



*Department Head Monthly Report to the Town Administrator*

*December 2010*

**ACCOUNTING: Submitted by Joan Paquette**

- FY 2012 Budget Worksheets: The form was revised as requested by the Town Administrator and Finance Committee. The MUNIS report writer was used to assemble the information in the new format replacing the packaged report.
- FY 2012 Accounting Budget: The budget for the Town Accountant's office was submitted with level funding from FY 2011.
- FY 2011 Special Article Request: Town Administrator and Board of Health were notified that a town meeting article was needed to fund the services of the Old Colony Planning Council for administering the Septic Repair and Sewer Connection Loan Program. The septic betterment committed interest revenue can be used as a funding source and will not affect the tax rate.
- Schedule A: FY2010 year-end report for all town financial activity was submitted to the Department of Revenue on October 27<sup>th</sup> through the Gateway program on their website.
- Other State Forms Completed:
  - Snow & Ice Data Sheet
  - CP-1 (Community Preservation Fund)
  - CP-2 (Community Preservation Fund)
  - Local Cultural Council Account Form
  - Library Waiver Worksheet
  - Recapitulation Sheet Forms:
    - A2's Water and Sewer Enterprises
    - A3 Departmental Revolving Funds
    - A4 CPA Fund
    - B1 Free Cash
    - B2 Other Available Funds
    - OL1 Overlay Reserve Funds
    - Pg 3 Actual Local Receipts
  - Schedule 19 of the school year-end report
- US Census Form-Quarterly Survey of Property Tax Collections
- Free Cash Certification: The FY2010 balance sheet and supporting documents were submitted to the Department of Revenue. On November 8<sup>th</sup> the amount approved was \$709,932.00. The water surplus was certified for \$50,368.00 and sewer surplus at \$310,384.00.
- DOR Management Report: In response to the Dept. of Revenue comments, the assistant to the town accountant has initiated bi-weekly vendor warrants and has developed a uniform bill schedule.

- Departmental Budget Reconciliation Form: In addition to the monthly budget printout, a reconciliation form is emailed to each department. The department head or authorized person sign that the entries are correct or list adjustments to be made.
- FY2010 Audit: Work is continuing on the FY2010 audit conducted by Melanson Heath and Company. They expect a draft copy to be available the week of December 27<sup>th</sup>.

### **ANIMAL CONTROL OFFICER /ANIMAL SHELTER REPORT: Submitted by Debra Mueller**

(For the period: November 1-30, 2010)

- 1—Dog/s picked up or impounded
- 2-Dogs returned to their owners
- 3-Dogs transferred (MSPCA, Animal Hosp., Rescue, Town Shelter)
  
- 5--Cats were picked up or impounded
- 1-Cats returned to their owners
- 2-Cats transferred (MSPCA, Other Humane Organizations or Adoption Centers)
  
- Quarantines Issued: 5 extended, 1 ten day
- Quarantines Released: 3 extended
  
- Collections: Town of Kingston Total = \$65.00
  
- Animal Care Fund: Collected/ \$664.50 Expended/\$1,884.25

### **ASSESSORS: Submitted by James Judge**

The Assessors Department is busily getting the tax bill file ready for the collector to be able to issue tax bills the first of January. This is the actual bill and will reflect the new assessments. In the past month we have been reviewing applications for exemption for the elderly and the CPA tax. We hope to have all those approved show on the tax bill when issued.

### **BOARD OF HEALTH: Submitted by Henny Walters**

- The Board of Health held both evening and morning flu clinics this winter and administered a total of 165 shots.
- Due to State budget cuts in 2009, the South Shore Boards of Health Tobacco Control Program, (of which Kingston was a member), was completely eliminated. There would be no more compliance checks, merchant education or environmental tobacco smoke inspections.
- This year, however, due to the joint efforts of the Finance Committee and the Board of Health, the Board of Health was able to conduct Tobacco Compliance Checks to ensure compliance with Massachusetts and Local Regulations Regarding the Sale, Vending and Distribution of Tobacco Products. Of the 18 licensed vendors that were checked, there were no sales to minors. The Board of Health received approval from the Finance Committee to create a new line item for: tobacco compliance checks, merchant education, environmental tobacco smoke inspections and

anything else the Board of Health deems necessary to protect the public health. In order to secure funding for this project, all tobacco license fees were increased.

- So far this month, over 184 annual licenses and permits were issued for the following: Food Service Establishments, Disposal Works Installers, Catering, Manufacturing Frozen Desserts, Milk and Cream, Mobile Service, Commercial Swimming Pools, Ice Skating Rink, Recreational Camps, Removal and Transportation of Rubbish, Septage Pumpers and Transporters, Tanning Facilities, Body Art Facilities, Tobacco Products.
- Inspections continue to be conducted as mandated by the Department of Public Health and the Department of Environmental Protection.

### **BUILDING DEPARTMENT/INSPECTIONAL SERVICES: Submitted by Paul Armstrong**

December is a very busy month for this department. This month we inspected all liquor serving establishments and issued occupancy permits for 2011. We began the inspection cycle for all multi-family residential units for the required certificate of occupancy. An occupancy permit was also issued this month for a new restaurant at the mall called Pomodorino. Several permits were issued in conjunction with the Historical Commission under the regulations of the Demolition Delay Bylaw. The Commissions help and expertise is greatly appreciated. This office has held several meetings with the proposed wind turbine developers to address technical and procedural requirements. This office has also met with several other developers as projects approach the permitting phase. Our goal is to make the review and permitting process as professional and expeditious as possible.

The Stretch Energy code becomes the Energy Code in force for Kingston on January 1, 2011. We are providing written and project specific guidance to contractors and property owners on compliance with the new energy code, the new Commercial Building Code which becomes effective in February and the existing Hurricane Wind Resistance Code language in force in Kingston. We expect the new year to be busy and technically stimulating for designers, contractors and regulators.

#### **MONTHLY RECAP From December 2010**

##### **BUILDING PERMITS (DECEMBER 2010)**

<b>Building Type</b>	<b>Permit To</b>	<b>Count</b>	<b>Estimated Cost \$</b>
Commercial	Alter	1	29,500.00
Commercial	Repair	1	5,950.00
Dwelling Units	Alter	2	166,000.00
Dwelling Units	Construct	2	504,480.00
Dwelling Units	Construct Addition	1	81,275.00
Dwelling Units	Repair	7	41,312.00
Garage	Construct	1	23,040.00
Garage	Demolish	1	500.00
Other	Construct	3	27,200.00
Shed/Barn	Construct	1	6,000.00
Shed/Barn	Demolish	1	5,000.00
<b>Total Est. Cost of Construction</b>		<b>21</b>	<b>890,257.00</b>

##### **ALL PERMIT TYPES**

<b>Permit Type</b>	<b>Count</b>	<b>Fees Collected \$</b>
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Building	21	8,037.00
Cert of Inspection	17	1,815.00
Electric	17	1,012.00
Gas	11	799.00
Plumbing	7	663.00
Sign	2	113.75

**Total Fees Collected** 75 12,439.75

**YEAR-TO-DATE TOTALS**

<b>Total Fees Collected to Date</b>	153,293.75
<b>Total Estimated Cost of Construction to Date</b>	10,671,856.00
<b>Total Dwellings Units to Date</b>	18.00

**COLLECTOR: Submitted by Priscilla Palombo**

- Completed Final Motor Vehicle Billings for 2010,
- Preparation of Utility Billing for mail 12/10/10,
- Preparation of Delinquent Utility to Real Estate for FY2011 3Q,
- Preparation of Real Estate and Personal Property Actual Tax Billing for 1/1/11,
- The above in addition to day-to-day functions.

**CONSERVATION COMMISSION: Submitted by Maureen Thomas**

During December 2010 the Conservation Commission held two regularly scheduled meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday's of December (7<sup>th</sup> & 21<sup>st</sup>) and conducted associated site visits and permitting for projects with public hearings before the board. The Conservation staff issued one amended Order of Resource Area Delineation, three Orders of Conditions and three Certificates of Compliance in December. In addition to being available to the public during regular office hours, reviewing applications, issuing permits and conducting various site visits (ongoing work, conservation lands & enforcement issues), the Conservation Agent was busy with the following activities:

- Continued working with Recreation Department on contract for Gray's Beach design and engineering services for stormwater mitigation measures to reduce beach erosion caused by runoff from paved and upland areas;
- Submitted a grant application to the Massachusetts Bays Research & Planning Grant Program for funding of the Jones River Estuary & Kingston Bay Stormwater Assessment Project in the amount of \$ 14,795.00 with a match of \$ 6,706.00 in in-kind services for a total project cost of \$ 19,845.00. This project is the initial phase of a multi-phase project to assess stormwater impacts on a watershed scale to develop baseline water quality data for prioritization of stormwater remediation projects to open up and improve the shellfish growing areas in Kingston Bay;
- At monthly Plymouth Carver Aquifer Advisory Committee (PCAAC) meeting, received news from Bill Napolitano of Southeast Regional Planning & Economic Development District (SRPEDD), that he was able to secure a Sheehan Family Foundation grant to conduct public outreach and

education activities on the aquifer. Activities will include holding workshops and printing of brochures to educate the public about the importance of aquifer protection;

- Met separately with a Boy Scout and a Girl Scout Troop to discuss Life & Gold projects on town-owned lands;
- Submitted to the Wage and Personnel Board a request for a review of Agent position description and salary;
- Continued to work with Patrick Farah, Plymouth Planning Technician & Peer Consultant, who is helping the Town to upgrade its Geographic Information System (GIS) platform. While Mr. Farah completed his work under the DHCD Peer-to-Peer grant in October 2010, he continues to volunteer his time in helping Kingston get its GIS up to date. The DHCD Peer-to-Peer grant program encourages the Town of Kingston to recognize the efforts of the Peer Consultant upon completion of the project. Mr. Farah has not yet been officially recognized by the Town for his efforts and volunteering, but I hope the Board of Selectmen will find a way to formally recognize him for all of his work;
- Finalized the Mulliken's Landing Design and Engineering Services contract for a project to design, engineer and permit a walkway and float system at Mulliken's Landing to follow through with long-standing plans to improve passive recreational access to the Jones River from the River Street parcel;
- Continued work on finalizing the Calista Conservation Restriction and continued the process of revising the Kingston Wetland Protection Regulations for finalization in early 2011; and
- Will submit a request to the E.B. Sampson Fund in January for some funding of conservation land maintenance activities that cannot be funded through the existing Commission budget.

### **COUNCIL ON AGING: Submitted by Linda Felix**

*For November/December 2010*

\*\* The Council on Aging included November since it was a busy month. The Statistics are incomplete because they are collected for the full month period.

### **Statistics FY2011 (up to November) -Below**

#### **Transportation - Meals on Wheels – Outreach/Advocacy – Professional Services and other services**

#### **November Activities and Programs**

Pancake Breakfast – Salute to Veterans – Chair Yoga – Tai Chi – Lunch & Learn – Medicare Changes Seminar – State House Trip & Luncheon (provided by Representative Calter) – Lunch & Learn Program (Registry of Motor Vehicles – Handicap Placards, Jordan Physical Therapy – Steady on your Feet, VNA of Cape Cod – Fall Safety, The Tremont – Health & Fitness) – Thanksgiving Luncheon – 90+ Celebration – Pot Luck Luncheon – Arthritis Seminar (w/Dr. Malloy) – High Tea.

#### **December Activities and Programs**

Coping with Grief during the Holidays Workshop (Beacon Hospice), Holiday Luncheon @ Village at Duxbury (for 50 elders including entertainment), COA Holiday Luncheon (150 max provided by The Friends of the COA & Lions Club), High Tea with the Grandchildren, New Year Celebration.

During the past few months, The Kingston Council on Aging is trying to get ready for our new Senior Center in many ways. Currently we have Thursdays for our weekly Luncheon. As Director, my goal is to eventually have meals five days a week at a reasonable cost to the Town of Kingston. We started a second day of food/meal on Tuesdays, where we had an activity/social event and a meal without a cost to our budget.

We also need to be aware of our transportation services when we move into the new Senior Center. An increase in programs, leads to an increase in transportation. Our transportation service had 51 refusals for October and November. It will be apparent our transportation services will increase even more when we open our doors to the new Senior Center. We are all excited about moving into the new Council on Aging building and look forward to making new memories.

<b>COA STATISTICS FY 2011</b>							
	<b>JUL</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>TOTAL</b>
<b>FITNESS / EXERCISE</b>							
EXERCISE W/CINDI	8	9	3	9	0	0	29
TAI CHI				18	8	8	34
Chair Yoga					11	11	22
<b>INTERGENERATIONAL</b>							
SENIOR OLYMPICS		90					90
SALUTE TO VETERANS					62		62
<b>RECREATIONAL/SOCIALIZATION</b>							
BINGO	51	0	33	92	36	23	235
CARDS			23	27	8	11	69
CRAFTY LADIES							-
ROYAL GARDEN	50						50
ROCKY NOOK / BREWSTER PARK	63	80					143
CHARLIE HORSE		68					68
BREAKFAST	51			36	31		118
PINOCHLE	9	6	13	12	23	14	77
Hand / FACIAL		5					5
PIZZA PARTY				31			31
ICE CREAM PARTY				25			25
JERRY-ATTRICS -ENTERTAINER				78			78
HIGH TEA				24	9		33
HALLOWEEN PARADE				16			16
STATE HOUSE TRIP					44		44
POT LUCK LUNCH					12		12
90+ CELEBRATION					84		84
HOLIDAY LUNCHEON @ Village at Duxbury						47	47
COA HOLIDAY LUNCHEON						150	150
<b>COMMUNITY EDUCATION</b>							
LUNCH & LEARN		80			28		108

"ASK GATRA"				4			4
PLYMOUTH COUNTY JAILS THEN & NOW				78			78
MEDICARE CHANGES					31		31
COPING WITH GRIEF DURING THE HOLIDAYS						1	1
<b>CULTURAL</b>							
BOOK CLUB	8	9	9	9	9	0	44
OIL PAINTING			43	45	32	0	120
QUILTING				20	22		42
							-
<b>HEALTH SCREENING</b>							
BLOOD PRESSURE CLINIC	80	140	33	86	63	61	463
PEDI-CARE	12	2	8	4	6	4	36
<b>HEALTH EDUCATION</b>							
ARTHRITIS TALK					31		31
<b>TOTAL MONTHLY PARTICIPATION</b>	<b>332</b>	<b>489</b>	<b>165</b>	<b>614</b>	<b>550</b>	<b>330</b>	

2,480

<b>STATISTICS FY 2011</b>							
	<b>JUL</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>TOTAL</b>
<b>COA</b>							
<b>TRANSPORTATION</b>							
							-
<b>Van S-1</b>							
Miles	1389	1390	1296	1352	1361		6,788
Services	209	235	210	217	198		1,069
<b>Van S-2</b>							
Miles	1547	1357	1466	1587	1631		7,588
Services	185	208	211	236	227		1,067
<b>FOOD SERVICES</b>							
THURSDAY LUNCHEON	50	0	301	322	177		850
Bakery Items			89	325	332		746
							-
							-
MEALS ON WHEELS (Duplicated Services)	567	557	610	582	617		2,933
Unduplicated people	32	36	37	34	34		173
<b>SUPPORT SERVICES</b>							
MEDICAL EQUIPMENT LOAN	4	2	4	0	0	0	10
<b>OUTREACH / ADVOCACY</b>							
SHINE	20	4	6	4	16		50
FUEL ASSISTANCE	10	7	3	4	5		29

CLIENT SUPPORT (ELDERS ONLY)	50	2	3	1	6		62
HOME CONSULT			1	2	0		3
FOOD STAMPS	3	2	4	4	4		17
FAMILY SUPPORT (NON-ELDERS ONLY)	4	17	2	4	2		29
Office Consult & phone							-
							-
							-
<b>PROFESSIONAL SERVICES</b>							
LEGAL ASSISTANCE	2	4	2	2	3		13
TAX CONSULTANT	0	0	0	0	0		-
REFERRAL > AGENCIES	10	16	15	17	25		83
REFERRAL < AGENCIES	2	16	14	15	2		49
FINANCIAL MANAGEMENT			0	0	0		-
STATE REPRESENTATIVE		0	0	0	1		1
							-
							-
<b>VOLUNTEER</b>							
Volunteer Hours			379	370	242		991
							-

#### **FIRE DEPARTMENT: Submitted by Robert Heath**

- Training on the Regional Foam Trailer took place on Dec. 16th with success. This 500 gallon foam trailer was supplied to KFD by a Grant from SERPD. Will be housed at Smith Lane due to the need to cover Plymouth, Barnstable and Bristol Counties.
- 206 Emergency Responses for December to Wednesday at 1800 hours. 2,283 for year to date.
- New Furnace at Pembroke Street Station working great. New Computer Server up and running very well also.

#### **HARBORMASTER: Submitted by Dennis Carvalho**

[Report Pending]

#### **HIGHWAY (STREETS, TREES, PARKS & Solid Waste): Submitted by Paul Basler**

On December 20<sup>th</sup> this department deployed the snow force for the first snowfall event of the season. The employees worked for approximately 28 hour straight to plow and sand the streets of the Town. Again on December 26<sup>th</sup> the employees of this department were called upon to work 30 hours continuously to plow and sand the streets of Kingston during the second significant snow storm of the year. We also received additional support from both the Water department as well as the Waste Water Department in fighting the snow. There was no significant equipment damage to any of the Town owned equipment.

The Solid Waste division has been seeing an increase in the amount of cardboard as well as other recyclables being disposed of at the Transfer Station. Weston & Sampson (the engineering firm hired to design the new Transfer Station has done a preliminary plan and I will be working with both them and the Solid Waste Task Force to finalize the new conceptual design plan.

The construction of the Howland's Lane Bridge was completed on time by NEL, the MDOT contractor and should serve the residents of the Nook area for years to come. I would like to thank the Guidiboni family for their cooperation for allowing the detour on their property.

### **KINGSTON EMERGENCY MANAGEMENT AGENCY (KEMA)**

[Report Pending]

### **LIBRARY: Submitted by Sia Stewart**

The Library is awaiting action from the Massachusetts Board of Library Commissioners on our application for a waiver of state minimum requirements for certification. The MBLC will consider our waiver at their January 6<sup>th</sup> meeting and act on it at their February 3<sup>rd</sup> meeting. We are hopeful that the waiver will be granted, allowing the Library to be certified and allowing Kingston residents to continue to enjoy reciprocal borrowing privileges with other Massachusetts libraries.

One of the Library's three rooftop heating units failed in early December. Thanks to quick action from the Finance Committee and the Library's heating contractor, Arnold Refrigeration, the building was closed to the public for only 4 hours, and heat was restored within one day.

The **Kingston Public Library Foundation** has given the Library a new online language-learning database, called **Mango Languages**. The database includes 29 foreign language courses and 15 English courses for non-English speakers. Kingston Library cardholders can now learn a language at home by visiting the Library's website and clicking on the Mango Languages icon.

Another very useful new database is the **Learning Express Job & Career Accelerator**, available as part of our membership in the **Old Colony Library Network**. The Job & Career Accelerator is a comprehensive job search system that provides everything that you need to conduct your job search. The system will guide you through each step of the search process in a personalized manner, from recommending occupations to fetching up-to-the-minute job postings that are based on your career preferences. The Accelerator includes resume and cover letter builders, an interview course, and tips and expert advice to help make the job search more effective.

### **PLANNING: Submitted by Thomas Bott**

- Affordable Housing Plan: Meeting with Consultant on Jan 3 to discuss implementation options prior to final public meeting and vote on Plan
- Green Communities grants: Rise Engineering has started work on energy upgrades at KES. Work includes:

- Upgrade EMS system, add additional hardware and sensors, re-calibrate settings, test all components, re-program.
- EMS to optimize functionality and efficiency of mechanical equipment.
- Install kitchen hood exhaust controls in the hood system in the kitchen.
- Install Demand Control Ventilation CO2 sensors. Occupancy sensors and controls.
- Install day-lighting sensors in selected areas of the corridors with large window walls to control lighting operation during day time hours.
- Wind and Solar leases: continued work with Town Counsel, Town Administrator and Weston and Sampson to delineate areas of ground leases for wind and solar
- Economic Forecast completed for Town Administrator for budget packages
- Met new Mall Manager: Bill Hamilton started in November. He announced at a Planning Board meeting that they hope to have a deal for new theaters in the mall signed shortly.
- GIS (Geographic Information System) Capital Planning and Needs assessment: Maureen Thomas, Conservation Agent and I have been working with Patrick Farah of the Plymouth Planning Dept on our GIS. The Financial Management Review completed by DOR in May 2010 Recommendation 12 suggested the Town evaluate the cost of acquiring GIS. I have a January 4, 2011 meeting with Capital Planning to discuss funding.
- Electric Vehicle Charging Station grant was submitted for EV charging stations at the Mall and the MBTA. The MBTA, the Mall and NSTAR all support the efforts in the case of the Mall and NSTAR with a match of cash or materials and labor.
- Bond Release IPEIII. The bond release for Indian Pond Estates Phase III has been continued until January 10, 2011 pending a technical review of the Autumn Lane basin.
- O'Donnell Property We continue to work with Mary O'Donnell on her efforts to install wind turbines and or a smaller scale 40R on her property.
- 40R \$600,000 Incentive payment. Discussing with the Town Administrator and the Town Treasurer about a response to DHCD about invoking the claw back provision for the incentive payments after three years. DHCD requests the Town of Kingston to submit evidence of the "Start of Construction" or that good cause exists explaining why construction has not started (e.g., remediation of hazardous material, litigation, start or continuation of planned infrastructure, the national economic climate, etc.).
- Historical Commission: Continuing discussions with the Historical Commission on the Elm Street Bridge, Local Historic District and the propose CPA funded Archaeological study of the Hall and Calista properties.
- Planning Board items

### **12/13/10**

7:05 ANR 174 Indian Pond Rd Map 86 Lot 7 (McManus)

7:10 ANR Plan 135 Indian Pond Road Map 80 lot 30&31 Map 86 Lot 13 (Webby)

7:15 Request for Bond Release Indian Pond Estate Phase III

7:20 Reconvene Indian Pond Estates modification, amendment or rescission hearing

7:21 Continued Indian Pond Estates modification, amendment or rescission hearing

7:30 Site plan for Cumberland Farms 39-41 Main Street (Souza)

Support for CPA funded Archaeology Study of Calista and Hall Property

### **1/10/11**

7:05 Site Plan Baker Avenue Multiple Dwellings Site Plan (Kraus)

7:06 River Edge Estates (Elder Ave) Definitive Subdivision plan (Calista)

- 7:10 Reconvene Indian Pond Estates modification, amendment or rescission hearing
- 7:11 Continued Indian Pond Estates modification, amendment or rescission hearing
- 7:20 Definitive Commercial Subdivision Plan Independence Road Map 12 Lot 2 New England Village (Grady)
- 7:30 Site plan for Cumberland Farms 39-41 Main Street (Souza)

**POLICE DEPARTMENT: Submitted by Joseph Rebello**

- The department is in the course of action of filling two public safety dispatcher positions. Dispatcher Patricia Bernard announced her retirement. Dispatcher Thomas Mori accepted a police officer position at Bridgewater State University. The department wishes them well in all of their future endeavors.
- Sergeant Susan Munford recently appeared before the Board of Selectmen to address deficiencies in the Town's Precious Metal By-Laws. The department thanks the Board for the consideration and with the implementation of modifications and/or conditions to the precious metal dealers that operate in town. The police department has been very active solving a rash of home breaks that occurred in the area where jewelry was stolen from the victim and subsequently sold to precious metal dealers. It was discovered in the department's investigations that the precious metal dealers needed to maintain more detailed records of the transactions while simultaneously securing the negotiated items on the premises for longer periods of time. The implementation of these conditions should assist the police department with enhanced crime solving capabilities and aid the crime victim with the hope of recovering of their precious heirlooms.
- The recent snow storms have greatly impacted the department's overtime budget line item. It was necessary to call in additional officers to handle the calls for service that were generated as a result of the storms. The department responded to numerous motor vehicle crashes, downed tree limbs and electrical wires, and were forced to tow vehicles illegally parked on the roadways which impeded snow removal efforts. The department is looking forward to the spring.
- The department recently took delivery and is now in the process of installing a natural gas generator at police headquarters. The department would like to thank Superintendent Paul Basler of the Streets, Trees & Parks Department for his assistance. The installation cost has been significantly decreased by having the town excavate the trench for the gas line as well as build a new concrete pad for the generator to be placed upon.
- Building maintenance expenses have increased expeditiously. The department has experienced numerous unanticipated and unbudgeted building mechanical issues. The building is experiencing problems with plumbing, HVAC, the sprinkler system, the fire alarm system, and electrical systems. In fact, the building was evacuated this past summer due to a fire suppression system malfunction which resulted in a smoke condition in the building. Because of this incident, the department has suggested that all municipal fire alarm monitoring and fire suppression systems be consolidated into one budget line item in the Care of Municipal Building's budget. This consolidation may result in an overall savings for the town due to economy of scale, the scheduling of preventive maintenance, and for the overall ease of the fire department's record keeping requirements.
- As a result of the increased monies needed to be allocated to building maintenance, the department requests support at the Annual Town Meeting with the establishment of a public safety building needs study. It is necessary that a professional public safety building needs study

should be conducted to ascertain whether it is prudent to expand and renovated the existing building or is it wiser to construct a new facility?

- The department is currently deeply engaged in the budget process for FY-12. At this time, the department is requesting the restoration of one Full Time Civil Service Police Officer position. As a reminder, two police officer positions and one dispatcher position were recently eliminated from the department’s budget due to lack of funds. The department seeks support for the eventual restoration of all the unfunded public safety positions.

**RECREATION: Submitted by Susan Woodworth**

- Participation in recreation programs continues to increase, and various offerings of quality programs are offered to the citizens of the Town of Kingston. Continued management of the use of all the athletic fields, the Reed Community House building, and Gray’s Beach Park.
- Community Preservation Project(s)
  - Restored the Reed Community House roof
  - Community Preservation Committee Proposal for Reed Community Patio/Terrace historical restoration approved
  - Working in conjunction with the Permanent Building Committee regarding the CPC project to historically restore the Reed Community Building Terrace/Patio
  - Worked in conjunction with Kingston Citizens regarding the proposal to purchase the Hall Property with CPA Funds – land purchased
  - Written project proposal for the installation of an irrigation system at the Hall Property
  - Worked in conjunction with the Kingston Youth Sports Organization regarding their proposal for the Engineering to Determine Developmental Prospects of the Hall Property
- Developed stronger interdepartmental relations with the Conservation Department and the Streets, Trees, and Parks Dept. when coordinating the Engineering RFP for Gray’s Beach Project to enhance collaborative efforts for projects/programs
- Drainage repairs at the B1 Ballfield, in conjunction with the Kingston Youth Sports Organization, completed

**PERFORMANCE/WORKLOAD INDICATORS<sup>1</sup>**

<u>Indicator</u>	<u>FY11 (YTD)</u>
Recreation Programs Offered	89
Participants * Note	3193
<b><i>*Note – the participant number does not include the winter programs as they start in January</i></b>	
Building Use *Note	35
<b><i>*Note - the building use numbers do not include the Recreation Program(s) or Council on Aging building use – the number above is for non- Recreation Program Use/other organizations</i></b>	

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<sup>1</sup> Beginning in FY11 (current year), budget narratives for all Departments include performance and workload indicators.

Field Use \* Note - 5137hours 2896 hours

**\*Note – The number of hours reflected include the Kingston Youth Sports Organizations use.**

### **SEWER COMMISSION/WASTEWATER TREATMENT: Submitted by Ken Vandal**

- The Wastewater Treatment Facility processed 9,088,459 gallons of wastewater during the month of December. Effluent quality was excellent. All parameters were well below the allowable limits listed in our Groundwater Discharge Permit issued by the Massachusetts Department of Environmental Protection. The treatment process produced 69,000 gallons of liquid sludge (17.21 dry tons). The resulting sludge was shipped to a facility in Cranston, Rhode Island to be burned.
- We have recently completed modifications to our River Street Pump Station. The station is now equipped with two new Tsurumi cutter pumps and a MultiSmart pump controller and remote telemetry unit. These modifications will enable the station to handle solids better than conventional pumps and also give the operators more flexibility in the operation of the station.
- The Department has also recently completed modifications to several pieces of equipment in conjunction with NSTAR and Rise Engineering. Variable frequency drives were installed on three pumps and two blowers as part of an energy saving measure. We hope to realize an estimated \$18,000 per year in energy savings as a result of these modifications.
- The Department is preparing to replace the aging aeration system in both of its Sequencing Batch Reactors. We are expecting delivery of the new aeration system during the first week of January 2011. We hope to begin the process of replacing the system in the first reactor by the end of January.
- The Department is currently accepting Drain Layer License applications for calendar year 2011.

### **TOWN CLERK: Submitted by Mary Lou Murzyn**

[Report Pending]

### **TREASURER: Submitted by John LaBrache**

[Report Pending]

### **VETERAN'S AGENT: Submitted by William Martin**

As a part of verifying eligibility for Chapter 115 Veterans' Benefits, all recipients are required to bring in various items including such items as Social Security statements, rent receipts, tax bills, insurance bills, medical insurance bills, etc.

The revivification program is not new and normally occurs twice a year, however, this year the MA Dept. of Veterans Services (DVS) has expanded and requested more items. All of the items must have been entered on the computer and copies scanned to DVS before DVS will re-qualify any recipients for

benefits as of January 1st. Priscilla Brackett has been working on this and submitting requests as each individual has completed all the items on the list. However well organized Priscilla is, this is still a monumental task since we have 43 individuals on the rolls currently. In many cases, the items requested from individuals are late arriving, as for example, the Annual Social Security statements only started coming out just before Christmas, and the Veterans Administration has not yet sent out their statements.

### **WATER: Submitted by Matthew Darsch**

- On November 22, 2010 Well Site 1-86 was introduced to the distribution system. Our new well is rated for 670 gallons per minute. The cost of constructing the new well was funded entirely from connection fees. The 16-acre well site land was gifted to the town by the Pyramid Corporation as part of the approval of the Independence Mall.
- At the 2010 Annual Town Meeting voters approved an appropriation to implement measures to resolve the increasing problem of manganese infiltration at the Trackle Pond Well. Work began in July of 2010 and a contract was awarded to construct an 8" test well adjacent to Trackle Pond – but at a higher depth. Following construction of the test well a prolonged pump test will be conducted. Preliminary test show this depth to be manganese free. With Well site 1-86 providing additional pumping capacity, we have been able to reduce the use of the original Trackle Pond until a permanent solution is achieved. We appreciate the patience and understanding of our consumers during this project.
- Divers have inspected both Pembroke Street and Smith Lane Tanks and any sediment caused by the infiltration of manganese into the system was removed.
- Cooperative efforts with MA Highway resulted in the construction of a new water main over the Howland's Lane Bridge in conjunction with the bridge replacement.
- Water Department employees installed the water service to the new Kingston Senior Center, painted the interior of the Trackle Pond Pumping Station, installed new chemical feed pumps at the Grassy Hole Pump Station, worked in conjunction with the developers of Barrows Brook Estates to install 400' of new water main on Grove Street, replaced two vandalized hydrants on William Gould Way, installed over 30 meter reading devices in residences as part of our continuing project to convert meter reading systems to radio, conducted bacterial analysis sampling at over 25 town sites as well as site-specific sampling for PCE and volatile organic compounds. Water and sewer bills were generated for over 4500 residential and business customers. Our FY12 departmental budget and capital plan was submitted for review.
- Water Department personnel and equipment assisted the Highway Department in plowing after the first snowstorm and subsequent blizzard of 2010.

*Should you have any questions regarding the foregoing, please do not hesitate to call or email [jmyers@kingstonmass.org](mailto:jmyers@kingstonmass.org). Thank you!*