



**Town of Easton
Town Administrator's Report
1st Quarter Fiscal Year 2015
September 30, 2014**

This is my thirty-second quarterly report issued as Town Administrator of Easton. These quarterly reports will be mostly a summary of individual quarterly reports submitted by department heads. This report covers the period from July 1, 2014 through September 30, 2014. This quarter saw multiple police officers enter the academy and the addition of our new Veterans' Services Officer to the Town Offices. Additional notable events worth special mention are:

- The Easton Fire Department responded to a second alarm fire with the assistance of four other municipal Fire Departments.
- Officer Adam Kwan retired from the Easton Police Department after 32 years of service; and the Department has seen three new cadets enter the academy to replace other retirements.
- As part of the ongoing revitalization of Downtown Easton, the municipal parking lot on Mechanic Street was completely repaved.
- On September 9, 1695 Easton Voters cast ballots in the State Primary. This was an overall turnout of 10.75%.
- The Ames Free Library has risen to achieve the sixth highest circulation rate amongst the 74-library SAILS consortium.
- The Town of Easton welcomed its new Veterans' Services Officer, Hsiu-Ann Tom, who brings with her a breadth of professional and academic experience.
- Over two hundred Easton children participated in the Recreation Department's children's races each week throughout the summer.

I. Public Safety

Fire Department

Kevin Partridge, Fire Chief

The services the department provided during the 1st quarter of FY 2015 are:

Calls for Service

The Easton Fire Department responded to 903 calls for service during the months of July, August and September 2014. 393 medical calls, with 329 patients transported to area hospitals during this time period. There were 510 fire related calls. The monthly break-down is as follows;

	<u>Fire Calls for Service</u>	<u>Medical Calls / Patients transported</u>
July	191	137/116
August	162	132/107
September	157	124/106

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

- **Fire apparatus 7 times**
- **Ambulance 10 times**

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

- **Fire apparatus 5 times**
- **Ambulance 24 times**

Highlighted Responses

July 24, 2014, the Fire Department responded to a 2nd alarm fire at Botti Corporation at 7 Turnpike Street. The space metal building approximately 50 x 50 and 2 stories high sustained heavy fire damage. Combustible liquids became involved in the fire which made the fire more difficult to extinguish. Engines 2, 4, 5 and Ladder 1 with the assistance of West Bridgewater, Stoughton, Brockton, and Sharon Fire fought the fire at the scene while Norton Fire Provided coverage.

Fire Prevention / Inspections

Smoke Detector plan reviews	23
Smoke Detector & Carbon Monoxide Detector Inspection	84
Installation or Alteration of Fuel Burning Equipment	6
Tank removals	1
Propane Installation inspections	15
Sprinkler System Installation/Alteration/Repair	6
Fire alarm Installation/Repair	7
Underground Flammable Storage	2
Gasoline Station Registration	1
Flammable Storage	1
Agricultural Permit	1
Blasting or Cutting & Welding	2

Fireworks	1
Tank Truck Inspections	19

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

- 11 Roosevelt, Building 1 is nearly complete; acceptance testing for sprinklers is complete. Fire Alarm installation is being completed.
- Assisted Living Facility on 684 Depot has begun erecting steel, plan approval for sprinkler and Fire Alarm system are in process.
- 244 Washington Street – apartment units
- Waste Water Treatment Plant at 11 Roosevelt St.
- Sally Blair Ames Sports complex

Revenue

The department received \$ 226,734.51 in revenue from **ambulance billing**:

• July	\$78,453.09
• August	\$57,798.77
• September	\$90,482.65

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

The department received \$ 10,187 in revenue from **fire permits and inspections**:

• Plan reviews-	\$1000.00
• Sprinkler plan/inspection-	\$350.00
• Smoke Detector/CO inspections-	\$4,675.00
• Fire Reports-	\$77.00
• Fire Alarm Installation/Insp.	\$450.00
• Oil Burner permit/inspection-	\$600.00
• Propane permit/inspection-	\$700.00
• Tank removal/Install	\$750.00
• Gas Station Registrations	\$100.00
• Fire alarm Box Fee (Annual)	\$235.00
• Cutting & welding	\$550.00
• Tank Truck Inspection	\$700.00

Training

Monthly Drill Topic

July

Auto Extrication, E-Draulic extrication tool training, battery operated tools for new engine

Driver Training

State EMS Protocol Updates

Patient Care Records Update

M&M rounds- review of monthly EMS responses

August

Boat Training review of inflatable boat and operation

Region V EMS Mass Casualty Trailer training

M&M Rounds- review of monthly EMS responses

New Standard Operating Procedure Review

Pump review and pressures for different fire ground operations

September

Training on New Engine

BLS & ALS Refresher Training

M&M Rounds- review of monthly EMS responses

Ladder Pipe operation and Hydrant assist valve

Various "10 minute training" included:

1. Hose-line evolutions
2. HAV Valve review
3. Strip mall fires, review operations
4. Brush Fire Review

Department Injuries & Sick Time

Sick Time Use for 1st Quarter- 38 Shifts

Injury on duty: Lower Back Strain, lifting injury

Police Department

Allen Krajcik, Police Chief

Total Incidents	3061
Arrests	44
B/E Businesses or buildings	4
B/E Homes	14
B/E Motor Vehicles	1
Robbery	0
Rape	0
Citations	150
Motor Vehicles Crashes	130

Crime

We had no robberies this quarter and there was an increase in the number of reported housebreaks. We had one breaking and entering into a vehicle and officers arrested several suspects for that crime. We also had four breaking/enterings into businesses. Several arrests were made in these cases.

Our detectives have been very active with drug investigations. They are part of the Northern Bristol County Drug Task Force and recently made several arrests here in Easton for heroin distribution. They have also assisted with numerous arrests in other communities that are part of the drug task force's jurisdiction.

Our detectives have also recently solved a housebreak that occurred last December. A trace amount of blood was recovered from the scene when the perpetrator cut himself on glass. That blood was analyzed by the State Police Crime Lab and we recently received notification as to whose blood it was. A warrant is being sought for the suspect who is a Brockton resident.

Personnel

We have three new police officers who are currently attending police academies. Two are at the State Police Academy in New Braintree, MA and one is attending the Plymouth Police Academy. These officers are replacing officers who have recently retired. One of the recently retired officers is Adam Kwan. Adam has worked for our department for thirty two years and was well known for riding his mountain bike around the North Easton Village area and around the Five Corners area.

Another part time dispatcher, Nicole Stone, was hired and recently completed the Public Safety Communicator's Academy in Taunton. She has begun an intensive on the job training program and soon will be qualified to work as a public safety dispatcher.

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 1st quarter report for FY2015. During this quarter I attended the following meetings:

- (2) Board of Selectmen Meetings
- (2) Municipal Building Committee Meetings
- (1) Executive Loss Committee Meeting
- (2) OCPC Joint Transportation Committee Meetings
- (4) Mechanic Street Parking Lot Meetings
- (2) Depot Street Project Meetings
- (1) New England Public Works Expo
- (1) APWA Congress
- (1) Historical Commission Meeting
- (3) ESCO Project Meetings
- (1) WWTP Operations Meetings

DPW continued to administer the Commonwealth Connect application which allows residents to report issues from their mobile phones or via the Town website. The application is currently set up to allow reporting of potholes, streetlights, trees, and other issues. During the 1st quarter, DPW received 27 service requests (3 for potholes, 0 for trees, 14 for streetlights, 10 others) using the application.

As part of the GIS improvement Project, the DPW continued to work with our contractor Applied Geographics to continue 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. The GIS Server is now up and running allowing for the viewing and editing of data in the mobile and online environments. Continued refinement and development of new applications is expected to continue over the next quarter.

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 began in July and was substantially completed in September. Remaining work includes the installation of LED light fixtures in the parking lot and completion of service undergrounding work on Main Street.

The North Easton Village wastewater treatment plant (WWTP) began full operations in May. During the 1st quarter of FY2015 the plant treated 760,837 gallons of wastewater. During this time the average daily flow to the plant was 8,300 gallons per day.

The DPW issued and inspected five (5) sewer connection permits for the North Easton Village sewer district.

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. The construction of the door project was completed in September.

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 final audit was completed in September. The proposed project includes \$3.18 million in energy conservation measures. In addition to the energy conservation measures Ameresco has proposed a separate power purchase agreement for installing solar photovoltaic systems at the Middle School and High School. Under the proposed agreement the Town would save \$1.4 million over the 20 year life of the panels. Both projects are expected to be included on the warrant for Town Meeting in November of 2014.

The DPW has been working closely with Dore and Whittier to wrap up the comprehensive assessment of all municipal and school buildings. The final reports have been completed and the results of the assessment were presented to the Board of Selectmen and School Committee in July. DPW staff is currently working to input the identified capital and maintenance needs into our computerized maintenance management software.

As part of the Pavement Management Program, the paving of Canton Street, Main Street, and Lincoln Street has been completed. DPW also completed the replacement of the existing sidewalk on Canton Street. In addition, the DPW utilized winter road recovery funding through MassDOT to complete miscellaneous repairs on Foundry Street, Depot Street, Black Brook Road and Randall Street. The final remaining item to be completed this year is the installation of an ultra-thin bonded overlay, also known as Nova Chip, on Foundry Street between Five Corners and the West Bridgewater town line. Installation is scheduled for October.

The DPW prepared a request for proposals for landfill monitoring and gas collection system operations at the closed Prospect Street landfill. Proposals were received in July. After review of the proposals the operations and monitoring contract was awarded to CDM Smith.

As part of the Town Hall Repointing Project, the DPW went out for bids for masonry repairs to chimneys, retaining walls, and building elevations in August. Bids were opened on September 5th and the low bidder was Folan Waterproofing with a bid of \$213,270.00. The contract is anticipated to be awarded in October with the work beginning shortly thereafter. This project is being funded with CPA funds and is the first phase of masonry repairs and restoration at the Town Offices.

The DPW has continued to work with BETA Group to advance the design of the Depot Street corridor project. The proposed project includes roadway, sidewalk, and drainage improvements from Fox Ridge Road to Washington Street. The DPW and BETA presented several options for

the signalization and improvement of the intersection of Center Street and Depot Street to the Historical Commission and the Board of Selectmen. 25% plans were submitted to MassDOT in September. After comments are received back from MassDOT and addressed a design public hearing will be advertised and held.

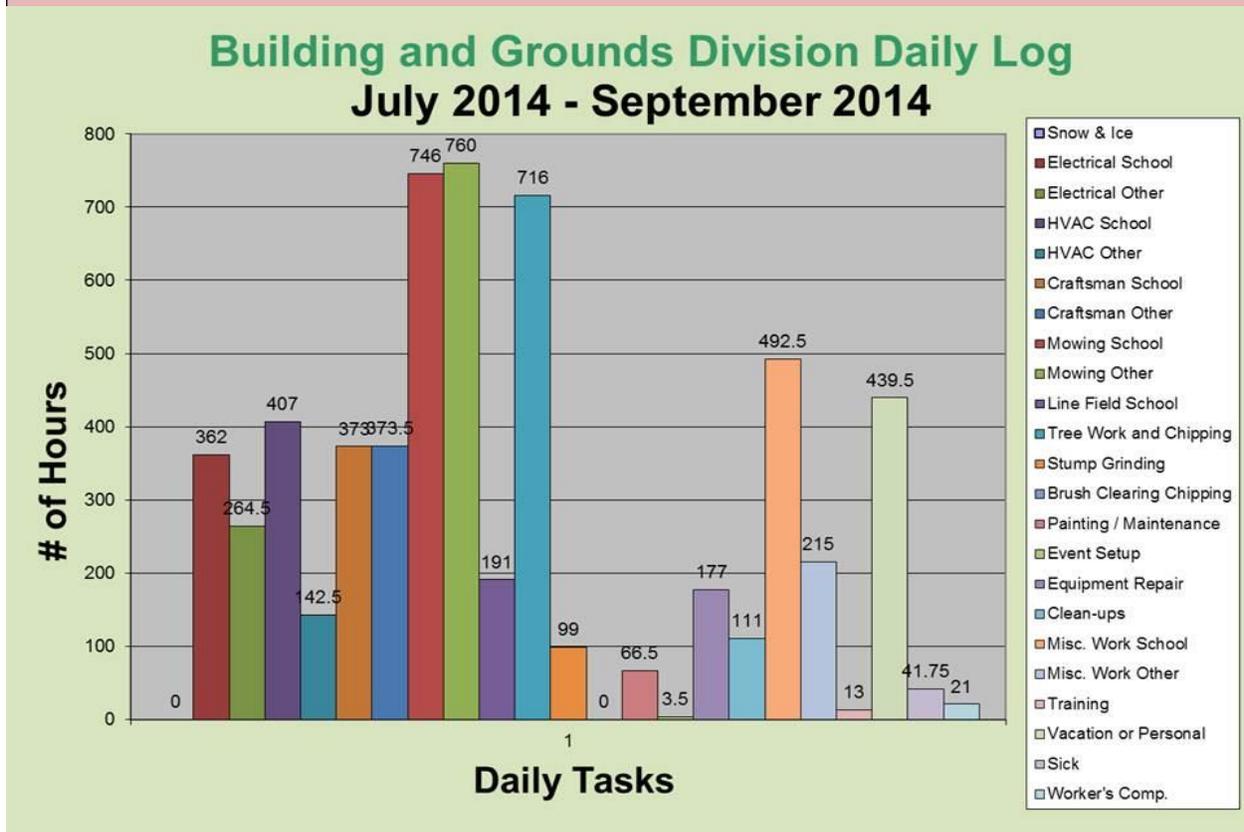
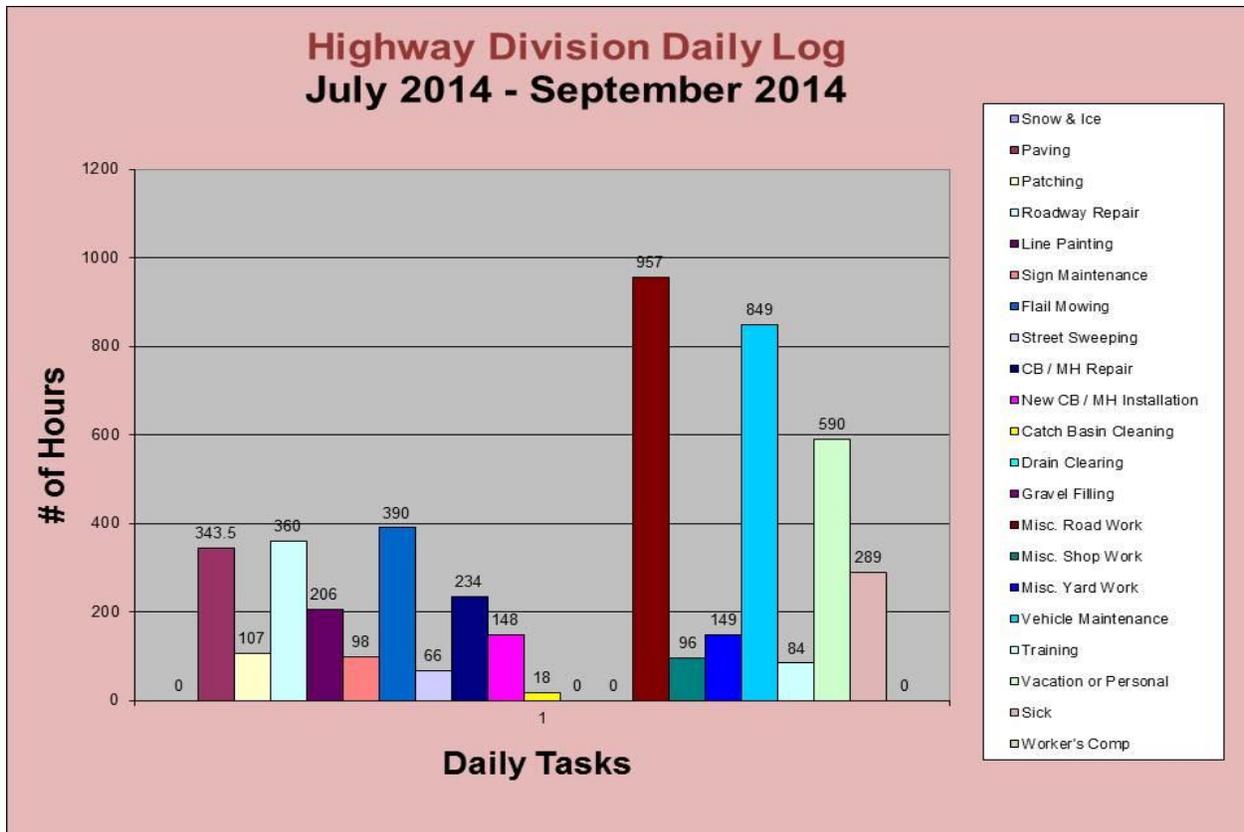
Some of the other projects that the DPW has been involved with this quarter include:

- Quset Commons Development
- Moreau Hall MSBA Roof Replacement Project
- Road and Chapter 90 Planning
- 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

1st Quarter: (July 2014 thru September 2014)						
DPW OPERATIONS DIVISION	<u>Unit</u>	<u>Jul.</u>	<u>Aug.</u>	<u>Sep.</u>	<u>Total</u>	<u>Unit</u>
<u>HIGHWAY</u>						
Snow & Ice	event	0	0	0	0	0 event
Paving	event	2	6	4	12	12 event
Patching	event	5	0	2	7	7 event
Roadway Repair/Work	event	4	7	1	12	12 event
Line Painting	event	13	0	0	13	13 event
Sign Maintenance	event	3	4	2	9	9 event
Flail Mowing	event	18	4	5	27	27 event
Street Sweeping	event	1	2	2	5	5 event
CB/MH Repair	ea	4	1	3	8	8 event
New CB/MH Installation	ea	2	2	1	5	5 event
Catch Basin Cleaning	event	1	0	1	2	2 event
Drain Clearing	event	0	0	0	0	0 event
<u>BUILDING & GROUNDS</u>						
Tree Work	ea	34	26	23	83	83 ea
Stump Grinding	ea	0	17	0	17	17 ea
Event Setups	event	0	0	1	1	1 event
Mowing School	event	16	10	5	31	31 event
Mowing Other	event	18	13	7	38	38 event
Line Field School	event	2	12	8	22	22 event
Clean-ups	event	2	0	3	5	5 event
Electrical School	event	15	18	18	51	51 event
Electrical Other	event	17	9	18	44	44 event
HVAC School	event	18	22	16	56	56 event
HVAC Other	event	7	4	14	25	25 event
Craftsman School	event	17	16	13	46	46 event
Craftsman Other	event	15	14	20	49	49 event



Water Division

John J. Marsh, Operations Manager

Read meters, process data	22223
Process Calculate & export data to vendor for water bills	7544
Miscellaneous service bills	97
Prepared bills for property transfers	77
Gallons of Water Pumped and Treated	252,365,000
Replaced meters	168
New service applications	8
Installed new services	9
Water Conservation Letters Processed & Mailed	87
Meter Replacement Letters Mailed (#1)	122
Meter Replacement Letters Mailed (#2)	119
Meter Replacement Letters Mailed (#3)	23
Meter Replacement Letters Mailed (#4)	20
Total Letters Mailed	284
Answered Service and Maintenance requests	857
Renewed Services	0
Service Leaks Repaired	2
Hours of Leak Detection Performed	0
Dug up & repaired main leaks	2
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)	1
Repaired hydrants	13
Dug up & replaced hydrants	7
Routine hydrant maintenance	297
Frozen Services	0
Reviewed plans for backflow devices	1
Surveyed buildings for cross connections	7
Tested backflow prevention devices	80
Took delivery of bags of hydrated lime	1264
Took delivery of barrels of chlorine	39
Photovoltaic Energy Production (Solar Power) in kWh	20,168
Collected bacteriological samples & delivered to laboratory	131

III. Public Services

Town Clerk's Office

Jeremy Gillis, Town Clerk

News

This quarter saw the Town Clerk attend various meetings relative to his duties. Executive Board meetings for the Massachusetts Town Clerk's Association and Tri-County Clerk's Association were attended as well as an Education Committee and Legislative Committee meetings for the State Association. The Town Clerk assisted with the running of a recount in the Town of Northfield, where the result on Election Night was an unusual and rare tie. On September 27, The Office held its 3rd annual Community Shred Day. 60 Easton households participated in this identity protection event. In addition, 4 new voters registered at this event and 2 absentee ballot applications were received. This quarter also saw the launch of the new statewide online Death Registry program. As of October 31, 2014 all death records in the Commonwealth will be processed via the online system. Hospitals, Doctors, Funeral Homes and Clerks offices will all be tied into this system by this date. The process will allow for much quicker processing of these vital records, adding convenience and efficiency to the process.

Throughout the quarter, through the assistance of the Treasurer and United States Postal Service, a concerted effort was made to clean up the Town Census and Voter rolls through targeted second mailings utilizing the Town's Excise Bill list and the USPS forwarding address system. Through these efforts the number of non-respondents to the census was reduced by over 1500 households. These efforts will pay dividends in the November Election when an exponentially fewer residents will be delayed by filling out mandated paperwork for non-respondents.

Elections/Voting

The Office registered 292 new voters (an increase of 134 experienced in the same quarter last year), kept the voter rolls updated with 117 deleted voters due to moving or death and processed 1272 voter registration changes (an increase of 962 in the same quarter last year). In addition a total of 88 Absentee Ballot Applications were processed for the September 9 Primary.

On September 9, 1695 Easton Voters cast ballots in the State Primary. This was an overall turnout of 10.75%. Results and detailed metrics of this primary may be found here:

<http://eastontownma.minutesondemand.com/Document/0ac689d6-b43d-e411-ac9d-001fbc00ed84/State%20Primary%20Results%20September%202009,%202014.pdf>

Training

Consistent with the Office's mission statement, a continuing education is a necessity in an ever-changing landscape of laws and regulations. This quarter, the Records Manager completed Year 1 of the 3 year New England Municipal Clerks' Institute held at Plymouth State University in Plymouth, NH. Year 1 is a weeklong program featuring over 35 hours of introductory courses in public administration with lectures on the topics of communication skills, decision making, management theory, inter-governmental relations, government procedures, media relations and written communication. Upon completion of the Program, the Records manager will obtain the

designation of Certified Municipal Clerk, as granted by the International Institute of Municipal Clerks.

Inspectional Services

Mark Trivett, Inspector of Buildings

Permit Activity	
Building Permits	154– 7 of which were single-family dwellings; 2 for multiple-family dwellings
Foundation Permits	9
Certificates of Inspection	10
Demolition Permits	2
Electrical Permits	169
Plumbing Permits	79
Gas Permits	57
Mechanical Permits	14
Trench Permits	6
Miscellaneous	116
Total Receipts	\$191,934
Inspections	
Building Inspectors	651
Inspector of Wires	243
Plumbing & Gas Inspector	218
Total Calls for Inspections	1112
Other Activities	
Meetings with Town Administrator	2
Meetings with Town Counsel	4
Meetings with Development Review	2
Fire Department Meetings	2
Emergency Calls	2
Meetings with Design Professionals, Developers, Attorneys	11
Department Head Staff Meetings	1
Building Officials Seminars for Continuing Education	5
Court Appearances	0
Construction Supervisor Licensing Hearing	0
Selectmen's Meeting	2
Historical Commission	0
Housing Group – Envision Easton	0
EPermitting Trainings	3

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. Many shared 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:

- 3 Coalition meetings
- Community Sanitation Training
- Climate change symposium
- Ebola conference call
- Enterovirus Virus - D68

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.14 with 5 revisits	
Condemnations -	0
Camp inspections and Permits-	1
Food inspections–	est.-42
Food re-inspections of the -	est. -19
Food complaints inspections –	est. 3
Pre-opening food inspections-	1
Bed and breakfast.-	1
Temporary food permits/Farmers markets-	34
Reportable disease notifications -	33
Semi-public Swimming Pool permits –	est. 2
Re-inspections Public and Semipublic swimming pool inspections-	9
Pool Complaints -	1
Beach Permit-	1
Re-inspection Beach-	2
Tanning Parlor Inspections-	4

Dumpster site visits-	est. 4
Dog bite investigations-	2
Cat bite investigations-	0
Housing Inspections –	4

Title V

Disposal Work Permits Issued -	47
Certificates of Compliance-	52
Variances-17 properties some with multiple variances.	
High Ground Water Determinations-	0
Soil evaluations locations-	29
Soil classification sites (holes) –	est. 67
Percolation witness tests –	est. 56
Sieve sample collection –	est. 6
Open Hole inspections –	47
Septic installation inspection final inspection –	52
Construction sites visited –	1
Transport offal truck inspections –	2

EEE and West Nile

During this quarter we saw no activity in July no West Nile or EEE positive pools, which has continued thought most of the rest of the out the rest of the Quarter. In late August and early September two WNV positives pools were documented. As in the past catch basins were larvicided of by Bristol county Mosquito control as well as ground spraying of the Hockomock swamp.

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

Ongoing Projects

Septic Betterment Program

This Quarter saw the following:

- New Applicants -8
- Projects completed-9
- And lent out 212,709.30
- Highest cost system 34,665.00
- Lowest cost system 15,935.00

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 through the HANN in this past quarter. The continued update and work on traffic plans for potential drive through clinics and table top trainings..

Greater Taunton Medical Reserve

In this past quarter the MRC has had 6 trainings and added 5 new volunteers to the roster that will go through the training and become Badged and credentialed.

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

There have been no flu clinics this quarter.

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

Communicable Disease Investigations-33 New and 0-follow ups needed

Blood Pressure:	69
Blood Sugar Testing:	7
Cholesterol screenings:	7
Lyme line lists:	16 new
Flu:	1
Pertussis:	1
Invasive Group A strep:	2
Invasive group B strep:	1
Chronic Hepatitis C:	2
Chronic Hepatitis B:	1
Dengue Fever:	0
Varicella:	0
Giardia:	2
Enterovirus:	0
Salmonella:	0
Shibnga Toxin:	0
Invasive strep Pneumo:	0
Invasive Haemophilus:	0
Tuberculosis:	0 new, 3 follow up
2 new cases of Campylobacter, 0 case of suspected Mumps	
0 Pediatric and 0 Adult Vaccines administered.	
0 Shinga Toxin Positive e-Coli	

1 Mantoux Testing Requested

Meetings

There were 10 meetings attended during this quarter. These meetings involved topics involving, Board of Health Public Hearings, and Board of Health staff inspectors' meetings, Emergency Dispensing Site/Medical Reserve Corps meetings.

The Ames Free Library Uma Hiremath, Executive Director

Athena, age 8, was creating a map of a town of her own design. She was nearly finished when she realized she had left something important out. "Oh! I have to make a library....I would not want to live in a town without a library." ~ The Codiannis, October 2014.

FY2015 – Library Productivity Statistics As of September 2014

	<i>FY15 YTD</i>
Circulation	44,748
Programs	255
Program Attendees	1,393
Visitors	26,263
Computer Usage	5,082
Museum Passes	278
Volunteer hours	524
Reference Questions	2,291
Enewsletters opened	2,780

Circulation Highlights

- The library had the sixth highest circulation of libraries within the 74-member SAILS consortium.
- 13,501 items were either loaned or borrowed within the consortium in this quarter.
- At 380 uses, the library had the second highest use of the online app *Bookmyne*.
- 2,399 ebooks, audio books and other online content was checked out.
- Under Mary Silva's direction, the number of museum passes was doubled to include places like the Peabody Essex Museum, Heritage Gardens and Edaville USA.

Programs

There was a 197% increase in the number of programs held at the library relative to last year. The depth and breadth of programming initiatives can be gauged from the list below.

For Adults

- Technology programs: One-on-one Smart Phone Assistance weekly sessions with Burt Lewis continued; an introduction to website creation through *WordPress* and a workshop on *Facebook* was offered by Roula Lombardi; a multi-part series on filmmaking with Ed Hands;
- Author talks by: FBI agent Michael de la Pena, Maine Master Guide Randy Spencer, mystery writer Hallie Ephron, scientist Stephen Wilk, and local author Virginia Young.
- The monthly Foodie Group hosted a talk on 1950's bestselling candy 'Pop Rocks'; and took a field trip to Restaurant Depot in Needham.

- Documentary viewing and discussion featured *Great Fall*; as well as a showing of Part 3 of the *Ames Free Library Oral History Project*; and David Ames' *The History of King Philip's War*.
- Film screenings featured *Heaven Is For Real*, *Draft Day*, and *Godzilla*.
- Book discussions featured *Freedom*, *Notes From a Small Island*, *Beautiful Ruins*, *There Was An Old Woman*, *The Dovekeepers*, *Death Comes to Pemberley*, and *The Winter People*.
- *Monthly Trip Talks* presented Road Scholar travel, hiking with the Appalachian Mountain Club, and travel to Japan.
- On August 28, a monthly Quilting Group was added to the growing list of popular crafts groups.
- A Divorce Support Group led by a resident met monthly through the quarter.
- Resident Amy Donahue began a successful weekly Meditation and Tea group that has been attracting a steady group of participants every Friday.
- Resident John Brown began offering monthly one-on-one sessions on car repair and car problems.
- Pilate workshops at the library were offered for free by *Easton Pilates* through July and August.
- Jason Daniels of ECAT taught a six week advanced course on making musical symphony with VDMX.
- A basic robotics class for adults led to the making of 'bristlebots' and 'artbots' that could draw.
- A class on E-L Wires for Adults was also taught by Kevin Osborn.
- Dr. Steve Straus, Easton resident, offered a wonderful musical program as part of the Generations Saxophone Quartet.
- Ed Hands volunteered three historic walking tours: Main Street, Shovel Shops, and Four Easton Landscapes.
- Noted author Kate Klise led a series of four writing workshops for all ages. In addition, she edited manuscripts brought in by residents through the month of August.
- Debbie Adduci facilitated four sessions on iPad use.
- Selectman Colleen Corona held an audience with her account of her official travel to Pakistan.
- An introduction to Reiki was offered by Rosemary Wiseman.
- Easton poets, Rich Berg and George Comeaux, launched a monthly workshop on writing/editing poetry.

For Teens and Children

- The Summer Reading Program was a great success with most events held in the fully restored Queset Garden. Over a thousand children and caregivers participated in the weekly Monday reading programs and 220 children and 30 teens registered for reading goals.
- Regular age-specific story times and book clubs remained ever popular.
- Teen Advisory Board meetings, Teen Gaming Nights, Teen Movie Nights and Magic gatherings continued. A Harry Potter movie marathon was also added to the film roster.

- Teen Yoga was added to expanding teen-focused program series.
- A six-week Baby Sign Language series concluded.
- Outreach reading was provided at the YMCA and the Animal Protection Center.
- The *American Girl Book Club* continued to provide role models with Caroline from 1812, Lanie the scientist, Josefina the Mexican American, Chrissa who relocated and had to make new friends.
- A Kick-Off to Kindergarten session was held for brand new students.
- High school student, Shain Barry, conducted workshops on Sketchbook Pro and Manga.
- A new Lego Club was formed and quickly doubled from its original fifteen participants.
- Curiosity Day was celebrated with a successful Curious George party.
- The popularity of *Hunger Games* led to a program on outdoor survival for kids.
- Various hands-on workshops were held such as recycling with 'plarn'; creating mini bots with simple circuitry; wearable art with EL Wires.

Staff

- Board members and some staff visited the Provincetown Public Library Press on Aug 28.
- On Sept 8, Michael, a special education student from Project Opportunity at the OAHs, began weekly volunteering duties at the library.
- Allsion Keaney joined on September 13 as a Per Diem Library Assistant to cover weekend needs.
- Brett French, a Bridgewater student interested in library science, began as an Intern on September 27.

Facilities

- In addition to almost 50 groups, new groups such as Signature Healthcare, UFCW Union Local 328, Chabad of Mansfield, and the Savings Pond Committee reserved space at Queset House this quarter.
- Queset Garden was completed as scheduled. Some work along the swamp area needs to be redone by May 2015 as per Conservation Commission.
- Lighting was added to the walled garden of Queset House along with power outlets.
- The Ministry of Culture from South Korea sent in a film crew to film events at the library from September 11- 13, as part of a forthcoming documentary on libraries.
- The Cottage at 56 Main Street was prepared for sale.
- The music library of the Sharon Concert Band was stored in the attic of the Main Library until 2019. In exchange the Band has pledged one free concert every year.
- Four Audubon prints in the Main Library were reframed with archival film and matting.
- An antique glass exhibit case from the Boston Public Library was donated to Queset House.

Fundraising

- Thanks to donation of talent by Karen Hayes and the members of the Sharon Concert Band and the fortuitous donation of a tent by Jay Thomas, the *Pops at Queset* fundraiser on September 28th netted over \$1,000 and a great deal of community goodwill.
- The library received a competitive Staff Development grant from the MLAA (Massachusetts Library Aid Association) for \$500.00.

- Queset House rentals for private events accrued over \$5,000 YTD.

Community Connections

- Homeschoolers met on September 22 with facilitation by resident, M. Mullaley.
- Tours of the campus were given to reporter A. Roberts of *The Enterprise* (Sept 16); *Historic New England* staff (Sept 25); Staff of Dedham Public Library (Sept 29); *Easton Historical Society* (October 12); students from *Historic New England* (October 18).
- The *OAHS Robotics Team* began monthly meetings at Queset.
- The library collaborated in *Story Walk* with other town institutions.
- Backpacks and supplies were collected for *Schools on Wheels* during August.
- Trisha Peterson of *Paperback Junction*, sold books during Hallie Ephron's event.
- *Self Help, Inc.* collaborated with library to present parenting workshops.
- The *Hockomock Film Club* met regularly at Queset with listings included in library events.
- The *Animal Science Club* from Stonehill College presented creepy crawly members of the animal and insect kingdom to elementary students
- A Halloween costume swap at Queset House attracted a coat rack full of exchanges from residents.
- Benches were installed next to the flagpole, to complete the project undertaken by Girl Scout Troop 80558.
- The *Easton Historical Society* voted to collaborate on hosting a program on Abigail Adams during Women's History Month in March 2015.

Easton Council on Aging Del Kent, Director

During the first quarter of FY2015, 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 9,907 units of service for 695 individuals. The Council on Aging members met with the director twice for a total of 3 hours to discuss program initiatives and set policy for COA activities and services.

Transportation

One hundred eleven (111) elderly or disabled residents received 2,288 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 continues to grow and increased by 5% during the quarter. 3,590 meals were served at the Parker Terrace meal site or delivered to the homebound with 108 older residents participating in the meals program during the quarter. 14 Council on Aging volunteers contributed approximately 290 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 suspended the Executive Office of Elder Affairs (EOEA) Breakfast Outreach Program, as participation during the summer declined and the senior aide who had been in charge of preparing the food had transitioned out of the program, as her 4-year term of participation had concluded. We may resume offering breakfast depending on the availability of food from EOEA and the placement of a new senior aide working in the mornings.

Financial Programs

Our SHINE (Serving the Health Insurance Needs of Everyone) volunteers spent approximately 74 hours helping 47 individuals with health insurance information or assistance in completing health insurance forms. Our Outreach Coordinator Beverly Beavers assisted 6 residents with Fuel Assistance and Supplemental Nutrition Assistance Program/SNAP (formerly the Food Stamps Program) applications. She also distributed 19 Farmers Market Coupon booklets to seniors in need of food assistance. Dolores 'Del' Kent, the COA director and the Salvation Army (SA) Outreach Coordinator for the Easton Service Unit, assisted 3 residents with food vouchers and utility assistance through the SA Easton Service Unit Imprest Account.

Outreach Programs

Ms. Beavers scheduled 7 community education programs during the quarter including Understanding the Adverse Side Effects of Certain Medications, Food and Mood, Hearing Loss, Medicare Changes, Medicare Fraud, Name that Tune, and Summertime Trivia. 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, and Yoga classes stopped during the summer and resumed in September. The Line Dancing class was discontinued due to low enrollment and was replaced with Square Dancing on Monday mornings beginning in September. A new Medication Group also started in September on Tuesday afternoons. A total of 47 individuals participated over 298 times in the Health Promotion classes in September. 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

Eighty-two (82) seniors took part 226 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, 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

As always July begins a very busy season for the department. The Town Pool had 192 members and as usual many day passes were sold. Swim lessons were busy with 85 spots filled and the swim team had another great season. Town Pool birthday parties were also very popular this summer.

This year 130 spots were filled in the Full Day Summer Program. The program was housed at the Easton Middle School this year. The field trips included Fenway Park, Patriots Place, movies at the Randolph Showcase Theatre, a weekly trip to the Town Pool and ended the summer with a trip to United Skates of America in Rhode Island. On other days, games, sports and crafts were enjoyed by everyone. Thank you to the Summer Program and Easton Middle School staff for helping make this a very successful program.

The crowds at the Children's Races were bigger than ever. We had an average of 200 runners per week ages 2-12. For all their hard work every child received a ribbon and a freeze pop. Over 4000 ribbons and 2800 freeze pops were handed out. Many thanks to the Mom's Club, Cub Scout Pack 193 and our community service volunteers for their donation of freeze pops and their help at the races.

Ultimate Frisbee and golf at the Easton Country Club had another successful summer. Kayakers ages 12 to adult enjoyed the two Teen Adventure weeks, after school paddle and a Mother/Daughter trip. These programs are held at the Norton Reservoir where Norton Kayak Co. taught safety skills, and paddling. In addition they photographed wildlife, learned about the environment and angling skills. This summer we added a Lego program instructed by Play Well Technologies. This was enjoyed by everyone that signed up and we will be offering this program again in the future.

The Edwin A. Keach Park was busy with youth softball on both fields along with soccer and lacrosse. Ultimate Frisbee held their program there as well. The playground was always filled with happy families enjoying this beautiful park. Thank you to the DPW for all the hard work that makes it such an inviting place.

We ended the summer with our 1st Annual Duck Pluck enjoyed by over 300 people. Over 1800 ducks were sold and dropped into the Town Pool. One of our lifeguards dove in and plucked 65 ducks and prizes were given to all winners. The prizes included cash, Red Sox tickets and gift certificates from area businesses. Thank you to DiscoYo, Hilliard's, and Langwater Farms for the gift cards, Mike Connolly for the Red Sox tickets and the Benton Family for their generous donation.

We would also like to recognize and thank the sponsors, and supporters of our 2014 summer programs. Our sponsors include Balanze Physical Therapy, Bank of Easton, Connolly Insurance, Dennette Family Chiropractic, Easton Lions Club, Maplewood Country Day Camp, Mark Halvorsen DMD, Meredith Keach of Coldwell Banker Real Estate, Morse Insurance, North Easton Savings Bank, Personal Best Karate and Roche Brothers.

Our fall programs that begin in September are Junior Golf lessons at the Easton Country Club, Tennis at the Brown Billone Club, "Teen Beach Movie" Musical Theatre, Running Club for grades K-5, Cross Country, Kayaking, Art, Flag Football and Adult Coed Volleyball.

Veterans' Services

Hsiu-Ann Tom, Director of Veterans' Services

Chapter 115 Recipients

July: 29 August: 28 September: 28

The number of Ch. 115 recipients remained steady during Q1 as my focus was on case management and developing long range outreach efforts. The decline in recipients was due to death of a surviving spouse and represented an approximately \$1260 annual savings in benefits paid out. The Q2 report will reflect an increase in the number of claimants.

There were over 10 deaths in the first 2 weeks of September at a cost to the town of \$2000 in burial fees. This fee is fully reimbursable to the town. I expect this trend to continue as WWII era veterans pass away in greater numbers.

Client Appointments

July: No data available August: 32 September: 65

I experienced a significant increase in foot traffic to the office as a result of the community letters of introduction sent out through August and September. I conducted 7 home visits to clients too ill to come in to the office.

VA CLAIMS

I am currently working on well over 40 VA claims for disability, pension and burial benefits. Claims processing accounts for a significant portion of my workload.

TRAINING

- Training with Christine Lang
- Hahn Home Healthcare
- Mike Pazyra – Stoughton VSO
- Jim Schmidt – Disabled Veterans Outreach & Employment Center
- Abdul Rashid – Engagement Specialist, Volunteers of America
- Boston VA Regional Office
- Evan Makrinikolas – MA Dept. of Veterans Services/Easton Authorizer
- VA Benefits Training – Jamaica Plain VA Hospital
- Boston Vet Center

MEETINGS/OUTREACH

- Rep. Claire Cronin (2)
- several elder service and home care providers
- Sent letters of introduction to all business members of the local chapter of the Chamber of Commerce
 - funeral home directors in Easton, Brockton and Stoughton – informed about my services and Easton Veterans Fund
 - 1600+ letters mailed to all individuals identified on Town Census as veterans or surviving spouses

- Accompanied disabled veteran to Compensation & Pension medical review at Jamaica Plains VA Hospital
- Campus visits to Stonehill and Massasoit Veteran Student Centers; send sympathy cards to family of deceased veterans
- Increased Easton Veterans Fund balance by \$1275 through donations from the Easton VFW (\$500); American Legion (\$500); private individual (\$275). Posted suggestion box outside of my door and consistently update bulletin boards.

Media

- Article in Enterprise
- Filmed "We the People" ECAT segment on Veteran's Services
- Participated in Town Manager TV segment on Women in Easton Government

Town Committees

- Participating in Rockery Charette
- Supervised senior Veteran Tax Work-Off and student volunteer

Veteran's Service Organizations

- American Legion/VFW – joined AL Post 7
- Appointed National Service Officer responsible for handling VA claims for membership for both organizations
- Attended monthly general and executive board meetings
- Served on Veteran's Day and Memorial Day Parade planning

Challenges:

Claims processing and foot traffic: The process is lengthy and detailed. Much of my time is spent on claims filing preventing me from conducting more outreach. I will continue to work on outreach through public addresses and the website. Most clients come in to the office without appointments although I encourage them to set appointments. While I welcome clients these visits slow the pace of claims processing. I will continue to encourage veterans to schedule times to meet but understand there is a tradition of drop in meetings in the office.

Opportunities/Successes:

The response from the community has been overwhelmingly positive. Veterans are referring other veterans. I will continue to work hard to retain this sense of good will.

IV. General Government

Assessor's Office

Robert Alford, Chief Assessor

- The Board and Chief Assessors reviewed several Appellate Tax Board Appeals
- Completed building permit and 2013 sale review. Prepared for the interim adjustment.
- Sent out Sales Questionnaires for 2014 sales and scheduled appointments as taxpayers called.
- Reviewed the personal property file submitted by KRT. This involves checking the tax status of all business properties in Town and taxing those businesses that are not exempt because they pay state corporate taxes in lieu of local taxes.
- Helped taxpayers fill out the CPA form and reviewed all returned applications for compliance in order to receive the exemption.
- Helped taxpayers fill out the veterans, blind and elderly exemption form. Reviewed returned applications for compliance in order to receive the exemption.
- Processed hundreds of abatement requests on motor vehicle excise taxes primarily due to residents changing cars during the year and transferring plates to another car.
- Completed review of all inspections and data entry.
- Inquiries by telephone and at the counter constitute about half of the staff time in this office.
- The Office Assistant and Chief Assessor were very busy with property inspections this quarter.
- Certified many abutters' lists.
- Helped taxpayers fill out the Chapter land return.

- Filed CP1 with state regarding CPA amounts assessed and abated.
- Motor Vehicle Commitments:

Bill Year	Commitments	Number of Bills	Amount Billed	Date Issued	Date Due
2014	4 (INC. DEALER'S PLATES)	975	\$170,966.34	7/22/2014	8/21/2014
		5	868	\$114,490.66	9/23/2014 10/23/2014

Abatements for Motor Vehicle:

	2014	2013	2012	TOTALS
July	\$19,206.03	\$273.64	\$56.25	19,535.92
August	\$3,841.14	\$174.17	\$10.00	\$4,025.31
September	\$9,427.62	\$153.74		\$9,581.36

Treasurer/Collector Office
Teresa DeSilva, Treasurer/Collector

During the first quarter of fiscal 2015 we received the first quarter payment on the Real Estate preliminary bills that were mailed June 30th. Real Estate bills were due August 1st. Small commitments from the Registry of Motor Vehicles was received and approximately 500 bills were mailed. Also the FY 15 water bills were issued in July due in August. Trash bills were issued in September. Also in September we start to work on our tax taking letters for delinquencies on the 2014 real estate bills. This quarter we were able to collect \$41,191.65 from our tax title payment plan program.

Payroll warrants for July	Town	1,213,842.13
	School	399,903.65
Vendor warrants for July	Town	5,643,701.05
	School	331,054.65
Collections:	Real Estate	4,660,082.63
	Personal Property	230,726.81
	Motor Vehicle	114,033.75
	Water/Sewer	246,900.57
	Trash	198,331.99

Payroll warrants for August	Town	974,707.39
	School	394,234.79
Vendor warrant for August	Town	10,066,306.71
	School	978,709.85
Collections:	Real Estate	7,274,310.16
	Personal Property	13,626.57
	Motor Vehicle	142,222.75
	Water/Sewer	423,389.68
	Trash	20,120.54

Payroll warrants for September	Town	977,123.69
	School	2,582,241.33
Vendor warrants for September	Town	4,585,049.09
	School	616,366.18
Collections:	Real Estate	329,199.10
	Personal Property	4,532.74
	Motor Vehicle	68,310.32
	Water/Sewer	47,575.02
	Trash	41,362.06

Town Accountant
Wendy Nightingale, Town Accountant

Status of Fiscal Year 2014 Operating Revenues & Expenditures*

*Pending publication of actual thru
 9/30/2014*

<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>Annual Budget</u>	<u>Actual Thru 6/30/2014</u>	<u>Variance</u>	<u>% Collected/ Expended</u>
Water Enterprise				
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>Annual Budget</u>	<u>Actual Thru 6/30/2014</u>	<u>Variance</u>	<u>% Collected/ Expended</u>
Solid Waste/Recycling Enterprise				
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:

Town Administrator's FY2015 First Quarter Report

Public Works	\$ 967,902	\$ 923,303	\$44,599	95.39%
Debt Service	32,098	32,038	60	99.81%
Total Expenditures	<u>\$1,000,000</u>	<u>\$ 955,341</u>	<u>\$44,659</u>	<u>95.53%</u>
Net Solid Waste/Recycling Enterprise Fund:	-	\$ 64,252	\$64,252	

Data Processing

Mike Deltano, Information Systems Manager

- A computer over at Fire Station 3 got infected with a Trojan that hijacked the rpcss.dll file. Sophos quarantined it but since the operating system needs that file for many things a lot of strange behavior started to occur. I booted into the repair console and copied over the correct rpcss.dll file and everything was fine after that.
- Upgraded the Aerohive Hive Manager and also upgraded all of the Access Points. Actually went pretty smooth for a change.
- Created the surplus inventory list of last year's HP DC5800's as well as some older Gateway desktop computers and servers. Made sure everything had their drives wiped and re-imaged with the original hard drive image.
- Identified which desktop computers need to be upgraded this year and purchased the computers from our regular vendor. Also purchased Microsoft Office for those same computers.
- Worked with Direct Networks to scope out what it would take to connect Fire Station #2 with the Police Station to get a better wide area network connection down there. This will enable us to cancel the Comcast line we use now which has a monthly charge and much smaller bandwidth.
- Installed an IP temperature sensor in the Town Office Server room as well as the Police Station server closet. Those 2 units will send an email to me and key DPW personnel if the A/C fails in either room, and the temperature starts to rise, which could damage equipment.
- With the Police and Fire data merge the IMC Dispatch server is running out of space on both the C: and D: drives. I created 2 new virtual drives which are double the size of the existing ones and used 3rd party software to copy the data and extend the drive space. It took about 6 hours and many reboots but they are back in business and should be good for a long while.
- Worked with Bit9 technical support to upgrade the Bit9 server and software. The latest version has much higher I/O requirements than the previous version so I will no longer be able to host this as a Citrix Xen virtual server. I am re-tasking the server I was using for the Citrix Xen Desktop to install the Bit9. To do this I need to add an additional 8GB of memory and 2 15K SATA drives in a RAID1 configuration.
- Worked closely with Brian St. Marie, from Terminal, to upgrade our Exchange 2003 email server. First I had to build 2 new Windows 2008R2 virtual servers. One is for Exchange 2010 and the other for Exchange 2013. The Exchange 2010 server is a temporary server because we cannot go directly to Exchange 2013 from an Exchange 2003 server. As of September 30 we are completely off of the Exchange 2003 server but it has been a very slow and methodical transition due to the many other servers and applications that were interacting with the old email server. Now that I am certain that everything is communicating properly with the Exchange 2010 server we can finally start to migrate over everything one more time to the final server in October.

Town Administrator's FY2015 First Quarter Report

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	66	528	116	5	0	16	0	137	391	74.05%
	40	66	528	116	5	0	16	0	137	391	0.7405303

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

- \$1 million MassWorks grant for Queset Commons intersection improvements.
 - Coordinated MassDOT review of 25% design with, private developer, State EOHEd and Town engineering consultant
- Depot Street Reconstruction Plans
 - Reviewed preliminary plans and coordinated staff and Historical Commission responses
- Rockery design charrette.
 - Solicited proposals from consultant teams and made selection
 - Established and met with steering group
 - Began stakeholder outreach and public engagement process

Land Protection/Recreation

- Wetlands Protection
 - Responded to and continue to follow-up on five wetlands violations
 - Responded to and continue to follow-up on resident concerns about historic releases of oils and hazardous materials and their effect on north Easton and Shovelshop Pond
 - Communicated with MBTA regarding cleanup ROW
 - Worked with BOH to conduct high-level review of release documentation
 - Conducted research to determine need for preventive action related to Shovel Shop Pond and the historic releases
- Trail Work – Clifford G. Grant
 - Boardwalk completed
 - Trail restoration and grooming underway
- Wheaton Farm
 - Parking Lot
 - Seeking costs to install fence and move gate in order to fully retire rear parking lot
 - Barn
 - Continued to solicit additional structural repair quotes

Comprehensive Planning/Economic Development

- Continued Phase II of the Comprehensive Master Plan (Envision Easton) update
 - Managed consultant team work
 - Coordinated and compiled staff and Steering Committee comments on draft sections
 - Coordinated Board and Committee draft
 - Prepared full draft for public vetting
- Presented results of Easton Industrial Park Study to Planning Board and Board of Selectmen
- 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
- Assisted the Bike & Ped Working Group with identifying long term priorities and scheduling meetings to develop action plans

General Planning Activities

- Provided assistance to residents and developers preparing applications for submittal or review with the Conservation Commission and Planning & Zoning Board
- Coordinated, directed and conducted technical review for projects being heard by the Conservation Commission and Planning & Zoning Board

Zoning

- Began coordination of rezoning and sewer project with Planning and Zoning Board and Board of Selectmen in the Queset Commercial District.
- Drafted and presented potential changes to Planning and Zoning Board Administrative Rules and Regulations

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:
 - 200 Washington Street- Proposed service station expansion
 - 682 Depot Street- Proposed commercial/office building
 - 27 Belmont Street- Proposed parking and stormwater improvements for building expansion
 - Queset Commons lighting plan
- Assisted the Conservation Commission with application review
 - Reviewed applications and provided comment and recommendations
 - Coordinated and oversaw review and inspections by technical consultant

- Issued five enforcement orders

Community Preservation

- Initiated discussions regarding potential key land acquisitions and secured appraisals
- Revised preservation restrictions
- Facilitated and approved work on the Wayside Estate balustrade CPA-funded project
- Coordinated meetings with staff and Committee representatives regarding funded projects and completed work
- Reviewed and inspected CPA-funded projects and administered reimbursement requests
- Finalized new application process with the CPC to improve efficiency of the project timeline

Historic Preservation

- Evaluated proposed projects within the Local Historic District
- Assisted Historical Commission's consideration of draft Design Guidelines
- Assisted Historical Commission's consultation on Depot Street reconstruction project
- Worked with Town Counsel and Historical Commission to revise 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
- Completed & recorded Children's Museum preservation restriction

Agriculture

- Assisted with training and oversight of Farmers Market Manager

Affordable Housing

- Continued 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
- Oversaw completion and payment for 9 of 11 Home Repair grant program-funded projects
- Continued Homebuyer Assistance grant program
- Responded to resident inquiries regarding affordable housing assistance.

Staff Development

- 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.