



Town of Easton
Town Administrator's Report
2nd Quarter Fiscal Year 2014
December 31, 2013

This is my twenty-ninth 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 October 1, 2013 through December 31, 2013. This quarter saw the hiring of three new firefighters as well as the receipt of over \$1.25 million in grant funding for various projects in Easton. I encourage everyone to read the full report and note the volume of important services being performed, but a few highlights worth special mention are:

- The Easton Fire Department announced three new recruits to fill two new positions and the retirement of Captain Gomes, who served the Department for 38 years. The candidates selected were John McCormick, Michael Shulman, and Lawrence Machado.
- The Police Department implemented centralized dispatch and received \$48,000 in grant funding from the State 911 Support Initiative to aid in the implementation.
- The Department of Public Works administered the award of \$250,000 in Green Communities grant funding for the conversion of our streetlights to energy efficient LEDs as well as the opening of the Prospect Street solar array, which will save the Town approximately \$200,000 in energy costs per year.
- A Special Town meeting held on November 4, where 123 Easton Voters quickly disposed of the 10 articles laid before them.
- The Ames Free Library remained in the top ten libraries within the 73-member SAILS consortium with regard to circulation.
- The Department of Planning and Community Development oversaw the award of a \$1 million MassWorks grant to the Town of Easton for the Queset Commons development and associated infrastructure improvements.

I. Public Safety

Fire Department

Kevin Partridge, Fire Chief

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

Calls for Service

The Easton Fire Department responded to 1,247 calls for service during the months of October, November, and December, 2013. 453 medical calls, with 389 patients transported to area hospitals during this time period. There were 794 fire related calls. The monthly break-down is as follows;

	<u>Fire Calls for Service</u>	<u>Medical Calls / Patients transported</u>
October	244	149/134
November	268	144/124
December	282	160/131

Of particular note;

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

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

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

- fire apparatus 1 times**
- ambulance 51 times**

Highlighted Responses

December 26, 2013- A 10-year-old boy was critically injured at after a tree fell on him at 4 Shagbark Road.

The 10-year-old boy was playing on a zip line that was tied between two trees. While riding along the zip line, it became apparent that one of the trees the line was connected to was giving way. The boy jumped off the line and attempted to flee from the area, but was struck by the collapsing pine tree.

The Ambulance treated and transported the boy to Good Samaritan's Hospital in Brockton before being transferred to Children's Hospital in Boston.

January 24, 2014 the young boy passed away from his injuries.

Fire Prevention / Inspections

Smoke Detector plan reviews -----	14
Smoke Detector & Carbon Monoxide Detector Inspection- Installation or Alteration of Fuel Burning Equipment-----	60
Tank removals-----	1
Propane Installation inspections-----	1
Sprinkler System Installation/Alteration/Repair-----	20
Fire alarm Installation/Repair -----	5
Cutting & Welding -----	9
Tank Truck-----	1
Flammable Storage-----	1

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

- 244 Washington Street, Quset Commons began construction of the first new 3 story building as part of phase I construction which will include 3 buildings.
- Final Inspections on the Southeastern Regional Vocational High School renovations were conducted.
- Shovel Shop/Beacon project 50 Main Street - the final acceptance testing for sprinklers in certain buildings completed.

Revenue

The department received \$ 302,477.30 in revenue from **ambulance billing**:

- October - \$ 121,206.18
- November - \$ 108,493.60
- December - \$ 72,777.52

The department received \$ 43,000.00 in revenue from **fire permits and inspections**:

- Plan reviews- \$ 700.00
- Sprinkler plan/inspection- \$ 350.00
- Smoke Detector/CO inspections- \$ 3,150.00
- Fire Reports- \$ 45.00
- Fire Alarm Installation/Insp. \$ 750.00
- Oil Burner permit/inspection- \$ 600.00
- Propane permit/inspection- \$ 1,000.00
- Tank removal/Install \$ 300.00
- Gas Station Registrations \$ 150.00
- Fire alarm Box Fee (Annual) \$ 35,955.00

S.A.F.E. Grant funding was received for school and Senior Fire Safety - \$ 7,704.00

The Department received a grant from Columbia Gas to provide Liquefied Natural Gas (LNG) Training to department members at the Massachusetts Firefighting Academy- \$7,300.00

Training

Monthly Drill Topics

October

- Ground Ladders and Aerial Ladder operations
- Basic Life Support/Intermediate and Advance Life support EMT Refreshers
- Electrical Burns
- Morbidity and Mortality (M&M) rounds
- National Gris Presentation- Power Line Safety
- Officer Training- Workplace Harassment- Prevention and Awareness
- MFA- Strategy and Tactics for the Company Officer

November

- Rapid Intervention Team Training (RIT)
- Massachusetts Firefighting Academy Liquefied Natural Gas (LNG) Training
- Selective Spinal Clearance for EMT's
- Patient Safety & Restraints
- Morbidity and Mortality (M&M) rounds

December

- Ice Rescue Equipment and Operations training
- Pediatric Advanced Life Support
- King Airways- familiarization and insertion practice
- Cold Weather emergencies

Various "10 minute trainings" included:

1. Cold Water/Ice rescue suits
2. Walk Thru Shovel Shop apartments
3. Southeast Regional Vocation High School walk-thru
4. Lighting equipment
5. EMS Equipment review

Department Injuries & Sick Time

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

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

Injury on duty: No loss time

- Injury to Right Bicep/Shoulder

Equipment

1000 feet of new 2 ½" hose placed on each engine.

4- New Cold Water/Ice rescue suits were placed in service

Personnel

FF's William Fralick and Robert Powell were both promoted off of probation in November 2013.

Three new Recruits were selected to fill two new positions and one retirement, the candidates selected were John McCormick, Michael Shulman, and Lawrence Machado. The candidates will start on the department January 13, 14, and 15, 2014 respectively.

Captain Antonio Gomes worked his last shift on the department on Monday December 30, 2013 and retired from the Department on January 4, 2014. Captain Gomes worked for the department for 38 years.

FF Lawrence Blye was promoted to the rank of Fire Captain and will be sworn into the position on January 6, 2014 at the Board of Selectmen's meeting.

Misc.

The Department held its annual open house on October 5 and was another huge success with over 750 residents in attendance. Twenty- four members of the department participated and showed the attendees the department's equipment and answered questions. Live demonstration of the department extrication equipment was done by cutting up a vehicle as a member of the department narrated. The department received support and donations from Papa Gino's who donated 50 pizza's, Roche Bros., Shaw's, Hannaford's supermarkets donated cookies and drinks, Fernande's Lumber, and the Village Toy Shoppe each donated something for the giveaway. The Department would like to thanks them all for their generous support.

Public Education

During the Months of October and November the department members who are part of the Student Awareness of Fire Education (S.A.F.E.) visited all the schools in town, grades k through 6 and presented fire safety to them all. Captain Beals, FF's Mills, Dzialo, and Carroll visit the students and present age appropriate fire safety materials to each classroom.

Captain Beals represented a Senior Safety talk to the residents at Roosevelt Circle and discussed items such as what to do if the fire alarms go off, where to go once outside and how to keep their apartments fire safe.

Police Department

Allen Krajcik, Police Chief

Incidents

Total Incidents –	3026
Arrests	41
B/E Businesses or buildings	3
B/E Homes	14
B/E Motor Vehicles	2
Robbery	2
Rape	1
Citations	201
Motor Vehicles Crashes	131

Central Dispatch

Central Dispatch was fully implemented in December 2013. Easton public safety dispatchers began dispatching the fire department and police department. The next major project is to combine the Fire Department's records management with the Police Department's records management so that the dispatchers are operating off of one RMS system.

Crime

We had one unarmed robbery occur at a convenience store, no injuries were reported. We also had a rape reported at Stonehill College; our detectives investigated this incident along with Stonehill Campus Police. Our detectives made several arrests of housebreak suspects. We believe these individuals were responsible for a large portion of the recent housebreaks.

Grants

Earlier in the year we applied for a State 911 Support and Incentive Grant to assist with offsetting the costs of central dispatch. In November we received approval for the grant and the Town was given \$48,000 to be used for our dispatcher's salaries.

We have also reapplied for a federal grant to be used for bullet proof vests for all the officers. That grant opportunity will open in the Spring of 2014 and if we are approved the money will be used to purchase vests (each costing \$800) for all officers.

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 2nd quarter report for FY2014. During this quarter I attended the following meetings:

- (2) Board of Selectmen Meetings
- (1) Special Town Meeting
- (1) Department Head Meeting
- (1) DPW Staff Meeting
- (5) Municipal Building Committee Meetings
- (1) Executive Loss Committee Meeting
- (3) North Easton WWTP Monthly Meetings
- (2) North Easton Village Infrastructure Project Meetings
- (1) OCPC Joint Transportation Committee Meeting
- (5) Main Street Revitalization Meetings
- (1) Bay State Roads Training
- (1) NBM Highway Association Technical Meeting
- (1) PCWWA Meeting
- (2) APWA Technical Meetings
- (1) Electrical Hazards Awareness Training

44 streetlights were maintained by our streetlight maintenance contractor during the second quarter.

During the 2nd quarter we had six (6) snow and ice events with a total accumulation of 12 inches of snow. During that time the DPW applied 703 tons of deicing materials and spent a total of \$117,193.

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 2nd quarter, DPW received 29 service requests (2 for potholes, 4 for trees, 18 for streetlights, 5 others) using the application.

As part of the GIS improvement Project, the DPW entered into a contract with Applied Geographics. Planned improvements include 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. It is anticipated that work on this project will take place over the winter and spring of 2014. In addition, DPW has been working with a group of communities and USGS on a regional flyover project. The Town entered into an agreement with the Town of Arlington, as lead agency, to procure 3" resolution ortho photos. The flyover is currently scheduled to take place in the spring of 2014 with delivery of the photos in December of 2014.

Construction on the Main Street portion of the North Easton Revitalization Project was substantially completed during the 2nd quarter. Work has been suspended on the pathway and parking lot portion of the project until the spring of 2014.

Work on the wastewater treatment plant (WWTP) is complete and the plant began accepting waste in November. The construction of the Infrastructure Project is substantially complete and the first connections were installed in December. Final paving of the project will take place in the spring.

On June 25, 2013 the Town of Easton was notified that we had received a \$250,000 Green Communities Competitive Grant for the installation of additional LED streetlights and insulated garage doors. The DPW has bid the installation of the streetlights and contracts are being prepared for the purchase of the LED fixtures from the state bid list. We have also been working with Columbia Gas and their subcontractor to enter into a contract for insulated garage doors as part of this project. Construction of both parts of the project is scheduled for the spring.

In a continuation of the energy management services contract, the Town has negotiated and signed an investment grade audit agreement with Ameresco. Ameresco was selected as the contractor following an RFQ which was issued on 7/10/2013. The investment grade audit is the first part of an energy management services project which will lead to the energy efficient infrastructure upgrades that would ultimately be funded from the energy savings resulting from those upgrades. The current schedule is for the audit to be completed in the spring of 2014 with a recommended project being presented to Town Meeting in the fall of 2014.

As part of the facilities assessment project, we have entered into a contract with Dore and Whittier to perform a comprehensive assessment of all municipal and school buildings. During the second quarter, inspections of the facilities were completed. The findings of the assessment are scheduled to be reviewed and a final report prepared in the spring of 2014. In addition to a list of recommended capital improvements, the assessment will also include creation of a computerized maintenance management software system which will automatically create work orders for routine and preventative maintenance activities.

The 1.86 MW photovoltaic system located at the Prospect Street Landfill site was commissioned and is now generating electricity.

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

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

- Envision Easton - Transportation and Mobility Working Group Meetings
- Queset Commons Development
- DPW Master Key System

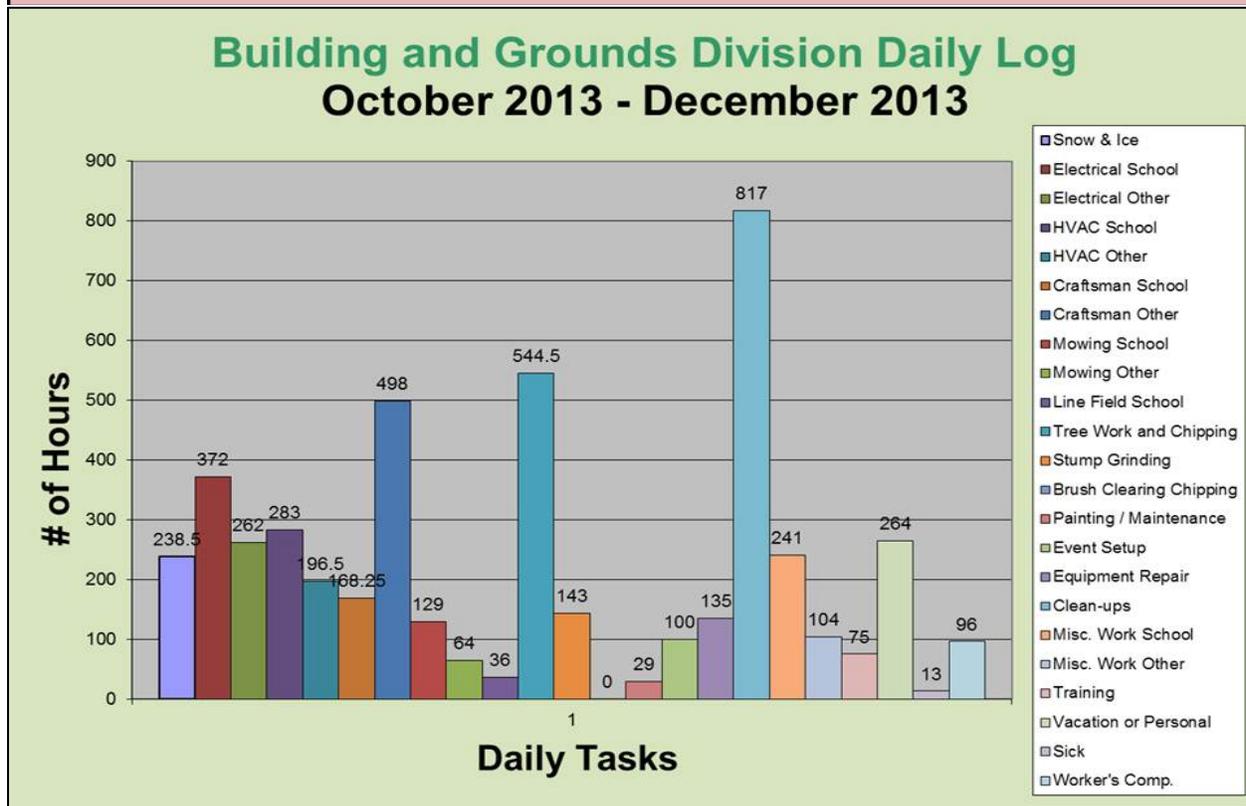
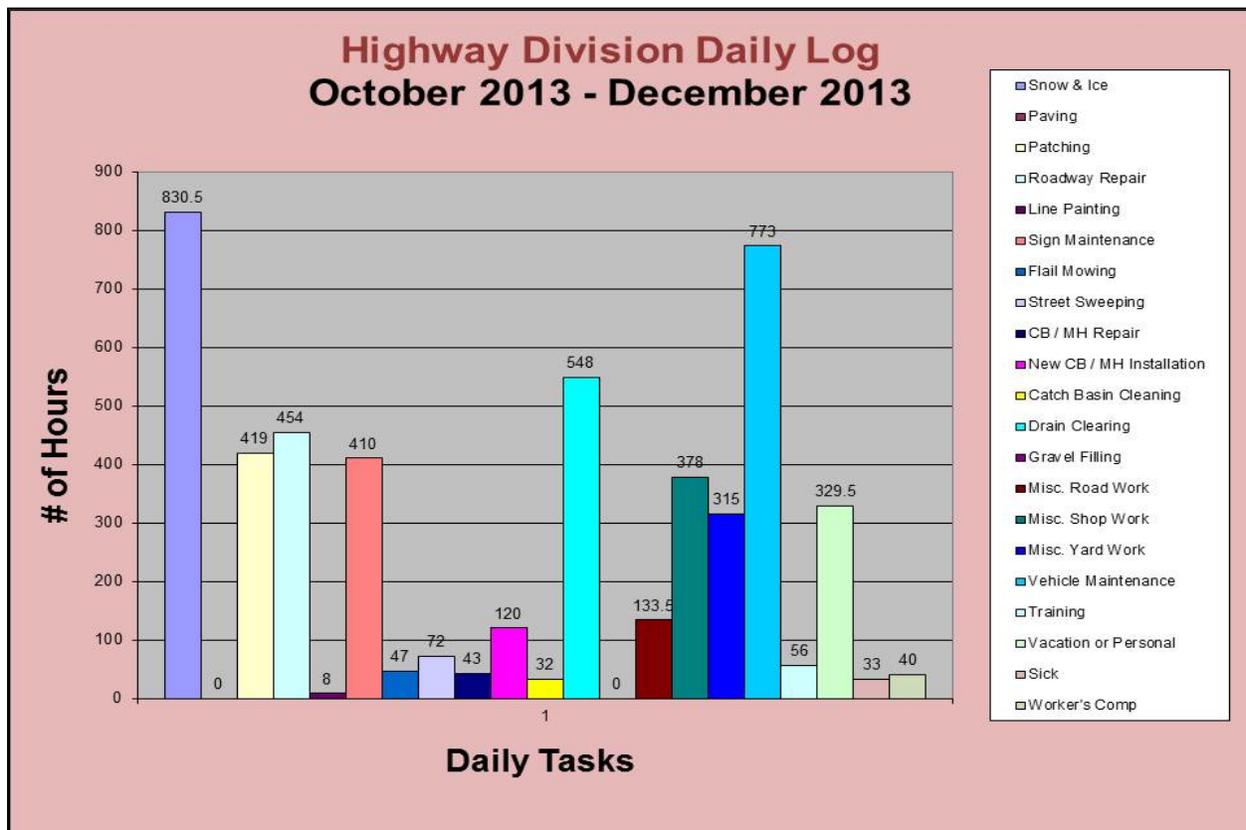
Town Administrator's FY2014 Second Quarter Report

- 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

2nd Quarter: (October 2013 thru December 2013)						
DPW OPERATIONS DIVISION	<u>Unit</u>	<u>Oct.</u>	<u>Nov.</u>	<u>Dec.</u>	<u>Total</u>	<u>Unit</u>
<u>HIGHWAY</u>						
Snow & Ice	event	0	0	6	6	event
Paving	event	0	0	0	0	event
Patching	event	4	4	10	18	event
Roadway Repair/Work	event	12	3	1	16	event
Line Painting	event	0	1	0	1	event
Sign Maintenance	event	18	15	18	51	event
Flail Mowing	event	6	0	0	6	event
Street Sweeping	event	4	1	0	5	event
CB/MH Repair	ea	5	0	0	5	ea
New CB/MH Installation	ea	2	0	2	4	ea
Catch Basin Cleaning	event	3	1	0	4	event
Drain Clearing	event	9	6	8	23	event
<u>BUILDING & GROUNDS</u>						
Tree Work	ea	45	53	71	169	ea
Stump Grinding	ea	24	0	0	24	ea
Event Setups	event	1	3	0	4	event
Mowing School	event	11	0	0	11	event
Mowing Other	event	6	0	0	6	event
Line Field School	event	6	0	0	6	event
Clean-ups	event	12	17	5	34	event
Electrical School	event	17	23	16	56	event
Electrical Other	event	20	15	19	54	event
HVAC School	event	12	16	17	45	event
HVAC Other	event	19	10	11	40	event
Craftsman School	event	7	6	16	29	event
Craftsman Other	event	21	14	21	56	event



Water Division

John J. Marsh, Operations Manager

Read meters, process data	22,059
Process Calculate & export data to vendor for water bills	7,481
Miscellaneous service bills	89
Prepared bills for property transfers	64
Gallons of Water Pumped and Treated	139,009,000
Replaced meters	200
New service applications	12
Installed new services	45
Water Conservation Letters Processed & Mailed	127
Meter Replacement Letters Mailed (#1)	230
Meter Replacement Letters Mailed (#2)	138
Meter Replacement Letters Mailed (#3)	68
Meter Replacement Letters Mailed (#4)	14
Total Letters Mailed	450
Meter Replacement (Door Hangers)	0
Answered Service and Maintenance requests	606
Renewed Services	0
Service Leaks Repaired	1
Hours of Leak Detection Performed	0
Dug up & repaired main leaks	5
2" Water Main(s)	0
4" Water Main(s)	0
6" Water Main(s)	0
8" Water Main(s)	5
10" Water Main(s)	0
12" Water Main(s)	0
16" Water Main(s)	0
Repaired hydrants	5
Dug up & replaced hydrants	0
Routine hydrant maintenance	46
Frozen Services	0
Reviewed plans for backflow devices	0
Surveyed buildings for cross connections	1
Tested backflow prevention devices	108
Took delivery of bags of hydrated lime	1100
Took delivery of barrels of chlorine	25
Photovoltaic Energy Production (Solar Power) in kWh	9,349
Collected bacteriological samples & delivered to laboratory	121

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 were held for the Massachusetts Town Clerks' Association as well as the Town Clerk's final board meeting for the New England Association of City and Town clerks, marking 3 years of service to that respective body. The Town Clerk attended several hearings and met with many State legislators to lobby for passage of House Bill 3772, which makes significant updates to Massachusetts Voting laws. This bill passed the House of Representatives by a vote of 142-10. The bill currently awaits action by the State Senate. It is hoped that few if any changes will be made to the bill and swift action will bring Massachusetts voting laws into the 21st century.

Elections/Voting

Thus far, Easton has escaped the myriad of special elections caused by the resignations of not less than 5 State legislators in recent months. The only formal activity was a Special Town meeting held on November 4, where 123 Easton Voters quickly disposed of the 10 articles laid before them. The relatively new electronic voter check in system continues to speed up the check in process. This quarter the Town saw 103 new voter registrations, a decrease of 462 during the same time period last year. This decrease is common in "odd" numbered years as state and presidential elections tend to drive voter participation up more drastically. This quarter, the Office also processed 328 voter registration changes.

Records Management

This quarter, the focus was on separating out individual boards and commissions minutes and agendas. Past practice has been to group all minutes of a particular year together, ie "1975 Minutes" In an effort to be more true to Record Keeping best practices, and to streamline the ability of the Office and eventually the public to be able to access this information, each board will be sorted out from the "group" boxes and placed in their own archival box by year. In these boxes, each individual meeting will be foldered and labeled according to the Town's "Minutes on Demand" nomenclature. It is hoped to eventually scan these documents and allow direct public web access to them as is the case with more recent documents. The initial phase will focus on boards with adjudicatory authority, as such this quarter saw the sorting and boxing of Board of selectmen minutes from 2013 back to 1972. An example of the project's results can be seen below:



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, both the Town Clerk and Records Manager attended a variety of training sessions:

CLASS	BY:
IS-00326 COMMUNITY TSUNAMI PREPAREDNESS	LONGHURST
IS-00288 ROLE OF VOLUNTARY AGENCIES IN EMERGENCY MANAGEMENT	LONGHURST
IS-00703.A NIMS RESOURCE MANAGEMENT	LONGHURST
IS-00235.B EMERGENCY PLANNING	LONGHURST
IMPROVING FILING SYSTEMS-LOCAL	GILLIS
IMPROVING YOUR DISPOSITION PROGRAM-LOCAL GOVERNMENTS	GILLIS
STORAGE FACILITIES-WEBINAR	GILLIS
PROTECTION AND STORAGE OF	GILLIS

PERMANENT PAPER RECORDS	
NAVIGATING CHANGING TIDES	GILLIS
ART OF HUMAN RELATIONS	GILLIS
MUNICIPAL MANAGERS AS LEADERS	GILLIS

Inspectional Services

Mark Trivett, Inspector of Buildings

Permit Activity	
Building Permits	122 – 7 of which were single-family dwellings; 1 for multiple-family dwellings
Foundation Permits	11
Certificates of Inspection	9
Demolition Permits	3
Electrical Permits	177
Plumbing Permits	140
Gas Permits	150
Mechanical Permits	14
Trench Permits	3
Miscellaneous	94
Total Receipts	\$182,624
Inspections	
Building Inspectors	627
Inspector of Wires	242
Plumbing & Gas Inspector	316
Total Calls for Inspections	1185
Other Activities	
Meetings with Town Administrator	2
Meetings with Town Counsel	4
Meetings with Development Review	5
Fire Department Meetings	5
Emergency Calls	4
Meetings with Design Professionals, Developers, Attorneys	17
Department Head Staff Meetings	1
Building Officials Seminars for Continuing Education	8
Court Appearances	0
Architectural Access Board (AAB)	5
Construction Supervisor Licensing Hearing	1
Selectmen's Meeting	0
Historical Commission	0
Housing Group – Envision Easton	2

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. Approximately 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
- 1 Medical Reserve Corps Meetings
- MHOA fall seminar
- Annual billing reimbursement training.
- Onsite meeting at EDS site with Fire Chief and Amy Palmer EDS coordinator.
- 1 Department head meeting
- Tobacco enforcement training and compliance

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. 15 with 14 revisits

Condemnations -0 Camp inspections and Permits-0

Food inspections– est.-48

Food re-inspections of the - est. -31

Food complaints inspections – est. 1

Pre-opening food inspections- 1

Bed and breakfast.-0

Temporary food permits-8

Reportable disease notifications -19

Re-inspections Public and Semipublic swimming pool inspections-0

Pool Complaints -0

Re-inspection Beach-0

Tanning Parlor Inspections-3

Dumpster site visits-2

Dog Bit investigations-0

Cat bit investigations-1

Title V

Disposal Work Permits Issued -33

Certificates of Compliance-Est -28

Variances-14

High Ground Water Determinations-15

Soil evaluations – 25

Soil classification sites (per hole) – est.62

Percolation witness tests – est. 43

Sieve sample collection – est. 7

Open Whole inspections – 58

Septic installation inspections: 34, Final inspection – 32

Semi-public Swimming Pool permits – est. 0

Construction sites visited – 0

Transport offal truck inspections – 2

Housing Inspections – 4

EEE and West Nile and Lyme

During this quarter we saw a large reduction in Mosquito activity due to the weather.

The following has been reported from the Department of Public Health:

0 confirmed pools for EEE or and 0 confirmed West Nile in the Town of Easton from October 1, 2013 to December 31, 2013 date. 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 was one hearing this quarter involving 22 Julie road Title 5 inspection acceptance.

Projects

Septic Betterment Program

The office of the Board of Health has approved and deployed its first betterment loan as well as an additional 7 loans in this quarter for a total 52 approved loans as of December 31 2013. Our office is continuing to spend down the 1,000,000 dollar loan at 0% cost to the town. 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.

Emergence Management

Work has been continued with Ms. Amy Palmer, MPH an emergency planner from the Bristol County Emergency Preparedness Coalition. A call down drill was performed in this past quarter. The completion of the TAR and other binder updates has been done. Amy Palmer Chief Partridge and Health Agent Taylor have performed an active walkthrough at the EDS site located at the South Eastern Regional School. Lay outs of human traffic and driving patterns were reviewed as well as MOU's with the school for staff if needed.

Jenni Manni regional organizer of the Greater Taunton Medical Reserve has set up trainings and helped recruit more new volunteers for the MRC. MRC's current total is now 88 volunteers.

- 9 Doctors
- 36 Nurses
- 7 EMS
- 1 Respiratory Therapist
- 1 Pharmacist
- 7 Public Health/Medical
- 27 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.

Clinics

The VNA provided several valuable services over the last quarter. Through a coordinated effort lead by Health Agent Kristin Kennedy and public nurse in setting up 2 flu clinics and vaccinated individuals against seasonal flu. The public health nurse was available every fourth Monday at town hall for the public. This service allows residents to come in and talk to a licensed nurse about health care.

The second Thursday of each month the nurse is available at Frothingham hall from 10:00 to 11:00 am. The nurse was available the first Tuesday every month 9:30 AM – 10:30 AM at Parker Terrace Community Room, and the third Tuesday of every month 9:30 AM – 10:30 AM at the Elise Circle Community Room for blood pressure and Blood Sugar Screening.

Reportable Disease

Blood Pressure: 67

Blood Sugar Testing: 6

Cholesterol screenings:4

Influenza:4

Lyme line lists: 8

Chronic Hepatitis C: 3 Chronic Hepatitis B: 1 case

Dengue Fever: 0, Salmonella: 2, Shigella: 1, Varicella: 5, Pertussis: 1

Tuberculosis new cases 1 and 5 follow up.

1 new cases of Campylobacter, 0 case of suspected Mumps

57 Pediatric Vaccines

173 Adult Vaccines administered.

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-19 New and 0-follow ups needed

Meetings

There were 12 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

"If there is a heaven, it surely looks like your library."

~ Author Kate Klise, December 12, 2013, writing from her home in the Missouri Ozarks.

FY2014 – Library Productivity Statistics December 2014

	YTD - FY14
Circulation	82,979
Programs	358
Program Attendees	5,649
Visitors	52,117
Computer Usage	4,582
Museum Passes	402
Volunteer hours	873.3
Reference Questions	4,865
Zinio (new emagazine)	642

Circulation

The library remained in the top ten libraries within the 73-member SAILS consortium with regard to circulation. The library also remained in the top ten SAILS libraries in terms of both Overdrive registration, and circulation of ebooks. The library had the third highest use of an online app called Bookmyne, suggesting the relative maturity of the community to new technology. 25,427 items were either loaned or borrowed from other libraries, testifying to the robustness of the larger consortium to meet community needs.

Programs for Adults

- The ongoing Fireside Chat presented ways to reconfigure existing homes to accommodate in-law units.
- The Foodie Group hosted 'Attleboro Grows', focusing on organic foods; Jim Orcutt of 'My Brother's Keeper'; and 'Tradition, Tradition' in celebration of the holiday season.
- Trip talks are gaining popularity. In this quarter we hosted Colleen Corona's riveting account of travel and stay in Antigua, Guatemala - a UNESCO World Heritage site; presentations on planning a family vacation to Europe; one on exploring China; and one on Poland. A corollary website produced and maintained by Lorraine Rubinacci can be found at afltriptalks.com.
- Kevin Kidd once again hosted Tech Talks on the use of Facebook; and a somber talk on computer security that both educated and traumatized the audience.
- Author talks featured Stephanie Blackman; and Kevin Symmons.
- For parents of college going kids, there was a series of talks on how to pay for college, and one on Strategies for College with Todd Weaver.

- There was also a financial talk on insurance basics and another on socially responsible investing.
- 13-year-old Hannah To presented an hour-long music program on the Chinese hammered dulcimer.
- Films presented were Wolf Man in celebration of Halloween; The Great Gatsby; The Lone Ranger; and Bless Me, Ultima.
- Nora Yousif hosted a workshop on the art of communicating with others.
- For the fifth consecutive year, the library launched NaNoWriMo (National Novel Writing
- NaNoWriMo. 82-year old Rose Buck completed her 2nd novel in the course of the month and published the one she wrote at last year's session. It is now part of the library catalog.
- Regular monthly adult programs included reader's advisory for SE Rehabilitation center visitors, book discussions both at the library and at the Council for Aging and the ever-popular bimonthly knitters and monthly beading groups. The knitters and beaders under the able guidance of Kathy Korona and Debbie Adduci respectively, worked hard to produce attractive baskets for the library's silent auction.

Programs for Teens and Children

The Youth Services Team of Amy and Mimsy proved to be very effective in successful programming and outreach.

- Professor Talusan of Tufts University offered a teen workshop on writing essays for college admission.
- Four workshops on youth writing (ages 9 – 15) were held in this quarter.
- The Japanese Manga Workshop for teens on Nov. 23 was a success. This was sponsored by an LCC grant and allowed us to purchase books and art materials for the teens.
- Author talks featured Lisa Graves - History's Witches, and Andrea Jill Guimond - Little Red and the Boston Christmas Tree; and Anna Staniszewski who gave out copies of her most recent book to attendees
- [Small Singers and Shakers Holiday Program with Ms. Stacy](#) was once again hosted on Dec.13.
- The regular storytelling series for different age groups continued with a new Toddler Time session scheduled for the first time on Mondays at 10:30am. Twelve families immediately signed up.
- Storyteller Mark Binder was rescheduled due to the storm, but performed well on December 30 at the Hall.
- There were some innovative new programs offered in youth services – a parent-child book club; a workshop in baby sign language; and finally a rollicking Halloween parade through the library that attracted over 72 kids and parents. Ongoing were the regular series of age-specific story times and teen book discussions.

Staff

- With the intent to expand library services in innovative ways, Amy Dean and Madeline Miele Holt attended a STEM session at the OA High School and Ian Dunbar and Uma Hiremath attended a webinar on 'Chromebooks for Libraries'.

- The November SAILS eNewsletter reprinted an editorial from the AFL eNewsletter as 'The Value of Service from the Ames Free Library'.
- Whitney Brown completed an ALA online course on Fundamentals of Preservation, funded by a successful grant received from the MA Library Aid Association.
- Staff enjoyed an instructive and enjoyable Development Day on December 6 with a staff meeting, followed by a 2-hour workshop on Google Drive facilitated by Kevin Kidd, luncheon, tour of Unity Church with Dick Hill and a grand finale party hosted by Board.

Facilities & Activities

- A much-needed computer for catalog look-up was installed in the Reference area.
- Two Chromebooks donated by Ed Hands were purchased. They are currently circulating amongst staff so all are adept at using it before it might be loaned to patrons.
- Chair 'glides' were installed to cap the feet of all chairs causing scratches on wood floors.
- The Town installed a free FIOS cable at the Main Library.
- Major installations, renovations and restorations at Queset House continued with the emergence of a handicapped ramp at the main entrance, installation of security cameras on all three levels, lighting in the library and Presentation Commons 1, completion of elevator installation, finishing of floors in six rooms, progress on completion of restrooms.
- An exhibit hanging system was installed in the Main Library.
- A temporary windbreaker was reinstalled at the front entrance to the library.
- Inclement weather brought on by Hercules kept the library closed from 3pm on Thursday, December 2 through Friday, December 3. An 'emergency staff' that live close to the library has been selected, to add greater flexibility to future closings.
- The MA eBook pilot, of which the Ames Free Library is the only SAILS member, was launched for public use in December.
- In the interests of early literacy, a Read Early Go Far photography campaign was launched, to showcases pictures of children reading. One of the pictures attracted 1,723 clicks in a single day!

Fundraising

- The Comedy Night and Silent Auction featuring Jimmy Tingle exceeded its goal. After deducting all event expenses, the library made a profit of \$10,647 and provided a fun evening for the community.
- The Memorial Brick program continued with \$500 raised in the quarter.
- The Historical Society dropped off 50 Christmas ornaments featuring Queset House, for sale at the library. 2% of the profits will be donated to the library.
- The Annual Appeal was sent out later than usual in the first week of December and accrued \$19,486, from 190 donors, with almost every third person being a first time donor.

Community Connections

- State Representative Shauna O'Connell (Precinct 6) was invited by Self-Help to read to our preschoolers on November 21.
- The Historical Society (Hazel Varella) and the library (Whitney Brown) presented Part 1 of Library Memories, the oral history project, on November 24.
- Martin Dermady, a newly-appointed Trustee at the Lincoln Public Library, consulted the library on best ways to liaise with schools and thanked us for our 'thoughtful responses'.
- Roger Seitz, visitor from the Providence Athenaeum board and composer, gifted us with a CD of his latest composition, for our collection.
- NELA invited us to give a presentation on the Learning Commons at its October 19, 2014 meeting at Boxborough.
- We were also invited to give a short presentation on the same topic at the upcoming Legislative Breakfast at Middleboro Public Library on February 7, 2014.
- Senator Kennedy and Representative Cronin used the library Fireplace Room on December 13 for a meeting.

Easton Council on Aging Del Kent, Director

During the second 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 10,315 units of service for 774 individuals. This was a 5% increase over the previous quarter, as this included individuals assisted with health insurance questions during the open enrollment period and folks attending Thanksgiving and Holiday celebrations, as well as a full schedule of exercise classes during the 3 month period. The Council on Aging members met with the director three times for a total of 4½ hours to discuss program initiatives and set policy for COA activities and services.

Transportation

One hundred seven (107) elderly or disabled residents received 2,253 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 during the quarter due to the increased participation at the holiday meals. 3,158 meals were served at the Parker Terrace meal site or delivered to the homebound with 149 older residents participating in the meals program during the quarter. 16 Council on Aging volunteers contributed approximately 281 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 initiated a free Breakfast Program and served 31 seniors 116 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, coffee and tea funded by participant donations.

Financial Programs

Our SHINE (Serving Health Information Needs of Elders) volunteers spent approximately 184 hours helping 89 individuals with health insurance information or assistance in completing health insurance forms. The dramatic increase in the number of individuals served and the amount of volunteer hours contributed by our 2 SHINE volunteers, Dave DeVore and Steve Sundell, was due to the high demand for health insurance information during the Medicare Open Enrollment period. Our Outreach Coordinator Beverly Beavers assisted 7 residents with Fuel Assistance and food stamp (Supplemental Nutrition Assistance Program) applications.

Outreach Programs

Ms. Beavers made 6 home visits and scheduled 5 community education programs during the quarter including Jewelry Making by Paula Devine; The Homestead Act

presented by Bristol County Registrar of Deeds Barry Amaral; Assisted Living information and an Ice Cream Social hosted by the Arbors Assisted Living from Stoughton; Medication Interactions presented by Virginia Lemay from RiteAid Pharmacy; and The Mind Body Connected presented by Healing Hearts Holistically. Ms. Beavers coordinated the distribution of tickets for a free Thanksgiving luncheon at Lombardo's in Randolph and contacted seniors to arrange the delivery of Thanksgiving meals by the Turkey Brigade-To-Go volunteers from Personal Best Karate. She led the weekly Weight Loss Support program and mailed program/services information to residents turning age 65. Ms. Beavers also delivered meals on wheels and picked up the day-dated pastries from the Roche Brothers Supermarket when volunteers were unavailable and delivered prescriptions for homebound individuals.

Health Promotion

Our Exercise, Tai Chi, Zumba, Line Dancing and Yoga classes, continued during the quarter with 53 individuals participating over 500 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

Fifty-two (52) seniors took part 85 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.

We extend a special thanks to the children, teachers and parents of the Easton Middle School for the wonderful Gift Boxes/Bags put together for our seniors by Mrs. Carol Allen and the K.I.D.S Group at the school. More than 100 gifts were distributed to meals on wheels recipients and seniors attending the Old Colony Elder Services Holiday Luncheon in December.

We are also grateful to the Knight of Columbus for hosting their annual Christmas Party for our seniors. The seniors look forward to this special holiday event where they enjoy a delicious meal and delightful afternoon party.

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 start of a new school year is always a busy time for the department. Our fall programs include golf, art, tennis, "Annie" musical theatre, hip hop dance class, chess, kayaking, running club, flag football and wrestling. A new program we offered this fall was cross country running. This offered young athletes, grades 6-8, to the sport of cross country. The children were introduced to the new fitness trail at the high school and also ran in the Town Forest. At the end of the program they had the opportunity to participate in a Middle School cross country meet in Canton. The running club grades 3-5 had over 50 registered. The flag football program returned and was well attended with over 60 registered. The wrestling program has become very popular. This year we added grades 3-5 and had over 35 wrestling. They will be wrestling other towns in the Hockomock League. These are schools they will wrestle against at the high school level.

Our adult programs include coed volleyball, open gym basketball on Sunday mornings, men's basketball and golf at the Easton Country Club.

The Recreation Commission is researching options for sheds at Edwin A. Keach Field. One small shed will be used for a snack bar and a larger one for storage. We are also in the process of planning our "Run for Rec" road race scheduled for May 10, 2014. This will be a 5K run and walk. Also our first annual Duck Pluck in August 2014.

The H.U.G.S. Walk was once again a success. The department would like to express our gratitude to the H.U.G.S. organization for its generous donation. This money will be used to run the late bus. The late bus is available for students that participate in after school activities at the Middle School.

December was the deadline for registering for the Ski and Snowboard Program at Blue Hills. With the hopes of a snow filled winter, the program filled up in two days.

We are now taking registrations for our upcoming winter programs "Annie" musical theatre, hip hop, art, tennis, chess, ZUMBA. Two new programs we are offering are The American Red Cross Babysitting Course and Ceramics.

Veterans' Services

Christine Lang, Director of Veterans' Services

Training:

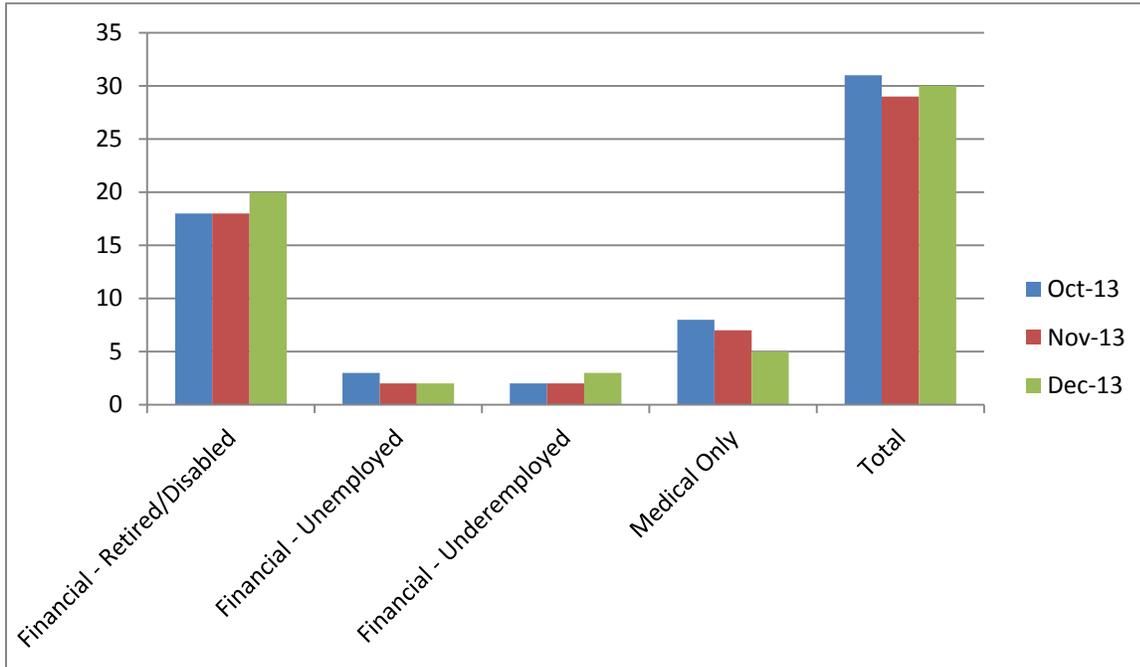
- MIIA Workplace Harassment Prevention & Awareness Training
- MA Dept. of Veterans Services Annual Training, Leominster MA
- MIIA Customer Service Workshop
- VSO Training, Attleboro – Easton & Norton

Public Events:

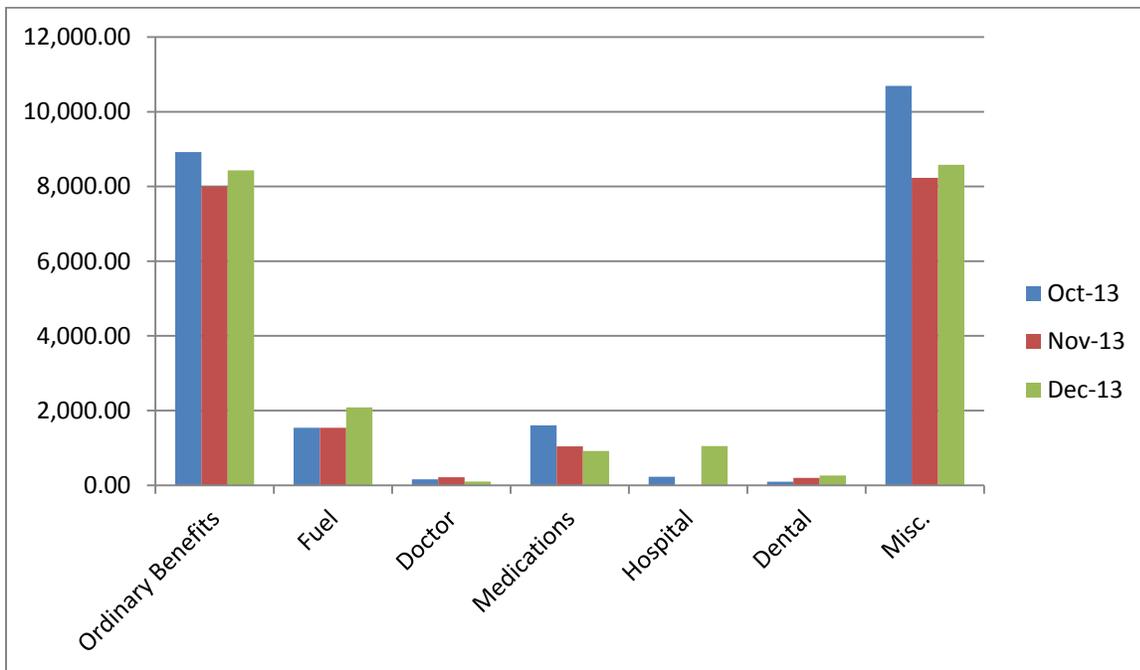
- Brockton VA Hospital – pizza party
- Brockton Career Center
- 9th Annual Women Veterans Appreciation Day
- Veterans Day Parade
- Selectmen's Meeting – update on veterans services

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

- Worked with the Department of Revenue to receive preliminary certification of property values.
- Reviewed and updated the personal property file for the January 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.
- Helped taxpayers fill out the CPA and Exemption forms and reviewed all returned applications for compliance in order to receive the exemption. Sent out reminders to those taxpayers who did not return their forms. Entered all CPA and Exemptions into Vision and SoftRight for the billing file.
- Created Tax file and bill file for tax bills.
- Prepared many abutters lists.
- Prepared motor vehicle commitments 6 with 641 bills for \$50,800.91 for 2013.
- Processed hundreds of abatement requests on motor vehicle excise taxes primarily due to residents changing cars during the year and transferring plates to another car.
- Inquiries by telephone and at the counter constitute about half of the staff time in this office.
- Worked with Softright to create tax bills.
- Reviewed the new betterments in the Betterment Module.
- The assessing staff was busy completing new growth, \$637,523 from building permits and a revaluation of all property. The Chief Assessor prepared the reports for the tax classification hearing and also reconciled the commitments in order to produce tax bills. I would like to thank Ann Williams and Maureen Call for all their hard work and support.

Treasurer/Collector Office
Teresa DeSilva, Treasurer/Collector

During the second quarter of fiscal 2014 we issued demand bills for some of our smaller motor vehicle commitments. Real Estate bills were due November 1st. Water bills and Trash bills were both issued for the second quarterly 2014 billing in the month of October. This quarter we were able to collect \$ 200,515.10 from our tax title payment plan program. During the month of December we were busy preparing the liens (water and trash) for the Actual Real estate bills that would be mailed on December 31st.

Payroll warrants for October	Town	1,227,252.71
	School	2,379,681.62
Vendor warrants for October	Town	3,283,912.96
	School	783,368.99
Collections:	Real Estate	8,901,879.73
	Personal Property	188,547.82
	Motor Vehicle	130,607.10
	Water/Sewer	300,979.44
	Trash	189,260.16

Payroll warrants for November	Town	990,863.23
	School	2,483,379.95
Vendor warrant for November	Town	3,324,283.02
	School	809,648.20
Collections:	Real Estate	1,615,706.82
	Personal Property	6,629.68
	Motor Vehicle	40,699.30
	Water/Sewer	529,050.54
	Trash	27,853.77

Payroll warrants for December	Town	1,091,120.89
	School	2,368,694.02
Vendor warrants for December	Town	4,244,248.40
	School	558,917.78
Collections:	Real Estate	272,461.32
	Personal Property	2,401.70
	Motor Vehicle	63,034.19
	Water/Sewer	42,784.92
	Trash	30,710.19

**Town Accountant
Wendy Nightingale, Town Accountant**

**Pending publication of Actual Through 12/31/2013*

Status of Fiscal Year 2014 Operating Revenues & Expenditures

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

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

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

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

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

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

Expenditures:

Town Administrator's FY2014 Second Quarter Report

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

Data Processing

Mike Deltano, Information Systems Manager

- Ordered 16 4GB memory boards and 4 Intel Xeon 6 core X5670 processors to upgrade the two HP DL360 G6 servers at the Town Offices. 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 Town Offices. The first server booted right up after the upgrade but the second one gave me some trouble and took a couple more hours to straighten out. Each started with a capacity of 8 processors (dual Intel Xeon Quad core processors) and 32 GB of memory. After the upgrade each node server has the equivalent of 24 processors and 64 GB of memory. This will give us the extra horsepower we will need when I migrate our Exchange 2003 server to Exchange 2013.
- About a week after upgrading THMAIN to Windows Server 2012 we started to have a number of unusual DNS issues where people in the Public Works and School Department domains could no longer access resources in the Town Hall domain. It would seem Windows Server 2012 handles conditional forwarders differently than Windows Server 2008 and 2003. So I removed all conditional forwarders in all three domains and created stub zones in each domain for the other two domains. This seems to be working nicely and users are now back to the functionality they are used to.
- A drive failed in the EqualLogic Storage array at the Police Dept. I called Dell and they sent me out a new one which I replaced and verified that it rebuilt itself.
- Someone at Fire Station 3 moved the fiber optic splice box and fractured the fiber coming into it. The installer should have anchored the box like he did in the rest of the town but this one seems to have been missed. Splicing tools are expensive so we had to get an outside contractor to come in and fix it. Our Electrician then anchored the box in a safe place so this could not happen easily again.
- For several years the Exchange email server has had an issue with log files filling up the C Drive causing the mail server to bog down and become unresponsive. Over the last year that issue has become much more frequent. I used to have the clear out those log files once every 6 months. But lately it has become a weekly thing. I decided to investigate and discovered that the log files were being created by The Internet Information Service which is used to host Outlook Web Access. Even though Outlook Web Access use has actually declined in the last few months with the library going over to G-mail, the log files have been growing larger at a faster rate. I attribute this to increased email access thru cell phones and iPad use. I found where to disable these log files and this should no longer be an issue.
- Set up the new 64 bit DPW server as per how Applied Geographics specified. I have Windows 2008R2 installed on this server and moved all the files and folders from the old Windows 2003 server using the native backup program so as to not lose file permissions. I then manually set up the folder shares as they were on the old server and installed the 64 bit printer drivers. Finally, I added SQL 2008 Express for the new Fleet Maintenance software that the DPW purchased.

- Upgraded 9 computer desktop systems and added 1 new one. 6 of these were at the Police Dept., 2 were for the Fire Dept. and 2 for the DPW.

Data Processing Productivity Ratios/Quantitative Measures											
Staff	Hours per Week	Days in Qtr	Available Hours	Less Absence Hours						Net	%
				Vacation	Sick	Personal	Holiday	Other	Subtotal		
Michael Deltano	40	66	528	64	17	4	44	0	129	399	75.57%
	40	66	528	64	17	4	44	0	129	399	0.7556818

Planning and Community Development

Gary Anderson, Planning Director

The department continued to support the Conservation Commission and Planning & Zoning Board in their responsibilities as permitting agencies, and to provide technical and administrative support to the Affordable Housing Trust, the Community Preservation Committee, the Historical Commission, Agricultural Commission and Master Plan Steering Committee. The Department continued to support the Board of Selectmen as requested.

Infrastructure Improvement Projects

- North Easton Village Sewer project
 - Attended monthly update meetings
 - Administered MassWorks grant and SRS Loan funds
- Main Street beautification
 - Administered MassWorks grant funds
- Awarded \$1 million MassWorks grant for Queset Commons intersection improvements.
- Coordinated Governor's visit and subsequent MassWorks grant announcement.
- Submitted comments on 106/138 intersection Environmental Notification Form (ENF)

Land Protection/Recreation

- Trail Work – Clifford G. Grant
 - Continued assisting with solicitation for volunteers
 - Procured contractor to construct kiosks
 - Provided updates to public via local media options
- Wheaton Farm
 - Parking Lot
 - Oversaw Invitation to Bid and Contractor Selection Process
 - Executed contract and established construction schedule
 - Assisted with construction monitoring
 - Field License Agreement
 - Oversaw RFP review and selection process
 - Negotiated fine points of agreement with Licensee
 - Finalized license execution
 - Barn
 - Solicited interest in using and repairing barn as part of Field License Agreement
 - Secured structural assessment
 - Developed repair plan in preparation for CPA grant application
 - Submitted application for Urban Agriculture Pilot Program for retrofit to accommodate licensee use
 - Submitted CPA application for preservation work
- Conducted annual Tufts Farm Tenancy inspection

Comprehensive Planning

- Continued the Comprehensive Master Plan (Envision Easton) update process
 - Planned and attended meetings with Steering Committee
 - Led continued community outreach and public engagement efforts
 - Managed consultant team work
 - Oversaw completion of working group-related work
 - Organized and executed Second Summit public event in partnership with consultant team
- Participated in discussions surrounding potential mitigation of the Raynham slot casino proposal
- Held Economic Development Self-Assessment Tool workshop with Northeastern University and coordinated related follow-up work
- Submitted Town comments on South Coast Rail Final Environmental Impact Report (FEIR) and reviewed Section 61 findings

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
- Finalized contract for industrial park study

Zoning

- Completed analysis of overlay zone for potential locations for medical marijuana-related uses
- Presented analysis of potential zone changes regarding building height, duplexes,

Development Projects

- Developed and finalized RFP for potential sale of 114 Main Street
- Assisted the Planning & Zoning Board in reviewing development proposals
 - Oversaw Planning Board review and approval
- Conducted construction monitoring for several projects
 - Winterberry Hills
 - Quset Commons
 - Stonehill solar farm

Community Preservation

- Led discussions with CPC regarding potential key land acquisitions
- Revised preservation restrictions
- Coordinated meetings with staff and Committee representatives regarding funded projects and related work
- Finalized 2014 CPA application process and solicited applications

Historic Preservation

- Drafted registry of deeds compliant exhibit map for Ames Local Historic District

- Assisted with determining next steps related to non-compliance with one of the Preservation Restrictions held by the Commission
- Continued review activities under the demolition review bylaw
- Continued monitoring and enforcement of existing preservation restrictions.
- Oversaw completion of third phase of consultant-led multi-year historic resources survey in conjunction with Massachusetts Historical Commission
- Facilitated review of draft Children's Museum preservation restriction by Massachusetts Historical Commission

Agriculture

- Drafted and submitted comments on behalf of the Commission to the Food Security Modernization Act regulations proposed by the USDA
- Attended presentation by MDAR Commissioner Greg Watson at Stonehill College
- Attended farmer panel discussion at Stonehill College
- Original Easton Farmers Market
 - Assisted in securing Oakes Ames Memorial Hall for winter market site
 - Prepared documents, applied for and secured Special Permit and Site Plan Review for winter location
 - Assisted in soliciting new vendors and promoting market
 - Finalized process, implemented and promoted acceptance of SNAP/EBT
- Wheaton Farm Field license
 - Received, reviewed and selected best proposal
 - Prepared and executed license agreement
- Processing / Test Kitchen
 - Facilitated discussions with Linda Reinhardt, Langwater Bakers, LLC, on providing processing classes during the 2014 agricultural season under the auspices of the Agricultural Commission.

Affordable Housing

- Scoped parameters for update to the Affordable Housing Trust's 5-year action plan
- Advanced Rent Control Board Rules and Regulations (adopted December 2013) for the Easton Mobile Home Park
- Drafted FY15 AHT CPA application
- Reviewed and approved affordable housing unit refinancing application
- Continued applicant list for next round of Home Repair grant program
- Responded to resident inquiries regarding affordable housing assistance.
 - Continued applicant list for next round of Homebuyer Assistance grant program

Staff Development

- Attended MACC invasive species management workshop
- Attended Southern New England Planning Conference (SNEAPA)
- Attended Housing Planners/Coordinators Network Meetings
- Attended (along with three members of the Historic Commission) the October 2013 Massachusetts Historic Preservation Conference and training sessions in Lexington

- Attended MassDevelopment site-selection workshop

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 2nd quarter of FY 2014.

I. Litigation Matters

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

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

Village Pond Condo v. Kennedy and Town of Easton

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

MHC v. Conservation Commission

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

YMCA v. Town of Easton

This litigation is a challenge to the Estimated Sewer Betterment assessed by the Selectmen. We moved to dismiss. The motion was dismissed but the merits of our defenses remain intact.

Archdiocese of Fall River v. Town of Easton

This litigation is a challenge to the Estimated Sewer Betterment assessed by the Selectmen on the Immaculate Conception Church. We moved to dismiss. The motion was dismissed but the merits of our defenses remain intact.

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

This litigation is a land court appeal, by abutters, of the ZBA's grant of a comprehensive permit for a property on Williams Street. We are taking a nominal role - the permit recipient is defending the permit.

II. Other Legal Matters

Liquor Licensing

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

Queset 40R

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

Raynham Park, LLC

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

Miscellaneous

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