

TOWN OF KINGSTON

Memorandum

**Office of the
Board of Selectmen and Town Administrator**

TO: Honorable Board of Selectmen
FROM: Jill R. Myers, Town Administrator
DATE: November 3, 2010
SUBJECT: Town Administrator's Report for the BOS Meeting of November 9, 2010

FY12 Budget Preparations: FY12 Department budget request forms are available and due back to our office on or before November 10 per the General By-Laws. Forms are also available to download from the Town's website – www.kingstonmass.org under "FY12 Budget Information". "Form 6" has been updated for warrant article requests as we have seen a need to receive contact information from the requesting Board or official.

Kingston Community Wind and Solar Projects – Request for Proposals (RFP) for Lease of Public Property for the Construction, Operation, and Maintenance of Renewable Energy Facilities: On October 27, a meeting was held with the proposed vendors - D and C Construction for the wind project, and Borrego Solar for the solar PV installation. We discussed coordination efforts for the installation and interconnection for electricity service/net metering. There are a few variables to the proposals – namely the recent amendments to the Net Metering legislation that was signed last week and previously forwarded. We believe that it will work to benefit the Town, and that we can sell energy generated in excess of the Town facilities' capacity or receive credits from the Utilities, but there are some factors that need to be addressed in the State's regulations.

On November 3, there was a meeting with Mass Community Energy Center (CEC) – formerly the MA Technology Collaborative, to discuss the updated sound study. While no concerns were stated, the study will be updated with the wind turbine selected by the vendor.

As you know, a Special BOS meeting is scheduled for Tuesday, November 16, 2010. Town Counsel Lisa Mead will walk us through the lease agreements for the recommended wind and solar vendor/leases and power purchase agreements. The initial proposals for the lease agreements range depending on the size of the installations - from \$45,000 per MW for solar (\$103,000) per year to \$150,000 per year for wind – both for 20 years, however with possible offsets for reduced energy supply rates from a power purchase agreement that factor into the equation.

Town Counsel Mead will also provide an update on the proposed O'Donnell Wind Partnership.

Elm Street Bridge:

MDOT provided samples of bridge railings as requested by the Kingston Historical Commission. The Commission also requested guardrail samples that are pending receipt.

MBTA Rail Tie Project

Staff met on October 25 with contractor and engineer for the MBTA's Tie Replacement project along the Plymouth Branch of the Old Colony Commuter Rail line, and its construction impacts within the Town of Kingston. Five roadways will be affected in the Town of Kingston along the Plymouth Branch – Boundary Lane and Old Orchard Lane are public crossings - and Ianucci, Sanderson, and Comm Electric crossings which are private crossings. The traffic detouring route is via Boundary Lane (map will be available on the Town's website and www.occrtieproject.org. Private crossings will be coordinated with each private owner for planned detours. Notification to residents will be

done by MBTA via email and direct calls via the County's reverse 911 system. There will be reader board signs as well. More details are forthcoming, but work is expected to begin staging on November 3 with crossings to be closed on or about November 16. The project is expected to end by December 15. Coordination includes the Howland's Lane Bridge Repair project.

At this time, proposed public roadway closures (approximately two days each) are planned for weekday work from 7:00am-7:00pm as follows:

- Boundary Lane – during the week of 11/15 through 11/21
- Old Orchard Lane – during the week of 11/29 through 12/5

40R Annual Report and Possible Request for an Extension of "Start of Construction Date"

In October of 2007 the Town received its incentive payment from the Commonwealth for the 40R zoning. The \$600,000 check was based on creating 730 units of housing. The statute requires "start of construction" within three years but like most permits has a provision to extend deadlines based on litigation that can delay construction. Town Planner Tom Bott has been in touch with Elaine Wijnja at DHCD who wrote:

I also want to remind you that the 3 year clawback allows for tolling fro [sic] law suits and other items so Kingston would have "good cause" fro [sic] tolling the 3 years from the date of the Incentive Payment.

Tom has been in contact with the property owner and Town Counsel about possibilities for the site using 40R. The Town needs to consider requesting an extension while we determine if a smaller scale 40R is possible on the site. Requesting the extension will ensure that if we proceed with 40R that we will have the incentive payments in hand and as we consider options we will continue to reap the modest benefit on interest accrued on the \$600,000 currently in our coffers.

Affordable Housing Plan - Joint Meeting of the Planning Board and BOS: This is the last meeting with the Consultant before the final draft is issued. It is scheduled for the regular Planning Board meeting of November 22, 2010.

Recycling Grant: The Town received a DEP Sustainable Materials Recovery Program Municipal Grant: □□\$7,500 for a roll-off container for collection/recycling of mattresses; □\$2,500 to publicize mattress recycling; and□ \$21,240 for Pay-As-You-Throw Start-up funds. Thank you to the Recycling Committee and Chairman Gene Wyatt for compiling the information so that I essentially just had to click and send the submittal.

Peer-to-Peer Grant Project: GIS: Maureen Thomas solicited the grant to have the Plymouth GIS Coordinator, Patrick Farah to assist the Town in further implementing the existing Geographical Information System (GIS) program. Local, State and Federal government agencies have realized, over the years, the importance of GIS as a tool to better serve the public through improved data management and mapping performance. Mr. Farah noted the following in his final report:

The foundation for any useful GIS, in a municipal setting, is a link between the Assessors database and spatial data (parcel polygons in this case). Creating an Excel spreadsheet with parcel ID and Assessors data enables the town to properly inventory lots within its boundaries. In addition, parcels may be categorized by ownership, department of jurisdiction, area, etc. For example, Kingston's Conservation Commission has jurisdiction on 830± acres, comprising of 43 distinct parcels (according to data collected from town sources). Through proper planning, these lands can be mapped, along with other inventoried open space parcels, to determine future greenways for linking existing trail systems, providing important wildlife habitat/travel corridors as well as establishing effective land management plans. A spatially linked inventory of Tax Title properties may also prove advantageous to the Town Assessor or Treasurer's office enabling potential future land auctions to raise capital or possible conveyance to other departments for better land use. Additional

parcel information now found in GIS includes, but is not limited to: Recorded Deed Reference, Sale Date, Land Use Code and Street Address.

Forming a GIS library of in-house data as well as information obtained from the Massachusetts Office of Geographic Environmental Information (MASSGIS) involved the compilation of data into a central file found in Kingston's Network Drive (G:\). Sub-folders for map-specific applications include the following files:

- 2009 Assessors/Parcel Database
- Town Land including Town-owned, privately held and non-profit open space parcels
- Building Footprint with Street Number
- Zoning including 40R Smart Growth and PV/Wind Overlay Districts
- Town Grid, town-wide
- Kingston Town Boundary Line
- Storm Water Group including Drain Lines, Catch Basins Manhole Covers and Outfalls
- Roads Group including Dirt Roads, Driveways, End of Pavement, Parking Island, Parking Lots and Streets with Names
- Utility & Light Pole Group including Utility Poles and Light Poles
- Water Group including Water Lines, Storage Tanks, Hydrants and Valves
- USGS Soils
- MASSGIS Coastal Zone
- MASSGIS Surface Water System Watersheds
- MASSGIS SWP Zones
- MASSGIS DEP Wetlands
- MASSGIS Wind Speed at 30m, 50m, 70m and 100m
- MASSGIS Natural Heritage (NHESP) Group including Estimated and Priority Habitats and Certified Vernal Pools
- 2008 Flyover, Orthophotos (not completed)

With this data in place, town officials now have the capability of providing solutions to many issues faced by a growing community. Several examples include: Emergency and public safety departments can visually determine best 911 or evacuation routes, Highway Department crews can prioritize street maintenance and/or snow plowing routes through road classification and the Conservation Agent may assist a builder with a visual wetland delineation of potential building lots near mapped wetlands. Utilizing this tool is only limited by the creative minds of Kingston's professional staff.

Mr. Farah offered suggestions to improve the existing platform for increased efficiency and staff productivity which include: Updating the software to a current version and purchasing a maintenance plan, particularly for important software patches; investing in three new GIS capable computers as this program requires large memory and CPU speed; a networked laser color printer to allow map printing (a plotter may be useful in the future for printing large scale maps) and allow staff access to additional training materials/seminars/classes. Future updates to the current library will involve cooperation from several town departments and dedicated staff/consultants to implement. Data acquisition from Kingston's Water and Sewer Departments is still pending as well as revised orthophoto files to be delivered from Coler & Colantonio.

From Street, Trees, and Parks Department:

- Ocean Hill Estates - the Department started the excavation in the "sink hole" area and discovered that stumps were buried along with large boulders. They removed all stumps within the layout of the streets, filled and compacted the area and are waiting for the paving contractor to come in to pave. It should be completed by the end of the month.
- On October 25th, a load of trash that went to SEMASS and set off the radiation detector. We had a

vendor in that Friday to assist with this issue and found the debris that set off the detector. The effected trash has been quarantined at the Transfer Station and the remaining trash in the trailer was safely disposed at SEMASS. This is a serious issue with additional cost to the Town for the special disposal. The quarantined trash should be able to be disposed of in 80 – 90 days. We will examine the transfer station regulations for additional enforcement action of depositing this prohibitive waste.

- We are finalizing paperwork with the plowing contractors. Many are returning again this year, but there will be openings for a few more to assist us with the snow removal this winter season. Interested parties should contact the Highway Department or pbasler@kingstonmass.org.
 - Two “Big Belly” solar trash compactors have been installed in the Town. One is located at Gray’s Beach; the other is located in front of Tura’s Pharmacy.
 - We are currently screening this years’ yard waste compost. It will be available to all Kingston residents at the Transfer Station on Monday, November 8th.
 - I have started the engineering component of the Transfer Station reconfiguration with Weston & Sampson. We should have a conceptual plan sometime next month.
 - Last but not least, the residents have recycled 25.19 tons of cardboard since July 1st. Last year at this time, only 13.28 tons were recycled.
-
- Ambulances - We now have both of the Ambulances in service and operating. They both have brand new 2010 Chassis with refurbished patient compartments. They are working very well and should serve us well for the next 5 plus years. This refurbishment project cost \$180,000.00 to complete compared to \$200,000 plus for one new ambulance.
 - Boilers: The replacement boiler is on track to be replaced at the Pembroke Street Fire Station within the next few weeks. It is expected to show great improvement in maintenance costs as well as efficiency and operating costs. Through the Green Energy Grant, replacement of the boilers at Smith Lane Station as well as electrical upgrades are on track.

Should you have any questions regarding the foregoing, please do not hesitate to call or email – jmyers@kingstonmass.org.