



Department Head Monthly Report to the Town Administrator

October 2011

ACCOUNTING: Submitted by Joan Paquette

The Schedule A report is due to the Department of Revenue by the end of October. It has twelve parts that show the town's financial position including revenues, expenses by department, debt service, cash and special revenue funds. It was submitted to the Municipal Data Bank through the Gateway online system on October 19th. The balance sheet for fiscal year 2011 along with the DOR checklist and backup information was sent to the Bureau of Accounts with the request for certification of free cash. Free cash for the general fund was certified on October 28th for \$1,105,804.00. Water and sewer enterprise surpluses were certified as \$222,425.00 and \$541,729.00 respectively. Various forms for the recapitulation sheet were completed by the accountant and submitted to the commonwealth through Gateway by the assessors to set the tax rate. The audit has been completed by Melanson Heath & Company. Accounting department responses were written and sent to them for inclusion in the final financial statements and management letter. Vendor warrants are running smoothly with the new weekly format.

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

Calls received: 114

- 4--Dogs were picked up or impounded
 - 3-Dogs returned to their owners
 - 4-Dogs adopted out to new homes
- 2-Dogs transferred to Rat Terrier Rescue in Portland, Oregon

- 7--Cats were picked up or impounded
 - 2-Cats returned to their owners
 - 4-Cats adopted out to new homes
 - 1-Cats euthanized

Collections: Town of Kingston Total = \$280.00

Animal Care Fund: Collected/ \$2,097.60 Expended/\$1,682.53

(2) Dog bites were reported and investigated

Quarantines Issued: (1) dog six month

Quarantines Released: (2) dog ten day

(1) Raccoon was submitted to The State Lab for rabies testing, results were negative

ASSESSORS: Submitted by James Judge

[Report Pending]

BOARD OF HEALTH: Submitted by Henny Walters

State Supplied Seasonal Flu Vaccine-

The Board of Health received a shipment of 130 doses which was 100% of our total flu doses intended for the adult population. Doses of flu vaccine at the time were intended for uninsured or under insured adults seen in public sector settings.

On October 12, 2011, the Massachusetts Department of Public Health anticipated supplemental state funding for the purchase of flu vaccine for adults. As a result, Massachusetts Department of Public Health planned to expand the availability of state supplied influenza vaccine and announced that existing supplies may be made available to all adults regardless of insurance status if they are seen at Board of Health- sponsored clinics. The flu clinic was held Thursday, October 20, 2011 and a total of 44 shots were administered.

Tobacco Control Program-

The Board of Health is currently reviewing its Tobacco Regulations. A new tobacco sales regulation draft for Kingston was submitted by Bob Collett and DJ Wilson, Tobacco Control Director, Public Health Liaison, Massachusetts Municipal Association. Mr. Collett will be attending the next Board of Health Meeting to discuss the draft regulations which are more stringent than the Board of Health's current regulations.

Tree Farm Landing-

After initial review of septic plans for Disposal System Construction Permits, some deficiencies were noted. The Project Manager was advised that additional percolation testing and deep observation hole testing must be conducted prior to any further review.

Automatic External Defibrillators-

Inspections of health clubs were recently conducted in order to ensure compliance with the Board of Health's AED Regulation. Inspections revealed that all were in compliance with the exception of Anytime Fitness which is currently in litigation.

BUILDING DEPARTMENT/INSPECTIONAL SERVICES: Submitted by Paul Armstrong

October will be remembered as the month where the skyline started to change. Site work including foundations has started for four wind turbines. One will sit on the old landfill off of Cranberry Road and by Route 3. The other three will sit on the large O'Donnell parcel next to the MBTA station. The turbine on the landfill site has an overall height to the tip of the blade of 404 feet above grade. The pivot point at the nacelle hub will sit 262 feet above grade. It will be an easily seen reference point when you are sailing in the bay. The foundation for the addition has been installed at the Adams Library Heritage Center. Great weather has helped keep the work right on schedule. Repair work continues on the historic Faunce School under the direction of the Permanent Building Committee. Repairs to the Elm Street Pump Station are also proceeding on time and on budget. Just a reminder, please check the batteries in your smoke and carbon monoxide detectors. It is protection you and your family can't do without.

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MONTHLY RECAP
OCTOBER 2011
BUILDING PERMITS

BUILDING TYPE	PERMIT TO	COUNT	ESTIMATED COST
Commercial	Alter	2	311,000.00
Commercial	Repair	1	156,000.00
Commercial	Roofing / Siding	2	38,200.00
Commercial	Demo	0	0.00
Commercial	Construct	0	0.00
Dwelling Units	Alter	14	162,573.00
Dwelling Units	Construct	2	269,240.00
Dwelling Units	Addition	0	0.00
Dwelling Units	Repairs	11	106,542.00
Dwelling Units	Roofing / Siding	3	17,985.00
Dwelling Units	Foundation	0	0.00
Dwelling Units	Wood-Pellet Stove	5	13,903.00
Garage	Any	1	475.00
Misc.	Any	0	0.00
Other	Any	2	11,940.00
Shed/Barn	Any	0	0.00
Swimming Pools	Any	0	0.00
Mobile Homes	Any	0	0.00

ALL PERMIT TYPES

Building	47	9,776.50
Cert. of Inspection	8	680.00
Electric	31	2,161.00
Gas	32	1,849.00
Plumbing	14	1,089.00
Signs	2	630.00
Zoning	0	0.00
Sheet Metal	0	0.00
Total Fees Collected	134	16,185.50

YEAR TO DATE TOTALS

Total fees collected to date	122,290.00
Total Est. cost of construction to date	11,233,415.00
Total dwelling units to date	16

COLLECTOR: Submitted by Jo Ann Bray

Water bills were due the 10th of the month.

Real Estate and Personal Property tax bill will be due by November 1st.

Motor Vehicle bills either due or in demand or warrants.

Progress in moving forward having the 3rd and 4th quarter tax bill go to a Lock Box.

CONSERVATION COMMISSION: Submitted by Maureen Thomas

The Conservation Commission held three public hearings during two meetings in October, approved two projects, and conducted three site visits. The newest member to the Commission, James Parker, received a Certificate of Achievement from the Massachusetts Association of Conservation Commissions (MACC) for completing their 8-unit *Fundamentals for Conservation Commissioners* training course. This training provides essential knowledge for carrying out Commission responsibilities and promotes sound as well as consistent decision-making. We hope the Board of Selectmen will join the Commission in congratulating Jim for his achievement. The Conservation staff continued to serve the public during regular office hours and was involved in the following additional activities during the month of October:

- Held a pre-construction meeting with Paul Basler, Jones River Watershed Association (JRWA), Contractor, and Engineers on the Wapping Road stormwater retrofit project that occurred in conjunction with the dam removal project;
- Provided support letter to the Town of Plymouth for a grant proposal relating to the Massachusetts Estuaries Project nitrogen loading assessment for the Duxbury-Kingston-Plymouth embayment and the Town of Duxbury for a grant proposal to remediate stormwater pollution to the bay;
- Attended a department head roundtable meeting to discuss Hall Property development and the Gray's Beach Stormwater Retrofit Project;
- Met with Jim Dehner, Wildlands Trust Director of Stewardship, to discuss clean up of the F. Sherburne Carter, Jr. Preserve off of Wapping Road in Kingston. Joined Wildlands Trust, their Americorps volunteers and their new Trailblazers land stewardship group to clean up the property to increase accessibility for the public. The Commission and I greatly appreciate their assistance and interest in helping us with land stewardship on the parcel which was in need of attention;
- Held pre-construction meeting at 35 Independence Road prior to commencement of construction of the New England Village Day Habilitation Center;
- Conducted the last of two water quality sampling rounds for the Mass Bays Jones River Estuary & Kingston Bay Stormwater Assessment Project and await lab results. Continue working on other aspects of the project to stay on schedule for completion by the end of 2011;
- Commenced working on the FY13 Conservation Commission budget proposal;
- Attended a few evening site visits with Commission;
- Received the Nobadeer Village Conservation Restriction back from MA Division of Conservation Services with approval from the Secretary of Energy and Environmental Affairs;
- Continued working with Patrick Farah, GIS volunteer, on town-wide GIS improvements;
- Continued discussions with various Boy & Girl Scouts on service projects including improvements to Sampson Park parking area, stormdrain stenciling, bridge building & repairs, installing signage, trail cleaning, installation of benches, etc.;
- Continued discussions with Town Counsel on final revisions to the Kingston Wetlands Protection Regulations;
- Issued various decisions in accordance with Commission votes;
- Department Administrative Assistant, Brandi Gordon, commenced working with the Veteran's office for the annual food drive to benefit Kingston veterans and their families; and
- Conducted numerous site visits to inspect ongoing work, to determine Commission jurisdiction, to inspect conservation lands and to investigate violations.

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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 October Activities: – Zumba after hours – Oil Painting – Meet and Greet Sam Johnson (from Scott Brown’s office) – Hearing Screening – Office Hours with State Representative Thomas Calter - Wii Video Games– KEMA Evacuation Transportation Ice Cream Social – What Old Colony Elder Services does for you – Maintain Your Memory – Dog Behavior 101 – French Toast Breakfast – Optimal Balance – Friends White Elephant Sale – Scary Halloween Tea Party – Poetry Reading –

The holiday season came early to the Council on Aging, we just received twelve laptop computers and a wireless microphone for our new center. The laptop computers are still waiting for software installation which should be completed within the next few weeks. We are hopeful to find a computer instructor by December/January for Seniors to enroll into computer classes. Our BINGO caller especially enjoys and appreciates the new wireless microphone as it makes her job more enjoyable.

Our SHINE (Serving Health Information Needs of Elders) counselors are preparing for October’s Open Enrollment for Medicare. The new dates for Medicare enrollment is October 15 – December 7. This is the time Elders need to change their medical insurance and prescription plan. SHINE counselors will be at the Senior Center every Monday –Thursday to explain the changes and coverage for 2012 and help Senior’s fill out the necessary forms.

STATISTICS FY 2012													
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
FITNESS / EXERCISE													
EXERCISE W/CINDI	2	18	19	19									58
TAI CHI	39	21	32	31									123
Chair Yoga	38	20	43	40									141
GET FIT W/DIRECTOR	78	42	42	66									228
LINE DANCING	35	28	28	18									109
WALKING CLUB	0	0	0	0									-
STRENGTH FITNESS OVER 60	33	24	33	0									90
Zumba Gold	38	30	27	35									130
Zumba				27									27
INTERGENERATIONAL													
SENIOR OLYMPICS		80											80
Wii VIDEO GAMES	3	30	1	4									38
RECREATIONAL/SOCIALIZATION													
BINGO	143	83	104	96									426
PINOCHLE	17	20	16	29									82
WHIST	70	89	60	55									274
CRIBBAGE	25	14	15	15									69
BRIDGE	53	47	55	61									216
DOMINOES	6	6	6	9									27
BREAKFAST	13	19	8	8									48
FRIDAY AT THE MOVIES	38	29	19	26									112
HIGH TEA	0	0	4	12									16
CANDY BINGO	25	13	36	29									103
ICE CREAM PARTY	9	8	10	18									45
HYPNOSIS CLASS	6	0	7	0									13
ROCKY NOOK LUNCHEON	65	78											143
NAVY BAND	115												115
BUILD A BURGER	115	27											142

The annual Luminary display will be held on Saturday, December 17th, beginning at 5PM. This annual event is one that brings the community together for fellowship and celebration. The Surprise Hose House on Main Street will again be open to the public.

From October 7th to the 17th, nine members of the Kingston Fire Department participated in a regional, technical rescue training class held at the site of the future fire academy, located at Camelot Park in Plymouth. This intense training covered structural collapse, heavy rescue, equipment familiarization and a unified approach to handling major incidents. Each member walked away from this class with enhanced knowledge and ability to handle these types of technical rescue incidents which could result from earthquakes, tornadoes, hurricanes and other natural disasters, as well as structural collapses. Please note that all wages covered during this training are fully reimbursable from the Federal Government.

We have met with our new Town Administrator, James Thomas, to discuss some pending and ongoing issues within the Department and look forward to working with him in the future. We welcome him aboard.

The Fire Department Budget was turned in as requested and you will note that there are a number of areas that additional funding or improvements have been requested. I am aware of the financial state of our Town and Country and understand that additional funding for improvements may not be readily available, however, if I did not advise the Board of our true departmental needs, I believe that I would be doing the Board a disservice.

HARBORMASTER: Submitted by Dennis Carvalho

Removed all the docks floats, mooring balls, aids to navigation and boats
Seeded 50,000 Little necks on the flats Association and Grays Beaches
Towed 2 boats
Pumped out 2 sunken boats

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

October was another busy month for the Department of Streets, Trees, & Parks. Most of the month was spent repairing catchbasins that have failed the cutting back of street vegetation along some of the major roads in Town. The request for snow plow contractors was sent out and many of the contractors that were on board last year have resigned for this year. The Master Mechanic has started working on the Sanders and plows for the upcoming winter season, which came in handy as they were deployed for the snow that fell before Halloween. A 200' sidewalk was installed at the elementary school to allow the students a safer walk to the buses. The Elementary school has offer this department two 40' storage containers that will help with the storage needs of the department and should be relocated to the Highway Barn in November. Massdot has started the repairs to the Grove St. bridge and expect to be completed in early December.

The Transfer Station has been a busy place this month as the construction of the Wind Turbine has started. The compost area has been changed around in order to allow the turbine contractor room to do their tasks. The residents have recycled 14.29 tons of cardboard as well as 21.65 tons of newspaper.

LIBRARY: Submitted by Sia Stewart

We submitted our annual financial report to the Massachusetts Board of Library Commissioners, together with an application for a waiver of the State's municipal appropriation requirement. 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.

During October we finished the repairs to the building that began in September.

- The Library's lawn sign was repaired and cleaned.
- The interior wall of the children's activities room, which had been damaged by a leak, was repaired and repainted. Resident Donnie Legg volunteered his time to repaint the room.

Problems that remain to be addressed:

- A sewage ejector pump is failing. It is more urgent than ever for the Town to connect the Library to the sewer system.
- The exterior brickwork needs to be evaluated and a plan formulated to repair and maintain it.
- Stone ballast accidentally shoveled off the roof during snow removal last winter still need to be replaced on the roof
- The second-stage compressor on the building's main rooftop cooling unit has failed. The unit is running on the first-stage compressor. Arnold Refrigeration has donated the repairs that have been performed so far, but funding will be needed to replace the compressor in the spring.

Library staff Susan Aprill and Stephanie Legg continued work begun in September to configure and install reconditioned computers at public desks and reconfigure existing machines for use in other locations. This project took them away from their primary duties in the Children's Department and Local History Room, making the need for more computer support increasingly evident.

Kingston resident Juliet Drennan and Library Director Sia Stewart continued work with students from the Simmons School of Management on a project to evaluate awareness among Kingston residents of the library services their taxes pay for. The project involved the recruitment of teen volunteers, who will earn community service hours for their work. The Library also participated in the October 15th Volunteer Fair coordinated by Kingston teen A.J. Fiore as part of his Eagle Scout project.

Library Director Sia Stewart represented the Kingston Public Library at the South Shore Celebration event in Marshfield on October 8th. The event was a fair for vendors in the areas of local food and sustainability. We brought examples of our resources in these areas and conducted live Internet searches for fair-goers.

We sent out monthly newsletters for readers interested in hearing about new titles in five separate categories, Fiction, Nonfiction, Audio, Teen, and Children's. Anyone interested in receiving these newsletters by email can sign up at www.kingstonpubliclibrary.org or by emailing kilib@kingstonpubliclibrary.org. The newsletters themselves can also be seen via a link in the upper right corner of our homepage.

During October, demand grew for free downloadable eBooks for the Kindle eReader, first introduced for this format in September.

Children's Librarian Stephanie Legg and Library Director Sia Stewart attended virtual conferences concerning eBooks and public library services in the current technology environment.

Children's Librarian Stephanie Legg attended the Massachusetts Book Awards ceremony at the Boston Public Library. She served as one of the judges for the young adult and children's literature categories. Mrs. Legg read approximately 100 books for the program and donated of those 80 books to the Library.

Archivist Susan Aprill attended meetings of the F C Adams Heritage Center Committee and the Old Colony Library Network Members Council on behalf of the Library Director.

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, Electronic Resources Taskforce, Serials Committee, Reference Librarians' Roundtable, and Bibliographic Services Committee. These committees shape the Network's services to Kingston residents. Library Director Sia Stewart is Vice President of the Network.

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:

- An exhibit and presentation by Pembroke miniaturist Agneta Domaszewicz
- A South Shore Locavores program about preserving food
- A Legos program
- Meetings of our book discussion group for adults and our knitting group
- Playgroups and story times for children
- An exhibit of reproductions of American art from the Picturing America grant written by Children's Librarian Stephanie Legg
- An exhibit about the Elm Street Bridge, using images from the Local History Collection

PLANNING BOARD: Submitted by Thomas Bott

Working with Don Ducharme of Kingston Housing Authority on Affordable Housing Plan include update on Affordable Housing Section of CPC Plan

Working on final report on Annual Update for Green Communities including updates to Energy reduction Plan

Met in-house with Borrego Solar on permitting questions

Update to OPM on billing for project architects in anticipation of Heritage Center Development Meeting

Attended weekly construction meeting for Adams Library project

Working with Building Inspector on Stretch Code adoption report for Annual Update for Green Communities

Coordinating installation of EV Charging Station with Highway Superintendent at Municipal Complex. Highway Dept has agreed to dig trench and pour concrete base for charger.

Completed annual review for Planning Board secretary

Working with Town Accountant to finalize timing of payments to contractors and reimbursement from the Commonwealth of Green Community Grant

Received invitation from Town Government Study Committee to meet with Planner and Planning Board on October 20, 2011

Met with Town's auditors to do walk through following this year's audit

Received Kingston Elementary School final cost documentation from Rise Engineering to supplement grant reimbursement request

Conducted final inspections of Green Community grant work at Kingston Elementary, Smith Lane Fire Station and Kingston Public Library with Seth Pickering of DOER. Many thanks to Paula Bartosiak and her staff at KES, Sia Stewart, Library Director and Chief Heath and Deputy Fire Chief Douglass for their assistance with energy upgrades.

Sent out request on Planner List Serve for information on building permit fees for wind turbines at request of Building Inspector

Development Review Roundtable with Recreation Commission's engineers of Hall Property and options for emergency access to site from Brookdale

Received notification of reelection as Southeastern Regional Rep to American Planners Association Massachusetts Chapter

Continuing daily trip to landfill to document construction of turbine on landfill. Pictures will be posted along with construction schedule in near future. Concerns about "citizens" wanting to visit site during construction prompted delay in posting photographs

Met in-house with Mark Flaherty and Champion Builders regarding possible changes to Bearses Farm RDEOS (Residential Development Encouraging Open Space) subdivision. Potential buyer of the development would like to remove the age restriction that is in place.

Solicited estimates to loam and seed Autumn Lane drainage basin in the event the Planning Board calls the bond to complete work in Indian Pond Estates Phase III

Received funding for Tree Farm Landing review. Consultant's report will be prepared for possible final hearing of the RDEOS subdivision

Received narrative for Big Belly (trash compactor) report and Stretch Code information for Green Communities Annual Report

Working with Town Counsel on synopsis of the justification for local preference from the town's housing plan. The justification will allow Kingston to have a local preference in the affordable housing lottery at Indian Pond Estates

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Working with Betty DeBenedictis of Representative Tom Calter's office on setting up meeting with utility providers for Elm Street Bridge Replacement

Submitted signed EV Charging station installation agreement to DOER for one Charging Station to be located at the Kingston Municipal complex. The Board of Selectmen had requested the second charger from the grant to be installed following Annual Town Meeting

Discussing with Don Ducharme of Kingston Housing Authority of tentative schedule to adopt Affordable Housing Plan in October at Joint Meeting of Planning Board and Board of Selectmen

Discussion with Don Ducharme on creating and Affordable Housing Trust

Amending Annual Report for Green Communities to provide more detail on Kingston fleet

Meet with potential developer on a large scale solar photovoltaic field on the Kingston Plymouth line. Reached out to Plymouth Planning for any information they might have.

Received request through the Highway Superintendent for contact info for D&C Construction on behalf of Manhasset Gardens' concerned about vibration through their building as piles for wind turbine are driven 100 feet into ground

Continuing discussions with Mary O'Donnell regarding scaled back 40R development on Marion Drive

Discussion with Highway Superintendent about Grove Street Bridge repair over the MBTA tracks

Passed along information to Water and Sewer regarding an organizations meeting on opposing water and waste water ballot Initiative

Sent information to NStar regarding Scenic Roads in Kingston as NStar develops their tree trimming plans for Kingston roads

Forwarded various local press articles to Kingston Wind LLC at their request

Continuing to monitor email discussions with Kingston Wind and NStar about requirements for interconnection requirements

Requested update from Borrego Solar on schedule for solar PV (photovoltaic) array installation. Received Preliminary Schedule and forwarded to Green Energy Committee. Borrego hopes to have 50% design drawings by mid November 2011

Requested written proposal from Weston and Sampson on structural review of wind turbine and inspections during construction to allow them to proceed with review work for the Town

Initial discussion of logistics with Highway Superintendent and Kevin Rice of Northern States Transportation of delivering wind turbine to the site.

Attended Southeast New England American Planning Association (SNEAPA) conference in Providence on Thursday 10/20 and Friday 10/21/11.

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Returned from (SNEAPA) conference in Providence to attend Town Government Study Committee meeting with members of the Planning Board

Received revised Kingston Wind Schedule and forwarded to Green Energy Committee

Provided Coulomb Technologies update on EV Charging Station efforts

Continuing to discuss logistics of shipping Kingston Wind Turbine from Quincy (where off loaded from Korea) to Kingston. Due to size of load the turbine cannot come down Route 3. Hyundai (turbine manufacturer) is working through logistics with MassDOT.

Forwarded request to Highway Superintendent from developer of Gurnett Woods to repair a wooden guard rail

Received plans from Indian Pond 40B developer for an optional pond for the ZBA to review

Forwarded letters to Town Accountant regarding agreement with balances on consulting accounts for Planning Board and ZBA accounts

Forwarded remaining procurement documents for EV Charging station to Ms. Howlett to execute

Received written proposal from Weston and Sampson on structural review of wind turbine and inspections. Forwarded to Highway and Building to ensure it met their needs before signing and returning

Requested information on training for MassEnergyInsight data. Nothing available except on line videos

POLICE DEPARTMENT: Submitted by Joseph Rebello

Calls for Service logged by Dispatchers	1159
Arrests/Custody	14
Protective Custody	2
Applications for Warrants	12
Investigated Motor Vehicle Crashes	21
Verbal Warnings – Motor Vehicle	51
Written Warnings/Citations Issued - MV	40
Citation Arrest	2
Citation Civil Charges	7
Incident Reports filed by Officers	107
Simple Assault	2
Intimidation	4
Burglary/Breaking & Entering	3
Shoplifting	3
Theft from Building	1
All other Larceny	7
Embezzlement	1

False Pretense/Swindle	3
Trespass of Real Property	1
Family Offenses, Nonviolent	2
Destruction/Damage/Vandalism	7
Drug Narcotic Violations	3
Driving Under the Influence	1
Disorderly Conduct/Drunkenness	2
Liquor Law Violations	2
All other Offenses	8
Traffic Town By-law Offenses	6

RECREATION: Submitted by Susan Woodworth

FY12 INITIATIVES AND ACCOMPLISHMENTS

- **Community Preservation Project(s)**
 - Meeting for Reed Patio Project on Friday, November 4th. Contractor to begin work on Monday, November 6th, Work to be completed in 2 – 3 weeks
 - Working in conjunction with Ron Gleason of the Permanent Building Committee regarding management of the project
- **Gray's Beach Project –**
 - Horsley Witten provided bid specification changes.
 - Meeting scheduled with Susan Woodworth, Recreation Director and Paul Basler and Nancy Howlett to finalize bid.
 - Bid to be advertised
 - Project estimated to begin end of winter/early spring
- **ADDITIONAL FY12 Updates**
- **Programs:**
 - Number of programs offered this Fall: **37**
 - Fall program participation numbers: **1488**
 - Winter Program Brochure planning in process
- **Gray's Beach**
 - Beach Hut shut down and winterized; grease traps cleaned
 - Tables, buoys, and all other necessary equipment stored
 - Playground and park will maintain open until first snow
- **Continued Field Management**
 - Irrigation system winterized
 - Mowing completed until the Spring
 - Fields to be shut down and concession stand winterized after the Cold Turkey Softball Tournament
- **Continued Reed Building/Property Management and Maintenance**
 - basketball court, tennis courts, playground, fields, Reed Building
 - Reed Playground retaining wall to be repaired; emergency unforeseen budget item

- Paul Basler, Streets Trees and Parks, to coordinate and assist with the repairs

Oversee usage requests at Camp Nekon and Monthly Budget(s) Reconciliation

SEWER COMMISSION/WASTEWATER TREATMENT: Submitted by Ken Vandal

The Wastewater Treatment Facility processed 9,619,755 gallons of wastewater during the month of October. This resulted in the production of 52,500gallons (11.52 dry tons) of sludge. There were no violations of our groundwater discharge permit. All test parameters were well below the limits allowed in our discharge permit.

Performed daily inspections of the 15 pump stations. The following problems were addressed:

- Replaced defective floats in the wet wells at the Maple and Summer Street pump stations.
- Cleaned out the wet well at the River Street Pump Station.
- Painted the emergency generator housings and pump control cabinets at the River Street and South Shore Drive pump stations to cover up graffiti. (South Shore Drive pump station had to be painted on two different occasions during the month.)
- Pull pumps at the Riverside Drive and River Street pump stations and removed debris clogging the pumps.
- Sent our spare Riverside Drive pump to Flygt Corp. to be retrofitted with a cutter impeller and volute. Only one of the two pumps in the wet well has a cutter impeller. The pump with the standard impeller has had problems clogging up. We will replace that pump with the spare pump when it has been retrofitted.

Replaced an E-One grinder pump at a property on Leigh Road.

Replaced a failed electric valve actuator on the influent line of SBR #2. The original actuators used at the Plant have been discontinued. The new actuator had to be extensively modified at the machine shop and by WWTF personnel to fit the valve and integrate with the SCADA system controls. We are looking into replacement actuators that will suit our future needs.

Wording of the contract with CDM for the bid documents and the design and installation of the bypass piping for the influent tank is being reviewed by legal counsel.

TOWN CLERK: Submitted by Mary Lou Murzyn

[Report Pending]

TREASURER: Submitted by John LaBrache

[Report Pending]

VETERAN'S AGENT: Submitted by William Martin

During the month of October, 45 eligible veterans and dependents received Chapter 115 assistance in the amount of \$27,054.89. Of that amount, \$6810.36 was reimbursement for medical expenses. All expenditures this month were authorized by Department of Veterans' Services in Boston. Therefore we will be fully reimbursed at the 75% level for all expenditures.

We provided cremation and funeral assistance for a family unable to provide arrangements for a deceased veteran. We worked with Cartmell Funeral Home. The expenditure was \$1925 and was authorized by the State as well.

We continue to work closely with the Plymouth Career Center in obtaining jobs for our 4-5 employable veterans. We require attendance at job search workshops as well as weekly job searches.

As we approach winter, we have required all applicants to file for fuel assistance and have helped them complete that application.

WATER: Submitted by Matthew Darsch

We received our Building Permit for the repairs to the Elm Street Pump Station foundation. Work should begin within two weeks.

Water Department employees made the seasonal turn-offs to seven memorials and other landscaped areas around town. We continue to supply water to these and other municipal buildings free of charge.

Superintendent Darsch attended a meeting with Nstar officials to review Nstar's performance during Hurricane Irene.

Several days were spent preparing our FY13 Budget, Capital Plan and Mission Statement.

One new water service was installed and two service leaks were repaired by Water Department employees.

Water Department employees completed the installation of meter reading equipment at the Tree Top Condos. We will begin billing the individual unit owners in March of 2012.

Two meetings of the Board of Water Commissioners focused almost exclusively on the review of various manganese remediation systems. Within the next two months we should be able to focus on a specific plan and prepare our spring town meeting presentation.

We completed the initial work necessary to begin reading meters in November.

Water Department employees equipped 6 residences with radio read metering equipment.

Monthly sampling for bacterial analysis was complete with no evidence of total coliform. Additional sampling was also done for PCE (tetrachloroethylene). We received the results of our first round of sampling at Trackle Pond to determine if the well is under the influence of surface water. Additional samples will be taken in the spring and fall of 2012.

* * * * *

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