



*Department Head Monthly Report to the Town Administrator*

*January 2011*

**ACCOUNTING: Submitted by Joan Paquette**

During the month of January 6 payrolls were imported and posted to the departmental budgets and general ledger. The treasurer's Jan. revenue entries were verified to the turnover sheets and updated. We are now using the bi-weekly vendor warrant schedule. The two warrants were dated January 4 and 18<sup>th</sup> with a total of 785 bills processed.

Estimated revenue budgets were compiled and entered into the MUNIS budget program and balance with the recap sheet estimate totals. The town can monitor collections during the year based on the estimates.

The quarterly report for the septic repair and connection loan program was reviewed and signed. It was sent to the Mass. Water Pollution and Abatement Trust, Department of Environmental Protection and Old Colony Planning Council who oversee the program.

The FY2012 departmental requested budgets were entered in MUNIS. They were proofed and adjusted to agree to the town administrator's budget report.

An email was received January 10, 2011 that the schedule A for Kingston was processed and approved by the Department of Revenue data bank. The report is required by the state before the third quarter state aid will be released.

Fixes were updated in MUNIS for 1099's and other applications. The necessary updates were sent to MUNIS ASP for input through the Internet Update feature.

The Quarterly Survey of Property Tax Collections was done for the period ending December 31, 2010 and emailed to the U.S. Census Bureau.

Updated and reconciled the trust funds, guaranteed deposits and consultant accounts with the treasurer through December 31, 2010.

Reconciled receivable accounts with the collector through December 31st. There are a few minor discrepancies that were referred to the collector to research. Tax titles were reconciled and balance with the reports from the treasurer and the collector through January 31, 2011.

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

For the period: January 1 -31, 2011

Calls received: 112

5--Dogs were picked up or impounded  
4-Dogs returned to their owners

7--Cats were picked up or impounded  
6-Cats adopted out to new homes  
1-Cat euthanized

Quarantines issued: (2) cat extended, (1) dog extended, (1) dog ten day

Quarantines released: (1) dog

Collections: Town of Kingston, (fees/fines): \$185.00  
Animal Care Fund, (donations): \$559.80

**ASSESSORS: Submitted by James Judge**

The assessors department received 83 applications for abatement of taxes this month. We answered many questions regarding values and the rising taxes on property real & personal. We also received, reviewed and acted upon many CPA exemptions, Elderly, veterans and other exemptions for the actual tax bill due February 1.

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

Health Agent's Report:

Open Meeting Law- Executive Session: A question was raised as to how specific an executive session item must be. Attached is Town Clerk, Mary Lou Murzyn's memorandum. I also asked the question of the Attorney General's Office who stated that: "You should list the executive session purpose and then enough information so that a member of the public will understand what it is you are discussing- such as complaint against "Anytime Fitness" for..... However, the public body should decide whether or not revealing the name will compromise the purpose for that executive session."

Partners Home Care- Quarterly Report:

Communicable Disease Control	- 4
TB Testing	- 4
Partners Wellness Clinic	- 38

This includes health counseling, blood pressure screening, and immunizations.  
The majority of people who attend the Clinic come primarily for blood pressure checks.

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

January was a stormy month and the construction industry struggled with weather and snow. The Department issued 46 permits and continued inspections of all multi-family structures. Permits being issued now reflect the Stretch Energy Code and the Eighth Edition Building Code requirements. This office assisted the Water Department in preparations for building repairs and the Selectmen's office on

various building issues. This office has maintained close oversight of the new Senior Center as the project nears completion. The department continues to be involved with many property use issues. The public relies on this Department for answers to questions on land use, property use, code and regulation compliance as well as solutions to problems.

**MONTHLY RECAP From January 2011**

**BUILDING PERMITS (DECEMBER 2010)**

Building Type	Permit To	Count	Estimated Cost \$
Dwelling Units	Alter	4	33,000.00
Dwelling Units	Construct	1	150,320.00
Dwelling Units	Repair	2	18,375.00
Misc.	Construct	2	7,603.00
Other	Construct	1	1,000.00
<b>Total Est. Cost of Construction</b>		<b>10</b>	<b>210,298.00</b>

**ALL PERMIT TYPES**

Permit	Count	Fees Collected \$
Building	10	2,100.00
Cert of Inspection	8	960.00
Electric	15	902.00
Gas	6	339.00
Plumbing	5	507.00
Sign	2	244.00

**YEAR-TO-DATE TOTALS**

<b>Total Fees Collected to Date</b>	5,052.00
<b>Total Estimated Cost of Construction to Date</b>	<b>210,298.00</b>
<b>Total Dwellings Units to Date</b>	1

**COLLECTOR: Submitted by Priscilla Palombo**

Preparation of all payments for residents for 2010 taxes.

Response to phone, mail, fax and counter inquiries in addition to day-to-day and end of month functions.

**CONSERVATION COMMISSION: Submitted by Maureen Thomas**

During January 2011 the Conservation Commission held one regularly scheduled meeting on January 18<sup>th</sup>. In addition to being available to the public during regular office hours the Conservation staff was busy with the following activities:

- Working to complete revisions to the Kingston Wetland Protection Regulations;
- Finalizing the open space datalayer for GIS with the help of Patrick Farah, Plymouth Planning Technician & Peer Consultant to Kingston. This work involves research on map and lot, acreage, date of acquisition, conservation restrictions, recording information, funding sources, etc. Initial

feedback from the Executive Office of Energy & Environmental Affairs MassGIS office informed us that the open space datalayer for Kingston was very poor, but now the datalayer will be “in great shape;”

- Meeting with the Natural Resource Conservation Service (NRCS) and the Jones River Watershed Association (JRWA) at Cranberry Watershed Preserve and Three Rivers Basin to discuss planning & engineering for the Pine Brook Restoration Project under the Wildlife Habitat Incentive Program (WHIP) grant received in 2008;
- Reviewing the 61A Notice of Intent to Sell for 135 Indian Pond Road and facilitating the Open Space Committee discussion on same for recommendation to the Board of Selectmen on whether the Town should exercise its option to purchase the 31.68-acre property under its right of first refusal for Chapter 61A agricultural lands;
- Planning for the Plymouth-Carver Aquifer Advisory Committee (PCAAC) workshop series to conduct public outreach and education forums on the aquifer through as Sheehan Family Foundation grant;
- Submitting an E.B. Sampson Fund request for funding of conservation land maintenance activities that cannot be funded through the existing Commission budget;
- Working with a Boy Scout to plan an Eagle Scout Project on conservation land;
- Working on the Calista and Senior Center conservation restrictions;
- Continuing communications with Environmental Analyst from MassDOT on the Elm Street Bridge Project; and
- Providing a support letter to the Town of Duxbury for a MA Coastal Zone Management (CZM) Coastal Pollutant Remediation (CPR) grant to reduce bacterial pollution to the Bay from Bay Road.

The Commission expects to hear back from the Massachusetts Bays Research & Planning Grant Program in February on a grant proposal to assess stormwater impacts to the Jones River and Bay.

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

[Report Pending] *Preparation for the move and grand opening on February 12, 2011!*

**FIRE DEPARTMENT: Submitted by Robert Heath**

1. As I'm sure you're aware, there have been a number of significant weather events that have occurred this past month. Some of these storms have incurred enough costs or created enough damage that they become reimbursable through FEMA. This Department is actively pursuing any and all forms of reimbursement to return some funding to the town budget. During one of the storms, it was necessary to evacuate Confier Green Mobile Home Estates due to an extended period of time where they had no power. The combined efforts of the Fire, Police and KEMA brought this evacuation to a successful conclusion. Also, during these storms, it became evident that many of our residents helped us by shoveling their nearby fire hydrants, and we thank them wholeheartedly for this.
2. The Fire Department responded to 221 incidents, or 7.1 per day, in the 31 days of January.
3. Since January 1st, the Fire Department has responded to 3 structure fires, 2 of which escalated into requiring a 2nd alarm. These fires were located at 214 Pembroke Street, the Mobil Gas Station at 130 Main Street and a mid-1800 vintage home located at 7 Summer Street. In each case, the hard

work of the members of the Kingston Fire Department, along with mutual aid from surrounding towns, prevented these structures from being a total loss.

4. During this time period, it should be noted that at two, separate fire alarm incidents, two members of the Fire Department did receive injuries from slips, trips and falls on the ice and they are both back to work at 100%.
5. Lastly, The government surplus military SUV that was formerly used by the Building Inspector is being turned back to the Commonwealth for distribution to the Norwell Fire Department.
6. It should also be noted that KEMA has activated the EOC and staffed the shelter at Kingston Intermediate School during each of the significant weather events we have had so far this winter. Additionally, one of the common items on our checklist are to make contact with residents previously identified as needing evacuation or assistance with things such as oxygen and family notifications.

**HARBORMASTER: Submitted by Dennis Carvalho**

[Report Pending]

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

This department has spent the majority of normal working hours as well as a large number of overtime hours fighting snow and ice storms. Approximately \$ 403,000 has been spent to date maintaining the roads during this winter. On January 20<sup>th</sup>, Francis Donovan officially retired from the Town and his health status is the same. Due to the snow storm on January 18<sup>th</sup> & 19<sup>th</sup>, the Transfer station was closed so the employees could plow the streets. As you know, the B.O.S. lifted the hiring freeze and we received approx. 99 applications for the two job positions posted. Nancy and I are reviewing the applicants and scheduling interviews. Weston & Sampson has brought forth a preliminary design for the new transfer station and the Transfer Station task Force will be reviewing them in the next few weeks.

**Kingston Emergency Management Agency (KEMA)**

[Report Pending]

**LIBRARY: Submitted by Sia Stewart**

The Massachusetts Board of Library Commissioners granted Kingston a waiver of state minimum requirements for certification at their February 3<sup>rd</sup> meeting. This action allows Kingston residents to continue to enjoy reciprocal borrowing privileges with other Massachusetts libraries. Because our budget did not allow us to fully meet the minimum spending requirement for library materials (books et cetera), our state aid grant will be reduced for this year. We hope to receive those funds by the end of February.

Because both the State and Federal governments are pushing citizens to file their taxes online, they have drastically reduced the number of printed forms and publications available to taxpayers. A limited number of forms are available at the Library. We have also posted information and links on our website to make tax filing easier for residents. Residents who don't have computers or internet access at home, or who need guidance in using the DOR and IRS websites, can get that access and guidance at the Library.

A new feature of the Library's online catalog is the ability to receive notifications by text message. For more information about this feature, residents are encouraged to visit or call the Library. Another recently added feature is the ability to retain a "reading history," or a list of items checked out on your account even after they have been returned. To protect the privacy of library users, this "opt-in" feature requires the user to choose to turn it on. The reading history is visible only to the cardholder.

The Library was closed from the morning of February 2<sup>nd</sup> until the afternoon of February 7<sup>th</sup> because of concerns about the weight of snow on the roof. The combined efforts of the Building Inspector, the Selectmen's Office, the Fire Department, and the Library Trustees and staff ensured that all proper precautions were taken to ensure the safety of the public. After the roof was cleared and inspected and the sprinkler system was checked and turned back on, we were able to reopen to the public. There was very minimal damage to the building, and the roof appears to be undamaged. The major impact was inconvenience to the public, although online services such as access to the library catalog and databases continued throughout the period the building was closed. The library website was updated on a daily basis to keep the public informed. Although this incident happened in February, it is important enough to include in this monthly report.

**PLANNING BOARD: 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

Working with Arbor Hills on citizen petition for street acceptance. They apparently will not be attempting this year.

Ongoing discussions with Town Counsel on pre trail meeting for RK (fna Cranberry) Crossing Cadette Dunkin Donuts

Meeting with New England Villages on street extension, public benefit and site plan

Ongoing discussion with engineers regarding Indian Pond Estate Phase III drainage basin, bond release and Street Acceptance

Reviewing revised Zoning Map prior to printing with Town Clerk and Building Inspector

Working with Town Counsel on conditions for Barrows Brook 40B easements and home owners association. Also discussing affordable housing requirements: affirmative action plan, housing lottery, and public meetings

Meetings with Cumberland Farms 39-41 Main Street on applications to ZBA and Planning Board

Installing GIS on upgraded computer for ongoing enterprise wide Geographic Information System

Planning Board site visit to New England Village site, Rep Calter scheduled to appear

Researching Traffic Consultants for a new look at a revised site plan for RK Crossing Dunkin Donuts similar to project above that is under appeal. Planning Board allowed a repetitive petition while appeal is pending.

Prepared first Quarterly Report for Green Community Grant

Received notice that the Architectural Access Board has granted a variance for the use of the portico door at the Adams Center without requiring it be made accessible.

Sent Planning Board's favorable recommendation on Exit 10 signalization to TA and Town of Duxbury

Fielded inquiries from Prospective buyers on Maple Street about Maple Avenue School. Inquired of KPD and KHC about status and created a response as have had a couple of inquiries to date

Notifies TA's office of Planning Board "no interest vote regarding Notice of Intent to Sell Under c.61A; property located at Map 80, Lot 31. The Planning Board has also recently approved an ANR plan to divide the 40± acres property into two lots.

Processed 1<sup>st</sup> bill from Menders, Torrey and Spencer (\$57,810) for work on Adams Library Building.

Held Development Review Round table on:

Site Plan Baker Avenue Multiple Dwellings Site Plan

Definitive Commercial Subdivision Plan Independence Road Map 12 Lot 2 New England Village

New England Villages Site Plan

Route 3 Exit 10 signalization 25% plans comments

Special Permit & Site Plan Dunkin Donuts at RK Crossing

Special Permit 46 Evergreen Street convert office to apt

Site plan for Cumberland Farms 39-41 Main Street

Meeting with mobile phone company on plans to site a stealth monopole (pine tree) off of Landing road

Spoke with MassCEC regarding revised sound study for ToK wind turbine on land fill

Green Community Grant update

Work at the Kingston Elementary School is underway, but not complete:

EMS has been reprogrammed and loaded into the existing controller for the building.

Confirmation of the proper unit/sensor operations is underway, and expected to be completed by 1/21/11. Confirmation may expose issues that need to be addressed with HVAC equipment, such as inoperative sensors and other mechanical faults.

Pending receipt of the Kitchen Hood Control system components. Once all materials are on hand, we will schedule the installation of the hood controls, avoiding conflict with the kitchen schedule.

Demand Control Ventilation Projects will be executed in line with the final adjustments of the EMS system.

Projects at the Library and Fire Station are scheduled to start during the middle of this quarter.

The Planning Board released \$29,174.08 from IPE III notified Town Counsel and ZBA. Hopefully this will allow the developer to pay the money he owes the Town for consulting review on the original 40B application dating back to 2006/2007.

Working with Weston and Sampson, Superintendent of Streets, Trees and Parks and Town Counsel on identifying area for leases on wind and solar on the landfill

Received additional comments from DEP on Post Closure Landfill Use application. Comments forwarded to D&C successful bidder for wind turbine. A post closure permit will also be required for solar panels.

Assisted Kingston Public Library with technical issue regarding hosting a webinar

Began research on cost and requirements of OPM for Adams Library Building

Met with FinComm on Planning Board budget

Met with George Dunbar, Plymouth GIS Coordinator, Maureen Thomas and Patrick Farah who has been working pro bono for the Town on our GIS efforts

Met with Kingston Historical Commission on efforts to create Local Historic District.

Reviewing draft warrant articles for setbacks for large scale solar PV and adopting new FIRM floodplain maps

Working with Town Counsel of correcting past street acceptances included in Special Act from the Great and General Court

Reviewing Town report for Heritage Center

Discussed possible speed control strategies on Scenic Road with citizens considering petitioning an article for Town Meeting

Setting up meeting regarding ROW for Elm Street Bridge Project

Received check from Barrows Brook regarding condition 39 begins the discussion with Town Accountant, Conservation Agent and Town Counsel on when a gift is a gift

Setting up meetings with Auditors to complete "walk through: as part of periodic audit

**POLICE DEPARTMENT: Submitted by Joseph Rebello**

- The police department worked with the Silver Lake High School Administrators to ensure student safety after a bomb threat was discovered on a boy's bathroom wall. The threat was found prior to the school's scheduled winter vacation. The threat indicated that the school was going to be bombed on January 13, 2011. On the evening of Wednesday January 12, the police department sought the assistance of several area police agencies that have canines which are trained in E.O.D. (Explosive Odor Detection). The dogs searched the school's interior and found no explosive devices. Patrol officers were then assigned to guard the building overnight. On Thursday morning, prior to the school's opening, the E.O. D. canines checked the exterior perimeter of the school for any explosive devices. None were found. Staff and students were then allowed to enter the building. Many security measures were implemented to ensure the student's safety. Police personnel were assigned to the school for the remainder of the school day. All after school activities were cancelled for the day. Special thanks to the police agencies

that assisted the Kingston Police Department. Included are the Quincy Police Department, the Transit Police Department (MBTA), and the Massachusetts State Police Bomb Unit.

- The police department also conducted a prescheduled canine search for illegal narcotics at the Silver Lake Regional High School. Both the school's interior and exterior (including cars parked on school property) were checked. The canines discovered several incidents of past marijuana use. There were no illegal narcotics found. All infractions were handled by school administrators; no formal police action was warranted. The following police agencies assisted with the search of the school; the Massachusetts State Department of Corrections, Foxboro Police, Stoughton Police, Plymouth Police, Pembroke Police, Weymouth Police, Quincy Police, Brockton Police, Bridgewater Police, Hingham Police, Transit Police, and the Plymouth County Sheriff's Department.
- The severe winter snow storms have impacted the department's overtime budget. Additional officers were scheduled for duty due to the storm related calls for service. The police and fire department worked together to serve the needs of the citizens. These winter storms have caused an increase in motor vehicle accidents, power outages, road closures, the evacuation and transportation of citizens from their homes to shelters, the planning and staffing of the emergency shelter at the Kingston Intermediate School.
- Chief Rebello and Lieutenant Splaine were asked to attend the Silver Lake Regional School Committee's Safety Sub-Committee. Police, School Superintendent Tuffy, and Committee members discussed several safety concerns that impact both the police and schools. Discussed were the new Criminal Harassment Laws, Bullying Laws, the installation scheduled of safety signs on Route 27, the need for the reinstatement of a dedicated School Resource Officer, and other security issues that may enhance the safety of the students.
- Officers were dispatched and reports filed for the following incidents in January 2011.

**Crime Status Report for January 1, 2011 thru January 31, 2011**

• Aggravated Assault	2
• Simple Assault	9
• Burglary/Breaking and Entering	8
• Shoplifting	2
• Theft from Building	2
• Theft from Motor Vehicle	3
• Theft of Motor Vehicle Parts	1
• All other Larceny	11
• Motor Vehicle Theft	2
• Counterfeiting/Forgery	1
• False Pretenses/Swindle	4
• Credit Card/ATM Fraud	2

• Stolen Property Offenses	1
• Destruction/Damage/Vandalism	7
• Drug Narcotic Violations	2
• Rape	1
• Pornography/Obscene Material	1
• Weapon Law Violations	1
• Bad Checks	1
• Disorderly Conduct	3
• Driving Under the Influence	1
• Drunkenness	2
• All Other Offenses	4
• Traffic Town By-Law Offenses	7
• Domestic Violence Incidents	5
• Arrests/Custody	21
• Application for Warrants	14
• Investigated Motor Vehicle Crashes	27
• Verbal Warnings – Motor Vehicle	72
• Written Warnings – Motor Vehicle	34
• Citation Arrest	1
• Citation Civil Charges	8
• Citation Criminal Complaints	4
• Incident Reports filed by Officers	134
• Calls for Service logged by Dispatchers	1283

**RECREATION: Submitted by Susan Woodworth**

**FY11 INITIATIVES AND ACCOMPLISHMENTS**

Community Preservation Project(s)

Continue to work in conjunction with the Permanent Building Committee regarding the CPC project to historically restore the Reed Community Building Terrace/Patio  
Gray’s Beach Project –

**PERFORMANCE/WORKLOAD INDICATORS**

<u>Indicator</u>	<u>FY11(YTD)</u>
Recreation Programs Offered	89
Participants * Note	3193

*\*Note – the participant number does not include the winter programs as they are still underway*

Building Use *Note	35
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*\*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*

Field Use * Note	-	5137hours	2896 hours
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*\*Note – The number of hours reflected include the Kingston Youth Sports Organizations use.*

**ADDITIONAL FY11 Updates**

Spring and Summer planning for programs and special events for children and adults

Field Management planning for Spring opening

Met with representative from Horsely Witten Group, the contracted Engineer firm, Conservation Agent, Town Planner, Streets and Parks Superintendant, and Building Inspector to discuss Gray's Beach project; low impact development stormwater management measures, drainage improvements, and reduction of beach erosion.

Reed Building Management

Reed Building Heating

Oversee usage requests at Camp Nekon

Budget(s) Reconcilliation

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

The Wastewater Treatment Facility processed 9,342,571 gallons of wastewater during the month of January. This resulted in the production of 51,700 gallons (11.86 dry tons) of sludge. All discharge parameters were well below the maximum limits set in the Facility's Groundwater Discharge Permit issued by Massachusetts Department of Environmental Protection (DEP).

This Department is currently in the planning stages of a facilities upgrade. The Department was required to submit a Notice of Project Change (NPC) to the DEP outlining the proposed changes at the Facility. The purpose of the NPC was to determine if an Environmental Impact Report (EIR) would be required as part of the planned upgrade. The NPC was filed December. The Wastewater Department received a Certificate of the Secretary of Energy and Environmental Affairs on January 21, 2011 stating that the project upgrade does not require the preparation of an EIR and that no further MEPA review is required for the project.

The replacement of the aeration system in the Facility's sequencing batch reactors that was scheduled for mid January had to be postponed because of severe weather. The new aeration system is scheduled to be shipped during the week of March 7<sup>th</sup>. The replacement will begin shortly after delivery.

The Wastewater Department personnel and equipment assisted the Highway Department with snow removal during the January storms.

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

[Report Pending]

**TREASURER: Submitted by John LaBrache**

[Report Pending]

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

[Report Pending]

**WATER: Submitted by Matthew Darsch**

We were pleased to receive the results of the Sanitary Survey conducted by the Department of Environmental Protection in November of 2010. DEP visited all of our well sites, storage and treatment facilities as well as the operation center on Elm Street and no violations, notices of non-compliance, deficiencies or required corrective actions were noted.

Permission was received from DEP to allow some flexibility in our water management act permit. We had requested consideration due to the reduction in pumping at Trackle Pond that was necessary to reduce manganese infiltration.

On January 5, 2011 drillers began the process of installing the 8" pumping well at Trackle Pond. Work is continuing, but has been somewhat impeded by the heavy snow.

As part of the continuing education requirements for license renewal, Chris Veracka and Bill Ruemker completed classes at New England Water Works Association Training Center in Holliston MA.

In addition to regular sampling for bacteria, specialized testing was conducted for tetrachloroethylene.

Water Department employees completed the painting at Trackle Pond and began work on the interior painting and ceiling replacement at the South Street Well.

Water department employees, as well as three water department trucks equipped with plows, continued to assist the highway department in snow removal. This work took place during and after regular work hours.

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*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!*