



Town of Easton
Town Administrator's Report
3rd Quarter Fiscal Year 2014
March 31, 2014

This is my thirtieth quarterly report issued as Town Administrator of Easton. These quarterly reports will be mostly a summary of individual quarterly reports submitted by department heads. This report covers the period from January 1, 2014 through March 31, 2014. This quarter saw the Department of Public Works and Public Safety manage 19 snow events totaling over 52 inches of snow. I encourage everyone to read the full report and note the volume of important services being performed, but a few highlights worth special mention are:

- The Easton Fire Department attended the wake and funeral of John D. Melin, who passed away in March of this year. John was a 40 year veteran of the Easton Fire Department and also served as an Animal Control Officer for the Police Department.
- The Police Department saw two officers retire this quarter. Officer Robert Tuohy and Sergeant Mark Ferretti were outstanding officers and will be missed.
- The Department of Public Works unveiled its Pavement Management Program for FY2015 – FY2017. This program outlines the planned road maintenance for the next three years and is [available on the Public Works website](#).
- The Ames Free Library formally opened the [Learning Commons at the Queset House](#) on April 11. This event was attended by over 400 members of the public.
- The Council on Aging, Recreation Department, and Veterans' Services Department continued to meet the needs of our youth, elders, disabled, and veteran residents through the winter months by providing meals, transportation, recreational and social events, and Chapter 115 veterans' benefits.

I. Public Safety

Fire Department

Kevin Partridge, Fire Chief

The services the department provided during the third quarter of FY 14 are:

Calls for Service

The Easton Fire Department responded to 918 calls for service during the months of January, February, and March 2014. 424 medical calls, with 367 patients transported to area hospitals during this time period. There were 494 fire related calls. The monthly break-down is as follows;

	<u>Fire Calls for Service</u>	<u>Medical Calls / Patients transported</u>
January	176	156/134
February	158	129/112
March	160	139/121

Of particular note,

Mutual Aid was **provided** to neighboring communities for:

- **Fire apparatus 3 times**
- **Ambulance 12 times**

Mutual Aid was **received** by neighboring communities for:

- fire apparatus 3 times**
- ambulance 40 times**

Highlighted Responses

January 6, 2014, House Fire 260 Lincoln Street. Upon arrival of apparatus the initial engine found a fire in the structure in the kitchen. Engines 4& 5, Ladder 1, Ambulance 1, and cars 1 & 3 responded to the fire and were on scene in 6 minutes. The fire was knocked down and extinguished with 13 minutes of the call. The fire was confined to the kitchen and smoke damage was throughout the house. Damage to the property was approximately \$17,500. No injuries occurred. The cause of the fire was believed to be a faulty exhaust fan in the kitchen wall.

February 12, 2014, House Fire at 107 Dean street. Upon arrival Engine 1 reported a fire in the 2nd floor bathroom with heavy smoke throughout the house. The first in crew of Firefighters Chris Mills and Jeff Dupuis did an outstanding job of confining the fire to the bathroom on the second floor. The fire heavily damaged the bathroom and caused extensive heat damage to the second floor, smoke and water damage extended throughout the first and second floor. Engines 1,4,5 Ladder 1, Mansfield Engine, Norton Engine, Car 1 responded to the fire. Stoughton Engine covered Easton Station 1.

The fire caused approximately \$50-75,000 in damage. No injuries occurred. A working smoke alarm alerted the owner to the fire. The cause of the fire was not determined; it did start in the bathroom.

Fire Prevention / Inspections

Smoke Detector plan reviews -----	11
Smoke Detector & Carbon Monoxide Detector Inspection-	61
Installation or Alteration of Fuel Burning Equipment-----	16
Tank removals-----	0
Propane Installation inspections-----	24
Fire alarm Installation/Repair -----	1
Tank Truck-----	1
Underground Flammable Storage-----	3
Agricultural Burning Permits-----	5
Flammable Storage-----	1

The were 840 burning permits issued in town for open burning.

On-going plan reviews, construction meetings and Inspections were conducted on the following major projects

- 11 Roosevelt Circle began construction of the first new 3 story building as part of phase I construction which will include 3 buildings.
- Plans review were completed for the three story Assisted living facility to be located at 678 Depot Street with 278 planned units.
- Plans review was completed for the new addition to the Sally Blair Ames Gymnasium at Stonehill College.

Revenue

The department received \$ 251,710.55 in revenue from **ambulance billing**:

- January - \$ 104,541.92
- February - \$ 73,294.14
- March - \$ 73,874.49

The department received \$ 10,310.00 in revenue from **fire permits and inspections**:

- Plan reviews- \$ 450.00
- Sprinkler plan/inspection- \$ 650.00
- Smoke Detector/CO inspections- \$ 3,475.00
- Fire Reports- \$ 110.00
- Fire Alarm Installation/Insp. \$ 350.00
- Oil Burner permit/inspection- \$ 400.00
- Propane permit/inspection- \$ 600.00
- Tank removal/Install \$ 450.00
- Gas Station Registrations \$ 150.00

- Cutting & Welding \$ 50.00
- Tank Truck Inspection \$ 50.00
- Fire alarm Box Fee (Annual) \$ 3,525.00

Training: Monthly Drill Topic

January

Ice Rescue Sled Training- The department placed in service a new Ice rescue sled and two new ice rescue boards. The Company representative training members of the department on the new Rescue Alive sled. The unit was placed on the Special Operations vehicle.

EMS EZ-IO medical device training for all EMT's

Left Ventricular Assist Device (LVAD) – training on the device for all EMT's, there is a resident in town who has the device.

Patient Documentation

February

Incident Command Training 400 Level the Officers of the department attending FEMA ICS 400 training at MEMA Area II in Bridgewater. Grant funding was received from the Southeast Homeland Security Council for the training.

MIIA Driver Simulator Training- members were trained in safety for vehicle operations and were put through the driver simulator.

12 Lead/Capnography- training for all EMT's

EMS Skills training- All EMT's put through skills training with a manikin designed to allow for realistic diagnosis and skills performance.

March

Fire Alarm Systems –All groups were training in fire alarm operations including the hardwired Gamewell system, and the radio box system used in the department.

Ventilation- A house set for demolition was used for roof ventilation training by all the groups.

King Airway – training on new king airway devices

Chief Partridge attended the Fire Chiefs Association Professional development conference in March in Boxborough, MA.

Various “10 minute training” included:

1. Cold Water/Ice rescue suits
2. Chimney Fire Equipment review
3. Walk Thru 11 Roosevelt Circle
4. Driver Training
5. Electrical Hot Stick
6. SOP Review
7. Hydrant Assist Valve
8. Deck Gun operations
9. Roof Saw and venting
10. Incident Command System

Department Injuries & Sick Time

Sick Time Use for 1st Quarter- **47 Shifts**

Sick Time Use for 2nd Quarter- **73 Shifts**

Sick Time Use for 3rd Quarter- **87 Shifts**

Injury on duty: FF Lifting: Shoulder Injury- 528 hours lost time
FF Fall: Back/arm hip injury – 14 hours lost time
FF Lifting: Shoulder injury – 349 hours lost time

Equipment

Thermal imaging camera placed on engine 4.

New Ice Sled and 2 Ice Boards placed in service

Engine 2 has repairs made to the body due to corrosion; the entire body and cab were repaired and repainted. This work was partially covered under warranty by Greenwood Motor.

Personnel

Three new Recruits were hired and began the week of January 13. The new members are John McCormick, Michael Shulman, and Lawrence Machado. The recruits went through two months of EMS and Fire training and were placed on a group while waiting for their slot at the Massachusetts firefighting Academy. Each of the Recruits is scheduled to start the academy on May 27 for 9 weeks.

Captain Antonio Gomes retired from the Department on January 4, 2014. Captain Gomes worked for the department for 38 years. A retirement party was held for him in March.

The Department attended the wake and funeral of John D. Melin, a Firefighter on the Department for 40 years and a FF/EMT, who died March 5, 2014. John was 81 years old; a lifelong resident of Easton, he graduated from Oliver Ames High School and also obtained an Associate's Degree in Fire Science Technology. John was a U.S. Army veteran of the Korean War. Following his career with the Fire Department he joined the Easton Police Department as an Animal Control Officer.

Police Department

Allen Krajcik, Police Chief

Incidents

Total Incidents –	3166
Arrests	43
B/E Businesses or buildings	0
B/E Homes	0
B/E Motor Vehicles	0
Robbery	0
Rape	0
Citations	179
Motor Vehicles Crashes	120

Accreditation

The police department underwent an accreditation review by the Massachusetts Commission on Accreditation. Assessors from the commission spend three days at our department reviewing our policies, touring the station, and interviewing personnel. There were several hundred standards that had to be met by our department in order to become reaccredited. Sgt. Keith Boone serves as our accreditation manager and because of his hard work our department was reaccredited. This is a great source of pride for our department as the process is very lengthy and sets our department at a higher standard than many others. The accreditation certification is good for three years.

Crime

Crime was down significantly this quarter which is not unusual for the winter months. We had no burglaries, rapes or robberies reported. Our traffic crashes were also down which is unusual as the winter weather usually causes an increase in crashes.

Alcohol Compliance Checks

Our detectives completed another round of alcohol compliance checks. Using guidelines set forth by the Alcoholic Beverage Control Commission (ABCC) the officers used a nineteen year old and had him attempt to purchase alcohol at liquor stores and at licensed bars and restaurants. The undercover operative does not have any identification and if asked to produce ID he immediately will leave the premises. All of the establishments except for two properly requested ID from the individual. The two violators will be called in to the Board of Selectmen's meeting for a hearing on the violations. We normally conduct these compliance checks twice a year.

Retirements

Officer Robert Tuohy retired on disability in March. He was injured several years ago in a cruiser accident and was unable to return to work. Sgt. Mark Ferretti also retired this

quarter; he also retired on a work related disability. They both were outstanding police officers and will be missed.

New Recruits

Two new recruit officers began the police academy in Plymouth on March 31, 2014. They are replacing the two officers who retired. A third officer was supposed to start this academy but suffered an injury before the academy started. He will be attending the September 15, 2014 academy in Plymouth.

Allen Krajeck
Chief of Police

II. Department of Public Works

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

I am pleased to submit this 3rd quarter report for FY2014. During this quarter I attended the following meetings:

- (3) Board of Selectmen Meetings
- (1) DPW Staff Meeting
- (5) Municipal Building Committee Meetings
- (1) Capital Planning Committee Meeting
- (1) Finance Committee Meeting
- (1) Executive Loss Committee Meeting
- (2) OCPC Joint Transportation Committee Meetings
- (2) Main Street Revitalization Meetings
- (1) NEWEA Annual Conference
- (1) Columbia Gas Meeting
- (2) Budget Meetings
- (3) ESCO Project Meetings
- (7) Facilities Assessment Project Meetings
- (3) Waste Management Meetings
- (4) Quset Commons Intersection Design Meetings

41 streetlights were maintained by our streetlight maintenance contractor during the third quarter.

During the 3rd quarter we had nineteen (19) snow and ice events with a total accumulation of 52 inches of snow. During that time the DPW applied 2,090 tons of deicing materials and spent a total of \$486,181.

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 3rd quarter, DPW received 33 service requests (7 for potholes, 0 for trees, 15 for streetlights, 11 others) using the application.

As part of the GIS improvement Project, the DPW continued to work with our contractor Applied Geographics to begin the process of establishing a centralized GIS data server, migrating GIS data into local government information model, creating information viewers for the public, and developing additional mobile applications for various departments. During this time DPW also coordinated the upgrade of server hardware to support the new GIS capabilities.

Following the substantial completion of the Main Street portion of the North Easton Revitalization Project, DPW worked with BETA Group to repackage the remaining parking lot portion and electrical service undergrounding work into a new bid package.

Bids for the project area scheduled to be opened in April followed by construction in the spring and summer.

The wastewater treatment plant (WWTP) continued to accept waste from the North Easton Village area and flows area expected to allow full startup of the plant in early May. The construction of the Infrastructure Project is substantially complete and the first connections were installed in December. Final paving of the project will take place in the spring.

On June 25, 2013 the Town of Easton was notified that we had received a \$250,000 Green Communities Competitive Grant for the installation of additional LED streetlights and insulated garage doors. During the third quarter the DPW awarded contracts for the purchase and installation of the LED fixtures. The installation of the LED streetlights is expected to be complete in April. We have also been working with Columbia Gas and their subcontractor to enter into a contract for insulated garage doors as part of this project. Construction of the door project is expected in May.

In a continuation of the energy management services contract, the Town has been working with Ameresco to complete the investment grade audit. The investment grade audit is the first part of an energy management services project which will lead to the energy efficient infrastructure upgrades that would ultimately be funded from the energy savings resulting from those upgrades. The current schedule is for the audit to be completed in the spring of 2014 with a recommended project being presented to Town Meeting in the fall of 2014.

The DPW has been working with Dore and Whittier to perform a comprehensive assessment of all municipal and school buildings. During the third quarter DPW met with Dore and Whittier seven times to review and give feedback on the findings of the assessment. In March a joint meeting of the Board of Selectmen and the School Committee was held to review the preliminary findings of the report. The final report and work to populate the computerized maintenance management software package is expected to be completed in June.

In February, the DPW participated in an emergency management training drill hosted by the Fire Chief.

The Traffic Safety Committee is currently reviewing a resident request for curve warning signs on Howard Street. Field work to evaluate this request will be undertaken in the spring of 2014.

The DPW developed and presented the FY2015-FY2017 Pavement Management Plan which outlines proposed roadwork over the next three years. The plan is available on the DPW website.

Work on the master key system for the DPW buildings and facilities was completed.

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

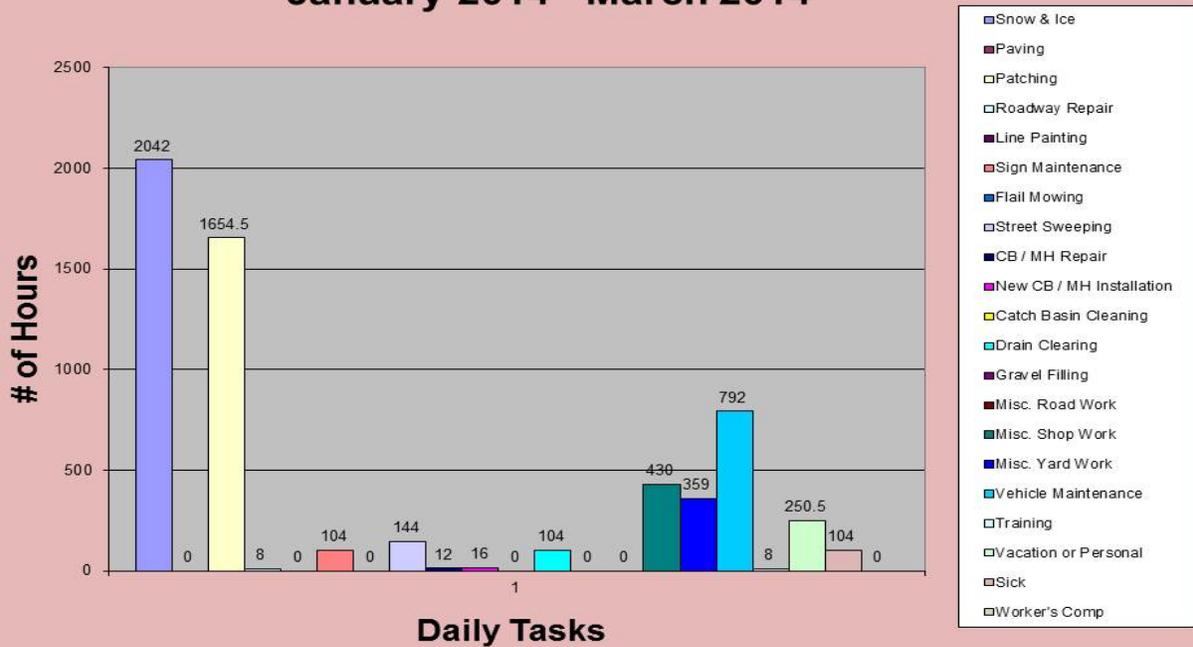
- Queset Commons Development
- Moreau Hall MSBA Roof Replacement Project
- Road and Chapter 90 Planning
- Town Offices Repointing
- Groundwater Discharge permitting for Mechanic Street
- Fleet Management Software
- Recycling and Solid Waste Contract Extension

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

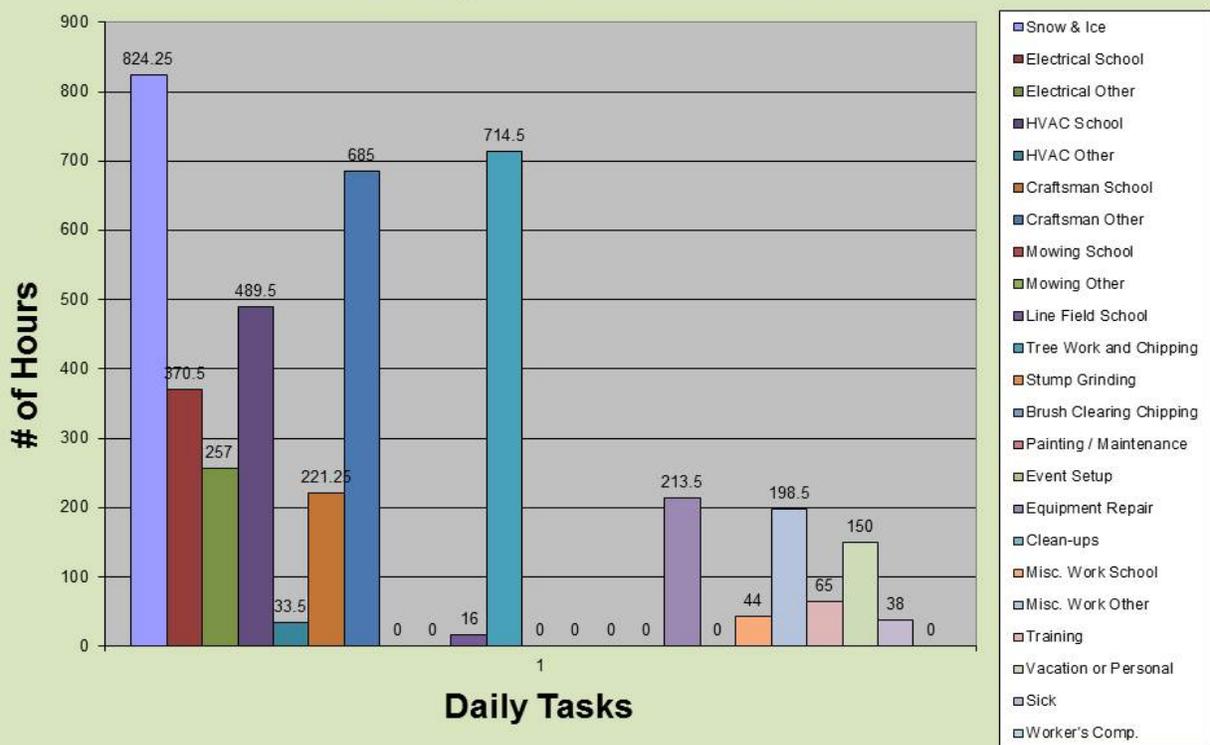
Department of Public Works Operations Division
Maurice Goulet, Operations Manager

3rd Quarter: (January 2014 thru March 2014)						
DPW OPERATIONS DIVISION	<u>Unit</u>	<u>Jan.</u>	<u>Feb.</u>	<u>Mar.</u>	<u>Total</u>	<u>Unit</u>
<u>HIGHWAY</u>						
Snow & Ice	event	7	9	4	20	event
Paving	event	0	0	0	0	event
Patching	event	17	14	14	45	event
Roadway Repair/Work	event	0	0	0	0	event
Line Painting	event	0	0	0	0	event
Sign Maintenance	event	2	0	6	8	event
Flail Mowing	event	0	0	0	0	event
Street Sweeping	event	0	0	3	3	event
CB/MH Repair	ea	0	0	0	0	ea
New CB/MH Installation	ea	0	0	0	0	ea
Catch Basin Cleaning	event	0	0	0	0	event
Drain Clearing	event	5	2	0	7	event
<u>BUILDING & GROUNDS</u>						
Tree Work	ea	35	6	27	68	ea
Stump Grinding	ea	0	1	0	1	ea
Event Setups	event	0	0	0	0	event
Mowing School	event	0	0	0	0	event
Mowing Other	event	0	0	0	0	event
Line Field School	event	0	0	1	1	event
Clean-ups	event	0	0	0	0	event
Electrical School	event	18	21	22	61	event
Electrical Other	event	17	16	23	56	event
HVAC School	event	19	19	24	62	event
HVAC Other	event	3	1	6	10	event
Craftsman School	event	17	9	5	31	event
Craftsman Other	event	20	18	25	63	event

Highway Division Daily Log January 2014 - March 2014



Building and Grounds Division Daily Log January 2014 - March 2014



Water Division

John J. Marsh, Operations Manager

Read meters, process data	22,133
Process Calculate & export data to vendor for water bills	7,511
Miscellaneous service bills	101
Prepared bills for property transfers	51
Gallons of Water Pumped and Treated	129,440,000
Replaced meters	195
New service applications	5
Installed new services	5
Water Conservation Letters Processed & Mailed	138
Meter Replacement Letters Mailed (#1)	159
Meter Replacement Letters Mailed (#2)	151
Meter Replacement Letters Mailed (#3)	41
Meter Replacement Letters Mailed (#4)	85
Total Letters Mailed	436
Meter Replacement (Door Hangers)	0
Answered Service and Maintenance requests	589
Renewed Services	0
Service Leaks Repaired	0
Hours of Leak Detection Performed	0
Dug up & repaired main leaks	13
2" Water Main(s)	1
4" Water Main(s)	0
6" Water Main(s)	2
8" Water Main(s)	10
10" Water Main(s)	0
12" Water Main(s)	0
16" Water Main(s)	0
Repaired hydrants	3
Dug up & replaced hydrants	0
Routine hydrant maintenance	0
Frozen Services	2
Reviewed plans for backflow devices	1
Surveyed buildings for cross connections	0
Tested backflow prevention devices	102
Took delivery of bags of hydrated lime	600
Took delivery of barrels of chlorine	31
Photovoltaic Energy Production (Solar Power) in kWh	9,516
Collected bacteriological samples & delivered to laboratory	120

III. Public Services

Town Clerk's Office

Jeremy Gillis, Town Clerk

News

The Office has been busy with training for the roll-out of the new Statewide Death Registration system. It is hoped that by July, this new database will be ready to go live, joining the statewide Birth System. Statewide issuance of all vital records (Birth, Death, and Marriage) is the ultimate goal of the system and should be reality within a couple of years.

The Town Clerk has been appointed to serve on the Executive Committee of COSTEP MA, a state committee charged with statewide disaster preparedness planning process that serves the cultural and emergency management communities and addresses disaster prevention, preparedness, response, recovery, and mitigation. Other members of the Executive Committee include representatives from the Massachusetts Board of Library Commissioners, the Massachusetts Archives, the New England Museum Association, the Massachusetts Emergency Management Agency and the Northeast Document Conservation Center.

This quarter the Office has recorded 33 new births, registered 44 deaths, issued 7 marriage licenses as well as 44 Business Certificates. In addition 1469 dogs were licensed and 6081 census forms were processed. This quarter saw 1 Municipal Violation appeal hearing scheduled as well as 3 municipal code violations processed.

Elections/Voting

While there were no Elections or Town meetings this Quarter, the Office was nonetheless busy with processing the Town Census and preparing for the Annual Town Election to be held on April 22.

This quarter saw 182 new voter registrations in Easton. This is an increase of 70 over the same time period last year. The Office also processed 804 registration changes, an increase of 161 over the prior year.

Training

Consistent with the Office's mission statement, a continuing education is a necessity in an ever-changing landscape of laws and regulations. This quarter the Town Clerk attended a variety of training sessions:

- Teambuilding
- Recounts
- Essential Records.

The Town Clerk has remained active in his capacity as 2nd Vice President for the Massachusetts Town Clerks' Association and as an Executive Board member of the Tri-County Clerks' Association continually conferring with State and Federal Officials on

matters pertaining to Election Reform and vital records. This quarter the Town Clerk attended 2 Executive Board meetings for the Massachusetts Town Clerks' Association as well as 1 Tri-County board meeting.

Inspectional Services

Mark Trivett, Inspector of Buildings

Permit Activity	
Building Permits	85 – 4 of which were single-family dwellings; 0 for multiple-family dwellings
Foundation Permits	7
Certificates of Inspection	57
Demolition Permits	2
Electrical Permits	122
Plumbing Permits	97
Gas Permits	71
Mechanical Permits	7
Trench Permits	8
Miscellaneous	51
Total Receipts	\$117,872
Inspections	
Building Inspectors	569
Inspector of Wires	148
Plumbing & Gas Inspector	235
Total Calls for Inspections	952
Other Activities	
Meetings with Town Administrator	5
Meetings with Town Counsel	7
Meetings with Development Review	4
Fire Department Meetings	4
Emergency Calls	5
Meetings with Design Professionals, Developers, Attorneys	21
Department Head Staff Meetings	0
Building Officials Seminars for Continuing Education	5
Court Appearances	1
Construction Supervisor Licensing Hearing	0
Selectmen's Meeting	2
Historical Commission	0
Housing Group – Envision Easton	2

Board of Health

Mark Taylor, Health Agent

Staff

The main working force that reports to the Board of Health office is composed of one full-time Health Agent, one part-time Health Agent and one part-time Health Inspector and a shared Executive Assistant with Inspectional services. Several rotating senior citizen volunteers to back up of day-to-day filing and cover phones.

The Board of Health team includes other professionals with disciplines that helped in providing public health services. These individuals did not report to the office daily or occupy the office. They were the public health nurse, animal inspectors and the Board of Health members.

Training and Seminars

During this quarter the following Trainings and Seminars were attended. This is to insure the Town of Easton, through the Board of Health, stays up to date on emergency preparedness, emerging public health concerns and to maintain current licenses.

They are as follows:

- 2 Coalition meetings
- 1 Medical Reserve Corps Meetings
- MHOA Onsite Waste Water disposal and treatment seminar
- Green Week Seminar For the students at the South Eastern Regional School
- The betterment program was presented at the Affordable housing fair.

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.11 with 9 revisits
Condemnations -0
Camp inspections and Permits-0
Food inspections– est.-57
Food re-inspections of the - est. -17
Food Pre-Inspections-est.-1 with 3 re-inspections
Food complaints inspections – est. 2
Bed and breakfast.-1
Temporary food permits-12
Reportable disease notifications -51
Semi-public Swimming Pool permits – est. 1
Inspections and re-inspections of Public and Semipublic swimming pool -2
Pool Complaints -0
Re-inspection Beach-0

Tanning Parlor Inspections-3
Dumpster site visits-estimated 3
Dog Bit investigations-0
Cat bit investigations-2
Housing Inspections –5

Title V

Disposal Work Permits Issued -21
Certificates of Compliance-14
Variances-14
High Ground Water Determinations-06
Soil evaluations locations-18
Soil classification sites (holes) – est. 45
Percolation witness tests – est. 26
Sieve sample collection – est. 8
Open Hole inspections – 12
Septic installation inspection final inspection – 8
Construction sites visited – 0
Transport offal truck inspections – 2`

EEE and West Nile

During this quarter we saw no Mosquito activity due to the weather. The following has been reported from the Department of Public Health:0 confirmed pools for EEE or and 0 confirmed West Nile in the Town of Easton from January 1, 2013 to March 31, 2013 date. Our office is Maintaining an action plan with the school, recreation Bristol county Mosquito has stated that the Hochomock Swap area will be larvicided at the end of April. We are currently setting up educational information for the upcoming season.

Board of Health Public Hearings

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

Projects

Septic Betterment Program: The office of the Board of Health has approved over 8 betterment loan applications this Quarter. Our office is continuing just about to send down 500 of the 1 million requested at town meeting last year. A warrant article has been submitted to request an additional million at next town meeting. Through the program, the Town loans out the money at a 4% interest rate to homeowners in good tax standing with failed septic systems.

Emergency Planning: Work has been continued with Ms. Amy Palmer, MPH an emergency planner from the Bristol County Emergency Preparedness Coalition. A quarterly call down drill was performed in this past quarter as well as a site visit to the Southeastern Regional to set up and preform a dry drill of a drive through EDS. The completion of the TAR and other binder updates has been done.

Greater Taunton Medical Reserve

Jenni Manni regional organizer of the Greater Taunton Medical Reserve has set up trainings and helped recruited 2 new volunteers for the MRC. She continues to work on badging and deploying MRC volunteers have recommenced.

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 second Thursday of each month the nurse is available at Frothingham Hall from

10:00 to 11:00 am. 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: 59

Blood Sugar Testing: 0

Cholesterol screenings: 0

Lyme line lists: 8

Flu: 22

Pertussis: 0

Hepatitis C: 3

Hepatitis A: 1 suspected

Invasive group B strep: 1

Dengue Fever 0, Salmonella: 1, Varicella: 2

Tuberculosis new cases 0 and 6 follow up.

2 new cases of Campylobacter, 0 case of suspected Mumps

62 Pediatric and 88 Adult Vaccines administered.

0 Mantoux Testing Requested.

Communicable Disease Investigations-51 New and 1-follow up

Meetings

There were 11 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. As well as Department head meetings, and budget meetings.

The Ames Free Library Uma Hiremath, Executive Director

"FIVE STARS!!" Written in big letters on library comment form by Ty Brian, January 2014.

FY2014 – Library Productivity Statistics As of March 2014

	YTD - FY14
Circulation	122,647
Programs	536
Program Attendees	7,579
Visitors	75,787
Computer Usage	8,716
Museum Passes	580
Volunteer hours	1,250.3
Reference Questions	7,088
Zinio (new emagazine)	839

Circulation

The library rose to be in the top five libraries within the 74-member SAILS consortium with regard to circulation. The library also remained in the top ten SAILS libraries in terms of both Overdrive registration, and circulation of ebooks and audiobooks. The library had the third highest use of the online app *Bookmyne*, suggesting the relative maturity of Easton residents to new technology. 38,486 items were either loaned or borrowed from other libraries, testifying to the robustness of the larger consortium to meet community needs.

Programs for Adults

The library has begun to define adult programming as a new form of reference. As online information explodes in quantity, the search for information of quality is that much harder. With that in mind, programs at the library bring in experts who can both educate listeners and be available to answer questions that are immediately pertinent to attendees.

- Historian, Ed Hands, gave a highly informative presentation on how to research one's home in Easton.
- A Career Round Table attracted a small but intense audience.
- A session on foster care proved to be very useful.
- A workshop on tools and techniques for improving one's business attracted small business owners.
- The monthly Foodie Group hosted a talk on the increasingly popular 'Paleo Diet'; one on cupcakes by local mom and entrepreneur, Deborah Fayne; a talk on aprons, along with a how-to on making one; and 'foodscaping' or the art of edible landscaping.
- Documentary viewing and discussions hosted by local award-winning documentarian, Gino Del Guercio, featured *Young@Heart* as well as *The Saint and the Surgeon*, directed by Gino; and *Honnold 2.0*.

- Film screenings featured *All Is Lost*; two presentations of the Oscar-winning *Gravity*; and *Saving Mr. Banks*.
- Book discussions featured *Wild*, a non-fictional account of a young woman's trek over the Pacific Crest Trail; *Defending Jacob*, a legal thriller that also questioned parental limits and loyalties; and *Let the Great World Spin*, a National Book Award Winner.
- SOFA (Society for Financial Awareness) teamed with the library for a series of talks.
- *Hats Off to History* was a popular talk by Easton resident Lori Pires, who had exhibited a few of her unusual hats from a 500-strong collection, at the library.
- *What is your VIP Quotient* was a self-help talk.
- Monthly *Trip Talks* featured a talk on Italy; and sailing in the Mediterranean by a couple who sold all their worldly belongings in order to sail for years.
- Top Gun, Lt. Latham's talk on being a female naval fighter pilot, drew a crowd of over 70 enthusiastic attendees and tested the successful inauguration of simulcasting at Queset House.
- The ever-popular knitting and beading groups continued to meet monthly.
- A 2-part series on creating homes of lasting value was given by architect Nancy Allison.
- The inaugural launch of a collaborative series with the Agricultural Commission featured a preliminary farming panel discussion.
- Continuing *Realty Fireside Chats* attracted a steady audience.
- A slew of programs on opening day at Queset House included a 3-D printing workshop, three fiber arts workshops arranged by Kathy and Debbie, interactive talks on Overdrive and eBooks by Ian, blogging by Jed, and filmmaking by Jay from ECAT.

Programs for Teens and Children

Miss Mimsy (Whitney Hasler) was joined by new part-time Youth Services librarian, Heather O'Leary.

- Regular storytelling series for different age groups continued.
- The Parent-Child storybook hour, managed by an Easton parent, is gaining in popularity.
- Another successful Teen Advisory Meeting was held with a wealth of ideas pouring out on future programs and ideas for developing teen interests at the library.
- The Cartoon Workshop for kids was booked up very quickly and needs to be repeated.
- Mimsy hosted a successful 'Take Your Child to the Library Day', with all participants leaving with a commemorative button.
- Valentine's Day was celebrated with a cupcake and cookie decorating workshop
- John Henry's magic show brought in almost 100 kids despite the snow and icy entry to OA Hall.
- Community collaborations led to some great children's events such as *Old Colony Music Together* for ages 0 – 5; and Purim stories and craft with *Temple Beth Emunah* of Brockton.
- Jason (dressed as Obi-Wan Kenobi) hosted a well-attended *Star Wars Symposium* funded by the Easton Cultural Council.
- The first *American Girl Book Club* was held and will continue.

- With the help of volunteers such as Christine Junge, Mimsy also launched a *Book Buddies* reading program at the Animal Protection Center.

Staff & Activities

- After processing some very impressive applications, Jed T. Phillips was hired as the *Reference, Information & Technology Services* librarian as of Wednesday, February 12, 2014; and Heather O'Leary was hired as the part-time *Youth Services Librarian* as of Friday, March 7, 2014 to replace previous staff members, S. Somerdin and A. Dean.
- Donna, Hazel, Uma and Jason attended a Legislative Breakfast on Friday, February 7, 2014 where the librarians presented a short introduction to the upcoming learning commons@ Queset House. It was well received
- Donna, Bill and Uma represented the library for Legislative Day at the State House on March 31.
- Ian and Uma made a presentation on *Public Libraries as Creators of Local Content* at the Massachusetts Library System conference at Worcester on April 16. It will be published as part of a *Bending Boundaries* anthology in the state-wide eBook collection.
- Mary Silva and Jason Bloom were inducted as new facilitators of the book discussion group.

Facilities

- The Finance Committee met at Queset House on April 2.
- The School Librarians Meet took place at Queset House on April 8.
- The Learning Commons @ Queset House was formally opened on April 11. Board and Staff were inundated with good wishes from the approximately 400 visitors who came by that day.
- The monthly Chamber of Commerce meeting was held at Queset House on April 16. Hazel and Jason offered tours of the building.
- A patron making a left turn out of the library driveway collided with another car heading toward the Rockery on April 17.
- Karen Cacciapuoti planted boxwoods in the two urns at the library's old entrance.
- A fourth statue donated by Stonehill College was installed in the walled garden of Queset House.
- The third phase of the restoration of Queset Gardens was begun with CPA funding.
- An extension to the lease of 56 Main Street was concluded with a rent increase of \$50.

Fundraising

- The Annual Appeal accrued over \$22,000.
- The CPA reimbursement for Queset House restoration for \$100,000 was received.
- \$241 was made on the raffling of Susan Fornaro's donated painting. A raffle of Huntington Theater tickets netted \$137.
- A draft application toward an LSTA Teens and Tweens grant was submitted by Jason and Mimsy.

- An application for MHC funding for continuing restoration work was submitted on March 14.
- Donors from the *1883 Society* were feted with wine and cheese gatherings prior to documentary screenings at Queset House.
- Donna and Nancy fulfilled the Board gift of 'Movie Night at Queset' auctioned at the library's 2013 fundraiser.
- Three plaques honoring Queset Garden donors were installed on February 26.

Community Connections

- Director S. Selmon offered a tour of the YMCA to available library staff on March 21.
- Bill broadcast a conversation about the learning commons (with Jason and Uma) on *Radio Easton* on March 28.
- The Historical Society (Hazel Varella) and the library (Whitney Brown) presented Part 2 of *Library Memories*, the oral history project, on April 11.
- Director Cheryl McGrath of the MácPháidin library reached out to initiate collaboration on a potential Seed Bank.
- Mary Silva arranged for a *Red Sox Day* at the library on April 4. She personally matched the Jimmy Funds collected as part of the celebration.
- Ann Wright from Beacon Communities visited and offered bulletin board space for library flyers at the Ames Shovel Works Apartments.
- The library partnered with the YMCA to present a session on keeping kids safe from sexual abuse.

Easton Council on Aging Del Kent, Director

During the third quarter of FY2014, 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 older residents to live with dignity while maintaining health and independence. We provided more than 9,675 units of service for 786 individuals. The Council on Aging members met with the director three times for a total of 4½ hours to discuss program initiatives and set policy for COA activities and services.

Transportation

One hundred seven (107) elderly or disabled residents received 2,114 rides to/from medical appointments, the hot lunch program, shopping, social and recreational activities, hairdressers and work during the quarter.

Nutrition Programs

Participation in Old Colony Elder Services nutrition program's congregate lunch and meals on wheels remained strong during the quarter. 3,032 meals were served at the Parker Terrace meal site or delivered to the homebound with 109 older residents participating in the meals program during the quarter. 12 Council on Aging volunteers contributed approximately 289 hours of service while delivering meals on wheels, distributing day-dated breads and pastries or making Food Pantry deliveries to our older and disabled residents in need. We continued the free Breakfast Program and served 17 seniors 97 nutritious breakfasts with food provided by the Executive Office of Elder Affairs that included hot creamy steel cut oatmeal, fruit muffin and fruit smoothie to which we added low fat milk, orange juice, coffee and tea funded by participant donations.

Financial Programs

Our SHINE (Serving Health Information Needs of Elders) volunteer spent approximately 38 hours helping 30 individuals with health insurance information or assistance in completing health insurance forms. Our Outreach Coordinator Beverly Beavers assisted 16 residents with Fuel Assistance and food stamp (Supplemental Nutrition Assistance Program) applications. Dolores 'Del' Kent, the COA director and the Salvation Army Outreach Coordinator for the Easton Service Unit, assisted 11 residents with food vouchers and heating assistance through the Good Neighbor Energy Fund or the SA Easton Service Unit Imprest Account.

Outreach Programs

Ms. Beavers made 3 home visits and scheduled 4 community education programs during the quarter including Food Expiration Dates, Nutrition Trivia, Managing Life's Transitions and Preventing Falls and Strokes. She led the weekly Weight Loss Support program and mailed program/services information to residents turning age 65. Ms. Beavers also delivered meals on wheels and picked up the day-dated pastries from the

Roche Brothers Supermarket when volunteers were unavailable and delivered prescriptions to homebound individuals.

Health Promotion

Our Exercise, Tai Chi, Zumba, Line Dancing and Yoga classes, continued during the quarter with 39 individuals participating over 506 times. Blood Pressure clinics, sponsored by the Board of Health and provided by a Community VNA nurse, were held at Frothingham Hall. The foot-care clinics and Reiki sessions continued in the Keefe Community Center at Parker Terrace.

Community Education

Seventy-one (71) seniors took part 200 times in our community and health education programs during the quarter, including those programs presented at the TRIAD meetings. TRIAD is a partnership of the Bristol County Sheriff's Department, the Easton Police Department and Easton seniors to develop and implement programs that enhance the safety and wellbeing of our older residents.

Recreation/Socialization

COA recreation and socialization activities held during the quarter included the bi-monthly birthday lunch and a weekly quilting group in the Keefe Community Center at Parker Terrace; as well as Swedish Weaving classes, Games Group, Recreational Bingo, Bridge, Canasta, Cribbage, Mah Jongg, and Recreational Poker groups at the Frothingham Hall Community Center.

Program ideas or requests for further information may be directed to Dolores 'Del' Kent, Director, Easton Council on Aging, 15 Barrows Street, North Easton, MA. Telephone: 508-238-3160. E-mail: dkent@easton.ma.us

Recreation Department

Anne Daley, Program Director

There were a number of successful programs this winter. Our ski and snowboard program had a very busy season. Girls and boys grades 3-8 participated in ski and snowboard lessons at Blue Hills in Canton. Thanks to all the instructors for another great year. The musical theatre program ended the 8 weeks with a performance of "Charlie and the Chocolate Factory". The wrestling program had large numbers with the addition of 3rd and 4th grades added to the roster. They ended their very successful season with a tournament at the Easton Middle School. The tournament was an all-day event and was enjoyed by wrestlers from surrounding towns and hundreds of spectators. Thank you to all the volunteer coaches, members of the OA wrestling team and the wrestling boosters who gave many hours to this program and did a great job. The Quickstart Tennis Program at the Brown/ Billone club and art were both enjoyed by many children from kindergarten through 8th grade.

Participation in March Madness basketball for girls and boys grades 6-8 increased by 40 percent. Sixty two teams finished the season with playoffs and the championship teams all received gold medals. Many thanks to the teachers and the community service volunteers from the Oliver Ames High School and the Middle School for all their help. Chess is always a popular program offering chess instruction to children in grades 1-8 at the Easton Middle School. New programs we offered were ceramics and the American Red Cross Babysitting Course. Both programs filled up quickly and will definitely be offered again.

Our adult programs were men's basketball, open gym basketball, co-ed volleyball and Zumba. All had a large number of registrations.

The scheduling of the fields is underway and they are filling up quickly. Many organizations will be using the fields when they open in April including lacrosse, soccer, softball, Pop Warner football and Ultimate Frisbee. We are still in the process of installing two sheds at Edwin A. Keach Park. We are hoping to have them installed by early summer.

We are now taking registrations for our spring programs. These programs include art, tee ball, running club with the addition of grades K-2, tennis at Browne Billone Club, track and field for grades 6-8, "Mary Poppins" musical theatre class, Zumba and youth and adult golf lessons at the Easton Country Club. A new program we are offering is American Red Cross CPR and first aid. This is an addition to our American Red Cross babysitting program. We are also accepting registrations for our upcoming "Run for Rec" road race May 10th.

Veterans' Services

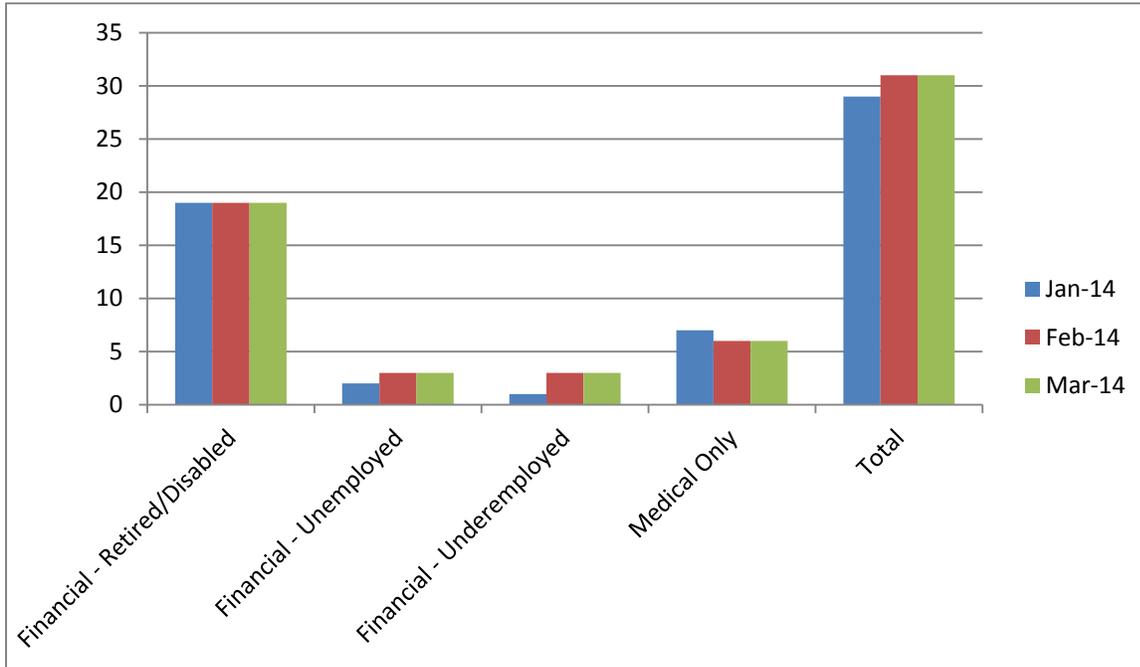
Christine Lang, Director of Veterans' Services

Outreach/Training

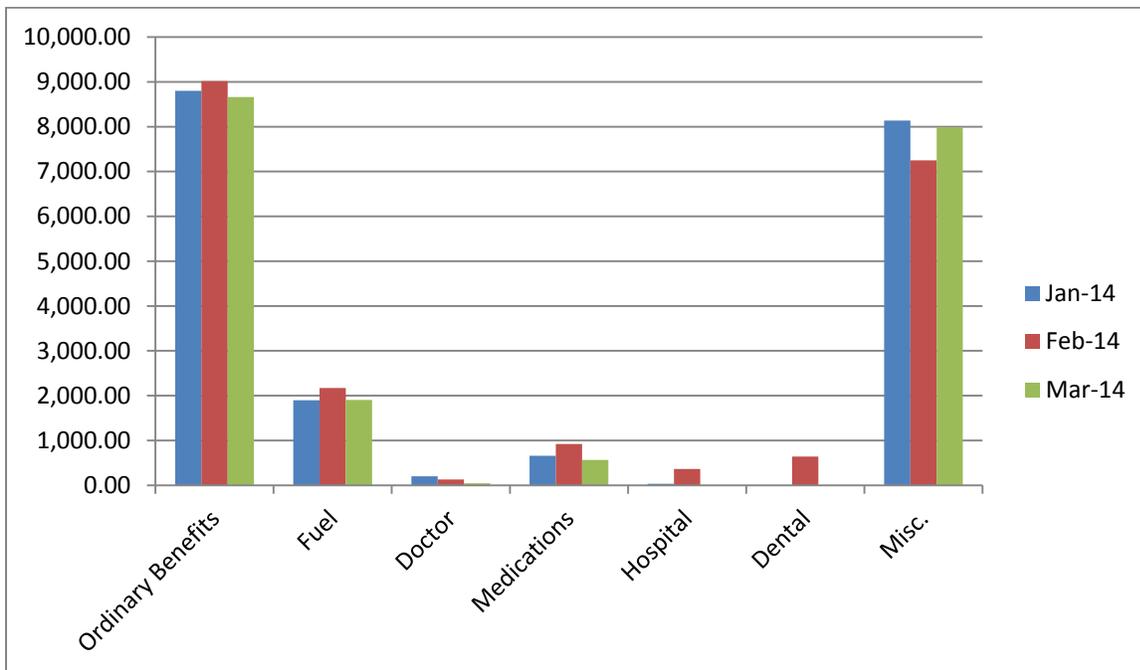
- State Ethics Commission seminar on the Conflict of Interest Law
- Veterans' Partners Meeting, CareerWoorks Brockton MA
- Distribution of Complementary Korean War Tribute Books, American Legion
- MA Veterans Service Officer Assoc. Winter Conference
- Iwo Jima Day, State House Boston
- Southeastern MA VSO Assoc. business meeting
- Brockton Area Workforce Investment Board (BAWIB) Veterans Resource Fair
- Bristol & Plymouth Counties Suicide Education & Prevention Legislative Breakfast

Please see the next page for a summary of M.G.L. Chapter 115 Information.

M.G.L. Chapter 115 Recipients



M.G.L. Chapter 115 Summary of Expenditures:



IV. General Government

Assessor's Office

Robert Alford, Chief Assessor

- Assisted taxpayers to explain the assessment and real estate tax/abatement process. Received 43 abatement applications. Inspected most of the abatement applications.
- Mailed out more than 1300 Form of List for Personal Property and Income and Expense forms to businesses. Listed the Form of List on our website. Answered questions on how to file the Form of List and Income and Expense forms. Sent out a second notice on Form of List.
- Helped taxpayers fill out the CPA and Exemption forms and finalized all applications to meet the deadline for filing.
- Prepared motor vehicle commitments 1 & 2 for 2014. Total of 21,012 bills and \$2,829,712.01 in taxes. Prepared motor vehicle commitments 7 for 2013. Total of 551 bills and \$19,198.78.
- Chief Assessor attended DOR workshops on revaluations.
- Reviewed possible new projects for valuation purposes.
- Created the land splits for Fiscal Year 2015.
- Started inspecting building permits. Continued inspecting condos.
- Inquiries by telephone and at the counter constitute about half of the staff time in this office.
- The abatements for January through March 31, 2014 were:

	2014	2013	2012	2011	TOTALS
January		1243.33	67.29		1310.62
February	61,618.58	3862.01	139.37	589.06	66,209.02
March	26,923.01	1085.17	210.00		28,218.18

Treasurer/Collector Office

Teresa DeSilva, Treasurer/Collector

During the third quarter of fiscal 2014 we received payments on the real estate actual bills that were mailed December 31st. Real Estate bills were due February 1st. The largest commitment from the Registry of Motor Vehicles was received and over 20,000 bills were mailed from this file, March 21st was the due date. Also the last quarterly billing for trash bills for fiscal 2014 were sent, they are due April 17th. This quarter we were able to collect \$117,731.49 from our tax title payment plan program.

Payroll warrants for January	Town	1,227,188.36
	School	3,438,925.71
Vendor warrants for January	Town	2,255,842.51
	School	1,169,149.63
Collections:	Real Estate	10,109,588.68
	Personal Property	244,487.93
	Motor Vehicle	18,074.48
	Water/Sewer	130,061.15
	Trash	189,691.75

Payroll warrants for February	Town	1,018,449.48
	School	2,359,481.09
Vendor warrant for February	Town	3,887,122.25
	School	699,192.15
Collections:	Real Estate	2,171,137.06
	Personal Property	34,775.16
	Motor Vehicle	336,634.03
	Water/Sewer	416,019.30
	Trash	21,338.22

Payroll warrants for March	Town	993,024.53
	School	2,352,487.66
Vendor warrants for March	Town	2,842,289.50
	School	766,215.28
Collections:	Real Estate	274,719.75
	Personal Property	6,423.52
	Motor Vehicle	1,821,667.27
	Water/Sewer	62,732.13
	Trash	80,409.55

**Town Accountant
Wendy Nightingale, Town Accountant**

**Pending publication of Actual Through 3/31/2014*

Status of Fiscal Year 2014 Operating Revenues & Expenditures

<u>General Fund</u>	<u>Annual Budget</u>	<u>Actual Thru* 9/30/2013</u>	<u>Variance</u>	<u>% Collected/ Expended</u>
Revenues:				
Tax Levy	46,586,179	11,981,774	(34,604,405)	25.72%
Local Aid	12,669,586	3,845,151	(8,824,435)	30.35%
Local Receipts	5,956,681	1,343,891	(4,612,790)	22.56%
Use of Reserves/One-Time Revenues	1,609,341	1,609,341	-	100.00%
Other	547,753	136,938	(410,815)	25.00%
Total Revenues	67,369,540	18,917,095	(48,452,445)	28.08%
Expenditures:				
General Government	2,033,291	420,532	1,612,759	20.68%
Public Safety	8,017,153	1,909,455	6,107,698	23.82%
Education	35,450,273	4,706,868	30,743,405	13.28%
Public Works	2,614,906	481,582	2,133,324	18.42%
Human Services	771,701	196,684	575,017	25.49%
Culture & Recreation	497,320	12,916	484,404	2.60%
Debt Service	4,880,542	3,494,130	1,386,412	71.59%
State & Local Assessments	704,318	74,506	629,812	10.58%
Employee Benefits & Insurance	11,705,144	5,470,286	6,234,858	46.73%
Capital Outlay				43.64%

	494,892	215,995	278,897	
Unappropriated/Other Expenses	200,000	-	200,000	0.00%
Total Expenditures	67,369,540	16,982,954	50,386,586	25.21%
Net General Fund:	-	-	-	

<u>Water Enterprise</u>	<u>Annual Budget</u>	<u>Actual Thru 9/30/2013</u>	<u>Variance</u>	<u>% Collected/ Expended</u>
Revenues:				
User Charges	2,796,710	718,682	(2,078,028)	25.70%
Investment Income	6,000	1,457	(4,543)	24.28%
Use of Water Surplus	32,000	32,000	-	100.00%
Total Revenues	2,834,710	752,139	(2,082,571)	26.53%

Expenditures:				
Public Works	1,782,804	329,006	1,453,798	18.45%
Debt Service	472,153	359,393	112,760	76.12%
Capital Outlay	32,000	-	32,000	0.00%
Unappropriated/Other Expenses	547,753	136,938	410,815	25.00%
Total Expenditures	2,834,710	825,337	2,009,373	29.12%

Net Water Enterprise Fund: - (73,198) (73,198)

<u>Solid Waste/Recycling Enterprise</u>	<u>Annual Budget</u>	<u>Actual Thru 9/30/2013</u>	<u>Variance</u>	<u>% Collected/ Expended</u>
Revenues:				
User Charges	1,000,000	247,090	(752,910)	24.71%
Total Revenues	1,000,000	247,090	(752,910)	24.71%

Expenditures:

Town Administrator's FY2014 Third Quarter Report

Public Works	967,902	166,151	801,751	17.17%
Debt Service	32,098	-	32,098	0.00%
	<hr/>			
Total Expenditures	1,000,000	166,151	833,849	16.62%
	<hr/>			
Net Solid Waste/Recycling Enterprise Fund:	-	80,939	80,939	
	<hr/> <hr/>			

Data Processing

Mike Deltano, Information Systems Manager

- Upgraded 16 computer desktop systems. 2 of these were at the Police Dept., 4 were for the Fire Dept., 5 for the School Business Office, 4 for the Town Offices and 1 for the Council on Aging.
- Rebuilt the SDBACKUP server as a Windows 2008R2 64 bit server. This is a domain controller for the School Business/Administration Office.
- My plan had been to upgrade the 2 EqualLogic storage arrays in FY15 because both PS4000E's had less than 200GB spare storage left. However the DPW could not wait until next fall to move forward with their full blown GIS plans. So I moved the project up 6 months and put my server rebuild projects on hold for 2 months while I worked on this. I ordered 2 new PS4001E storage arrays which have almost 8 TB capacity at RAID 6 which is 3 TB more than the PS4000E's. The first step had to be done after hours because all the virtual servers on an array need to be shut down while the arrays firmware is upgraded so that the PS4000E's were the same as the PS4001E's. Then the new arrays were joined to the storage groups and it took a week for each of the PS4001E's to become 100% available while the existing volumes spread out over the new arrays. Then the old arrays had to be moved to a maintenance pool so the rest of the data would move to the PS4001E's. Once both arrays were completely online and the old arrays offline, then I could start the next phase. I created 2 new servers call GISWEB and GISSL as per Applied Geographics specifications with Windows 2008R2 64 bit and 8 GB of memory. I then installed Microsoft SQL 2012 to the SQL server which proved to be the most complicated part of the entire project. After a week of installing and un-installing due to numerous errors I finally went thru the registry and removed every instance of SQL. It seems SQL 2012 doesn't like to be installed on a D: drive, so I did a clean install on the C: drive of the server and had no more issues.
- Created 2 new virtual servers for the Dell AppAssure backup/recovery program. The Town Office data center has THAppAssure and the Police data center has PDAppAssure. Installed the AppAssure on both servers and deployed the agents to the virtual servers as they were available to be able to reboot them, mostly at night, after hours. After running for a month I added extra virtual drives to each server with 1TB space each and enabled replication between servers. Since this will give me a granular (file level) backup for all my virtual servers I feel that volume snapshots on the EqualLogic arrays are not necessary. I will keep volume replication between the arrays active for disaster recovery but the AppAssure backups should suffice for both backup and disaster recovery since their data is replicated as well.
- Another drive failed in the PS4000E storage array at the police station. I called Dell and they sent me a replacement which I installed. Even though this array is not currently being utilized it is under a maintenance agreement so I did replace the drive.

Data Processing Productivity Ratios/Quantitative Measures

Staff	Hours per Week	Days in Qtr	Available Hours	Less Absence Hours					Subtotal	Net	%
				Vacation	Sick	Personal	Holiday	Other			
Michael Deltano	40	64	512	0	7	8	24	0	39	473	92.38%
	40	64	512	0	7	8	24	0	39	473	0.92382

Planning and Community Development

Gary Anderson, Planning Director

The department continued its support of 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, the Community Preservation Committee, the Historical Commission, Agricultural Commission and Master Plan Steering Committee. The Department provided support to the Board of Selectmen as requested.

Infrastructure Improvement Projects

- Main Street revitalization
 - Administered MassWorks grant funds
- \$1 million MassWorks grant for Queset Commons intersection improvements.
 - Coordinated submission of engineering plans with MassDOT, private developer and Town engineering consultant
- Submitted application for a Civil War Preservation Grant to hold a community design charrette for the Rockery and surrounding downtown area

Land Protection/Recreation

- Trail Work – Clifford G. Grant
 - Continued assisting with solicitation for volunteers
 - Procured contractor to construct kiosks
 - Provided updates to public via local media options
 - Submitted annual progress report for Recreational Trail Grant award
- Wheaton Farm
 - Parking Lot
 - Assisted with construction monitoring
 - Reviewed completed work and developed punch list for post-winter clean-up and finish work
 - Field License Agreement
 - Developed and issued press release to local media outlets about the license agreement
 - Barn
 - Solicited and received quotes for bat infestation remediation
 - Solicited and received structural repair quote

Comprehensive Planning/Economic Development

- Continued Phase II of the the Comprehensive Master Plan (Envision Easton) update
 - Planned and attended meetings with Steering Committee
 - Initiated online feedback loops and led continued community outreach and public engagement efforts
 - Managed consultant team work
 - Coordinated and compiled staff and Steering Committee comments on draft Baseline Report
 - Organized and facilitated first meeting of Bike & Pedestrian Access working group

- Participated in discussions surrounding potential mitigation of the Raynham slot casino proposal
- Oversaw final Economic Development Self-Assessment Tool report by Northeastern University and coordinated public presentation by Dr. Barry Bluestone
- Discuss Town concerns and mitigation related to South Coast Rail with MassDOT
- Participated in meetings on regional Comprehensive Economic Development Strategy through Old Colony Planning Council
- Initiated Industrial Park Study with steering committee and consultant partner

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
- Hired Historical Commission Recording Secretary

Zoning

- Drafted proposed Zoning Bylaw changes for 2014 Annual Town Meeting
 - Medical Marijuana Overlay Zone
 - Zoning Map Amendment
 - Duplexes- Changes the Special Permit Granting Authority
 - Dimensional Regulations- Loosens restrictions to encourage economic development in Business and Industrial zones
- Published website to publicize proposed Bylaw changes

Development Projects

- Coordinated RFP responses for potential sale of 114 Main Street and provided associated technical support to the Board of Selectmen
- Reviewed three 40B conceptual proposals and provided technical support to Board of Selectmen
- Assisted the Planning & Zoning Board in reviewing development proposals
 - Provided guidance and direction to applicants including:
 - 678 Depot Street- assisted living facility
 - Stonehill Sally Blair Ames Athletic Facility
 - 460 Turnpike Street
- Assisted the Conservation Commission with application review
 - Reviewed applications and provided comment and recommendation
 - Coordinated and oversaw review and inspections by technical consultant

Community Preservation

- Initiated discussions regarding potential key land acquisitions
- Revised preservation restrictions
- Coordinated meetings with staff and Committee representatives regarding funded projects and completed work

- Finalized 2014 CPA application review and supported CPC review funding recommendations
- Drafted CPA-related articles for 2014 Annual Town Meeting

Historic Preservation

- Evaluated five CPA project proposals for historic resources
- Finalized and recorded Ames Local Historic District map at Registry of Deeds
- Evaluated proposed projects within the Local Historic District
- Assisted Historical Commission's consideration of draft Design Guidelines
- Worked with Town Counsel and Historical Commission to finalize draft Local Historic District rules and regulations
- Continued review activities under the demolition review bylaw
- Continued monitoring and enforcement of existing preservation restrictions.
- Assisted with local Historic Preservation Awards event at Borderland
- Facilitated review of draft Children's Museum preservation restriction by Massachusetts Historical Commission

Agriculture

- Drafted enhanced job description for Market Manager and submitted to Personnel Director
- Contacted local Transitional Services office, Council on Aging, local houses of worship to promote acceptance of SNAP/EBT at Farmers Market
- Developed maps of prime farm soils and Chapter 61 properties to begin discussion on farmland preservation efforts.
- Assisted with rewrite of Market Manager job description

Affordable Housing

- Drafted consultant contract for update to the Affordable Housing Trust's 5-year action plan
- Supported Rent Control Board in public hearing of tenants' petition for rent reduction for the Easton Mobile Home Park
- Reviewed three 40B Comprehensive Permit proposals
- Planned and held annual Affordable Housing Fair
- Continued applicant list for next round of Home Repair grant program
 - Updated application and finalized with AHT and Town Counsel
- Continued applicant list for next round of Homebuyer Assistance grant program
 - Updated application and finalized with AHT and DHCD
- Responded to resident inquiries regarding affordable housing assistance.

Staff Development

- Attended MassDevelopment Economic Development Strategies workshop
- Participated in Conflict of Interest Seminar
- Attended Permaculture Planning Workshop
- Attended CPTC Annual Training Conference
- Attended Massachusetts Farmers Market Managers Workshop

Town Administrator's FY2014 Third Quarter Report

- Attended Annual Mass Urban Farming Conference
- Attended Housing Planners/Coordinators Network Meetings

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 for the 3rd quarter of FY 2014.

I. Litigation Matters

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

This was an appeal of the P&ZB's decision granting a Residential Compound special permit to Aaron Wluka for property off of Guinevere Road. This matter was recently resolved in favor of the permit recipient.

Village Pond Condo v. Kennedy and Town of Easton

The Town is a third party defendant to this action, which seeks foreclosure on a condo unit for non-payment of fees. The Town is named because it has a tax lien on the condo. We were involved solely to protect the town's lien but, otherwise, had a minimal role in the litigation. The case was recently dismissed.

MHC v. Conservation Commission

This is an appeal of an enforcement order issued by the Conservation Commission with respect to wetlands violations at a mobile home park. We are actively defending the Conservation Commission. We have filed an opposition to the Plaintiff's Motion for Judgment on the Pleadings. However, the Plaintiff has added the State as a Defendant. The case has been in limbo since the State was added but we recently petitioned the court to hold a hearing on the underlying wetland matter.

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 dismissed but the merits of our defenses remain intact.

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 dismissed but the merits of our defenses remain intact.

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.

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

Quset 40R

We are assisting the Town on a variety of issues regarding this matter. In particular, a revised development agreement, sewer related issues and the Planning Board's hearings are all present matters that are being discussed.

Raynham Park, LLC

We assisted the town in the negotiation of a Surrounding Community Agreement with the proposed slot parlor that has been proposed for the former Raynham Park Dog Track. Ultimately, the gaming license was issued for another facility.

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.