects within the Local Historic District, including 3 major ongoing projects on Main Street
- Reviewed draft Oakes Ames Memorial Hall Comprehensive Needs Assessment, representing Town's interests in meetings with the Consultant and the OAMH Board of Trustees
- Assisted Historical Commission consideration of draft Design Guidelines
- Assisted Historical Commission Scenic Roads planning
- Continued review activities under the demolition review bylaw
- Continued monitoring and enforcement of existing preservation restrictions

Affordable Housing

- Provided technical assistance to the Board of Selectmen and others to support efforts to attain the 10% affordability threshold on the Subsidized Housing Inventory (SHI)
- Coordinated AHT review of proposed 40B Local Initiative Projects
- Continued accepting and evaluating applications for Homebuyer Assistance grant program
- Drafted RFP for proposed Small Development Project
- Evaluated potential Small Development sites
- Responded to resident inquiries regarding affordable housing assistance
- Assisted with preliminary review of proposed Baron Estates OSRD subdivision

Staff Development

- Attended Northeast Regional Planning Conference
- Attended Economic Development and Infrastructure In Your City or Town Event
- Attended Housing Planners/Coordinators Network Meetings
- Attended Southern New England American Planning Association Conference
- Participated in Urban Land Institute UrbanPlan Training
- Attended Southern New England Planning Conference

Town Counsel
Blatman, Bobrowski & Mead, LLC
Attorney Jason R. Talerman

The following represents our quarterly report relative to the various and diverse legal matters that we have handled and are handling on behalf of the Town of Easton.

I. Litigation Matters

Easton MHC v. Rent Control Board I

This is an appeal of a decision by the Rent Control Board to deny a rent increase and to order the owner to make repairs at the mobile home park. The case is pending but the Court denied an injunction by MHC.

Easton MHC v. Rent Control Board II

This is a recently filed appeal of a decision by the RCB to reduce the rent. The Court has denied MHC's Motion to Stay the reduction of rents. The case remains pending

YMCA v. Town of Easton

This litigation is a challenge to the Estimated Sewer Betterment assessed by the Selectmen. We moved to dismiss. The motion was denied but the merits of our defenses remain intact. In the meantime, the YMCA sought an abatement was denied and filed a new appeal. We are defending. Trial is scheduled for October

Archdiocese of Fall River v. Town of Easton

This litigation is a challenge to the Estimated Sewer Betterment assessed by the Selectmen on the Immaculate Conception Church. We moved to dismiss. The motion was denied but the merits of our defenses remain intact. The Plaintiff then sought an abatement, was denied and filed a new appeal. The parties have reported settlement and we are working on the agreement.

Hinchcliff, et al v. Easton ZBA and Resource Property Development

This litigation is a land court appeal, by abutters, of the ZBA's grant of a comprehensive permit for a property on Williams Street. We are taking a nominal role - the permit recipient is defending the permit. The matter has been remanded to the ZBA (at the request of the developer and neighbors) but new proceedings have not been initiated.

Easton v. Edwards, Trustee

This is a zoning enforcement case. We succeeded in obtaining an injunction against the property owner. Judgment entered against Edwards and the Court has found him to be in contempt. Judgment has been entered in the Town's favor and we are monitoring compliance.

Easton v. Altwein

This is a zoning enforcement case against an illegal trucking facility. We just recently filed the case and are pursuing injunctive relief. The property owner has promised compliance with our demands and we are monitoring the situation.

David Howe v. ZBA/ZBA v. David Howe

These are two cases arising from the ZBA's denial of variances for a restaurant at 114 Main Street. Settlement discussions resulted in a remand but the developer did not file necessary materials. Accordingly, the Court has scheduled a July hearing.

Kupperstein v. Conservation Commission

Mr. Kupperstein appealed enforcement orders. We are defending. His Motion for Injunction has been denied.

II. Other Legal Matters

Liquor Licensing

We have assisted the Town in the administrative prosecution of numerous liquor license violations. Each such prosecution resulted in an agreed disposition for temporary suspension

Queset 40R

We continue to assist the Town on a variety of issues regarding this matter.

Avalon 40B

We are working with the BOS and the ZBA on a LIP project near the Target site.

Meadow Brook 40B

We are working with the BOS and the ZBA on a LIP project off of Rte 138.

Miscellaneous

We have been working on a variety of other matters including, but not limited to: new c. 40B proposals, adoption of new zoning bylaws, offering of zoning opinions, review of potential municipal purchases of land, review of new development proposals, assistance to the Conservation Commission on a variety of matters, preparation for Town Meeting and the review and revision of a variety of municipal contracts. I also provide twice-monthly office hours at which I discuss, with various municipal officials, a variety of legal issues.