

TOWN OF KINGSTON

Memorandum

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

TO: Honorable Board of Selectmen
FROM: Nancy Howlett, Assistant to Town Administrator/Board of Selectmen
DATE: October 11, 2011
SUBJECT: Staff Report for the BOS Meeting of October 11, 2011

NSTAR Meeting

As previously reported, I along with Chief Rebello, Chief Heath, Supt. of Streets, Trees and Parks; Paul Basler, Water Supt. Matt Darsch, and Sewer Supt. Ken Vandal, and Building Inspector Paul Armstrong will be meeting tomorrow with NStar Executives to discuss the Town's concerns with NStar's response during and after Hurricane Irene. We look forward to a productive meeting and the development of a communication plan with NStar for emergencies in the future.

Invitation for Bids

1. The Permanent Building Committee completed its work with Grady Engineering and provided plans and specifications for the repairs to the Reed Community Building Patio. Bids are due back on October 20, 2011 at 11:00 a.m.
2. I met with Jack Burrey on the Invitation for Bids for the restoration of the Catboat know as the Baclaju. Funds were approved at the Annual Town Meeting from the Community Preservation Fund. The boat is currently being stored at the Maple Street Fire Station. The bid will be released next week.
3. I will also be releasing the Invitation for Bids for the Grays Beach Drainage Improvement Project. Horlsey & Whitten will furnish the plans, specifications and technical expertise for the project. While drainage improvements are not the usual expertise of a Recreation Director, Susan Woodworth has worked diligently with Department Heads and the Engineers in bringing this project forward and she should be commended for her effort.

Town Employees Flu Shot Clinic

A flu shot clinic will be held for Town Employees covered under Blue Cross Blue Shield on October 19th at 10:00 am and for Employees covered under Harvard on November 4th at 9:00 a.m. This clinic is open to only to employees and their family members that are covered under their health insurance plan.

Award of Contract

I awarded a contract to Envirotech to do the environmental assessment of the Maple Avenue School. Envirotech was present at the building today to collect samples. As you know, we received a request from Habitat for Humanity to enter the building with an Architect. At this time, in the interest of public safety, I am recommending the Board defer giving anyone permission to enter until we receive the assessment of the contents.