



Town of Easton
Town Administrator's Report
2nd Quarter Fiscal Year 2015
December 31, 2014

This is my thirty-third 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, 2014 through December 31, 2014. This quarter saw the final work on the Town's new comprehensive Master Plan reach completion as well as continued efficiency efforts aimed at improving how the public interacts with local government through GIS integration and electronic permitting software. Additional notable events worth special mention are:

- The Easton Fire Department responded effectively to a liquid propane leak on Norton Ave; evacuating nearby residents and containing the incident within three hours.
- The North Easton Village wastewater treatment plant (WWTP), which began full operations in May, treated 1,015,510 gallons of wastewater during this quarter.
- The Town Clerk's Office conducted the State Election on November 4 as well as a Special Town Meeting on November 17. The Office is the first in the Commonwealth to utilize automated electronic voter-check in stations.
- The Planning Department conducted a Charrette Planning process devoted to the second phase of the Main Street revitalization focused on the Rockery.
- Working with the Master Plan Steering Committee, the Planning Department has produced Envision Easton, our first Comprehensive Master Plan in over forty years. [The entire Plan is available online at this location.](#)
- Inspectional Services launched its comprehensive online permitting software on October 6th, allowing homeowners and contractors to apply for, review, and receive permits online at their own convenience saving time and money.

I. Public Safety

Fire Department

Kevin Partridge, Fire Chief

The services the department provided during the 2nd quarter of FY 2015 are:

Calls for Service

The Easton Fire Department responded to 755 calls for service during the months of October, November, December 2014. 435 medical calls, with patients transported to area hospitals during this time period. There were fire related calls. The monthly break-down is as follows;

	<u>Fire Calls for Service</u>	<u>Medical Calls / Patients transported</u>
October	110	140/113
November	85	151/132
December	125	144/110

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

- **Fire apparatus 5 times**
- **Ambulance 13 times**

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

- fire apparatus 3 times**
- ambulance 16 times**

Highlighted Responses

October 26, 2014 Oven Fire 225 Main street. Fire was extinguished in the oven and did not extend beyond the oven. The house was filled with smoke from the fire, which was a plastic dish strainer left in the oven that burned. The house was a rental being used by Stonehill Students and need to be vacated based on the fact that there were no working smoke detectors or Carbon Monoxide detectors in the house. There were also too many students living in the house, zoning would only allow 4 students to reside in the house there were 11 beds in the house.

October 28, 2014 1 Norfolk Avenue, Pharmasol Corporation Gas Release- an over pressurization occurred in the tank farm involving an un-odorized LP gas. The 1800 gallon tank has product returned to it from a larger tank causing it to overflow and liquid and vapor to vent from the vent stack. Evacuations in the area were made and monitoring of the area was necessary. The incident involved the pumping down of the tank and the product to be taken off site. The incident took 11 hours to completely handle; the incident was under control in approx. 3 hours.

November 6, 2014, Oven Fire 98 Columbus Ave. Easton Junior High School- An oven fire occurred in the kitchen in the Middle School. 3 Engines a Ladder and Ambulance responded. The school was evacuated upon arrival. The oven fire was in a classroom, a dry-chemical

extinguisher was used by the engine company to extinguish the fire. Damage was limited to the oven, and smoke to the classroom, and hallway.

December 31, 2014 Stove top fire at 50 Main Street, Shovel Shop Apartments- The department responded an Engine, Ladder and Chief to a box alarm at building 7. Upon arrival the apparatus found a stove top fire had occurred and was extinguished by a Stovetop, Fire Stop microhood extinguishing device. Crews assisted with venting the apartment and the hallway. The device extinguished the fire and prevented any fire damage to the cabinets.

Fire Prevention / Inspections

Smoke Detector plan reviews -----	16
Smoke Detector & Carbon Monoxide Detector Inspection-	81
Installation or Alteration of Fuel Burning Equipment-----	18
Tank removals-----	3
Propane Installation inspections-----	29
Sprinkler System Installation/Alteration/Repair-----	9
Fire alarm Installation/Repair -----	5
Underground Flammable Storage -----	1
Flammable Storage_-----	2
Blasting or Cutting & Welding-----	1
Tank Truck Inspections-----	4

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

- 11 Roosevelt, Building 1 is complete; acceptance testing for sprinklers is complete. Fire Alarm installation is being completed.
- Assisted Living Facility on 684 Depot is moving along with all structural elements nearly complete.
- 686 Depot Street construction of a Medical Facility which will house two doctors' offices is under construction with the building shell nearly complete.
- 244 Washington Street – apartment units, near completion with fire alarm and sprinkler systems being installed.
- Sally Blair Ames Sports complex, has all exteriors construction complete, work on the inside had begun, including fire alarm and sprinkler installation.

Revenue

The department received \$ 339,414.12 in revenue from **ambulance billing**:

- October - \$ 127,928.60
- November - \$ 89,296.37
- December - \$ 122,189.15

The department received \$ 45,551.84 in revenue from **fire permits and inspections**:

• Plan reviews-	\$ 550
• Sprinkler plan/inspection-	\$ 1150
• Smoke Detector/CO inspections-	\$ 4275
• Fire Reports-	\$ 97
• Fire Alarm Installation/Insp.	\$ 600
• Oil Burner permit/inspection-	\$ 900
• Propane permit/inspection-	\$ 1650
• Tank removal/Install	\$ 750
• Gas Station Registrations	\$ 150
• Fire alarm Box Fee (Annual)	\$35,015
• Cutting & welding	\$ 100
• Tank Truck Inspection	\$ 150
• Misc	\$ 114.84

Training

October

Self-Contained Breathing Apparatus- review and practical

EMS 12 Lead/Monitor review

M&M rounds- review of monthly EMS responses

Officers attended Leadership Training- Chief Billy Goldfeder Fire Firefighter survival program

November

All month was dedicated to training on new E-One Engine 2.

Overview and features program delivered by Greenwood Fire Apparatus Trainer

Driver Training on the new engine

Pump operation and equipment review on new Engine

EMS Pre Hospital Trauma Left support

M&M Rounds- review of monthly EMS responses

Search and Rescue/Rapid intervention training in vacant building at 682 Depot Street. Building was smoked up and firefighter advanced hoseline, did searches, placed ground ladders, used hand tools. Evolutions entailed crews finding and removing a manikin placed in the building.

December

SCBA training on new SCBA received through Assistance to Firefighters Grant (AFG)

Search and Rescue Review

Ice and cold water emergencies. Practice with ice rescue equipment.

Various "10 minute training" included:

1. Walk thru at Southeastern Nursing home
2. Walk thru at 11 Roosevelt circle
3. Radio operations

4. Survival suits

Department Injuries & Sick Time

Sick Time Use for 2nd Quarter- 62 Shifts

Injury on duty: 2 Firefighter were potentially exposed to an un-known white powder and decontaminated at the emergency room. Contamination was negative.

Police Department

Allen Krajcik, Police Chief

Total Incidents –	3156
Arrests	29
B/E Businesses or buildings	7
B/E Homes	10
B/E Motor Vehicles	15
Robbery	0
Rape	0
Citations	304
Motor Vehicles Crashes	145

CRIME

Once again there were no robberies this quarter. We had a small decrease in the number of housebreaks. There were no rapes reported to us during this quarter.

Our detectives continue to be 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.

PERSONNEL

We had a retirement party for three officers who left this year. They are Robert Tuohy, Adam Kwan and Mark Ferretti. They were outstanding officers who made great contributions to our department. We wish them well in their retirement. We are presently in the process of hiring several officers to replace those who left.

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 FY2015. During this quarter I attended the following meetings:

- (2) Board of Selectmen Meetings
- (3) Municipal Building Committee Meetings
- (1) Executive Loss Committee Meeting
- (3) OCPC Joint Transportation Committee Meetings
- (1) Special Town Meeting
- (1) Finance Committee Meeting
- (2) Capital Planning Committee Meetings
- (2) APWA Meetings
- (1) Staff Meeting
- (2) Mechanic Street Parking Lot Meetings
- (2) Rockery Charrette Meetings
- (1) Plymouth County Water Works Meeting

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 22 service requests (3 for potholes, 3 for trees, 10 for streetlights, 6 others) using the application.

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

During the 2nd quarter we had four (4) snow and ice events with a total accumulation of 3.3 inches of snow. During that time the DPW applied 189 tons of road salt and 1,516 gallons of magnesium chloride. The total cost of snow and ice operations during this quarter was \$42,139.

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.

Installation of the LED light fixtures was completed in October. Remaining work includes the completion of service undergrounding work on Main Street.

The North Easton Village wastewater treatment plant (WWTP) began full operations in May. During the 2nd quarter of FY2015 the plant treated 1,015,510 gallons of wastewater. During this time the average daily flow to the plant was 11,000 gallons per day.

The DPW inspected two (2) sewer connection permits for the North Easton Village sewer district.

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 were approved at Special Town Meeting in November and contracts are expected to be executed for the projects in February.

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. Foundry Street between Five Corners and the West Bridgewater town line was resurfaced with an ultra-thin bonded overlay, also known as Nova Chip, in October. In addition, the DPW utilized winter road recovery funding through MassDOT to complete miscellaneous repairs on Foundry Street, Depot Street, Beaver Dam Road and Randall Street. In summary, the DPW completed improvements to 38,862 linear feet of roads at a total cost of \$1,249,713. The overall road surface rating (RSR) remains a 73 and the backlog of needed repairs is \$19.9 million.

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 was awarded in October and Folan has obtained the needed building permits to begin the work. Construction is scheduled to begin in January and continue into the spring. 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.

The DPW has begun working with BETA Group to develop conceptual design options for intersection improvements and the signalization of Elm Street and Washington Street. It is anticipated that the conceptual options will be presented to the Board of Selectmen in January. This is the first step in TIP project initiation process with MassDOT.

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

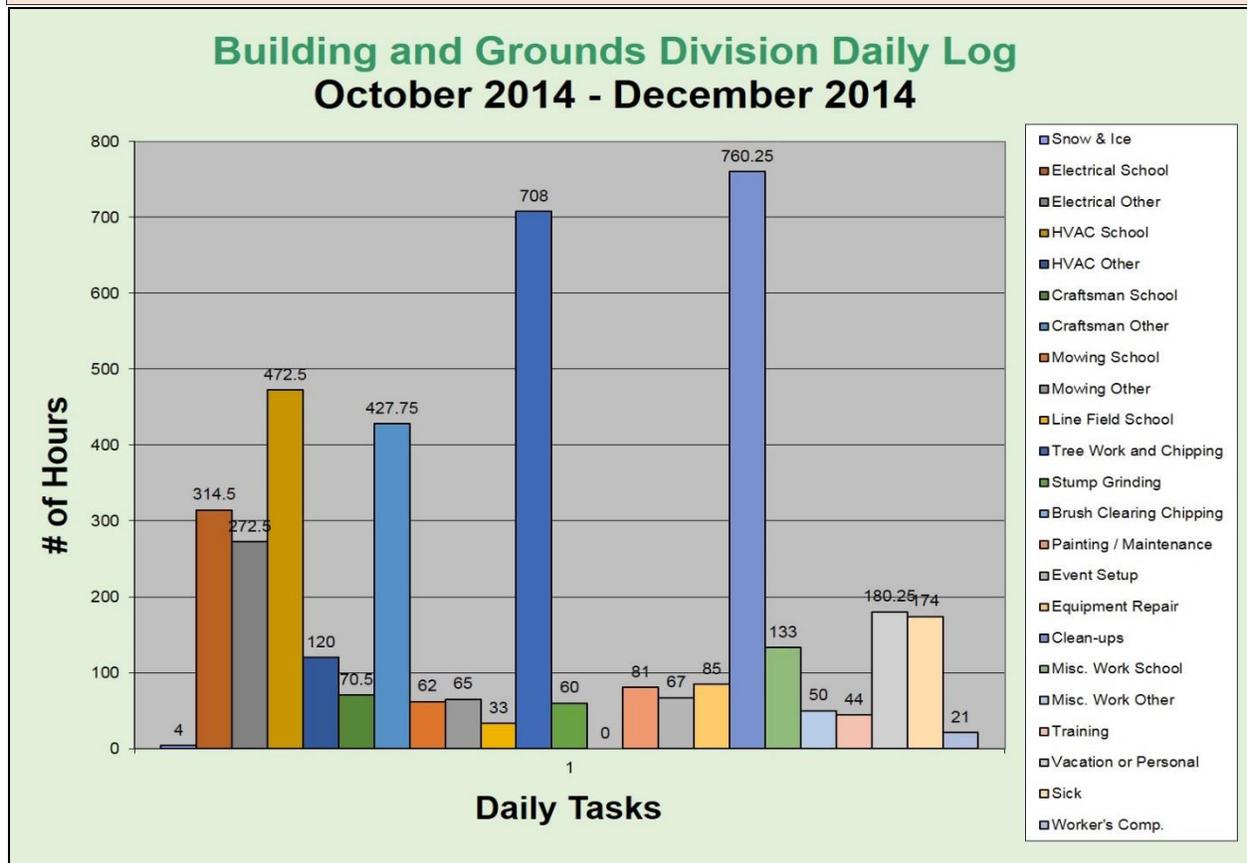
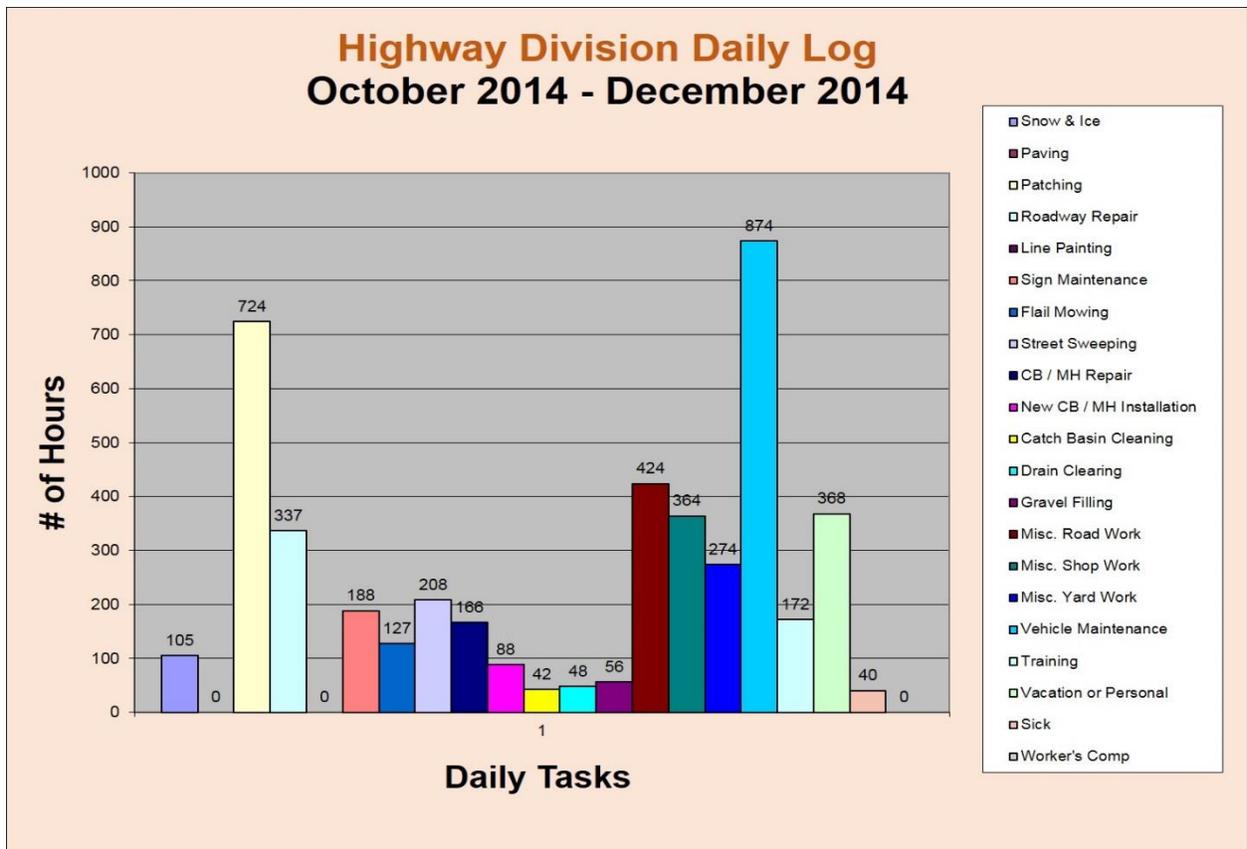
- Queset Commons Development
- Union Street at Washington Street Intersection Project
- Moreau Hall MSBA Roof Replacement Project
- Road and Chapter 90 Planning
- Fleet Management Software

I would like to congratulate David Barrett on his retirement in October and thank him for his 39 years of dedicated service to the Town of Easton Department of Public Works.

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 2014 thru December 2014)						
DPW OPERATIONS DIVISION	Unit	Oct.	Nov.	Dec.	Total	Unit
	<u>HIGHWAY</u>					
Snow & Ice	event	0	2	1	3	event
Paving	event	0	0	0	0	event
Patching	event	2	11	12	25	event
Roadway Repair/Work	event	7	1	4	12	event
Line Painting	event	0	0	0	0	event
Sign Maintenance	event	4	3	16	23	event
Flail Mowing	event	10	0	0	10	event
Street Sweeping	event	6	4	1	11	event
CB/MH Repair	event	4	14	7	25	event
New CB/MH Installation	event	1	0	2	3	event
Catch Basin Cleaning	event	5	0	0	5	event
Drain Clearing	event	0	1	1	2	event
<u>BUILDING & GROUNDS</u>						
Tree Work	ea	25	18	22	65	ea
Stump Grinding	ea	8	0	5	13	ea
Event Setups	event	0	4	0	4	event
Mowing School	event	8	0	0	8	event
Mowing Other	event	9	0	0	9	event
Line Field School	event	6	0	0	6	event
Clean-ups	event	3	15	15	33	event
Electrical School	event	24	20	13	57	event
Electrical Other	event	16	15	21	52	event
HVAC School	event	21	16	25	62	event
HVAC Other	event	12	7	5	24	event
Craftsman School	event	9	1	6	16	event
Craftsman Other	event	23	9	20	52	event



Water Division

John J. Marsh, Operations Manager

Read meters, process data	22237
Process Calculate & export data to vendor for water bills	7556
Miscellaneous service bills	125
Prepared bills for property transfers	67
Gallons of Water Pumped and Treated	131,872,000
Replaced meters	166
New service applications	4
Installed new services	7
Water Conservation Letters Processed & Mailed	97
Meter Replacement Letters Mailed (#1)	167
Meter Replacement Letters Mailed (#2)	145
Meter Replacement Letters Mailed (#3)	24
Meter Replacement Letters Mailed (#4)	17
Total Letters Mailed	353
Answered Service and Maintenance requests	722
Renewed Services	0
Service Leaks Repaired	0
Hours of Leak Detection Performed	63
Dug up & repaired main leaks	9
2" Water Main(s)	0
4" Water Main(s)	0
6" Water Main(s)	1
8" Water Main(s)	8
10" Water Main(s)	0
12" Water Main(s)	0
16" Water Main(s)	0
Repaired hydrants	2
Dug up & replaced hydrants	0
Routine hydrant maintenance	40
Frozen Services	0
Reviewed plans for backflow devices	0
Surveyed buildings for cross connections	3
Tested backflow prevention devices	106
Took delivery of bags of hydrated lime	1150
Took delivery of barrels of chlorine	13
Photovoltaic Energy Production (Solar Power) in kWh	8,837
Collected bacteriological samples & delivered to laboratory	138

III. Public Services

Town Clerk's Office

Jeremy Gillis, Town Clerk

News

The Second quarter in an “even” year is always very busy. Elections, Trainings, meetings and deadlines mixed in with several holiday periods make for a very full plate!

This quarter saw the Town Clerk attend various meetings relative to his duties. Executive Board meetings were held for the Massachusetts Town Clerks' Association, Tri-County Clerks' Association and COSTEP. The Office utilized electronic poll books to assist voters find their precinct and voting status on November 4th and complete the entire check in process at the November 17th Special Town Meeting. Easton is currently the only community in the Commonwealth utilizing this technology but 2 bills have been filed in the upcoming session of the General Court to allow their widespread use based upon the success in their development and usage in Easton. Easton again will be leading the way in Election reform.

Elections/Voting

The State Election was held on November 4th. Voter activity during the day was brisk and turnout reached 8287 at the close of polls for a turnout percentage of 52. A Special Town meeting was held on November 17th. It took a little over 40 minutes for the 174 voters attending to take action on the 16 articles found on the warrant.

During this quarter, the Office registered 276 new voters, an increase of 165 over the previous year. The office made 1113 changes to voter registrations, an increase of 717. As mandated by Federal and State law, we also conducted a purge of voters that had not answered their census or voted in 2 Federal Election cycles. This purge is intended to keep the voting rolls clean and removed 598 such voters from the lists.

Records Management

Through the help of 2 workers from the Council on Aging, the Office continues to sort and re-file minutes and agendas dating back to the 1950s. A thorough checking and filing of Voter Registration cards dating back to 2000 has also been completed. The Records Manager and Compliance Officer has also installed and begun updating a new boards, commissions and employee software database program. This program will track all members of boards, commissions and employees of the Town as to swear in dates, terms and end dates. In the coming year it will be upgraded to produce reporting capabilities, send appointment letters and provide historical data dating back to the Town's incorporation.

Training

Consistent with the Office's mission statement, a continuing education is a necessity in an ever-changing landscape of laws and regulations. The Town Clerk was honored to conduct a training for his colleagues at the fall conference of the Massachusetts Town Clerks' Association. The Class was “The Accidental Profession: Maximizing the image of your Office (and office) through data management, professional development and public relations.” The class was well received and attended by over 60 Town Clerks from around the Commonwealth. This quarter the Town Clerk also attended a variety of training sessions:

CLASS	BY:
Primary Debriefing & Election Preparation	GILLIS
Challenges to Voter Registration and Residence	GILLIS
Campaign Finance Reporting	GILLIS
VIP Death Registration	GILLIS
Turning Conflict into Collaboration	GILLIS
Identifying and Responding to Aggressive behavior	GILLIS
Media Relations Day to Day and in Crisis	GILLIS
Module 1 of the MTCA Records management program	GILLIS

Inspectional Services
Mark Trivett, Inspector of Buildings

Permit Activity	
Building Permits	212– 4 of which were single-family dwellings; 4 for multiple-family dwellings
Foundation Permits	3
Certificates of Inspection	9
Demolition Permits	5
Electrical Permits	172
Plumbing Permits	102
Gas Permits	130
Mechanical & Sheet Metal Permits	24
Trench Permits	16
Sign	10
Tent	3
Solid Fuel Burning	11
Total Receipts	\$118,873
Inspections	
Building Inspectors	593
Inspector of Wires	238
Plumbing & Gas Inspector	305
Total Calls for Inspections	1136
Other Activities	
Meetings with Town Administrator	2
Meetings with Town Counsel	4
Meetings with Development Review	4
Fire Department Meetings	6
Emergency Calls	3
Meetings with Design Professionals, Developers, Attorneys	16
Department Head Staff Meetings	1
Building Officials Seminars for Continuing Education	2
Court Appearances	1
ECAT Appearance	1
Selectmen's Meeting	1
Historical Commission	0
Economic Development Council	2
EPermitting Trainings	1

Board of Health

Mark Taylor, Health Agent

Training and Seminars

The Board of Health and its staff stay informed on emerging Public Health topics, emergency preparedness initiatives and current trends by participating in meetings, seminars, conference calls and drills. The staff is also required to attend trainings to maintain licenses and certifications. This quarter the following programs were attended:

- 3 Bristol County Public Health Emergency Preparedness Coalition Meetings
- 1 Medical Reserve Corps update
- Massachusetts Health Officers Association fall seminar (2.5 days)
- 1 Call down drill for emergency preparedness.
- 6 Ebola conference calls hosted by the Massachusetts Dept. of Public Health and CDC

Inspections

Complaint investigations 29
Food Establishment inspections/reinspections -64
Food Establishment construction inspections- 2
Temporary food permits-18
Reportable disease notifications -45
Public and Semipublic swimming pool inspections/ reinspections - 2
Tanning Parlor Inspections-1
Dumpster site visits-4
Animal Bit investigations-1
Disposal Work Permits Issued -34
Certificates of Compliance- 21
High Ground Water Determinations-1
Soil evaluation sites– 22
Septic construction inspections: 60
Transport offal truck inspections – 1
Housing Inspections – 4

EEE and West Nile and Lyme

During this quarter we saw no reports of any Mosquito related disease. We continue to see a steady increase in the number of cases of Lyme Disease.

Board of Health Public Meeting and Hearings

The Board of Health met in a public forum 6 times during this quarter. There was one hearing this quarter involving a housing case. Ten Local Upgrade Approve variances were approved for proposed septic systems.

Septic Betterment Program

The Board of Health continues to accept applications for low interest Betterment Loans for the purpose of upgrading failed septic systems either by replacing them or connecting to town sewer. This quarter 6 loans were approved bringing the total to 27 loans for the calendar year.

Emergency Preparedness

Work has been continued with the Bristol County Emergency Preparedness Coalition. One call down drill was performed in this quarter. The emergency dispensing plan was updated to ensure all contact information is correct. The Greater Taunton Medical Reserve Corps held 7 trainings and has a total of 86 volunteers.

Health Promotion and Wellness

Five seasonal Flu clinics were held. A total of 427 individuals were vaccinated against seasonal flu. The public health nurse was available once a week at a location in town for blood pressure and blood sugar screenings as well as for general health education and information.

Through a contract with Community VNA, we are able to fulfil statutory requirements associated with reportable disease follow-ups. A total of forty five (45) reportable diseases were referred for followed up. Education was provided and the required reports were submitted to the state.

A total of 9 Mantoux Tests, which require two visits, were administered.

The Ames Free Library Uma Hiremath, Executive Director

"...this profession give(s) one such a warm glow of admiration and sympathy for the upward striving in people who at first sight seem rather ordinary. As a matter of fact you soon find that nobody is ordinary, and if you can only find the key, each one reveals some more or less bright gleam of inner light which we in the library can help to foster." ~ Mary L. Lamprey, Librarian, 1933.

FY2015 – Library Productivity Statistics As of December 2014

	<i>FY15 YTD</i>
Circulation	80,969
Programs	646
Program Attendees	7,624
Visitors to Main & Queset	64,744 <i>47,414 + 17,330</i>
Computer Usage	8,976
Museum Passes	498
Volunteer hours	926
Reference Questions	4,435
Enewsletters opened	5,479

Circulation Highlights

- The library continued to have the sixth highest circulation of libraries within the 74-member SAILS consortium.
- 25,847 items were either loaned or borrowed within the consortium YTD.
- At 753 uses, the library had the second highest use of the online app *Bookmyne*.
- 4,015 ebooks, emagazines and audio books were checked out.
- Online databases were used 3,029 times.

Programs

There was a 35% increase in program attendance relative to last year. The attraction of library programming can be approximated by the wide variety of initiatives undertaken in this quarter.

For Adults

- Technology programs: Workshops on *Basic HTML* and one on *Photoshop* were offered by Roula Lombardi; one-on-one Smart Phone Assistance weekly sessions with Burt Lewis continued to be popular.
- Author talks by: *Boston Globe* reporters Scott Helman and Jenna Russell on the Marathon bombing as well as one by Dave McGillivray, the renowned Boston Marathon Race Director; Yvonne deSousa's memoir on *MS Madness*; Thatcher Freund's talk on

memoir writing; Thomas McNeely on *Ghost Horses*; and an encore presentation by FBI agent Michael de la Pena.

- The monthly Foodie Group hosted a hands-on workshop on making pies with each participant leaving with an apple pie; an annual cookbook and utensil swap; and a talk on healthy eating.
- Film screenings featured *Jersey Boys*; *The One-Hundred-Foot Journey*; *Get On Up*; and a local documentary *The Bridgewater Triangle* that attracted 60 attendees.
- Book discussions featured *Book of Ages*; *The Woods*; *Sex On the Moon*; *Swamplandia!*; *The Maltese Falcon*; *The Other Typist*; *Flash Boys*; *The Body in the Library*; and *The Circle*.
- Monthly *Trip Talks* ranged from the Agurkis family's presentation on camping out at the National Parks, to Jim Lee and Jennifer Swanson's take on learning and self-discovery through travel.
- A three-week course on researching family history with Ed Hands was completed. Interest in this workshop led him to develop a brand new monthly Genealogy Club at the library as of November.
- Resident A. Donahue's weekly Meditation and Tea group has developed a loyal following.
- Resident J. Brown's monthly one-on-one sessions on car repair and car problems continued.
- R. Wiseman offered an introduction to Reiki.
- Easton poets, R. Berg and G. Comeaux, continued monthly workshops on writing/editing poetry.
- A series of financial talks were offered on topics like college aid, retirement planning for women and three sessions on estate planning.
- The slew of crafting programs continues to gain in popularity with two knitting and one quilting session facilitated by K.Korona; as well as a beading session by D. Aducci.
- Local artists who exhibited their work at the library were Kris Ventresco, Michelle Duprey and the potters of *Potter's Place*. J. Bloom's 'horrific toys' display in October is becoming a staple.
- For the sixth consecutive year, *NaNoWriMo* (National Novel Writing Month) was hosted by A. Dean at the library.
- Author T. McNeely offered a writing workshop.
- S. Zimmerman of *Historic New England* gave a talk on painting old homes.

For Teens

The two-year federal LSTA grant received by the library allowed for an increase in programs for teens and 'tweens.

- Teen Advisory Board meetings, Teen Gaming Nights, Teen Movie Nights, Magic gatherings, and Teen Anime Meets were held regularly.
- Special programs for teens ranged from soap-making and innovative nail art to a Medieval Mystery Party.
- Teen films that were screened: *The Fault In Our Stars* and *Divergent*.
- The library hosted a Fine Free Week for Teens in October.

- A Kindle loaded exclusively with Young Adult literature was introduced into the collection.
- Weekly LEGO clubs have begun to attract up to 50 kids per session.

For Children

- *Batman Day* was celebrated in November with creative photo shoots, coloring and a party.
- *Frozen Sing Along* in December also had costume shoots and movie screening.
- Outreach reading was provided at the YMCA and the Animal Protection Center.
- The *American Girl Book Club* continued to provide role models with Samantha the orphan; Kaya the Native American; and Kirsten the Swede immigrant.
- Regular age-specific story times were held weekly along with book clubs to both establish early readers and help toddlers socialize with their peers.
- A special interactive singing session was offered by *Small Singers and Shakers*.

Facilities

1. *Historic New England* faculty led a group of 20 students through Queset House to study preservation concerns and easement possibilities on October 18.
2. Students from The Graduate School of Design at *Harvard University* toured the campus in October.
3. Architecture students from the *Roger Williams University* toured the campus in November.
4. W. Hasler led two educational tours of the library for Boy Scout Troop 193.
5. A much-needed stabilization and bricking of a critical portion of the parking lot was completed.
6. A safety high chair was added to a restroom in the Main library.
7. Rebuilding, repointing and masonry repairs to the children's addition exterior wall was completed.
8. The temporary glass windbreaker was installed at library entrance.
9. Queset House was featured in the November issue (architecture) of *Library Journal*.
10. In addition to regular meetings, Queset House was booked by the following:
 - a. Public Spaces Committee
 - b. Planning Board
 - c. Representative Shaunna O'Connell
 - d. Residence at Five Corners
 - e. Friends of Easton Public Gardens
 - f. WillWork, Inc.
 - g. YMCA
 - h. Women and Wall Street group
 - i. Economic Development Council
 - j. Rockery Charrette
 - k. Heads of Department, Town of Easton
 - l. Affordable Housing
 - m. Good Samaritan Hospital
 - n. OAHS Robotics and Golden Tigers Robotics
 - o. Federation for Children with Special Needs

Community Connections

- *Easton Garden Club* collaborated with the library to set up a unique 3-day *Books In Bloom* exhibit.
- *Homeschoolers* continued to meet with facilitation by resident, Megan.
- The annual meeting of the Friends was held at Queset on October 26. Curator F. Menino was invited as a guest lecturer to speak about the history of the library.
- A *Volunteer Party* was hosted for community volunteers on October 30.
- The *Easton Historical Society* collaborated in hosting a book appraisal program with Ken Gloss.
- *Brockton Arts* partnered with the library to host documentary/discussion evenings.
- Local author *K. Marsh* received the Evergreen Award so a display was set up to commemorate it.
- *Mansfield Bank* sponsored a financial seminar and provided light refreshments.
- Library participated in a Rockery pre-Charrette on November 10.
- Easton resident, A. MacMannis, installed an innovative exhibit, 'Easton Stories' at Queset House.
- The *Cultural District* collaborated to host local artists at the library for 2015.
- Staff volunteered at *My Brother's Keeper* in what is becoming a pleasurable annual tradition.

Staff

1. J. Bloom and J. Phillips successfully presented a talk at the annual NELA conference on Oct 20.
2. With Saturday librarian L. MacNeil graduating from library school, K. Piasecka was re-hired to fill the slot starting in February 2015.
3. Staff Development Day was held on October 31 for which the library was closed.

Fundraising

- The Annual Appeal was sent to over 7,500 addresses and attracted over \$20,000 as of the writing of this report.
- The sale of knitted and quilted goods by the library Knitters Group and Quilting Club aimed toward the purchase of another sewing machine was successful.
- Ten bricks were sold for a total of \$1,250.
- Two large garden benches have found patrons.
- The library collaborated with the Cultural District to host the *Artisan's Faire and Tea* for which funds have yet to be calculated and received.

Easton Council on Aging Del Kent, Director

During the second 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 11,328 units of service for 762 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.

Our Council on Aging Director, Dolores 'Del' Kent announced that she would retire on January 31, 2015 after 34½ years working for the Town of Easton. Kristin Kennedy, Health Agent for the Town of Easton's Board of Health during the past 18 years, has been named as Interim COA Director through June 30, 2015. Kristin will continue working for the Board of Health 10 hours per week while working as the COA Interim Director 30 hours per week.

Transportation

One hundred ten (110) elderly or disabled residents received 2,631 rides to/from medical appointments, the hot lunch program, shopping, social and recreational activities, hairdressers and work during the quarter.

Nutrition Programs

Participation in Old Colony Elder Services nutrition program's congregate lunch and meals on wheels remained strong during the quarter. 3,482 meals were served at the Parker Terrace meal site or delivered to the homebound with 154 older residents participating in the meals program during the quarter. 13 Council on Aging volunteers contributed approximately 245 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.

Financial Programs

Our two SHINE (Serving the Health Insurance Needs of Everyone) volunteers spent approximately 216 hours helping 154 individuals with health insurance information or assistance in completing health insurance forms. This dramatic increase during the quarter was due to the Open Enrollment period, which ran from October 16th through December 7th, when seniors could sign up for, or change their health insurance and prescription drug plans. Our Outreach Coordinator Beverly Beavers assisted 18 residents with Fuel Assistance and Supplemental Nutrition Assistance Program/SNAP (formerly the Food Stamps Program) applications. Dolores 'Del' Kent, the COA director and the Salvation Army (SA) Outreach Coordinator for the Easton Service Unit, assisted 7 residents with food vouchers and utility payments through the SA Easton Service Unit.

Outreach Programs

Ms. Beavers scheduled 6 community education programs during the quarter including Homestead Act, One-pot Meals, Mediterranean Diet, Elder Dental Program, Pampered Chef and Holiday Happenings. 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 donated by Roche Brothers Supermarket when volunteers were unavailable, delivered prescriptions to homebound individuals and made home visits.

Health Promotion

Our exercise and wellness classes included Flexible Fitness, Gentle Yoga, Meditation, Tai Chi and Zumba. Square Dancing concluded in November due to low participation. 50 individuals participated over 705 times in these Health Promotion classes during the quarter. 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 and provided 47 units of service to 32 individuals.

Community Education

Ninety-five (95) seniors took part 229 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.

We appreciate the support of the Easton Lions Club, whose members offered Eye Mobile Health Screenings and provided a free Chicken Barbecue for our seniors at the Frothingham Hall Community Center in October. We are also grateful to the Knights of Columbus who provided their annual Christmas Party for our seniors at the K of C Hall on Foundry Street, South Easton and to the KIDS Group along with all the children, teachers, and parents of the Easton Middle School who donated gifts for our meals on wheels recipients, and participants at our Holiday Luncheon, which was sponsored by Old Colony Elder Services in December.

Program ideas or requests for further information may be directed to Kristin Kennedy, Interim Director, Easton Council on Aging, 15 Barrows Street, North Easton, MA. Telephone: 508-238-3160. E-mail: kkennedy@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 included golf, art, tennis, "Teen Beach Movie" musical theatre, kayaking, running club, flag football, cross country running, babysitting and wrestling. This is the second season for our cross country program. This program introduces young athletes, grades 6-8, to the sport of cross country. The children run the fitness trail at the high school, Frothingham Park and the Town Forest. This season registrations doubled with over 40 participants. The running club grades K-5 had over 60 registered. The flag football program was well attended with over 60 registered. The wrestling program has become very popular. This year we have over 40 wrestling. They have already done extremely well wrestling other towns in the Hockomock League. Another program we offered is the American Red Cross Babysitting program. This filled up quickly and we already have a waiting list for the winter session.

Our adult programs include coed volleyball, open gym basketball on Sunday mornings and men's over 30 basketball on Sunday evenings. The volleyball and adult basketball programs have larger numbers than in previous years.

The Recreation Commission is in the process of planning our "Run for Rec" road race scheduled for May 9, 2015 and our 2nd annual Duck Pluck, August 14, 2015. A new event we are working on is a bike event in June. This will include a bike ride and a parade at Frothingham Park.

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. The late bus will be increased to three days a week.

We are now taking registrations for our upcoming winter programs, "The Wizard of Oz" musical theatre, hip hop, art, tennis, babysitting, CPR/ first aid, Science Exploration and Lego Engineering.

Veterans' Services

Hsiu-Ann Tom, Director of Veterans' Services

Chapter 115 Recipients

October: 29 November: 32 December: 35

The number of Ch. 115 cases increased by 21% in Quarter 2. The number of cases is not reflective of the actual number of recipients as dependents are counted as a single case. The true number of recipients will exceed the total number of cases when spouses and dependent children are taken into account. The increase is a direct result of increased outreach efforts.

The department averaged \$21,817.42 per month in benefits paid, a slight decrease from the previous quarter. This may be attributed to the unusually high number of veteran deaths we saw in early fall.

Client Appointments

October: 55 November: 70 December: 59

These numbers reflect *scheduled* client appointments during Q2. The majority of clients coming to the office are *unscheduled* for an appointment and therefore not reflected here. The increase in appointments stems from increased outreach efforts.

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

- Annual State VSO Training Leominster
- DVS Boston
- VA Ethics Conference
- Brockton Regional VSO Council
- Disabled American Veterans Field Training
- Monthly VA Teleconference Trainings
- Brockton Vet Center

MEETINGS/OUTREACH

- Woodward School for Girls – Women Veteran's Day Speech
- Veteran's Day Parade
 - American Legion/VFW event
 - Boy Scout Flag Retirement Ceremony
 - Cemetery Review
- Increased Easton Veteran's Fund nearly 600% (almost \$3000 available now) through targeted solicitation of donations

- Easton Adopt a Vet Program – partnered with Kindergarten class at Center Street School to provide gifts for needy Easton veteran
- Posted suggestion box outside of my door and consistently update bulletin boards.

Town Committees

- Supervised senior Veteran Tax Work-Off and student volunteer
- Customer Service Committee

Veteran's Service Organizations

- American Legion/VFW – Attended monthly general and executive board meetings
- Served on Veteran's Day and Memorial Day Parade planning

Challenges:

Claims processing

I continue to assist veterans with all of their VA claims. The process is lengthy and detailed however partnering with the Boston National VSO has helped ensure efficiency in filing claims.

Unscheduled visits

The success of my outreach efforts has helped to raise awareness about the services the Department offers. I welcome all visitors but need to create a block of time in which to field calls and visits outside of regularly scheduled appointments. I continue to encourage all visitors to schedule an appointment prior to coming in.

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

- Worked with the Department of Revenue to receive 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 672 bills for \$58,533.55 for 2014.
- 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, \$786,804 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 2015 we received the second quarter payment on the Real Estate preliminary bills that were mailed June 30th. Real Estate bills were due November 3rd. Also additional FY 15 water bills were issued in October due in November. In October we advertised our potential tax titles and then had the tax taking on October 17th for delinquencies on the 2014 real estate bills. This quarter we were able to collect \$131,669.05 from our tax title payment plan program.

Payroll warrants for October	Town	1,218,336.39
	School	2,463,295.13
Vendor warrants for October	Town	4,986,907.55
	School	977,768.14
Collections:	Real Estate	9,119,619.36
	Personal Property	181,741.44
	Motor Vehicle	112,774.73
	Water/Sewer	396,611.57
	Trash	204,292.99

Payroll warrants for November	Town	1,007,702.19
	School	2,652,314.81
Vendor warrant for November	Town	2,242,633.40
	School	858,617.59
Collections:	Real Estate	1,823,652.65
	Personal Property	13,441.31
	Motor Vehicle	51,148.07
	Water/Sewer	589,197.34
	Trash	20,104.83

Payroll warrants for December	Town	1,219,872.83
	School	3,586,654.06
Vendor warrants for December	Town	3,139,208.89
	School	571,657.61
Collections:	Real Estate	244,308.08
	Personal Property	1,129.64
	Motor Vehicle	71,701.12
	Water/Sewer	54,067.48
	Trash	7,965.23

Town Accountant
Wendy Nightingale, Town Accountant

Status of Fiscal Year 2015 Operating Revenues & Expenditures

<u>General Fund</u>	<u>Annual Budget</u>	<u>Actual Thru 12/31/2014</u>	<u>Variance</u>	<u>% Collected/ Expended</u>
Revenues:				
Tax Levy	48,532,789	23,495,320	(25,037,469)	48.41%
Local Aid	12,855,146	6,889,236	(5,965,910)	53.59%
Local Receipts	6,434,741	2,658,246	(3,776,495)	41.31%
Use of Reserves/One-Time Revenues	2,196,770	2,196,770	-	100.00%
Other	547,753	273,876	(273,877)	50.00%
Total Revenues	70,567,199	35,513,448	(35,053,751)	50.33%
Expenditures:				
General Government	2,119,154	985,850	1,133,304	46.52%
Public Safety	8,385,535	4,185,230	4,200,305	49.91%
Education	37,166,713	14,830,927	22,335,786	39.90%
Public Works	2,676,089	1,228,202	1,447,887	45.90%
Human Services	837,276	408,034	429,242	48.73%
Culture & Recreation	520,914	270,542	250,372	51.94%
Debt Service	4,893,861	3,649,055	1,244,806	74.56%
State & Local Assessments	747,784	176,679	571,105	23.63%
Employee Benefits & Insurance	12,109,892	7,696,253	4,413,639	63.55%
Capital Outlay	549,807	180,081	369,726	32.75%
Unappropriated/Other Expenses	560,174	-	560,174	0.00%
Total Expenditures	70,567,199	33,610,853	36,956,346	47.63%
Net General Fund:	-	1,902,595	1,902,595	

<u>Water Enterprise</u>	<u>Annual Budget</u>	<u>Actual Thru 12/31/2014</u>	<u>Variance</u>	<u>% Collected/ Expended</u>
Revenues:				
User Charges	2,842,584	1,778,361	(1,064,223)	62.56%
Investment Income	10,000	4,892	(5,108)	48.92%
Use of Water Surplus	50,000	50,000	-	100.00%
Total Revenues	2,902,584	1,833,253	(1,069,331)	63.16%

Expenditures:

Public Works	1,831,437	832,220	999,217	45.44%
Debt Service	473,394	355,434	117,960	75.08%
Capital Outlay	50,000	31,059	18,941	62.12%
Unappropriated/Other Expenses	547,753	273,876	273,877	50.00%
Total Expenditures	2,902,584	1,492,589	1,409,995	51.42%
Net Water Enterprise Fund:	-	340,664	340,664	

	Annual Budget	Actual Thru 12/31/2014	Variance	% Collected/ Expended
<u>Sewer Enterprise</u>				
Revenues:				
User Charges	275,000	101,108	(173,892)	36.77%
Total Revenues	275,000	101,108	(173,892)	36.77%
Expenditures:				
Public Works	115,000	61,767	53,233	53.71%
Debt Service	160,000	-	160,000	0.00%
Total Expenditures	275,000	61,767	213,233	22.46%
Net Solid Waste/Recycling Enterprise Fund:	-	39,341	39,341	

	Annual Budget	Actual Thru 12/31/2014	Variance	% Collected/ Expended
<u>Solid Waste/Recycling Enterprise</u>				
Revenues:				
User Charges	1,010,000	496,836	(513,164)	49.19%
Total Revenues	1,010,000	496,836	(513,164)	49.19%
Expenditures:				
Public Works	977,902	385,173	592,729	39.39%
Debt Service	32,098	569	31,529	1.77%
Total Expenditures	1,010,000	385,742	624,258	38.19%
Net Solid Waste/Recycling Enterprise Fund:	-	111,094	111,094	

Data Processing

Mike Deltano, Information Systems Manager

- 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 added an additional 8GB of memory and 2 15K SATA drives in a RAID1 configuration. I then exported the database from the old Bit9 virtual server and imported it into the new server. Of course this brought with it all the problems the old server was having. I came across a setting in SQL 2012 Express to automatically shrink the database which caused it to go from over 13,000MB to 5785MB. This had the effect of making the entire server stable and ready for upgrade.
- Continued to work closely with Brian St. Marie, from Terminal, to upgrade our Exchange 2010 email server. There have been many little DNS and firewall issues that have slowed us down but we should be in a good position to make a seamless transition to the Exchange 2013 server so we don't have the pain like we did in September going from Exchange 2003 to 2010.
- Worked with Direct Networks to install Proxim wireless units on top of Fire Station #2 and on top of the tower behind Fire Station #1. All actually went according to plan and we have effectively increased the bandwidth at Station #2 from 4-6MB to over 100MB and maybe as high as 200MB. This makes their network access seem like they are in the same building as the servers at the Police Station which is exactly what I was hoping for. These units would work great as a backup to our fiber infrastructure all around town and I will pursue this over the coming years.
- The database merge with the Fire and Police IMC databases was finally accomplished at the end of October. There have been a number of small issues arise because of this but I have worked closely with Police and Fire over the last couple months to rectify these issues as they appear. This project was almost 2 years in the making and it is finally a success.
- I upgraded 5 of the old HP DC6000 computers to the new Dell Optiplex 3020 computers with Windows 7 Professional 64 bit and Office 2013. 3 of these were at the Town Offices and 2 were at the DPW. Now that some of these other projects are finished I hope to deploy the other 22 new computers throughout the winter months.
- On Saturday, October 16, I was informed by the Police Dept. that the network was all bogged down and Internet was very poor. I could not get into the firewall remotely that night so came in the next morning. Spent the day on the phone with Sonicwall trying to trouble shoot the firewall. We were finally able to get a packet capture from it and determined that there seemed to be virus on 2 of the VoIP phone systems because they were broadcasting massive amounts of traffic that were overwhelming the firewall. By the end of Monday the phone system vendor determined their servers were not infected but could not determine why they were broadcasting this 'SYN Flood'. However since the water Division building seemed completely off line I decided to get a local company in here on Tuesday to check our fiber. It turns out that the fiber terminations across town are all very poor and have varying amounts of loss. Also, many of our spare strands cannot pass any traffic they are terminated so badly. The original installer never gave me

a test report and now we know why. So Relco fixed the terminations at the Water Division and everything improved instantly. On Thursday, November 20, the terminations for the same fiber pair to the Water Division failed except this time at the Police Station end. Relco fixed that pair the next morning. They will be scheduled to return at a later date and fix all the fiber terminations and generate a proper test report. However, the problem still remains with the VoIP systems as to why they go into a SYN Flood mode when they lose contact with the third server at the Water Division. The phone system vendor is contacting the manufacturer to find out why this occurs and how it can be fixed.

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	56	8	2	44	0	110	418	79.17%
	40	66	528	56	8	2	44	0	110	418	0.7916667

Planning and Community Development

Gary Anderson, Planning Director

The department continued its support of the Planning & Zoning Board and Conservation Commission 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 and newly-formed Economic Development Council, as requested.

Infrastructure Improvement Projects

- \$1 million MassWorks grant for Queset Commons intersection improvements.
 - Finalized MassWorks contract
 - Coordinated continued MassDOT review of 25% design plan and turnover of design from the project developer to the Town's engineer.
- Initiated and participated in discussions with property owners related to the Town's Comprehensive Waste Management Plan upcoming sanitary sewer projects
- Rockery Design Charrette
 - Initiated project steering committee
 - Planned and completed design charrette public process
 - Primary stakeholder identification and meetings
 - Project kickoff meeting and workshop
 - Two-day project open house
 - Final public meeting
 - Oversaw and vetted draft report

Land Protection/Recreation

- Wetlands Protection
 - Responded to two notifications of wetlands violations and continued to follow-up on five outstanding violations
 - In response to resident concerns about historic releases of oils and hazardous materials and their effect on north Easton and Shovelshop Pond:
 - Collaborated with Health Agents on presentation to BOS
 - Contacted three Licensed Site Professionals (LSPs) seeking guidance on historic releases and related Town concerns
 - Based on communications with the LSPs developed recommendation for BOS consideration
- Began process of updating the Open Space and Recreation Plan
- Met with Norton bog owner about impact of water withdrawals on Old and New Pond

Comprehensive Planning/Economic Development

- Completed Comprehensive Master Plan (Envision Easton)
 - Finalized staff and Steering Committee comments on draft sections
 - Solicited public comments on draft document and related maps
 - Presented final plan to Board of Selectmen for endorsement
 - Completed final changes and oversaw approval process with Steering Committee and Planning Board
 - Managed consultant team work
 - Built Plan website
 - Began implementation work
- Presented results of Easton Industrial Park Study and Envision Easton Master Plan to Economic Development Council
- 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
- Worked with Bicycle and Pedestrian Access working group to identify focus for advancing bicycle and pedestrian access within the town
 - Identifying routes connecting neighborhoods
 - Identifying alternative, safer routes that create north/south, east/west bicycling corridors
 - Began exploring development of a dedicated multi-mile bicycle and pedestrian path
 - Began bicycle and pedestrian safety training by planning Bike Week event

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
- Began process of instituting online permitting for planning-related permit applications

Zoning

- Initiated discussion of Queset Commercial District rezoning project with Planning and Zoning Board
- Researched potential design review guidelines and regulations
- Coordinated zone change request for independent living facility on former Belcher Foundry site

Development Projects

- Provided continued technical assistance on 40B proposals

- Assisted the Planning & Zoning Board in reviewing development proposals
 - Provided guidance and direction to applicants including:
 - 200 Washington Street- Service station expansion
 - 7 Plymouth Drive- Transportation operations expansion
 - 27 Belmont Street- Manufacturing facility expansion
 - Several potential solar array projects
- Assisted the Conservation Commission with application review
 - Reviewed applications and provided comment and recommendations
 - Coordinated and oversaw review and inspections by technical consultant on several applications including
 - Resource area confirmations – off Robert Drive, 71 Mill Street
 - Several septic repairs
- Finalized permitting of Queset Commons Building A and related infrastructure for occupancy

Community Preservation

- Revised preservation restrictions
- Coordinated meetings with staff and Committee representatives regarding funded projects and completed work
- Reviewed and inspected CPA-funded projects and administered reimbursement requests
- Finalized new, improved process for project milestone setting, evaluation and reimbursement
- Successfully navigated Oakes Ames Memorial Hall comprehensive needs assessment through Fall Town Meeting process

Historic Preservation

- Evaluated proposed projects within the Local Historic District
- Assisted Historical Commission's consideration of draft Design Guidelines
- Assisted Historical Commission's Scenic Roads planning
- Assisted Historical Commission's review of CPA eligibility applications
- Worked with Town Counsel and Historical Commission to finalize and approve 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

Affordable Housing

- Continued work with consultant to finalize and approve update to the Affordable Housing Trust's 5-year action plan

- Provided technical assistance to the Board of Selectmen and others to support efforts to attain the 10% affordability threshold on the Subsidized Housing Inventory (SHI)
- Finalized Town receipt of \$138,000 Smart Growth density bonus payment for Queset Commons Building A
- Supported Rent Control Board in public hearing of tenants' petition for rent reduction for the Easton Mobile Home Park
- Continued Homebuyer Assistance grant program, concluded grant award to create one affordable housing unit for an income-qualified family
- Assisted Affordable Housing Trust's review of CPA eligibility applications
- Assisted Affordable Housing Trust's review of three 40B proposals
- Responded to resident inquiries regarding affordable housing assistance.

Staff Development

- Attended Housing Planners/Coordinators Network Meetings
- Completed preparations and successfully sat for AICP exam
- Attended 2014 SNEAPA conference
- Participated in webinar on working effectively with elected and appointed officials
- Participated in webinar on attracting retail development

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

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 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. Given some progress in discussions over wetlands issues on site, the case is likely to be dismissed.

MHC v. Rent Control Board

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

YMCA v. Town of Easton

This litigation is a challenge to the Estimated Sewer Betterment assessed by the Selectmen. We moved to dismiss. The motion was denied but the merits of our defenses remain intact. In the meantime, the YMCA has sought an abatement.

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 and it is our understanding that settlement discussions between the neighbors and the developer are ongoing.

Easton v. Edwards, Trustee

This is a zoning enforcement case. We succeeded in obtaining an injunction against the property owner. Working with the Building Commissioner, we are monitoring compliance.

II. Other Legal Matters

Liquor Licensing

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

Queset 40R

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

Avalon 40B

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

Meadow Brook 40B

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

Miscellaneous

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