



**Town of Easton
Town Administrator's Report
4th Quarter Fiscal Year 2014
June 30, 2014**

This is my thirty-first 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 April 1, 2014 through June 30, 2014. This quarter saw off-duty Captain James Walsh of the Easton Fire Department rescue a victim stranded after his boat capsized in Buzzard's Bay as well as the continued revitalization of Main Street through public works projects. Additional notable events worth special mention are:

- The Easton Police Department and the community at large mourned the sudden passing of Police Officer Charles Hopkins in April. Officer Hopkins will be missed by his fellow officers and the Town of Easton.
- Final paving of the North Easton Village Sewer District took place in June, and Easton's first Wastewater Treatment Facility began full operations in May.
- The Town Clerk was on hand to witness the Governor's signing of major election reform legislation, and was elected by his colleagues to serve as the Massachusetts Town Clerks' Association representative to an Election Law Task Force.
- The Ames Free Library joined the top five libraries within the 74-member SAILS consortium with regard to circulation.
- Christine Lang, Easton's VSO, resigned from her position to resume work with the United States Air Force.
- The Department of Planning and Community Development applied for and received both a \$7,500 Civil War Preservation Grant and a \$10,000 War Memorial Grant to hold a community design charrette around the Rockery and surrounding downtown area.

I. Public Safety

Fire Department

Kevin Partridge, Fire Chief

The services the department provided during the fourth quarter of FY 2014 are:

Calls for Service

The Easton Fire Department responded to 909 calls for service during the months of April, May, and June 2014. 449 medical calls, with 359 patients transported to area hospitals during this time period. There were 460 fire related calls. The monthly breakdown is as follows;

| | <u>Fire Calls for Service</u> | <u>Medical Calls / Patients transported</u> |
|-------|-------------------------------|---|
| April | 318 | 160/128 |
| May | 302 | 148/118 |
| June | 289 | 141/113 |

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

- **Fire apparatus 9 times**
- **Ambulance 8 times**

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

- fire apparatus 9 times**
- ambulance 16 times**

Highlighted Responses

June 16- Captain James Walsh while off duty and fishing in Buzzard's Bay came across a victim in the water whose boat had sunk. The victim was in the water for over an hour and was hypothermic from 60 degree water. Captain Walsh pulled the victim from the water and called emergency personnel who met him at the shore.

June 24- 744 Washington St. the department responded with 2 engines and Ladder 1 to a reported fire in the kitchen. Upon arrival the crew had a fire on the stove which was quickly extinguished with a hose-line. The fire was contained to the stove and the cabinets above it, smoke damage was throughout the house.

June 28- The department responded with 3 engines and Ladder 1 and Car 1, upon arrival found a deck on the rear of a condo unit on fire. Engine 2 made a quick attack with a hose-line to the rear deck and confined the fire to the deck. Damage was limited to the deck. The most probable cause of the fire was careless disposal of smoking materials.

Fire Prevention / Inspections

Smoke Detector plan reviews ----- 26

| | |
|---|-----|
| Smoke Detector & Carbon Monoxide Detector Inspection- | 109 |
| Installation or Alteration of Fuel Burning Equipment----- | 2 |
| Tank removals----- | 2 |
| Propane Installation inspections----- | 6 |
| Sprinkler System Installation/Alteration/Repair----- | 8 |
| Fire alarm Installation/Repair ----- | 7 |
| Cutting & Welding ----- | 1 |
| Underground Flammable Storage ----- | 3 |
| Gasoline Station Registration----- | 0 |
| Flammable Storage_----- | 1 |
| Agricultural Permit----- | 1 |

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

- Quset on the Pond; Building 1 is nearly complete, acceptance testing for sprinklers is complete. Fire Alarm installation is being completed.
- Assisted Living Facility on Depot has begun erecting steel, plan approval for sprinkler and Fire Alarm system are in process.

Revenue

The department received \$ 317,399.79 in revenue from **ambulance billing**:

- April - \$ 99,862.48
- May - \$123,634.18
- June - \$ 93,903.13

Total ambulance Revenue for the Fiscal Year 2014 was \$ 1,185,768.08

The department received \$ 13,510.00 in revenue from **fire permits and inspections**:

- Plan reviews- \$ 1400.00
- Sprinkler plan/inspection- \$ 900.00
- Smoke Detector/CO inspections- \$ 6775.00
- Fire Reports- \$ 75.00
- Fire Alarm Installation/Insp. \$ 850.00
- Oil Burner permit/inspection- \$ 1000.00
- Propane permit/inspection- \$ 350.00
- Tank removal/Install \$ 500.00
- Gas Station Registrations \$ 200.00
- Fire alarm Box Fee (Annual) \$ 1410.00
- Cutting & welding \$ 50.00

Training

Monthly Drill Topic:

April

Auto Extrication, training on the use of Hurst extrication tools, familiarization of motor vehicle accident hazards, proper safety techniques, proper patient care.

Hydrant assistant Valve (HAV) familiarization and operation of hydrant assistant valve.

Hot Stick- introduction and demonstration on the use of Hot Stick, for determining if there is electricity in a wire.

Paramedic Transition course

CPR

M&M rounds- review of monthly EMS responses

May

Ladder Pipe Operations –review set up and operation of elevated water way operations, proper set up and tip size floes, and hydrant supply.

EMT Transition Course

M&M Rounds- review of monthly EMS responses

June

Pump Operations Review and use of pumps & hydraulics. Groups provided supply line and flowed water from various hand lines.

Pre-Hospital Trauma Life Support

Various “10 minute trainings” included:

1. Air bag equipment review
2. HAV Valve review
3. Simpson Springs pre-fire planning
4. Water Supply terminology and operations
5. FEMA- Decision Making and Problem Solving
6. FEMA- Fundamentals of Emergency Management

Department Injuries & Sick Time

Sick Time Use for 4th Quarter- 82 Shifts

Injury on duty: Lower Back Strain, lifting injury, No Loss Time

Police Department

Allen Krajcik, Police Chief

Incidents

| | |
|-----------------------------|------|
| Total Incidents | 3068 |
| Arrests | 36 |
| B/E Businesses or buildings | 0 |
| B/E Homes | 1 |
| B/E Motor Vehicles | 0 |
| Robbery | 0 |
| Rape | 0 |
| Citations | 187 |
| Motor Vehicles Crashes | 143 |

Crime

We had one robbery that involved a “drug rip-off” during which an alleged dealer was robbed by other individuals known to him. No one was injured and arrests were made. This type of crime is becoming generally more prevalent however it is rare to occur in Easton. We had one similar incident last year.

We also had one housebreak during this fourth quarter of FY14. The suspect knew the homeowners and this incident was not random. Again, an arrest was made in this case.

Our detectives initiated a very large and complex drug investigation into heroin dealing within Easton. They obtained search warrants and arrests warrants for several individuals and with the assistance of members of a drug task force made arrests in Brockton and Marshfield. A significant amount of cash and heroin were seized.

Personnel

In April our department suffered a tragic loss in the sudden death of one of our officers. Officer Charles Hopkins was an outstanding police officer and a great family man. He will be missed by all of his fellow employees.

Allen Krajcik
Chief of Police

II. Department of Public Works

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

I am pleased to submit this 4th quarter report for FY2014. During this quarter I attended the following meetings:

- (2) Board of Selectmen Meetings
- (1) Town Meeting
- (3) Municipal Building Committee Meetings
- (1) Budget Subcommittee Meeting
- (1) Executive Loss Committee Meeting
- (2) OCPC Joint Transportation Committee Meetings
- (2) Main Street Revitalization Meetings
- (1) NBM Highway Technical Session
- (1) SchoolDude Software Training
- (2) Plymouth County Water Works Meetings
- (1) APWA Public Works Week Luncheon
- (1) APWA Summer Conference
- (1) Department Heads Meeting
- (2) Budget Meetings
- (3) ESCO Project Meetings
- (1) Facilities Assessment Project Meeting
- (1) Waste Management Meeting
- (5) WWTP Operations Meetings

On 4/25/2014 the DPW celebrated Arbor Day and planted a tree at Oliver Ames High School.

On 4/26/2014 the DPW hosted Household Hazardous Waste Day and the 8th Annual Roadside Cleanup day.

On 5/3/2014 the Water Division hosted its 30th Annual Open House.

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 4th quarter, DPW received 20 service requests (12 for potholes, 0 for trees, 2 for streetlights, 6 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. A web based parcel viewer application has been created and is being tested prior to public deployment.

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 were opened 4/17/2014 and the project was awarded to Sunshine Paving Corporation for \$522,616. Construction is expected to begin in July.

The wastewater treatment plant (WWTP) began full operations in May. In addition, the construction of the Infrastructure Project was completed and final paving of the roads impacted by construction took place in June. As part of the overall project, the third discharge field was constructed on the Mechanic Street easement adjacent to Shovel Shop Pond.

The DPW issued and inspected eight (8) sewer connection permits for the North Easton Village sewer district.

The DPW solicited proposals for the operation and maintenance of the North Easton Village WWTP and the School WWTP on Lothrop Street. Proposals were received 5/22/2014. Following review of the proposal Weston & Sampson was chosen to operate both plants. Weston and Sampson will begin operations in July.

As part of the \$250,000 Green Communities Competitive Grant for the installation of additional LED streetlights and insulated garage doors, the DPW completed the conversion of 1016 LED streetlights in April. Construction of the door project is expected in July.

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 Town has reviewed the preliminary audit and has chosen measures to be included in the final audit. The current schedule is for the audit to be completed over the summer 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. The assessment and preliminary reports have been completed. Additional presentations on the findings are currently scheduled for July. The DPW will continue working with the Dore and Whittier to enter the capital and maintenance needs into our computerized maintenance management software.

As part of the Pavement Management Program, Canton Street has been reclaimed and the intermediate asphalt surface installed. Work on the sidewalk and installation of the wearing surface is scheduled for July. Also, DPW prepared and advertised bids for Nova Chip surface treatment and for asphalt repairs throughout Town. Bids for both projects were received 5/14/2014 and contracts have been awarded to All States

Asphalt and Lorusso Corp. respectively. Work under both contracts is expected to begin in July and extend through September.

The DPW prepared a request for proposals for landfill monitoring and gas collection system operations at the closed Prospect Street landfill. Proposals will be received in July.

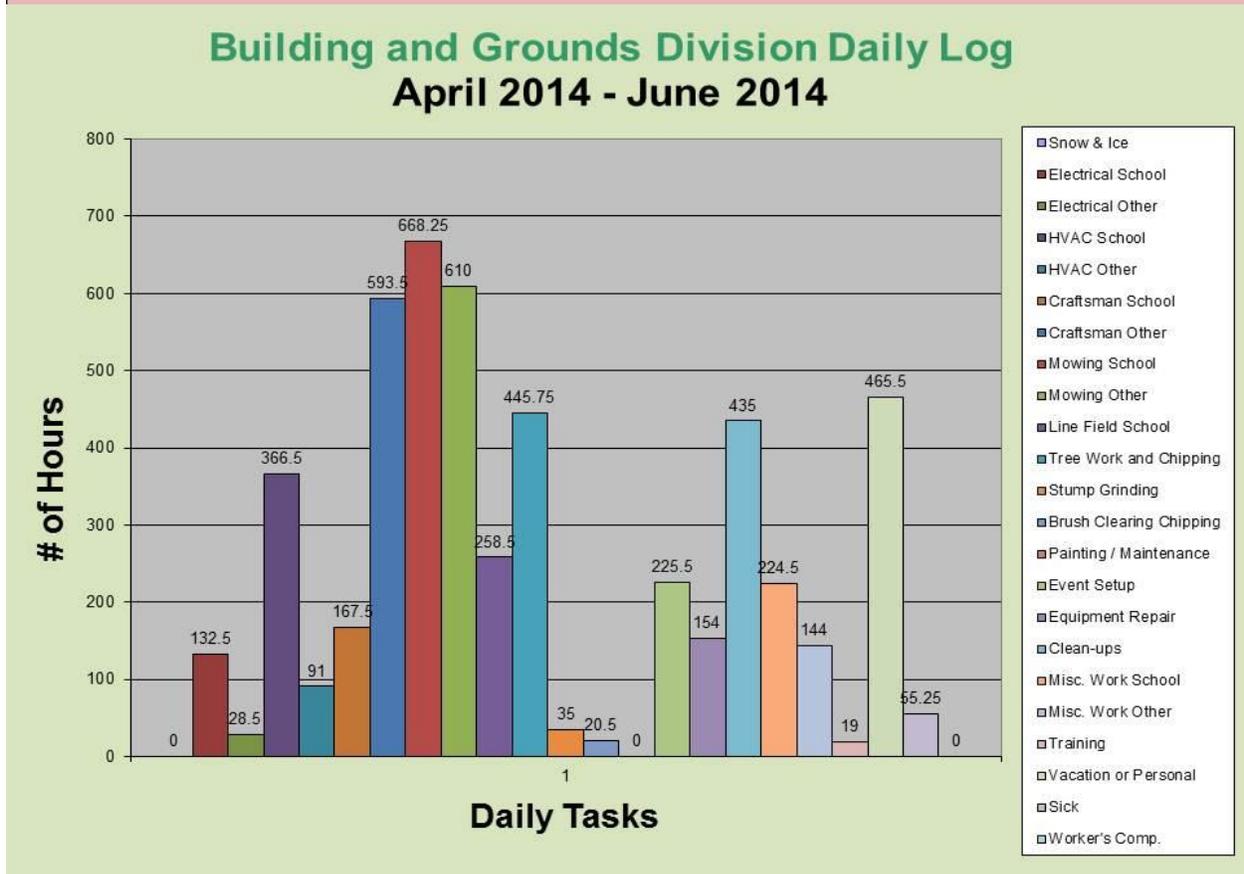
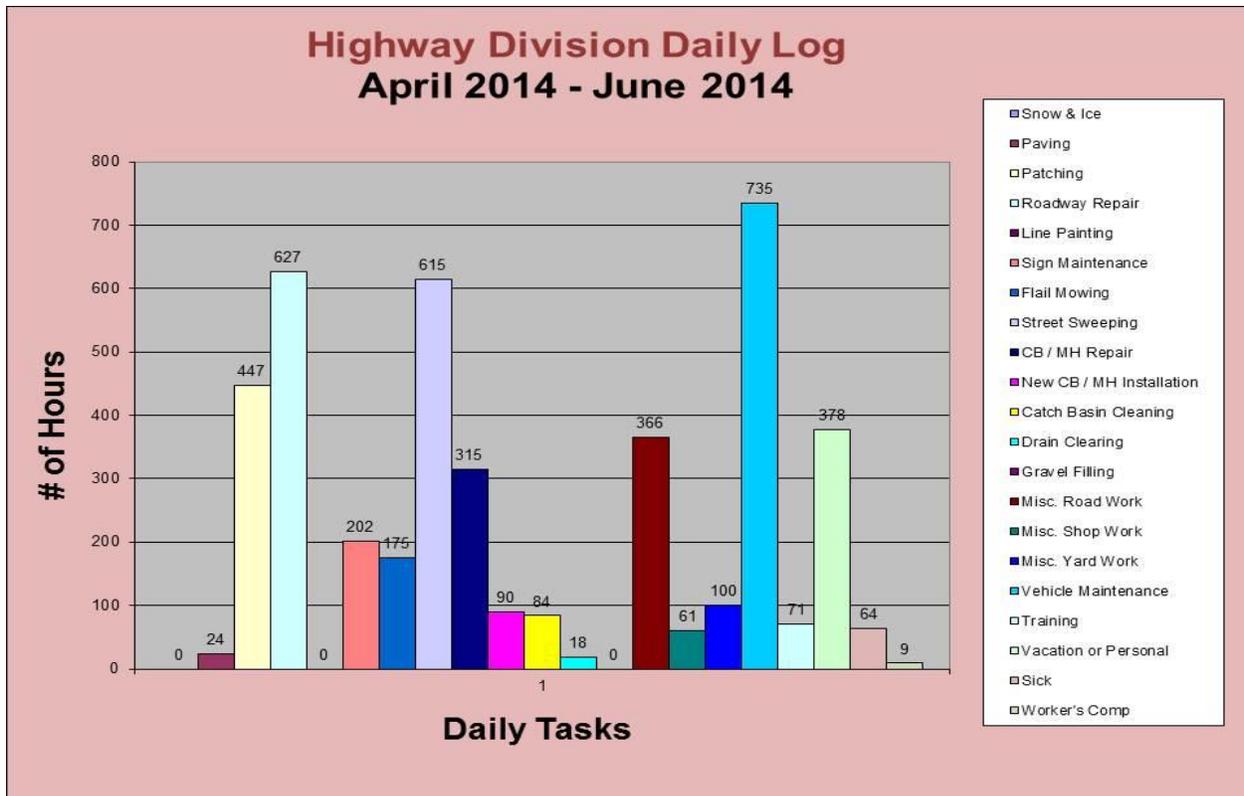
Some of the other projects that the DPW has been involved with this quarter include:

- 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

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

| 4th Quarter: (April 2014 thru June 2014) | | | | | | |
|--|-------------|-------------|------------|-------------|--------------|-------------|
| DPW OPERATIONS DIVISION | <u>Unit</u> | <u>Apr.</u> | <u>May</u> | <u>Jun.</u> | <u>Total</u> | <u>Unit</u> |
| <u>HIGHWAY</u> | | | | | | |
| Snow & Ice | event | 0 | 0 | 0 | 0 | 0 event |
| Paving | event | 0 | 2 | 0 | 2 | 2 event |
| Patching | event | 16 | 11 | 6 | 33 | 33 event |
| Roadway Repair/Work | event | 4 | 13 | 4 | 21 | 21 event |
| Line Painting | event | 0 | 0 | 0 | 0 | 0 event |
| Sign Maintenance | event | 7 | 10 | 4 | 21 | 21 event |
| Flail Mowing | event | 0 | 1 | 12 | 13 | 13 event |
| Street Sweeping | event | 20 | 14 | 1 | 35 | 35 event |
| CB/MH Repair | ea | 9 | 2 | 14 | 25 | 25 ea |
| New CB/MH Installation | ea | 1 | 0 | 3 | 4 | 4 ea |
| Catch Basin Cleaning | event | 1 | 8 | 2 | 11 | 11 event |
| Drain Clearing | event | 0 | 1 | 0 | 1 | 1 event |
| <u>BUILDING & GROUNDS</u> | | | | | | |
| Tree Work | ea | 34 | 23 | 44 | 101 | 101 ea |
| Stump Grinding | ea | 0 | 0 | 3 | 3 | 3 ea |
| Event Setups | event | 4 | 5 | 2 | 11 | 11 event |
| Mowing School | event | 1 | 12 | 13 | 26 | 26 event |
| Mowing Other | event | 1 | 9 | 14 | 24 | 24 event |
| Line Field School | event | 14 | 11 | 0 | 25 | 25 event |
| Clean-ups | event | 10 | 9 | 3 | 22 | 22 event |
| Electrical School | event | 23 | 17 | 22 | 62 | 62 event |
| Electrical Other | event | 18 | 21 | 14 | 53 | 53 event |
| HVAC School | event | 20 | 17 | 16 | 53 | 53 event |
| HVAC Other | event | 4 | 10 | 2 | 16 | 16 event |
| Craftsman School | event | 14 | 7 | 6 | 27 | 27 event |
| Craftsman Other | event | 18 | 20 | 17 | 55 | 55 event |



Water Division

John J. Marsh, Operations Manager

| | |
|---|-------------|
| Read meters, process data | 22,177 |
| Process Calculate & export data to vendor for water bills | 7,521 |
| Miscellaneous service bills | 132 |
| Prepared bills for property transfers | 87 |
| Gallons of Water Pumped and Treated | 179,353,000 |
| Replaced meters | 158 |
| New service applications | 9 |
| Installed new services | 8 |
| Water Conservation Letters Processed & Mailed | 113 |
| Meter Replacement Letters Mailed (#1) | 87 |
| Meter Replacement Letters Mailed (#2) | 42 |
| Meter Replacement Letters Mailed (#3) | 43 |
| Meter Replacement Letters Mailed (#4) | 16 |
| Total Letters Mailed | 188 |
| Answered Service and Maintenance requests | 798 |
| Renewed Services | 1 |
| Service Leaks Repaired | 2 |
| Hours of Leak Detection Performed | 205 |
| Dug up & repaired main leaks | 1 |
| 2" Water Main(s) | 0 |
| 4" Water Main(s) | 0 |
| 6" Water Main(s) | 0 |
| 8" Water Main(s) | 1 |
| 10" Water Main(s) | 0 |
| 12" Water Main(s) | 0 |
| 16" Water Main(s) | 0 |
| Repaired hydrants | 3 |
| Dug up & replaced hydrants | 1 |
| Routine hydrant maintenance | 103 |
| Frozen Services | 0 |
| Reviewed plans for backflow devices | 1 |
| Surveyed buildings for cross connections | 4 |
| Tested backflow prevention devices | 117 |
| Took delivery of bags of hydrated lime | 1700 |
| Took delivery of barrels of chlorine | 58 |
| Photovoltaic Energy Production (Solar Power) in kWh | 20,079 |
| Collected bacteriological samples & delivered to laboratory | 129 |

III. Public Services

Town Clerk's Office

Jeremy Gillis, Town Clerk

News

The Office processed 35 new births, 33 deaths and 33 marriages this quarter in addition to the issuance of 29 Business Certificates.

This quarter saw some very dramatic shifts in how Massachusetts will vote, starting in November 2016. The Town Clerk was proud to be on hand as Chapter 111 of the Acts of 2014: An Act Relative to Election Laws was signed by Governor Patrick on May 22, 2014. This bill will expand the opportunity for Massachusetts voters to cast a ballot through an early voting system, allow for the pre-registration of 16 year olds, allow for random audits of voting machines as well as create online voter look-up tools and registration portals. The Town Clerk had testified in favor of many of these provisions over the past year at the Statehouse.

This bill also shows how well government can work in a non-confrontational manner. For many years the Town Clerks' Association and several Voter Advocacy groups had butted heads on election reform and nothing was ever accomplished. These groups worked very closely together and with the legislature to produce a very workable, voter friendly bill that brings Massachusetts into the forefront of Election reform.

The Town Clerk was very pleased to assist in presenting Representative James Murphy (D-Weymouth) with the Massachusetts Town Clerks' Association Legislator of the year award for his tireless work on this reform bill and for ensuring that Town Clerks and their municipalities concerns were consistently heard during the debate. The Town Clerk was elected by his colleagues to serve as the Massachusetts Town Clerks' Association representative to an Election Law Task Force created by virtue of the above named Bill. The Task force is charged with reporting out recommendations to further election reform in Massachusetts as well as the costs these reforms would have on local municipalities. Other members of the Task Force will be a representative from the Massachusetts City Clerks' Association, The Secretary of the Commonwealth, The House and Senate Chairs of the Committee on Election laws, the Minority Leader of both the House and Senate and a representative of the Election Modernization Coalition of Advocacy Groups.



Gov. Patrick signing Election Reform Bill into law on May 22. Easton Town Clerk in attendance.



Rep James Murphy being presented MTCA Legislator of the Year award by MTCA President Nancy Blackmer and MTCA 2nd VP Jeremy P Gillis.

Elections/Voting

The Annual Town Election was held on April 22. 836 of the Town's 15,676 voters cast ballots for a turnout of 5.33%. [Results are available at this location.](#)

The 288th Annual Town Meeting was held on May 19th. 282 Registered Voters disposed of 33 Warrant articles in a little over 4 hours. This quarter saw 170 new voter registrations in Easton. This is a decrease of 3 over the same time period last year, but an increase of 58 over the same time period in 2010 during the last gubernatorial campaign. The Office also processed 612 registration changes.

The Next Scheduled Election for Easton will be on September 9, 2014 for the State Primary. Any Registered Voter who is a Democrat, a Republican or Unenrolled may vote in this primary. Voters enrolled in a political designation (Libertarian, Green Rainbow, Pirate, Pizza, etc.) will NOT be allowed to cast ballots. Polls will be open from 7am-8pm. Deadline to Register to vote for September 9 is August 20, 2014 at 8 pm. Absentee ballots will be available until 12 Noon on September 8th.

All Voters are encouraged to double check their voting status by calling the Office of the Town Clerk at 508-230-0530 or by [visiting this website](#) before the registration deadline.

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 a variety of training sessions covering topics including Animal Control, Excel, Open Meeting Law and Election Preparedness.

Inspectional Services

Mark Trivett, Inspector of Buildings

| | |
|---|---|
| Permit Activity | |
| Building Permits | 192– 9 of which were single-family dwellings; 5 for multiple-family dwellings |
| Foundation Permits | 16 |
| Certificates of Inspection | 5 |
| Demolition Permits | 6 |
| Electrical Permits | 214 |
| Plumbing Permits | 100 |
| Gas Permits | 66 |
| Mechanical Permits | 7 |
| Trench Permits | 24 |
| Miscellaneous | 115 |
| Total Receipts | \$215,077 |
| Inspections | |
| Building Inspectors | 592 |
| Inspector of Wires | 229 |
| Plumbing & Gas Inspector | 252 |
| | |
| | |
| Total Calls for Inspections | 1073 |
| Other Activities | |
| Meetings with Town Administrator | 5 |
| Meetings with Town Counsel | 6 |
| Meetings with Development Review | 2 |
| Fire Department Meetings | 2 |
| Emergency Calls | 3 |
| Meetings with Design Professionals, Developers, Attorneys | 22 |
| Department Head Staff Meetings | 1 |
| Building Officials Seminars for Continuing Education | 4 |
| Court Appearances | 0 |
| Construction Supervisor Licensing Hearing | 0 |
| Selectmen's Meeting | 2 |
| Historical Commission | 0 |
| Housing Group – Envision Easton | 0 |

Board of Health

Mark Taylor, Health Agent

Staff

The main working force that reported to the Board of Health office is composed of one full-time health agent, as well as one part-time health agent and one part-time health inspector and a shared Executive Assistant with Inspectional services. As well as 2 to 3 senior citizen volunteers to add in the back up of day-to-day filing and cover phones.

The Board of Health staff team included other professionals with disciplines that helped in providing public health services. These individuals did not report to the office daily 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 to insure the Town of Easton, through the Board of Health, stays up to date on emergency preparedness and to maintain current licenses.

They are as follows:

- 2 Coalition meetings
- Advanced hording seminar
- Environmental Fair day at the regional
- 2 Wellness committee meetings.
- 1 Department head meeting
- Performance reviews with the Town Administrator

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): | 14 with 6 revisits |
| Condemnations | 0 |
| Food inspections | 42 |
| Food re-inspections of the | 12 |
| Food complaints inspections | 2 |
| Pre-opening food inspections | 1 |
| Bed and breakfast | 1 |
| Farmers market Permits | 15 |
| Temporary food permits | 23 |
| Reportable disease notifications | 19 |
| Re-inspections Public and Semipublic swimming pool inspections | 12 |
| Pool Complaints | 1 |
| Beach inspection and permit | 1 |
| Re-inspection Beach | 0 |

| | |
|----------------------------|---|
| Tanning Parlor Inspections | 0 |
| Dumpster site visits | 6 |
| Dog Bit investigations | 0 |
| Cat bit investigations | 0 |

Title V

| | |
|--------------------------------------|----|
| Disposal Work Permits Issued | 24 |
| Certificates of Compliance-Est | 20 |
| Variances | 12 |
| High Ground Water Determinations | 3 |
| Soil evaluations sites | 29 |
| Soil classification sites (per hole) | 62 |
| Percolation witness tests | 47 |
| Sieve sample collection | 15 |
| Open Whole inspections | 20 |
| Septic installation inspections | 21 |
| Final inspections | 20 |
| Semi-public Swimming Pool permits | 6 |
| Construction sites visited | 1 |
| Transport offal truck inspections | 3 |
| Housing Inspections | 8 |

EEE and West Nile and Lyme

During this quarter we no Mosquito activity due to the weather. The following has been reported from the Department of Public Health: There were no reported cases of disease in any resident of the town from mosquito borne illness. We have seen a steady uptick in humans infected with Lyme however.

Board of Health Public Hearings

The Board of Health meets in a public forum. Within this quarter the Board of Health met 7 times. There no hearings this past quarter.

Projects

Septic Betterment Program: The office of the Board of Health has continued to approved and deploy loans from the \$1,000,000 approved for fiscal 2014. An addition \$1,000,000 was approved at the May town meeting that will be available for fiscal 2015. Our office is continuing to spend down the fiscal 2014 amount of \$1,000,000. As of the next call down of funds the town will now be charged a 2% fee from the state raising the cost to the home owner to 4%. This will still allow those in good tax standing with no equity in their home to obtain moneys to repair failed systems at a fair market loan rate. The first approval for this program was in January of 2012.

Emergency Management

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. The coalition has made some minor changes in that a

simple majority Quorum is all that is needed for voting. Tar and PHEP requirements are now done as part of our monthly meetings.

Jenni Manni regional organizer of the Greater Taunton Medical Reserve has set up trainings and helped recruit more than 1 new volunteers for the MRC. MRC's current total is now 89 volunteers:

- 9 Doctors
- 36 Nurses
- 7 EMS
- 1 Respiratory Therapist
- 1 Pharmacist
- 7 Public Health/Medical
- 28 Non-Public Health

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.

Nursing and Clinics

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 | 67 |
| Blood Sugar Testing | 6 |
| Cholesterol screenings | 4 |
| Influenza | 7 |
| Lyme line lists | 20 |
| Chronic Hepatitis C | 6 |
| Chronic Hepatitis B | 0 |
| Giardia | 2 |
| Step Pneumo | 1 |
| Dengue Fever | 1 |
| Salmonella | 1 |
| Shiga Toxin | 1 |
| Varicella | 0 |
| Pertussis | 0 |
| Campylobacter | 2 |
| Cikungunya | 1 |
| Tuberculosis | 1 |

Pediatric Vaccines none requested

Adult Vaccines administered- none requested

0 Mantoux Testing Requested.

0 People were exposed to a patient with a confirmed case of Measles both people were able to show proof of immunity

Communicable Disease Investigations-24 New and 0-follow ups needed

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. Also Department head and Medical Reserve core group meetings.

The Ames Free Library Uma Hiremath, Executive Director

"The Massachusetts Senate hereby extends its Congratulations to...Ames Library's continued promotion of innovative programs, creativity, collaboration and community support"

~ Senator Brian A. Joyce, April 11, 2014

FY2014 – Library Productivity Statistics As of June 2014

| | FY14 |
|----------------------------|-------------|
| Circulation | 162,106 |
| Programs | 734 |
| Program Attendees | 10,752 |
| Visitors | 100,920 |
| Computer Usage | 13,694 |
| Museum Passes | 828 |
| Volunteer hours | 1,881 |
| Reference Questions | 9,447 |
| Zinio (emagazine) | 1,026 |
| Enewsletters opened | 18,208 |

Circulation Highlights

- The library rose to be in the top five libraries within the 74-member SAILS consortium with regard to circulation.
- The community made healthy use of the consortium so that 51,815 items were either loaned or borrowed from other libraries.

The readiness of Easton library card holders to embrace new technology was suggested by the following statistics:

- At 1,252 uses, the library had the third highest use of the online app Bookmyne.
- 4,869 eBooks and 1,476 audio books were checked out, usage statistics that placed in the top ten libraries in the consortium.
- The Ames Free Library was also the only library in the consortium to be part of 51 pilot libraries trying a statewide eContent Program from January – June 2014.

A host of non-traditional items were introduced into circulation, reminders of the richness of the public library experience:

- Tablets: 2 Acer chromebook C720 series
- Energy Savers: 4 Kill a watt ez (electricity usage monitor)
- Crafts: 9 pairs of knitting needles
- Miscellaneous: 1 pair red ceremonial scissors
- Visual Media: 4 Roku 3 streaming media players

- Games: Xbox 360 console; Playstation 3 console; Rocksmith guitar bundle for guitar and bass (contains real guitar for self-instruction); 17 board games for all ages, egs. Carcassonne; Settlers of Catan; Game of life; Candy Land; 218 electronic games for all ages for various systems including the Xbox 360, Playstation 3, Nintendo Wii, and the Nintendo DS; and 2 bocce sets
- E-readers: 4 Kindle e-readers; 2 Kindle Fire tablets; 2 Nooks

Programs for Adults

Adult and teen programs were primarily hosted at Queset House.

- A series of technology programs made full use of the new equipment available in the building. OAHS students presented a workshop on iMovie software; a three-part workshop on social media an blogging was arranged for small business and home business owners; the mini-studio and camera available at Queset was giving publicity via a lecture on how to sell on eBay; resident Brian O'Neill offered an advanced three-part workshop on JavaScript and regular sessions of 'Tech Time' were offered by library staff.
- Author talks featured Easton's own Michael Keith following the launch of his short story collection, The Collector of Tears; and octogenarian Rose Freitas Buck on her self-published novel, written during the library's annual NaNoWriMo!
- Author visits featured bestselling author Ann Hood who was accompanied by Marianne Leone Cooper and Taylor Polites. Local bookstore, Paperback Junction, collaborated by selling Hood's books at the event.
- The monthly Foodie Group hosted Vermont author and food guru, Ben Hewitt.
- Documentary viewing featured Jiro Dreams of Sushi.
- Film screenings featured the Oscar winning American Hustle; and The Monuments Men.
- Book discussions featured bestsellers, The Kitchen House and The Age of Miracles, a debut novel.
- Health related talks featured one on conquering stress by Dr. Murzycki; and another on the importance of fascial systems in the treatment of chronic pain.
- Financial workshop on affording college was appreciated by parents and graduates alike.
- Monthly Trip Talks featured a talk by Marion Wingfield on Cambodia that included both travel and a gripping account of her meeting with the birth family of her teen daughter. Two other talks featured travel through the 351 towns and cities of Massachusetts and another on South Africa.
- The ever-popular knitting and beading groups continued to meet monthly. Hats knitted by the group for Boston Strong were featured in a Vogue article.
- Realty Fireside Chats brought in a steady stream of interested residents.
- Collaborative series with the Agricultural Commission continued with three informative talks: vermiculture composting, the increasing homogeneity in seed stock, and GMO's.
- A workshop on parenting tips for creating youth leaders was given by Tabitha May-Tolub.

Programs for Teens and Children

The Summer Reading Program was launched in the last week of June with a music concert by Wayne Potash in Queset Garden that attracted about 150 participants. Weekly events have been planned for every Monday during the summer months with a host of attractive reading prizes. Details will be provided in the next report.

- Regular storytelling series for different age groups continued.
- An unusual reading session was arranged with Daisy, a potbellied pig who proved to be quite a ham with the kids.
- A six-week course in 'Baby Sign Language' was offered.
- The Book Buddies reading program at the Animal Protection Center continued with volunteers.
- Outreach reading was also provided at the YMCA.
- The American Girl Book Club continues to be popular and covered Saige the artist, as well as Rebecca the immigrant.
- A teen gaming night attracted over a dozen kids and will now be a regular monthly feature.
- Teen Advisory Board meetings and Magic gatherings continued.

Staff

- Jed T. Phillips graduated from library school and was confirmed as a full time staff member on May 7, 2014.
- Long time Easton resident and early adopter of social media, Burt Lewis, started as a per diem manager at Queset House for 3 – 10 hours a week, on May 27, 2014.

Facilities

- Over 30 groups reserved space at Queset House to hold meetings, workshops, and programs, testifying to the attraction of the House as a community space.
- The fountain donated by Stonehill College was installed in the reflecting pool; and most of the plans for the final phase of the restoration of Queset Garden were completed as scheduled.
- An exterior condition survey of Queset House was completed under the direction of J. Thomas.
- Flood insurance was added to all library facilities.

Fundraising

- Olde Tyme Field Day was held on June 21, 2014 and proved to be both a successful fundraiser as well as a great community event. A Portuguese barbecue for adults was added at the end of the day, replete with live Fado music and an old-fashioned fire pit. The 9-hole mini-golf was sponsored by the North Easton Savings Bank, Mrs. Oliver F. Ames, Mrs. David Ames, MacKenzie and Jeannine Smith, the Mansfield Bank, the Avery Lee Williams Family Trust, Mark Halvorsen, North Easton Dental Associates, and Maplewood Country Day Camp.
- The LSTA Teens and Tweens grant application was successful and the library will receive \$15,000 over two years to fund teen programs and furnishings.

- The CPA granted funds for masonry and window restoration of the Main library and was approved by Town vote; but a parallel application for MHC funding toward the project was unsuccessful.
- The Mansfield Bank donated \$2,000 to support the Summer Reading program for 2014.

Community Connections

- For the second consecutive year, a Day of Kind“Ness” was scheduled with the Oliver Ames High School kids who did a wonderful job in clearing brush between the Main Library and Queset House.
- Josie Patterson, Director of Marketing and PR at the MIT Museum, worked with the library to provide some free passes to Queset House visitors who might be interested in the museum.
- Leslie Soccorso of the HH Richardson School collaborated with the library to set up a Living Wax Museum by fifth graders, at Queset House on Wednesday, May 28th.
- The Family and Community Engagement Group worked with the library to offer a three part outdoor series on STEM related subjects dealing with the science of air, water/buoyancy and nature observation.
- A resident began a Community Meditation group at Queset House every Friday. The group follows their session with some tea and talk.
- Divorced Parents Group began meeting at the House on the first Wednesday of each month.
- The library crossed the ‘Thousand Friend’ mark on Facebook, with the thousandth friend being awarded a Hilliard’s gift certificate.

Easton Council on Aging Del Kent, Director

During the fourth 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 10,340 units of service for 675 individuals. The Council on Aging members met with the director three times for a total of 5 hours to discuss program initiatives and set policy for COA activities and services.

Transportation

One hundred eight (108) elderly or disabled residents received 2,400 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 increased 14% during the quarter. 3,456 meals were served at the Parker Terrace meal site or delivered to the homebound with 115 older residents participating in the meals program during the quarter. 15 Council on Aging volunteers contributed approximately 316 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 15 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) volunteers spent approximately 65 hours helping 48 individuals with health insurance information or assistance in completing health insurance forms. Our Outreach Coordinator Beverly Beavers assisted 3 residents with Fuel Assistance applications. Dolores 'Del' Kent, the COA director and the Salvation Army Outreach Coordinator for the Easton Service Unit, assisted 4 residents with food vouchers and utility assistance through the Good Neighbor Energy Fund or the SA Easton Service Unit Imprest Account.

Outreach Programs

Ms. Beavers scheduled 3 community education programs during the quarter including Tips for Healthy Living, Aging Gracefully and Sleep Health. 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, delivered prescriptions to homebound individuals and made home visits.

Health Promotion

Our Exercise, Tai Chi, Zumba, Line Dancing and Yoga classes, continued during the quarter and we offered 2 sessions of Laughter Yoga. A total of 65 individuals participated over 579 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-three seniors took part 170 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

The spring season began with our Annual Egg Hunt. Eggs were scattered on the lawn of the Town Offices and collected by our largest group ever. The bunny was busy taking pictures and hopping around with the children. This is always a fun day, enjoyed by everyone!

Our spring programs included chess, art, "Mary Poppins" musical theatre, spring tennis lessons provided by Brown Billone Tennis Club, kayaking with Norton Kayak and adult Zumba. Easton Country Club offered youth and adult golf lessons to ages 5 and up, and as always it was very popular. The running club had a large group with the addition of grades K-2. The Middle School track and field program had over 40 participants competing in the Attleboro track meets. Another new program offered was CPR and First Aid for grades 6-12. We will offer this again next year with our babysitting program.

The 2014 tee ball season began in May. A total of 100 players made up 8 teams with 16 volunteer coaches. The teams marched in the baseball parade from the Rockery to Militia Park where they enjoyed the day's festivities. We thank all the coaches who worked so hard and volunteered their time and Easton Youth Baseball for including us in their parade and festivities every year.

May 10th we re-launched our "Run for Rec" Road Race. We changed the course with the start and finish at Edwin A. Keach Park and moved the race from March to Mother's Day weekend. Even with the changes made there were approximately 100 walkers and runners. Everyone really enjoyed the course and they are looking forward to next year.

June began with the cleanup at the Town Pool preparing for the June 28th opening. This year we were helped by over 100 students and staff from the 7th grade orange team. What a great job they did even though the weather was not cooperating. Also thank you to the pool staff, DPW and the Water Department for all their hard work. Registrations are coming in for memberships, swimming lessons and swim team. It looks like another busy season for the pool.

The fields are very busy with softball, soccer and lacrosse. At Edwin A. Keach Park the sheds have been installed. A large shed will be used for storage and a smaller one to be used as a snack bar. Thanks to Stonehill College and the Edwin A. Keach Memorial Foundation for their generous donations that made the purchase of these sheds possible. Also thank you to the DPW for all the work they put in preparing for the installation of the sheds.

The department is busy taking registrations for the upcoming summer programs. Some of our programs include Full Day Summer Program, Town Pool memberships, lessons and swim team, youth and adult kayaking, ultimate Frisbee, golf lessons at the Easton Country Club for ages 5 to adult, Summer Science Club and Play – Well Lego program.

Veterans' Services

Christine Lang, Director of Veterans' Services

Action items/Outreach/Training

- Veteran Opportunity Expo (10 Apr 2014)
- Veterans Services Forum– South Coast Regional Network to End Homelessness (1 May 2014)
- Southeastern Mass Veterans Services Officer Assoc. Business Meeting (7 May 2014)
- 2014 Annual Town Meeting – accepted MGL Ch. 60A, Sec 1, para 6&8 (19 May 2014)
- 21st Annual Legislative Luncheon (19 May 2014)
- Local Officials Human Services Council – Hoarding Basics (22 May 2014)
- FY 13 – Federal Veterans Administration dollars put back into the community of Easton, MA

VETERANS COMPENSATION = 101 Veterans; \$159,680

VETERANS PENSION = 13 Veterans; \$11,224

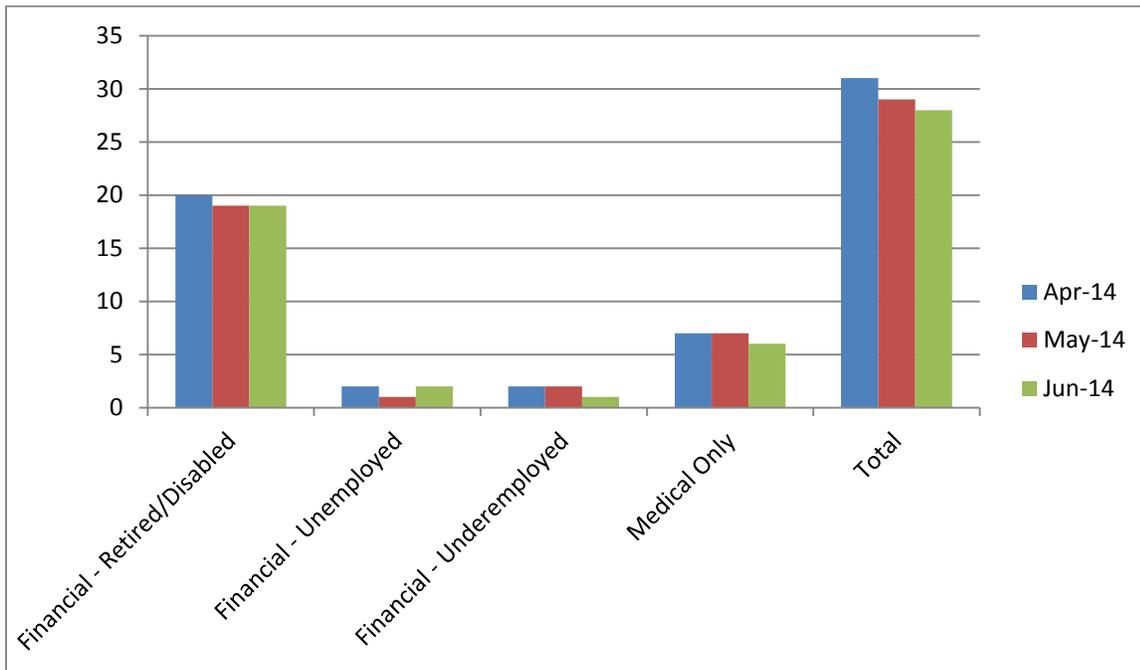
DEPENDENCY & INDEMNITY COMPENSATION = 8 Veteran Beneficiaries; \$10,026

DEATH PENSION = 4 Veteran Beneficiaries; \$2,526

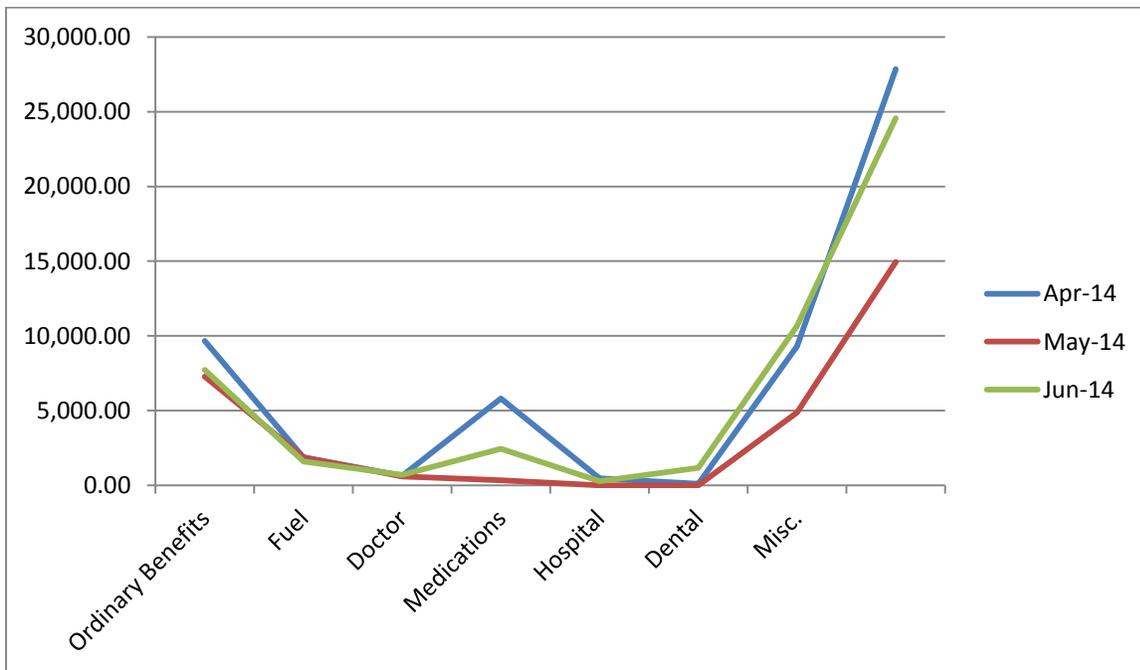
ALL AWARDS = 126 Veterans & Beneficiaries; \$183,456 / ALL AWARDS MONTHLY = \$36,691 / ALL AWARDS ANNUALLY (FY 13 (OCT 2012 – SEP 2013)) = \$440,294

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

- Completion of review and decisions on overvaluation appeals from the Feb. 1st actual tax bill.
- The Board and Chief Assessors negotiated and resolved several Appellate Tax Board Appeals
- Continued building permit and 2013 sale review. Prepared the appraisal file for transfer to the billing file for the July 1st preliminary real estate tax bill. Easton is under the June 30th date for new construction.
- Inspected new construction for supplemental bills.
- Reviewed and updated the personal property file for the July 1st personal property tax bill. 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.
- Updated all income and asset information for fiscal year 2015 exemptions.
- Sent out Community Preservation Exemption applications to all taxpayers who received the exemption in fiscal year 2014.
- Helped taxpayers fill out the CPA form and reviewed all returned applications for compliance in order to receive the exemption.
- Met with Vision Appraisal and KRT Appraisal. Reviewed with Vision Commercial and Industrial properties. Personal Property, Commercial, Industrial and residential properties were inspected.
- Upgraded Vision 6.4 to Vision 6.5.
- Inquiries by telephone and at the counter constitute about half of the staff time in this office.
- 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. The largest motor vehicle commitments are received from the Registry of Motor Vehicles during this quarter.

Town Administrator's FY2014 Fourth Quarter Report

| Bill Year | Commitments | Number of Bills | Amount Billed | Date Issued | Date Due |
|------------------|--------------------|------------------------|----------------------|--------------------|-----------------|
| 2014 | | 3 | 977 212,237.07 | 5/27/2014 | 6/26/2014 |
| | 99 (FARM PLATES) | | 108 7,986.25 | 5/27/2014 | 6/26/2014 |
| | TOTAL | | 1,085 220,223.32 | | |

Treasurer/Collector Office

Teresa DeSilva, Treasurer/Collector

During the fourth quarter of fiscal 2014 we received the final payment on the Real Estate actual bills that were mailed December 31st. Real Estate bills were due May 1st. Demands for Real Estate were issued June 13th due June 27th. Smaller commitments from the Registry of Motor Vehicles were received and approximately 1000 bills were mailed. The demand bills for the largest motor vehicle commitment were due April 30th. Also the last quarterly bills for trash for fiscal 2014 were due April 17th. This quarter we were able to collect \$190,156.55 from our tax title payment plan program. During the month of May we held open enrollment for our employees and held the annual benefits fair.

| | | |
|-----------------------------------|-------------------|--------------|
| Payroll warrants for April | Town | 958,655.88 |
| | School | 2,371,669.51 |
| Vendor warrants for April | Town | 3,687,304.80 |
| | School | 899,793.25 |
| Collections: | Real Estate | 9,511,302.29 |
| | Personal Property | 197,428.95 |
| | Motor Vehicle | 446,328.43 |
| | Water/Sewer | 199,344.91 |
| | Trash | 146,792.48 |

| | | |
|---------------------------------|-------------------|--------------|
| Payroll warrants for May | Town | 1,225,274.55 |
| | School | 2,409,131.94 |
| Vendor warrant for May | Town | 3,016,646.31 |
| | School | 891,018.30 |
| Collections: | Real Estate | 1,905,840.00 |
| | Personal Property | 10,350.25 |
| | Motor Vehicle | 107,703.92 |
| | Water/Sewer | 303,487.92 |
| | Trash | 13,936.85 |

| | | |
|----------------------------------|-------------------|--------------|
| Payroll warrants for June | Town | 1,363,109.33 |
| | School | 6,626,823.38 |
| Vendor warrants for June | Town | 5,186,632.57 |
| | School | 923,924.82 |
| Collections: | Real Estate | 535,737.92 |
| | Personal Property | 6,611.85 |
| | Motor Vehicle | 218,506.38 |
| | Water/Sewer | 53,181.67 |
| | Trash | 34,910.30 |

Town Accountant
Wendy Nightingale, Town Accountant

Status of Fiscal Year 2014 Operating Revenues & Expenditures

| <u>General Fund</u> | <u>Annual Budget</u> | <u>Actual Thru 6/30/2014</u> | <u>Variance</u> | <u>% Collected/ Expended</u> |
|-----------------------------------|----------------------|------------------------------|-----------------|------------------------------|
| Revenues: | | | | |
| | \$ | \$ | \$ | |
| Tax Levy | 46,702,92 | 46,930,259 | 227,331 | 100.49% |
| Local Aid | 12,671,469 | 12,751,419 | 79,950 | 100.63% |
| Local Receipts | 6,164,731 | 7,193,107 | 1,028,376 | 116.68% |
| Use of Reserves/One-Time Revenues | 2,036,959 | 2,036,959 | - | 100.00% |
| Other | 547,753 | 548,440 | 687 | 100.13% |
| | | \$ | | |
| Total Revenues | \$68,123,840 | 69,460,184 | \$1,336,344 | 101.96% |
| Expenditures: | | | | |
| | \$ | \$ | \$ | |
| General Government | 2,008,291 | 1,916,959 | 91,332 | 95.45% |
| Public Safety | 8,168,957 | 8,135,823 | 33,134 | 99.59% |
| Education | 35,840,600 | 35,837,488 | 3,112 | 99.99% |
| Public Works | 2,728,039 | 3,124,401 | (396,362) | 114.53% |
| Human Services | 805,701 | 799,774 | 5,927 | 99.26% |
| Culture & Recreation | 497,320 | 497,320 | - | 100.00% |
| Debt Service | 5,008,340 | 4,854,707 | 153,633 | 96.93% |
| State & Local Assessments | 706,152 | 762,966 | (56,814) | 108.05% |
| Employee Benefits & Insurance | 11,555,740 | 11,503,153 | 52,587 | 99.54% |
| Capital Outlay | 582,200 | 542,190 | 40,010 | 93.13% |
| Unappropriated/Other Expenses | 222,500 | 222,500 | - | 100.00% |

| | | | | |
|--------------------------|--------------|--------------|-------------|---------|
| Total Expenditures | \$68,123,840 | \$68,197,281 | (73,441) | 100.11% |
| | | | \$ | |
| Net General Fund: | - | 1,262,903 | \$1,262,903 | |

| <u>Water Enterprise</u> | <u>Annual Budget</u> | <u>Actual Thru 6/30/2014</u> | <u>Variance</u> | <u>% Collected/ Expended</u> |
|-------------------------|----------------------|------------------------------|-----------------|------------------------------|
| Revenues: | | | | |
| User Charges | \$2,796,710 | \$2,902,764 | \$106,054 | 103.79% |
| Investment Income | 6,000 | 12,369 | 6,369 | 206.15% |
| Other | | 7,098 | 7,098 | - |
| Use of Water Surplus | 107,000 | 107,000 | - | 100.00% |
| Total Revenues | \$2,909,710 | \$3,029,231 | \$119,521 | 104.11% |

| | | | | |
|-----------------------------------|-------------|-------------|-----------|---------|
| Expenditures: | | | | |
| Public Works | \$1,782,804 | \$1,701,244 | \$ 81,560 | 95.43% |
| Debt Service | 472,153 | 472,153 | - | 100.00% |
| Capital Outlay | 107,000 | 105,968 | 1,032 | 99.04% |
| Unappropriated/Other Expenses | 547,753 | 547,753 | - | 100.00% |
| Total Expenditures | \$2,909,710 | \$2,827,118 | \$ 82,592 | 97.16% |
| | | | \$ | |
| Net Water Enterprise Fund: | - | 202,113 | \$202,113 | |

| <u>Solid Waste/Recycling Enterprise</u> | <u>Annual Budget</u> | <u>Actual Thru 6/30/2014</u> | <u>Variance</u> | <u>% Collected/ Expended</u> |
|---|----------------------|------------------------------|-----------------|------------------------------|
| Revenues: | | | | |
| User Charges | \$1,000,000 | \$1,019,593 | \$19,593 | 101.96% |
| Total Revenues | \$1,000,000 | \$1,019,593 | \$19,593 | 101.96% |
| Expenditures: | | | | |
| Public Works | \$ 967,902 | \$ 923,303 | \$44,599 | 95.39% |

| | | | | |
|----------------------------------|-------------|------------|----------|--------|
| Debt Service | 32,098 | 32,038 | 60 | 99.81% |
| | <hr/> | | | |
| Total Expenditures | \$1,000,000 | \$ 955,341 | \$44,659 | 95.53% |
| Net Solid Waste/Recycling | | | | |
| Enterprise Fund: | - | \$ 64,252 | \$64,252 | |
| | <hr/> <hr/> | | | |

Data Processing

Mike Deltano, Information Systems Manager

- Ordered 10 more 4GB memory boards to upgrade the other HP DL360 G7 servers at the Police Station. These 2 servers are being used as node servers in the Citrix Xen Server environment for the purpose of running the virtual servers at the Police Station for Police, Fire, Water and DPW including the GIS servers.
- Upgraded 7 computer desktop systems. 2 of these were at the DPW and 5 for the Council on Aging.
- One of the Police computers managed to get to some hijackers installed on it that were both competing for system resources not leaving much for the user. Not sure how they got past the Bit9 and Sophos but they did. I had to go thru the registry manually and delete every instance I could find of each one to clean the computer. It is running like new now.
- Decommissioned all the Citrix Xen Desktop computers and re-installed Windows and all the Police applications. Xen Desktop is too much trouble for our environment.
- People started having trouble with logging into Docushare. After a reboot of the server the network card stopped transmitting so I switched to the secondary network card. This got the server back on the network but the license is tied to the network card so I had to contact SRC Solutions to get a new license. This server needs a major rebuild soon.
- A motherboard failed on one of the 3 year old Dell computer in the Board of Health. The warranty still had 2 more months on it so Dell sent me a new one and I installed it.
- Rebuilt our Server7 which is our primary file server as well as our Sophos Enterprise Console, Quickbooks server and TrackIt audit software database. There were over 4000 files with filenames exceeding the 255 character limit so they could not be copied until I shortened some long folder names. The TrackIt and Quickbooks moved over easy enough but the Sophos Enterprise Console was an ordeal. In the end I could not export any of the old settings so had to do a clean install and rebuild everything from scratch. There is still one server that will not acknowledge the new server and get updates from it.
- One of the 2 year old police computers had a hard drive failure. Dell sent me a new hard drive since it was still under warranty. I installed it and fortunately have recently created an image for police computers which I put on this new hard drive.
- One of the police node servers seemed to have had a malfunction with its onboard network card which connects to the storage array. I swapped out the cable and tried different ports on the switch to no avail. This requires a new motherboard to fix it. It is still under warranty and HP is sent out a new motherboard. At this time all the firmware and BIOS was updated. The problem remained so I got Citrix involved and they updated the network drivers for the server and were able to start pinging IP addresses. I then rebuilt the connections to the iSCSI storage and everything came back up online.

Town Administrator's FY2014 Fourth Quarter Report

- The SCADA computer at the Water Division is starting to have numerous issues. It being 4 years old and out of warranty, I ordered a new workstation to replace the old SCADA system. Added it to the network and installed all the security software and Microsoft Office. Now the SCADA company will come out and move their software over from the old computer.

| Staff | Hours per Week | Days in Qtr | Available Hours | Less Absence Hours | | | | | Subtotal | Net | % |
|-----------------|-------------------|----------------|--------------------|--------------------|------|----------|---------|-------|----------|-----|-----------|
| | | | | Vacation | Sick | Personal | Holiday | Other | | | |
| Michael Deltano | 40 | 65 | 520 | 72 | 4 | 16 | 20 | 0 | 112 | 408 | 78.46% |
| | 40 | 65 | 520 | 72 | 4 | 16 | 20 | 0 | 112 | 408 | 0.7846154 |

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 MassDOT review of 25% design with, private developer, State EOHEd and Town engineering consultant
- Applied for and awarded both a \$7,500 Civil War Preservation Grant and a \$10,000 War Memorial Grant to hold a community design charrette around the Rockery and surrounding downtown area.

Land Protection/Recreation

- Trail Work – Clifford G. Grant
 - Oversaw installation of informational kiosks
 - Submitted annual progress report for Recreational Trail Grant award
- Wheaton Farm
 - Parking Lot
 - Oversaw completion of work
 - Field License Agreement
 - Worked with Veteran's Agent and developed plan to distribute Farmstand Debit cards issued by Langwater as remuneration for agreement to veterans in need
 - Barn
 - Authorized bat infestation remediation
 - Solicited additional structural repair quotes

Comprehensive Planning/Economic Development

- Continued Phase II of the Comprehensive Master Plan (Envision Easton) update
 - Planned and attended meetings with Steering Committee
 - Managed consultant team work
 - Coordinated and compiled staff and Steering Committee comments on draft Road Map sections

- Coordinated Department Head and Board and Committee comments on draft Goals, Objectives and Actions
- Oversaw completion of Easton Industrial Park Study
- Participated in meetings on regional Comprehensive Economic Development Strategy through Old Colony Planning Council
- Worked with owners to help match businesses with available sites and navigate through the regulatory process
- Met with the Easton Chamber of Commerce Board to discuss coordination of economic development issues and ongoing Master Plan work
- Assisted the Bike & Ped Working Group with development of recommendations for accessibility improvements:
 - Conducted map exercise identifying origination and destination points, existing trail systems; gaps in sidewalk, neighborhood and recreation facility connections; problem intersections
 - Developed list of priority infrastructure improvements and modifications and long-term action items
 - Met with Public Works Director to review desired infrastructure improvements

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

Zoning

- Drafted, coordinated Planning Board public hearings for and presented Zoning Bylaw changes for successful adoption at 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

Development Projects

- Provided continued technical assistance on 40B conceptual proposals
- Assisted the Planning & Zoning Board in reviewing development proposals
 - Provided guidance and direction to applicants including:
 - 83 Eastman Street- expansion for indoor soccer facility
 - 460 Turnpike Street- service station redevelopment

- Assisted the Conservation Commission with application review
 - Reviewed applications and provided comment and recommendations
 - Coordinated and oversaw review and inspections by technical consultant
- Conducted several construction monitoring inspections at Queset Commons to ensure compliance with Order of Conditions

Community Preservation

- Drafted CPA-related articles for 2014 Annual Town Meeting:
 - Ames Free Library- Windows and Masonry Improvements
 - Wheaton Farm Barn Improvements
 - Frothingham Park Restoration- Phase II
 - Elise Circle Elderly Housing Preservation Work
 - Wayside Balustrade Restoration
- Presented Gill Property acquisition article for successful passage at Town Meeting
- Initiated discussions regarding potential key land acquisitions
- Revised preservation restrictions
- Coordinated meetings with staff and Committee representatives regarding funded projects and completed work

Historic Preservation

- Evaluated proposed projects within the Local Historic District
- Assisted with finalizing CPA applications / warrant articles ahead of Annual Town Meeting
- 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 Oakes Ames Memorial Hall comprehensive planning initiative
- Finalized Children's Museum preservation restriction, obtained required signatures and archival photographs, and submitted to MHC for final approval
- Planned an MHC-led training for EHC members in Demolition Review and Local Historic District administration and regulation best practices

Agriculture

- Conducted search, interview and hire for new Market Manager for the Farmers Market
- Assisted with solicitation of gardeners for Community Gardens 2014 season

- Reviewed prime soils maps with Commission sub-committee and began identifying target protection parcels.

Affordable Housing

- Began work with consultant 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
- Assisted with CPA application / warrant article ahead of Annual Town Meeting
- Began next round of Home Repair grant program, awarded 11 grants, recorded 1-year liens, released liens from previous grant round
- Began next round of Home Repair grant program, directly distributed ~40 applications, advertised to ~150 non-profits, held public information meeting
- Provided analysis and map of Subsidized Housing Inventory units as a percentage of Easton's General Land Area
- Responded to resident inquiries regarding affordable housing assistance.

Staff Development

- Attended National Charrette Institute Training
- Attended NOFA Conference
- Attended Mass Housing Partnership's annual Housing Institute
- 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 4th quarter of FY 2014 and 1st quarter of FY 2015.

I. Litigation Matters

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. The hearing has been scheduled but was continued pending outcome of related proceedings before the Conservation Commission.

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.

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.

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 case remains pending

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.

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.