



Department Head Monthly Report to the Town Administrator

August 2011

ACCOUNTING: Submitted by Joan Paquette

The month of August was spent working on year-end projects. The audit is continuing with Melanson Heath and Company. The required information was pulled, scanned, emailed or faxed to them. The departmental turn-back report has been completed. The spreadsheets for articles and special revenue accounts have been done and the balances forward posted to the expense accounts. The reserve for encumbrances has been set up in the general ledger and posted to the expense sub-ledger. New account numbers have been set up in MUNIS for the town meeting articles. The debt schedule was completed and reconciled with the treasurer. The reports in the DOR Gateway website have been started and will be completed during September and October.

We are seeing a larger number of invoices being submitted for payment during August and continuing into September. The accounting office is doing bill warrants bi-weekly as instructed by the town administrator. It was thought that once it was implemented the departments would get accustomed to the procedure. It has not been the case thus far. Complaints have been received especially from committees that do not meet often. Bi-weekly warrants can cause a delay in payment if the bill comes in on the wrong day during the period. The accounting assistant is entering payments at the last minute while signatures are being garnered to accommodate the departments. This creates more work for her. We should reconsider whether bi-weekly warrants are feasible as it has not provided a benefit to the accounting department.

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

Calls received: 93

14--Dogs were picked up or impounded

12--Dogs returned to their owners

1--Dog adopted out to a new home

11--Cats were picked up or impounded

2-Cats returned to their owners

2-Cats adopted out to new homes

2-Cats euthanized

Collections: Town of Kingston Total = \$479

Animal Care Fund: Collected/ \$1,001.92 Expended/\$719.24

Quarantines Issued: 8 Total (2) dog ten day, (2) cat ten day, (4) 45 day cat

Quarantines Released: 4 Total (2) dog ten day, (1) cat ten day (1) 45 day cat

(2) Dog bites were reported and investigated

(2) Cat bite/scratches were reported and investigated

(2) bats were submitted to The State Lab for Rabies testing, both were negative

ASSESSORS: Submitted by James Judge

[Not Submitted]

BOARD OF HEALTH: Submitted by Henny Walters

- **Paisano's Restaurant Fire**

August 25, 2011- I entered the restaurant and met with the manager. I conducted an inspection of all food products and advised the manager which items should be discarded and which ones could be salvaged. Items to be destroyed: all food products in freezers and refrigerators, all food products in kitchen and dining areas, all opened liquor bottles in the bar area with the exception of a glass sealed case containing open liquor bottles. All food products in basement to be discarded with the exception of the following: canned goods in front of the freezer, wines in the wine cellar, all liquors sitting on pallets that had not been absorbed by water. The wines in the cooler along with all cases of liquor sitting on pallets that had signs of water damage were to be destroyed.

At approximately 2:00 p.m. I entered the restaurant again, all items were thrown in an on-site compactor. I did a walk-through of the restaurant and all items ordered destroyed earlier, had been. I will wait to hear further of any plans to re-open.

- **Widespread Interruption of Electrical Service –**

Power outage in Kingston due to Hurricane Irene. According to Massachusetts Department of Public Health, Food Protection Program, in the event of a widespread interruption of electrical service that affects numerous establishments, the permit holder is responsible for conducting an evaluation of the operation to determine if a safe operation can be maintained and shall close the establishment if a safe operation cannot be assured. The manager is responsible for conducting both initial and ongoing assessments to ensure consistent compliance with the food safety requirements. The Department allows permit holders to assess food safety within their individual establishment during a widespread emergency such as a power outage.

On August 30, 2011, majority of power service was restored, I visited as many places as possible to ensure Emergency Action Planning. I interviewed several owners as to what products were discarded and which were saved through freezers and generators; taking temperatures and viewing product. All establishments had removed perishable items from their shelves and discarded in dumpsters or compactors. Some were able to keep their products in refrigerated trucks powered by generators. All establishments visited were in compliance with food safety requirements. Some establishments were also receiving fresh products as I was conducting my inspections.

- **State - Supplied Seasonal Flu Vaccine-**

We received a shipment of 130 doses. This shipment is 100% of our total flu doses intended for the adult population. The state has cut the number of free flu vaccines it distributes for adults by more than half this year, sharply limiting supplies to local health departments. Partners Home Care will order the required needles and after receiving them, we'll schedule a flu clinic. Doses of flu vaccine are intended for uninsured or under insured adults seen in public sector setting. Fully insured adults are not eligible to receive state supplied flu vaccine for the 2011-2012 influenza season.

BUILDING DEPARTMENT/INSPECTIONAL SERVICES: Submitted by Paul Armstrong

August was a busy month. It started strong and ended with a Hurricane. Thank you to all our residents for their good natured patience with all the inconveniences caused by the hurricane in travel and power supply. Even in the dark the community spirit was strong. The final school inspections prior to the openings were completed. All public and private school buildings are in excellent condition. Meetings with developers, engineers and attorneys seem to indicate an increased confidence in the economy and a renewed desire to pursue development. We are averaging 10 to 12 inspections and appointments a day. If informational callbacks aren't immediate we apologize and thank you for your patience. And again, please make sure your house numbers are posted.

**MONTHLY RECAP
AUGUST 2011
BUILDING PERMITS**

BUILDING TYPE	PERMIT TO	COUNT	ESTIMATED COST
Commercial	Alter	1	8,000.00
Commercial	Repair	0	0.00
Commercial	Roofing / Siding	1	19,254.00
Commercial	Demo	1	50,000.00
Commercial	Construct	0	0.00
Dwelling Units	Alter	5	116,220.00
Dwelling Units	Construct	2	384,800.00
Dwelling Units	Addition	3	128,080.00
Dwelling Units	Repairs	10	51,973.00
Dwelling Units	Roofing / Siding	3	25,250.00
Dwelling Units	Foundation	3	25,000.00
Garage	Any	3	70,720.00
Misc.	Any	0	0.00
Other	Any	2	3,210.00
Shed/Barn	Any	1	5,546.00
Swimming Pools	Any	0	0.00

ALL PERMIT TYPES

Building	35	5,915.00
Cert. of Inspection	11	720.00
Electric	33	1,829.00
Gas	16	880.00
Plumbing	12	721.00
Signs	2	1,367.50
Zoning	0	0.00
Sheet Metal	2	218.00
Total Fees Collected	111	11,650.50

YEAR TO DATE TOTALS

Total fees collected to date	96,250.50
Total Est. cost of construction to date	6,909,225.00
Total dwelling units to date	13

COLLECTOR: Submitted by Jo Ann Bray

- The Collector’s office has been busy with first quarter RE /PP tax payments.
- Boat Excise bills were due.
- MV Excise Commitment was mailed out while other older commitments were placed into demand or warrant.
- There was an increase this month for Municipal Lien requests.
- We are in the process of looking into working with a Lock Box Company regarding 3rd and 4th quarter RE / PP tax bills.

CONSERVATION COMMISSION: Submitted by Maureen Thomas

The Conservation Commission held seven public hearings during two meetings in August and approved five projects, including the Gray’s Beach Stormwater Retrofit Project. The Conservation staff continued to serve the public during regular office hours and was involved in the following additional activities during the month of August:

- Worked with Nobadeer Village Developer, Matt Dacey, and Homeowner’s Association President, Chris Dematos, to get work completed for issuance of a final Certificate of Compliance for the development;
- Facilitated the Board of Selectmen acceptance, upon Commission recommendation, of a 6.21-acre land donation by Mrs. Barbara Wager who specified that the parcel near Smelt Pond be managed by the Conservation Commission for conservation and passive recreation;
- Continued work with DEP Regional Monitoring Coordinator, Jenny Sheppard, and MIT SeaGrant Scientist, Juliet Simpson, to take water quality samples for bacteria and nutrients in the impaired portion of the Jones River downstream of the Elm Street dam. Preliminary analysis shows a few hotspots for both bacteria and nutrients where follow-up sampling is being conducted to determine pollution sources;
- Finalized contract with consultant for the Jones River Estuary & Kingston Bay Stormwater Assessment Project and continued work to prepare for sampling through field reconnaissance, meeting with lab who will analyze samples, strategizing for sampling events, etc.;
- Attended the monthly meeting of the Plymouth Carver Aquifer Advisory Committee (PCAAC);
- Met with the Natural Resource Conservation Service (NRCS) and Contech on the Commission’s Wildlife Habitat Incentive Program (WHIP) grant at Pine Brook to discuss culvert options at stream crossings along the project length within Cranberry Watershed Preserve and Three Rivers Basin;
- Attended the Wapping Road dam removal pre-construction meeting with the Contractor, JRWA, federal and state agencies;
- Continued working with Conservation intern, Jeffrey Gillis, on various projects to improve open space parcels as well as field recon for the MassBays project and storm drain stenciling;
- Continued working with Patrick Farah, GIS volunteer, on town-wide GIS improvements;
- Attended a free AllOne Health webinar on strength-based management of personnel;
- Continued discussions with various Boy & Girl Scouts on their respective Eagle and Gold Award projects;

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- Issued various decisions in accordance with Commission votes; and
- Conducted numerous site visits to inspect ongoing work, to determine Commission jurisdiction, to inspect conservation lands and to investigate violations.

COUNCIL ON AGING: Submitted by Linda Felix

Statistics FY2012 are attached and include...

Fitness/Exercise - Recreational/Socialization - Community Education - Transportation - Meals on Wheels - Outreach/Advocacy - Professional Services and more.

New August Activities: Friday at the Movies - Bead Class – Hearing Screening –Wii Video Games— Rocky Nook Luncheon -Adams Heritage Project – Lunch & Learn-Great World War II Songs – Craft of the Month –Traveling Chef – Senior Olympics- French Toast Breakfast – “When Love Is Not Enough” – “Scams and Identity Theft” - Ice Cream Social – Beach Party -

As many of you know a tree hit the back of the Grand Room of the new Senior Center. Project Manager Dan Pallotta stated there is no structural damage to the building but there is \$40,000 cosmetic damage to the building.

On a better note, I would like to welcome Steve Hayward, our newly hired Jr. Custodian. We are thrilled to have him and welcome him to our COA family.

I would also like to welcome Shine Counselor Ralph Calderero to the Kingston COA team. He will volunteer his services on Monday and Wednesdays. He will assist Outreach and SHINE Counselor Mary Lou Boman who has been dedicated to providing her services to Kingston elders on Tuesdays and Thursdays over the past years.

STATISTICS FY 2012													
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FITNESS / EXERCISE	-	-	-	-	-	-	-	-	-	-	-	-	-
EXERCISE W/CINDI	2	18											18
TAI CHI	39	21											60
Chair Yoga	38	20											58
GET FIT W/DIRECTOR	78	42											120
LINE DANCING	35	28											63
WALKING CLUB	0	0											-
STRENGTH FITNESS OVER 60	33	24											57
Zumba Gold	38	30											68
INTERGENERATIONAL	-	-	-	-	-	-	-	-	-	-	-	-	-
SENIOR OLYMPICS		80											80
Wii VIDEO GAMES	3	30											33
RECREATIONAL/SOCIALIZATION													
BINGO	143	83											226
PINOCHLE	17	20											37
WHIST	70	89											159
CRIBBAGE	25	14											39
BRIDGE	53	47											100
DOMINOES	6	6											12
BREAKFAST	13	19											32

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FRIDAY AT THE MOVIES	38	29											67
HIGH TEA	0	0											-
CANDY BINGO	25	13											38
ICE CREAM PARTY	9	8											17
HYPNOSIS CLASS	6	0											6
ROCKY NOOK LUNCHEON	65	78											143
NAVY BAND	115												115
BUILD A BURGER	115	27											142
GREAT WORLD WAR II SONGS		19											19
TRAVELING CHEF		35											35
BEACH PARTY		27											27
COMMUNITY EDUCATION													
HOSPICE 101 VETERAN OUTREACH	9												9
Charlie Pass	53												53
VNA - DIABETES MANAGEMENT	7												7
HOME TELE MONITORING	75												75
ADAMS HERITAGE PROJECT UPDATE		56											56
LUNCH & LEARN		44											44
WHEN LOVE IS NOT ENOUGH		19											19
SCAMS & IDENTITY THEFT		63											63
CULTURAL													
BOOK CLUB	8	0											8
OIL PAINTING	0	0											-
QUILTING	6	9											15
Craft Class	5	6											11
MORE COLOR MORE LIFE	3												3
DRUM FOR JOY	2												2
Marshfield Fair Bus Trip		31											31
HEALTH SCREENING													
BLOOD PRESSURE CLINIC	76	60											136
PEDI-CARE	5	8											13
Your Hearing Health Screening	3	2											5
HEALTH EDUCATION													
TOTAL MONTHLY PARTICAPATION	1218	1105	0	0	0	0	0	0	0	0	0	0	

TOTAL FISCAL YEAR TO DATE 2,321

STATISTICS FY 2011													
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
TRANSPORTATION													
Van S-1													
Miles	1379												
Services	243												
Van S-2													
Miles	1750												
Services	271												
FOOD SERVICES													
THURSDAY LUNCHEON	310	147											457
Bakery Items	738	665											1,403

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OCES Congregate Meals	251	215											466
													-
MEALS ON WHEELS (Duplicated Services)	596	648											1,244
Unduplicated people	33	38											71
OUTREACH / ADVOCASY													
SHINE	10	1											11
FUEL ASSISTANCE	0	1											1
CLIENT SUPPORT (ELDERS ONLY)	3	1											4
HOME CONSULT	0	0											-
FOOD STAMPS	5	1											6
FAMILY SUPPORT (NON-ELDERS ONLY)	3	2											5
Farmers Market Coupons		3											3
PROFESSIONAL SERVICES													
LEGAL ASSISTANCE	1	4											5
TAX CONSULTANT	2	2											4
REFERRAL >AGENCIES	18	5											23
REFERRAL < AGENCIES	0	6											6
FINANCIAL MANAGEMENT	0	0											-
STATE REPRESENTATIVE	0	0											-
VOLUNTEER													
Volunteer Hours	533	590											1,123
TOTAL RECORDED DUPLICATED SERVICES FOR FY 2011													
												FY2012	
TOTAL RECORDED UNDUPLICATED PEOPLE FOR FY 2011													
												FY2012	

FIRE DEPARTMENT: Submitted by Robert Heath

The first item I would like to report on is the roof repairs at Station 1. As you are aware, through the Capital Plan, we received funding to repair the leaking roof at the 1999 Headquarters Fire Station. The first phase of this, the flat roof over the apparatus floor, has been completed and the weather events of the past months have been a wonderful test that we have passed with flying colors and remained dry. The second phase of this project, dealing with the pitched roof in the front of the building, will take some time. What we discovered was that the cause for the leaks in this part of the roof is due to lateral failure of the shingles. I have filed a claim and completed the necessary requirements by GAF to begin the process of warranty related repairs or replacement. These current shingles are under manufacturer's warranty and it is hopeful that these problems can be resolved before spring.

You are all aware of this Department's actions and responses during Hurricane Irene so I will not re-hash any of the facts. However, to recap one of my comments, I will be working to reinforce and upgrade our sheltering operation within the next month and report back to you with the results. On a side note, be aware that we did not receive any reports of damage related to the earthquake tremors that were felt prior to Irene.

The month of August and early part of September have been a very busy time operationally for the Fire Department. On the 8th of August, the Kingston Fire Department, along with five mutual aid departments, responded to and safely mitigated a major gas leak caused by an NSTAR subcontractor on Pembroke Street. As a result of this gas leak, an area of approximately 1,000 feet surrounding Tura's Corner was evacuated. It should be noted that it took NSTAR approximately two hours to isolate and shut down the leak. On August 23rd, at 3:29 in the afternoon, the Kingston Fire Department, along with mutual aid, responded to a working fire at Paisano's Restaurant at 6 Pembroke Street. An operating sprinkler system and with quick work by the members of the Fire Department, they were able to control

and extinguish the fire. Estimated damage is in the area of \$200,000. On September 1st, we responded to a house fire off of Grove Street that was well involved and through the roof upon our arrival. The core of the house was severely damaged and uninhabitable. We were successful in stopping the fire and saving the two outer wings of the home. Damage caused by this fire is also in excess of \$200,000 and the cause of this fire was determined to be related to NSTAR re-energizing power to the property.

As the Board is aware, on the 12th of September the Kingston Fire Department responded to an investigation at the Camp Nekon property at 130 Monk's Hill Rd. Upon arrival, it was found that there were approximately 26 containers and barrels with substances ranging from acids, corrosives, sealants, adhesives and oils. Due to the potential dangers to the environment, as well as the public, the State Hazardous Materials Response Team was activated to send a Recon Team of five technicians to assist us with identification and stabilization. Mass. DEP also responded. It was determined that a cleanup company needed to be notified and Clean Harbors was requested and proceeded to clean up the site and remove the hazardous chemicals. Unfortunately, this is the type of activity that takes place when people have access to property when they have no place else to dispose of chemicals and hazardous waste.

On September 11th, the Kingston Fire Department, joined by members of our Police Department, invited the public to our Annual Remembrance Ceremony at the Pembroke Street Fire Station. This year marked the 10th Anniversary of the terrible tragedies and acts of terror placed on our country in 2001. There were over 100 people in attendance which made for a very poignant and fitting tribute to the public safety personnel and civilians that gave their lives on that fateful day. It was truly an honor to have your Board present, and for the Chairman to address the audience, as well as our State Representative Thomas Calter.

HARBORMASTER: Submitted by Dennis Carvalho

[Not Submitted]

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

August was an extremely busy month for the Department of Streets, Trees & Parks. The Superintendent was married on August 12th and departed on his honeymoon, leaving highway Foreman Jeff Bond at the helm for the remainder of the month. NSTAR Gas finished the installation of a new 8" gas main along most of Grove St. All catch basins and manholes along Grove St. were opened and inspected, all needed repairs which were completed and Grove St. was paved by TL Edwards. The walking trails on the Bay Farm property were cut back to allow pedestrians easier access into the property.

The end of the month brought the remnants of Hurricane Irene to the Town. The department spent many weeks picking up all the debris from the many trees that this storm brought down.

The Transfer Station was opened for an extra two days to allow residents who had spoiled food to dispose of it in a timely manner. We also allowed residents the ability to bring in brush to the station the following Saturday to help assist them with the storm clean-up. I am pleased to announce that the residents recycled approximately 12.62 tons of cardboard and 13.09 tons of newspaper in August which equated to approximately \$2,500.00 rebate from our recycling vendor.

Kingston Emergency Management Agency (KEMA)

LIBRARY: Submitted by Sia Stewart

We have submitted our annual statistical report to the Massachusetts Board of Library Commissioners. Our financial report and application for a waiver of the municipal appropriation requirement is due in October. We will need the assistance of the acting Town Administrator and the Town Accountant to complete this application. This will be the third year that a waiver is needed because the municipal appropriation for the Library budget fails to meet the state's minimum standard. For the second year, donations from residents and the Kingston Public Library Foundation have enabled us to meet one of the financial standards necessary for certification.

In preparation for tropical storm Irene, we distributed hurricane preparedness information and posted links to useful sites on our website. The Library was without power from Sunday morning to Tuesday morning. Following the storm, many residents visited us to use our wireless internet access and take advantage of lights, running water and electricity until their own power was restored.

Our Summer Reading Program concluded with a Root Beer Float party on August 15th. 200 Kingston children participated in the reading incentive part of the program this year, and 627 children attended the program events.

Library Director Sia Stewart and Archivist Susan Aprill participated in meetings of the Heritage Center Committee and worked with the Town Administrator, Town Clerk, and Technology Committee on a records management procedure for the Town.

The Library Director worked with the Kingston Public Library Foundation and the Friends of the Library on projects related to fundraising and raising community awareness of the services their tax dollars pay for.

Most members of the library staff participated in Old Colony Library Network committee work, including the Executive Board, Members Council, Local History Roundtable, Budget Committee, Circulation Committee, Serials Committee, and Bibliographic Services Committee. These committees shape the Network's services to Kingston residents.

The Old Colony Library Network has been preparing an enhancement to our online catalog that will assist parents and teachers in finding books at the appropriate reading level for their children and students. The Renaissance Learning Accelerated Reading System uses the ATOS™ readability formula to represent the difficulty of the text.

As always, the library staff worked with the public to answer reference questions and local history requests, provide homework help, and offer a full schedule of programs for children, teens, and adults.

Special events this month included:

- two author programs and a program on how to get your writing published
- a self-defense program for teens
- three science and nature programs for children
- a book group for upper elementary school children
- a bonsai program for adults
- an exhibit of work by Kingston artist Christian Johnson

- a display of images of summer events from Kingston's past, from our Local History Collection a South Shore Locavores documentary program

PLANNING BOARD: Submitted by Thomas Bott

- Replied to Indian Pond neighborhood group about status of street acceptance of Phase III. Determination on drainage basin to be made by Planning Board on October 11, 2011
- Ongoing preparation with Committee, Library Director and Heritage Center OPM for Special Town Meeting regarding CPC funding for Adams Heritage Center
- Meeting with ZBA Chair regarding South Shore Medical Center options for continued expansion
- Meeting regarding process to install solar panels at landfill with Borrego Solar including steps that wind turbine took to secure DEP permits for post closure use of landfill.
- Replying to NStar on 11th hour inquiry about possible setbacks NStar might require for wind turbine from utility poles
- Discussion with Jill Myers, Borrego and D&C Construction regarding status on all aspects of wind and solar process prior to Jill leaving for Chatham position
- Ongoing discussions and prodding to MassHighway and NStar about utility relocation for Elm Street Bridge
- Discussion with Town Accountant about contract amendments for Weston and Sampson to complete surveys for wind. Solar and access easements at landfill
- Preparing reports for reimbursements for wind turbine project and Green Communities grants
- Discussion with Town Counsel regarding RK Kingston, LLC v. Town of Kingston Planning Board
- Discussion with Town Counsel regarding Waterhouse v. Town of Kingston
- Preparing GIS maps for Economic Development Committee showing Economic Target Area information and Town Owned properties
- Preparing report to Town Treasurer on Planning Board and ZBA Consulting Engineering account balance and recommendation for accounts to close and return unspent funds
- Contacting Conservation Agent about protocol for sampling following award of MassBays grant
- Received information about award letter for Town's Electric Vehicle Charging Station grant. Grant was to be awarded in February. All EV charging stations to be installed and operational by December 30, 2011. Sent information to Independence Mall and MBTA where charging stations are to be installed.
- Working with Marty's GMC regarding MASSHighway taking of Cranberry Road intersection so MassDOT will have full control of traffic signals
- Informal Update on MBTA efforts to give Gallen Road and Marion Drive back to the Town from conversation with MBTA official.
- Discussion with Irene Dwyer on moving forward with Bearses Way sub division, suggest conceptual meeting with Planning Board on proposed changes to approved plan
- Site visit and discussion with property owner on outstanding conditions on commuter parking lot at 47 Marion Drive
- Update to Town Administrator on proposed land swap for highway ramp necessary for Geisinger 40R

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- Discussion with Sewer Commission and Menders, Torrey and Spencer regarding sewer hook-up for Adams Heritage Center
- Questions to Town Counsel regarding process to amend a special permit, in this case for Bearses Farm
- Discussions with Thompson Farland regarding new subdivision plan and special permit for Tree Farm Landing off of Parting Ways Road
- Given the Town Planner's role in administering the various green energy initiatives: Inquiry to Town Administrator regarding seat on or contact with Renewable Energy Grant and Loan Opportunities Committee
- Discussion with Town Counsel about information from draft affordable housing plan to DHCD regarding Indian Pond Estates 40B lottery
- Inquiry for Lantern Lane residents and discussion with Town Counsel of status of calling bond for incomplete work
- Discussion with Adams Heritage Center OPM on timing for Highway Dept to install drywells at Adams Library building
- Attended EV Charging Station grant award meeting in Boston: two sessions, the one for Towns and the one for the MBTA
- Setting up site visit to both site with three pre approved EV charging station installation vendors
- Contacting Heritage Center Development Committee about removing any artifacts from building prior to turning building over to MCMUSA successful low bidder for Adams restoration
- Investigating potential projects that could be funded through MassWorks Infrastructure Grant Program
- Update to Housing Authority on Status of Affordable Housing Plan
- Meeting with procurement officer and GIS contractor on services not yet rendered by Cartographics
- Reply to Historic Commission Chairman's request for information regarding demolition delay hearing for Maple Avenue School
- Notified Habitat for Humanity that Maple Avenue School is not be opened for their inspection
- Contacted Affordable Housing Plan (AHP) consultant on final touches of AHP and information requested for Indian Pond Estates 40B lottery
- Conferred with Fire Chief on adequacy of Lantern Lane turn around
- Requested meter readings from NStar prior to turning Adams Library building over to MCMUSA
- Attended kick off meeting for Adams Heritage Center with contractors, architects and OPM
- Working with Library Director on possible MassWorks Infrastructure Grant application to connect library to Town Sewer
- "Attended" Listen and Learn webinar with Library Director on MassWorks Infrastructure Grant
- Wrote support letter for Town of Plymouth's MassWorks Infrastructure Grant application
- Meet on site with Nava Excavating to discuss quote for sewer hook up
- Received forms and info for Town signatures for Borrego Solar. Forwarded to Procurement Officer and to Town Counsel for review

- Received info from Library Director of warning light for sewer injector pump and implications for expediency in determining strategy and method for connecting library to sewer
- Provided wind and solar updates to Green Energy Committee
- Discussion with CPC Chairman regarding billing and access to Hall property
- Site visit to Mall and MBTA with EV Charging Station Contractors
- One of three expected estimates for EV Charging Stations received and distributed to host site owners
- Meet with developer about potential for new houses off of Alpine Run

POLICE DEPARTMENT: Submitted by Joseph Rebello

Police Department's Monthly Report to the Town Administrator

- On Sunday August 28, 2011 Tropical Storm/Hurricane Irene struck Kingston with great force. During the week prior to the storm many emergency planning meetings were held by town departments. Plans were formulized and successfully implemented.
- During and after the storm, additional staff was needed and called to duty to meet the public safety needs of the community. The overtime budget was severely impacted as a result of the storm. In fact more overtime money was spent on this 24 hour period than is normally spent on overtime during a typical summer week. Hopefully the Town, and specifically, the Police Department, will qualify for Federal or State reimbursement for the storm and that the recovered money will be returned to the department's overtime line item.
- Many people were prepared for the storm, others were not. Those not prepared called the emergency dispatch center for non-emergency reasons, thus hampering the dispatchers' abilities to deal with real emergency situations. Questions concerning the restoration of power, internet services and cable television are not emergencies, nor do the dispatches have knowledge of the utility companies work schedule. Moreover, residents should refrain from calling the emergency dispatch center looking for open restaurants or stores.

Be prepared for a storm by following the suggested tips.

Prior to the storm:

1. If you remain in your home, do you have everything you need for at least three days, with no power? Go to the store and pick up the things you don't have. Beat the rush.
2. Do you have everything you need if you have to evacuate? Begin putting together a "go kit" now. Get your important family papers together. Consider where you would go. If you might have to go to a shelter, make sure you have the basic needs for your family in your "go" kit. Remember, emergency shelters are considered to be a "lifeboat" and not a "luxury cruise liner".
3. Fill up your car with gasoline.
4. Visit your bank or the ATM and take out some extra cash. An extended power outage might make it hard to obtain cash, or for merchants to process credit cards.
5. Evacuate if advised to do. Don't wait. If you wait too long, and then need help, you will be putting responders at risk. Or they simply will not be able to reach you.
6. Secure all outside furniture or other objects that could be caught by the wind.
7. Board up exposed windows or at tape them up to reduce the potential for shattering glass.

8. Surf will be high as the storm approaches. Stay away from the water. It is dangerous to go to the beach to see the waves! Rocks and shells carried by the wind can cause serious injury or death. You can lose your balance in the winds. The strong surf can sweep you, your child or your dog away in seconds.
9. If you have livestock, make sure they have a secure shelter. Move them into shelter before the storm becomes too strong.
10. If you are staying in your home, begin closely monitoring weather broadcasts. Get your portable radio tuned to a station that is carrying emergency information.

During the Storm:

1. Bring all your pets inside and stay in your home as the storm approaches. Stay away from large windows; go to the basement or an inside room if it appears your home is being damaged by the high wind.
2. Don't be fooled by a sudden calm. It may be the eye of the storm and last only 15 to 30 minutes. The storm then will resume with greater intensity and the wind will be from the opposite direction.
3. Do not go out until assured by official weather reports that the storm has passed.

After the storm:

1. Begin to assess the damage to your home.
2. If you do go out, stay away from flooded areas and downed power lines. Don't put yourself in harm's way.
3. Check on your neighbors, especially those who might need extra help.

If the Power Goes Out:

1. Use gas powered generators and stoves safely to prevent [carbon monoxide poisoning](#) and [electrical hazards](#).
2. Never use a generator inside your home, basement, garage, shed or similar enclosed area, even if the windows are open. [Make sure your generator is at least 15 feet away from windows or doors](#).
3. Do not use outdoor cooking devices indoors. Wait until the storm is over before heading outside to use grills or camp stoves.
4. If you have been without power and refrigerated food has been above 40 degrees for more than 2-hours, [you may need to throw some foods out](#)

The week of October 17th, through October 23rd, is National School Bus Safety Week. Each year during that week we, the Kingston Police Department, participate in the Commonwealth's Operation Yellow Blitz. School Bus safety will be stressed via the media outlets. Please drive carefully and cautiously and STOP for the buses' flashing red lights. The police department intends to actively enforce any driving infractions/violations we observe involving school bus safety.

Kingston Police Department
Crime Status Report

Town of Kingston - Department Head Monthly Report - August 2011

August 1, 2011 thru August 31, 2011

Calls for Service logged by Dispatchers	1566
Arrests/Custody	14
Protective Custody	3
Applications for Warrants	7
Investigated Motor Vehicle Crashes	27
Verbal Warnings – Motor Vehicle	78
Written Warnings/Citations Issued - MV	49
Citation Arrest	3
Citation Civil Charges	6
Citation Criminal Complaints	2
Incident Reports filed by Officers	126
Forcible Sodomy	1
Simple Assault	4
Intimidation	4
Burglary/Breaking & Entering	4
Purse Snatching	1
Theft from Building	4
Theft from Motor Vehicle	4
All other Larceny	9
Motor Vehicle Theft	3
False Pretense/Swindle	5
Stolen Property Offenses	2
Destruction/Damage/Vandalism	16
Drug Narcotic Violations	2
Statutory Rape	1
Disorderly Conduct/Drunkenness	4
Liquor Law Violations	1
Driving Under the Influence	3
Drunkenness	2
All other Offenses	7
Traffic Town By-law Offenses	6

RECREATION: Submitted by Susan Woodworth

FY12 INITIATIVES AND ACCOMPLISHMENTS

- Community Preservation Project(s)
 - Waiting for additional information from the Permanent Building Committee regarding project status
 - Coordinating estimates for FY13 proposed CPA projects
- Gray's Beach Project – Notice of Intent filed with the Plymouth County Registry of Deeds; construction and final bid specifications underway by the Horsely Whitten Group

ADDITIONAL FY12 Updates

- Programs:
 - 24 summer programs offered
 - 1334 program participants for the summer programs:
 - Fall Programs beginning September
 - Number of programs being offered this Fall: 37
- Gray's Beach
 - Beach Hut to be shut down and winterized
 - Lifeguard staff through last weekend of August
- Continued Field Management
 - Turf Management fall fertilization completed
 - Irrigation August monthly service complete
 - Mowing contractor completing weekly service
 - Manage concession stand use and maintenance
 - KYSO continues to support the Reed Fields and Opachinski Athletic Complex with donation(s) of continuous improvements through funding as well as manpower
 - Lightning Strike caused some damage to facilities; waiting for final estimates & damages to report
- Continued Reed Building/Property Management and Maintenance
 - basketball court, tennis courts, playground, fields, Reed Building
 - repairs needed to the Alarm System due to damage from hurricane Irene
- Oversee usage requests at Camp Nekon

- Budget(s) Reconciliation

SEWER COMMISSION/WASTEWATER TREATMENT: Submitted by Ken Vandal

Wastewater Department Head Report

The Wastewater Treatment Facility processed 9,224,796 gallons of wastewater during the month of June. This resulted in the production of 68,900 gallons (13.04 dry tons) of sludge.

The area was hit by tropical storm Irene on August 28th. In preparation for the storm, wastewater personnel secured everything that could become a projectile due to the wind. All pump stations that have diesel powered emergency generators were topped off with diesel fuel. All department portable pumps, generators and vehicles were fueled and readied for use. Department personnel were called into work the morning of August 28th to monitor the Treatment Facility and our 15 pump stations during the storm.

The storm caused no structural damage to the Treatment Facility or any of the pump stations. The Treatment Facility and all pump stations, with one exception, were able to function normally on emergency power throughout the storm and the days following until normal power was restored. The Marsh Road pump station experience an emergency generator failure during the storm due to a faulty voltage regulator. The station was closely monitored and arrangements were made to have a septage hauler on standby to pump out the station when necessary until power was restored to the station. The voltage regulator was replaced by noon on the 29th and emergency power was restored.

Department personnel spent the week following the storm servicing our E-One grinder pump customers who were without power. Portable generators were used to supply power to the E-One systems in order to empty the pump chambers and provide room for limited use of water for sanitary purposes.

TOWN CLERK: Submitted by Mary Lou Murzyn

[Not Submitted]

TREASURER: Submitted by John LaBrache

[Not Submitted]

VETERAN'S AGENT: Submitted by William Martin

[Not Submitted]

WATER: Submitted by Matthew Darsch

The Board of Water Commissioners with the assistance of our consulting engineers, Coler & Colantonio, submitted an Application for a State Revolving Fund Loan to assist us with the costs of long-term manganese remediation.

The Water Department staff spent many hours in August dedicated to obtaining accurate water meter readings for the months of May, June and July of 2011. Customers were notified of unusually high or low usages for this our first summer bill of 2011. Data was reviewed and converted to the town's Munis Operating System for issuance in September.

Superintendent Darsch met with other town officials in preparation for Hurricane Irene. Water Department employees determined that we were prepared to service the residents with water during the anticipated power outage. After the Hurricane and the resulting power outages which discontinued all communications, employees made site visits to all pumping stations, tanks and treatment facilities every four hours to make certain everything was working properly. In the aftermath, Water Department employees cleaned all pump station sites of fallen trees and debris.

Superintendent Matthew J. Darsch and Water Treatment Operator Alan Drew completed a six-week series of continued education courses in distribution and treatment.

Water Department employees equipped thirteen residences with radio read metering equipment.

Monthly sampling for bacterial analysis was complete with no evidence of total coliform. Sampling was also done for the presence of perchlorate.

Water Department employees repaired two service leaks and installed one new service.

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