

TO: Select Board

FROM: Marc J. Tisdelle, Interim Town Manager

DATE: June 30, 2022

RE: Town Manager's Report – April/May 2022

### **ASSESSORS**

The Assessor's Office held 3 BOA meeting to finish up on abatements. Data inspections are going on. Gathering the Forms of List and Income and Expense forms for Patriot Properties to pick up. Preparing the file for Prelim. Tax bills. An outstanding ATB case withdrew their 2020 and 2021 filing with the ATB. Patriot Properties is starting their process to upgrade.

### **AUDITING & ANALYTICS**

- The Covid-19 Sick Pay Program was instituted and brought in \$145,068 of miscellaneous receipts.
- Movement of Fire Station funds to Bartholomew Trust will yield an estimated \$160,000 of investment income for the general fund. This is higher than what would have been earned in a Bank CD. Additional fund balances will be discussed with the Treasurer/Collector.
- With the urging and understanding of the schools, we requested Mass Electric check out over \$22,000 of wire remittances. The funds will need to be returned. The good news is there is now an "Unclassified Receipts" account for monies that may be in question.
- Restaurant receipts for the 3Q were disappointing. A reversal of six years of receipts for one proprietor was made in the 3QFY22 due to being located in another town. Realistic restaurant receipts cannot be determined until the 4QFY22.
- A listing of town wide capital projects was submitted to the Town Manager as a result of the work of the Capital Planning Team. A town wide plan should include all departments, be vetted with department managers for need, and adjusted as interest rates change.
- A letter voicing concerns about a policy change at the MWRA was approved by the Select Board. There are growing challenges for local water systems. The pace and severity of regulation could jeopardize Stoughton's local system. We have received preliminary good news on Stoughton's newly metered sewer flows. They are trending below the system.
- The investigation into a large stop loss claim is ongoing with HPI. The town and employees will need to accept that rates and co-pays will need to rise to make up for years of lower than

average rates. While health and wellness efforts are being ramped up, it will not be possible to sustain the current program without increased contributions by the town and employees.

- Workers Compensation strategies have been evaluated. Our attorney will be asking for additional comments on certain cases. We request that witnesses be questioned in ways that uncover facts.
- Opportunities on Supplemental Budget Bills, FORWARD Act, Community One Stop, the many programs in ARPA, Bi Partisan Infrastructure Bill, Congressionally Directed Spending, Chapter 90, and more, are sent to departments to take advantage of these programs.
- Grants which were reviewed for compliance alerts and forwarded to Accounting are below.

MASS DCR Street Hockey Boards	Recreation	\$30,000
FY22 Foundation Reserve Aid	Schools	\$210,175
FY22 Mass Travel and Tourism Train Depot	Facilities	\$40,000
FY22/23 Green Communities	Facilities	\$199,426
MAPC Accelerating Climate Resiliency	Recreation/Gardens	\$20,000
FY22 AED Equipment Program	Police	\$2,500
<b>TOTAL</b>		<b>\$502,101</b>

- Monitoring of salaries and expenses, entry of state aid wires, and approval of PAF's continues. Payroll spreadsheets are maintained for nearly all departments excluding encumbrances.
- Reminders have been sent to departments for purchase orders that may no longer be needed. Operating budgets for Fiscal 2022 are exceptionally tight and we expect free cash from this source to decline for Fiscal 2024. A few audits have resulted in small credits from vendors and insuring that no more than 12 monthly invoices are charged in any one fiscal year. Cooperation from departments has been good.

## **BUSINESS DEVELOPMENT**

### **IN-HOUSE DESIGN, SURVEY PROJECTS, & PROFESSIONAL SERVICES (ONGOING):**

- MS4 stormwater coordination and fulfillment of permit requirements– Ongoing
- Glen Echo Site Development - Ongoing –JAM Corp. has completed all site construction items. Grass stabilization underway. Automatic entrance sign contract awarded and submittal under review.
- Park Street Sewer –Contract 1 (Gravity Sewer and Force main): C. Naughton installing gravity main, force main and services in Campanelli Parkway and Shuman Avenue. Contract 2 (Pump Station) Authorized by EDA to Award Contract to lowest bidder (C. Naughton). Contractor issued Notice to Proceed.
- Base Plan survey for potential Stormwater upgrades at Kay Way and Old Willow Street completed. Stormwater design underway

- Site Plan preparation for proposed multi-purpose court at Halloran Park on-going.

#### **TECHNICAL ENGINEERING REVIEWS:**

- #1 IKEA Way – Solar Canopies
- #207 Page Street (Milton-CAT) – Sewer Connection Plans and Documents
- #63 Wyman Street Change of Use – Photography Studio
- Minor Building Permit Applications – various locations

#### **CONSTRUCTION PROJECTS/ INSPECTIONS (ONGOING):**

- #118 Cushing Street – Building Additions
- #421 Page Street Site Plan (Tofu Factory) – site work and wall construction underway
- Turnpike Street – Hexagon Solar Array
- Pine Hill Estates – Residential Subdivision
- Lawler Lane - Residential Subdivision
- Sewer service connections – various locations

#### **TOWN-WIDE TRANSPORTATION PROJECTS - ONGOING:**

- Turnpike Street/Park Street Intersection Improvements – Concept Plans Developed by Consultant, reviewed by Transportation Task Force. Select Board presentation for preferred design to be scheduled.
- Canton/School Street Intersection - MassDOT Project Review Committee approved project for TIP for FFY2027 – project valued at \$2,700,000 - Designer Qualifications and Scope approved by MassDOT
- Canton Street/Central Street – Project funded on TIP for 2023 – project valued at \$4,400,000 – Pye Park permitting process, 100% Design Plans under review
- Route 138 roadway improvements from Lincoln Street to York Street – TIP project advancement – project valued at \$11,200,000 – Project on 2023 & 2024 TIP Schedule for Construction – 25% Design Plans Re-Submittal received, MassDOT Utility Sidewalk performed on December 15, 2021
- Turnpike Street Reconstruction – Contract awarded to consultant by MassDOT for design, geotechnical investigations along proposed project path completed, MassDOT Utility Sidewalk performed on February 15, 2022, project valued at \$30M+/-, not scheduled on TIP yet
- Safe Routes to School - Central Street Sidewalk Construction (south side) and pedestrian upgrades to West School – Notice of Taking and Just Compensation checks available for property owners to pick up from Engineering Office, Construction activities have begun and will continue through 2023

## **OTHER PROJECTS/ SERVICES (ONGOING):**

- Sewer Connection Permit Program
- Minor Building Permit Program
- Trench Permit issuance
- Roadway Asset Management Program
- Utility mark outs
- Property line determination – various locations
- Front desk correspondence – various requests
- Flood plain/ drainage technical assistance

## **ECONOMIC DEVELOPMENT**

Please see the projects below as a sample of what Pamela McCarthy, Economic Development Director, has been working on:

- Progress reports continue to be collected from the Stoughton Microenterprise Grant recipients. Those that are still in need of assistance have been directed to the MGCC grants funded by the State in the amount of \$75 million. Those in need of employees have been directed to MassHire.
- Still working on CDBG grant close out process including final accounting and reporting in State intelligents system. Software issue has delayed close out completion.
- Directed businesses to Neighborworks free online marketing classes
- Continued to prepare for DHCD Audit of CDBG Grant Program.
- Attended Calls/Video Conferences with Regional Economic Development Directors Group, MEDC (as board member), MOBD, EDA, SEED and OCPC, Lt. Gov., Sec. Asher, Sec. Kennealy RE: Business Assistance related to COVID – 19 crisis
- Continued to act as Friends of Stoughton Center Technical Advisor. Initiated project to get electricity to Downtown decorative light poles. Working with Public Works Department, FOSC Beautification Committee, Recreation Department and local developer. Goal is to have electricity available in time for Holiday Decorations.
- Received grant from OCPC for an Apple Marketing App that will allow for a business directory, town events, etc. – will connect to business websites. Working on modifications and outreach to businesses.
- Contributed to SCMUOD Zoning Project as member of Working Group and DRTF.
- Continued to Assist Current and Potential Business and Property Owners; including multiple businesses that have reached out due to COVID-19 Crisis
- Developed Film Information Form to be filled out by production companies interested in filming in Stoughton. First two projects utilized the form. Relevant Town Departments provided input.
- On May 24<sup>th</sup> Submitted One Stop for Growth Application in order to obtain grant from DHCD to determine highest and best use of Train Depot. Award decisions expected in the Fall.
- Completed research relative to Quiet Zone funding – reached out to communities with approved new rule zones, MassDevelopment, MOBD and Federal Railroad Administration. FRA CRISI grant may be available in August.
- Continue to work with entrepreneurs on Healing Center - Potential Public/Private Partnership

- Participated in MEDC, OCPC/CEDS, MAPC/TRIC and Regional Economic Development Meetings
- Reviewed Campanelli Rezoning Study and Provided Comments

## **PLANNING DEPARTMENT**

Please see the projects below as a sample of what John Charbonneau, Town Planner, has been working on:

### **ACTIVE PROJECTS**

- **63 Wyman Street Special Permit** – The public hearing for a special permit for reduction in required off-street parking was scheduled to begin on May 26, 2022, but was not opened because the Planning Board did not have the minimum voting quorum required to approve a special permit.
- **1409 West Street Scenic Road Permit** – The Scenic Road Permit was approved by the Board on May 26, 2022
- **501 Technology Center Drive Special Permit** – The public hearing for a special permit for signs was scheduled to begin on May 26, 2022, but was not opened because the Planning Board did not have the minimum voting quorum required to approve a special permit.
- **1600 West Street Scenic Road Permit** – The public hearing was continued to June 9, 2022
- **1791 Washington Street Site Plan Approval** – The application was received but was deemed incomplete.
- **IKEA Site Plan Approval** – The public hearing was opened on May 26, 2022 and continued without testimony to June 9, 2022.

### **UPCOMING PROJECTS**

- **Hampton Inn Renovations Site Plan Approval** – The Applicant received approval for a variance from maximum building height from the Zoning Board of Appeals. The Planning Department is awaiting the application for Site Plan Approval and Special Permit for a reduction in the minimum required number of off-street parking spaces.

## **LONG RANGE PLANNING**

- **Downtown Rezoning** – The Stoughton Center District (SCD) zoning was approved by Town Meeting on May 9, 2022 by an 84% vote.
- **Section 10.6 Amendments** – The amendments to Section 10.6 “Site Plan Review” were approved by Town Meeting on May 9, 2022 by a unanimous vote.
- **Housing Production Plan** – A scope of work was developed with staff of the Old Colony Planning Council (OCPC) to update the data in the HPP and conduct public outreach to complete the document.
- **Campanelli Parkway Zoning Analysis** – Comments are being compiled to be provided to MAPC for incorporation into the draft report and Zoning Bylaw amendments.
- **Route 27 Zoning Analysis** – MAPC staff will schedule a presentation to the Select Board to begin public outreach for potential Zoning Bylaw amendments.

## **MEETINGS ATTENDED**

- Planning Board meetings on April 14, 2022, April 28, 2022 and May 26, 2022.
- Department Head Meetings on March 29, 2022, April 5, 2022, April 12, 2022, April 19, 2022, April 26, 2022, May 3, 2022 And May 10, 2022.
- OCPC Joint Transportation Committee meetings on April 7, 2022 and May 5, 2022.
- Meeting with Town Counsel and Joe Scardino regarding a lot release on Bramblebush Road on April 8, 2022 and May 26, 2022..
- Pre-Application meeting for 1823 Washington Street on April 13, 2022.
- Meeting with Town Counsel and Joe Scardino regarding Article 24 of Town Meeting on April 28, 2022.
- Meeting with Horsley-Witten regarding the Stoughton Center District (SCD) zoning on April 28, 2022.
- Hazard Mitigation Planning kick-off meeting on May 10, 2022.
- Transportation Task Force Meeting on May 19, 2022.

## **GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

Please see the projects below as a sample of what Larry Langlois, GIS Coordinator, has been working on:

### **Projects**

- 2021 Spring MassGIS Aerials - Download, setup Map layer, index map, PeopleGIS
- Redistricting- verify State Voting address list, Join to Master Address list, map and plot in precincts - Clerk
- Tax\_Incentives\_Building\_fees\_2022.xlsx make new access report with selected parcel list -EconD
- Water main Totals 2022 Report - Add street name to each pipe - DPW
- Rte 27 Analysis Area parcel data request, all planimetric data for MapC - Planning
- Request from Lawyer: Washington 413 Records Request 2022
- Add multiple addresses Inform Notify 911, Inform Assessor Office
- peopleGIS Water Plans from geodatabase - Two new layers with documents -
- Ruggiero Way, update all road layers, addresses in parcel
- PeopleGIS instruction documentation Manual - give training - Assessor

### **Map Creation**

- Lawn Mow Schedule 2022 - all lawn mowing locations by day, overview and map book- DPW
- Barn\_West\_St\_1478\_Planning map - Engineering
- Community Preservation Committee, 4 Maps CPA categories, update all data layers - CPA
- DPW Storage Area 052 107, Lot North of 1254 Washington St. Map -Procurement
- Driest Field renovation - area grass and field – Recreation
- Individual precinct maps for Website - 2022 Precincts after Redistricting- Clerk
- Lacrosse Field at Marks Field 2022 - layout plan – Recreation
- Phillips Inc Property 2022 – MAP – Selectman
- Proposed Rail trail Development Vegetation Management Route Map – Environmental
- Stoughton Center Districts SCD & MBF Maximum Building Footprint – Planning
- Technology Center Drive properties map - total acres – Engineering
- TL Edwards properties west of 24 Map – Engineering

## **Training.**

- ESRI Mooc Training course, 'Do it yourself Geo apps"
- CivicPlus Advanced web site training

## **StormWater Coordination**

- Neponset Stormwater Partnership Meeting - quarterly meeting NSP

## **Web Work**

- Turnpike St Reconstruction Plans 2022 - post documents on website - Engineering

## **Misc/ Graphic arts**

- Town Meeting Warrant and Report Cover - annual Report – Town Manager
- Certificate Town Manager Afternoon 2022– Town Manager
- Combine -Cedar Swamp 7 pdf plans into 1 -Environmental
- Poster Everyone Welcome here, modify and print– HR

## **ENVIRONMENTAL AFFAIRS**

Please see the projects below as a sample of what James Conlon, Environmental Affairs Officer, has been working on:

- Review, Processing, Public hearing and issuance of Order of conditions for 298-0858: Notice of Intent, for a proposed upgrade of a septic system and replacement of a drinking water well for serving the residential home located at 1801 Washington Street, Map 061, Parcel 01;
- Request for Determination of applicability filing procedure and inspections for proposed 2022-01 Vegetation management project along Railroad Bed on Conservation Land Off Ryan Road, Map 62 Parcel 10 and a portion of Map 63, Parcel 54 for trail development;
- DEP 298-0856: Notice of Intent, West Street, Map 037, Parcel 037, for proposed construction of a new single residential dwelling with garage, detached barn with proposed utilities and associated site development;
- 298-0546: Request for Final Certificate of Compliance on Partial, 26 Brock Street, Ms. Judy Sarkis, Owner to Clear Title, Inspection, processing and hearing;

- Successful Land Acquisition decision to purchase of two lots on a Community Preservation Committee application of Map 061 Parcel 10, 4.59 Acres and Map 062 Parcel 012, 0.71 Acres Atkinson Avenue Extension, CPC Application and Town Meeting Article;
- Review for 46 Britton Avenue, Map 55 Lot 144 and Lot 145, Britton Avenue, Cathal Walsh for filling, grading alterations within Special Flood Hazard District, Deforestation, filling grading within multiple regulated buffer zones of the Wetland Resource Area;
- Superior Court action of DEP 298-0836: Lot 1 Pondview Lane, Map 082 Parcel 056, Roger Sherman, Stoughton Crossing Limited Partnership vs. Stoughton Conservation Commission;
- Fine Hearing 1515 West Street, Mark Thomas, Winter Ends Stables for Enforcement Order; Filling in Wetlands and grading and filling in a Restricted Buffer Zone; Continuance;
- Site inspections and monitoring of Continued Enforcement action concerning 1515 West Street, Mark Thomas, Winter Ends Stables for violation of filling in buffer zone of wetlands and grading and filling within 50 feet of Wetlands Resource Areas in a Zone II of a Public Water Supply;
- Continuance of 1823 Washington Street, Anthony Escoto, Exterior Inc.; Soil Disturbance, Soil Excavation, without benefit of permit;
- Conner Pond Culvert Repair, Amended Project Proposal Bird Street Conservation Lands, review and approval;
- Bird Street Conservation Land, Connecting Roadway, Pipe Installation project, review approval and construction implementation;
- 298-0747: Ames Pond Aquatic Vegetation Management, Extension;
- 298-0800: Dennison's Pond Aquatic Vegetation Management Order of Conditions, Extension;
- Planning development, separate contract funding and implementation of Lake Management SONAR, Reset Treatment of Harris Pond in June-July of 2022;
- DEP 298-0839 1709 West Street Curley and Hansen, Request for Final Certificate of Compliance, initial review and continuance;
- Continued DCR Review of Conservation Restriction Review Program CR Ref#17059, 17060, Lots 2 and 3 Silver Glen Road;
- DEP 298-575 Goddard Highlands Open Space Land Donation, deed development, processing and signatures;
- DEP 298-0739: 146 Campanelli Parkway LLC, Entertainment of Request to Extend Order of Conditions;
- Acceptance and administrative action concerning land donation of open space Parcel associated with DEP 298-0827: Order of Conditions; for site development and access drive way within 50' of wetlands for a new a single family home, Lot 1 Plain Street, deed development, processing and signatures;
- Continued abeyance of Enforcement action in anticipation of action by applicant on 46 Britton Avenue, Map 55, Parcel 145, Enforcement Order;
- Continued DCR review and development of Conservation Restriction, Lot 2 Pond view Lane and Lot 3, Silver Glen Road;

- RDA 2022-3: Request for a Determination 1 Ikea Way and Page Street, Request for a Determination of Applicability, Distribution Solar Operations, Lucas Environmental, LLC Carport Solar Panel Arrays;
- DEP 298-862: Notice of Intent 1483 West Street Notice of Intent, In ground Swimming Pool removal;
- RDA 2022-4: Request for a Determination of Applicability, for a proposed on-site sewage disposal facility for a residential home located at 201 Morton Street, Map 053, Parcel 202;
- RDA 2022-2: Request for Determination of Applicability, Stoughton Recycling 100 Page Street; Excavation of Sediment and storm water management in Storm Water Detention basins off Mack Drive within 100 feet of Wetland Resource Area,
- Review and consideration of a request by 3 Eyed Tiger, Request to Construct a Health Center on Conservation Lands at 1478 West Street;
- DEP 298-0848: Strong Point Engineers for SAWK LLC, Lot 2 Lawler Lane, House Reconfiguration Request for Minor Modification of approved plan;
- DEP 298-0743: 1135 Central Street, issuance of request for an Extended Order of Conditions;
- 161 Lakewood Drive, Revised Plan acceptance on a Determination with Conditions of Approval; Glossa Engineering;
- DEP 298-0863: Notice of Intent, for Subsurface Sewage Deposal System Upgrade, for a Residential dwelling located at 60 Lakewood Drive, Stoughton, Map 16, Lot 224 & 228;
- Continued Investigation and joint inspection with Code Enforcement Officer; Dana Hinhorne for Enforcement Order Violation for 53 Spallus Road; for filling in Wetlands and grading and filing in a Restricted Buffer Zone, farm animals on property in neighborhood with no permit or animal management plan for animal waste disposal in 50 feet of Wetlands Resource Areas in a Zone II of a Public Water Supply;
- Completion of Railroad bed flagging of centerline 3300 Linear feet;
- Vernal Pool Survey and presentation of data for acceptance and certification at Map 62 Parcel 149 on Paul M. Goulston Conservations Lands;
- Management of Tax Payment agreement concerning procurement of two lots of interest abutting Conservation lands. Article 27 development for upcoming Town Meeting Bird Street Trail Repair project and MassTrails Grant application; Presentation to Finance Committee;
- 200 Shuman Avenue follow up-compliance inspections and investigation of deficiencies or Construction Project;
- Inspection and monitoring of Park Street Sewer Extension project on Park Street and Campanelli Parkway;
- Meetings April 7, April 21, May 12, and May 26, 2022 Agenda Development, Public hearing Notice writing, processing of all administrative documents and issuance;
- Administration and processing, Public Hearing and decision of Negative Determination of Applicability for RDA for vegetation management along rail road Right of Way on Conservation Land Between Ryan Road and Washington Street.
- Issuance of Notice of Non-compliance to Samples 1027 Sumner Street for filling in wetlands;

- Processing and distribution of Order of Conditions for new residential construction at of Lot 1 Gay Street, Notice of Intent;
- Complaint Investigation Lawler Lane Subdivision;
- DEP 298-0856: Closing of Public Hearing and Issuance of Order of Conditions for Notice of Intent, West Street, Map 037, Parcel 037, for a proposed construction of a new single residential dwelling with garage; detached barn with proposed utilities and associated site development; plan review, site inspections public hearing coordination, continued follow-up;
- DEP 298-0851: 25-R Belmont Street, Request for Final Certificate of Compliance;
- Deliberation and decision to fund Trail repairs/drainage/grading in 3rd field, immediately adjacent to Leo Greene Memorial;
- Wetlands Restoration and Mitigation under Enforcement Order, Lisa Semple, 1027 Sumner Street- Status Report and Request for Consideration;
- Enforcement Order IKEA, Retaining Wall Collapse caused by Unauthorized Snow Disposal at 1 Ikea Way, issuance;
- Planning and development of Household Hazardous waste collection planned October 1, 2022.

## **BOARD OF HEALTH**

### **Inspections**

- Thirty-nine (39) septic (construction/installation) inspections
- One (1) component repair
- Sixteen (16) test pit soil evaluations were performed
- ALSCO completed Thirty-two (32) routine & twelve (12) re-inspections at various restaurants & retail food establishments (FE)
- Eight (8) housing inspections were performed
- One (1) recreational camp inspection performed
- Three (3) MRVP inspections performed
- Eight (8) seasonal pool inspections performed
- Five (5) commercial business complaint inspections performed

### **Complaints**

- The BOH received approximately forty-six (46) complaints which were addressed with follow-up inspections &/or letters.

### **Plan Review**

- The Board of Health office received & reviewed twenty-four (24) sets of proposed septic plans & eight (8) sets of revised plans
- Seven (7) septic variance requests were reviewed and approved
- Twelve (12) As-built plans received were reviewed
- Fourteen (14) official Title V Inspection reports were received & reviewed.
- Fourteen (14) new construction, minor building permit & project applications were received & reviewed

## **Applications**

- Two (2) Dumpster permit renewal applications received
- Five (5) Disposal Works Installer renewal applications received
- Two (2) recreational camp renewal applications received
- Ten (10) pool permit renewal application received
- Nine (9) Food Establishment permit renewal applications received
- Twenty-three (23) trench permits were issued

## **Letters (LUA) & Non-compliance orders issued**

- Five (5) local upgrade approval letters sent
- Four (4) Non-Compliance Title 5 letters sent

## **Miscellaneous**

- Weekly COVID-19 conference calls from DPH (Tuesdays)
- L. Perry & S. Leahy assisted the Environmental Affairs Officer with several environmental violations or investigations
- L. Perry & S. Leahy attended several pre-application meetings with Town Planner
- Multiple COVID public information request calls (from residents & FE owners) & emails w/follow-ups regarding State/CDC policies & guidance
- Multiple new FE information requests via calls, emails, inspections & follow-ups
- Multiple Title 5 information requests from owners, realtors, installers, inspectors & engineer's w/follow-ups including plan, permit, & other document scans, copies & emails
- Multiple policies/extension letters for exterior grease trap requirements for FE's
- L. Perry & S. Leahy reviewed multiple Select Board license renewals for businesses permitted by BOH
- Multiple calls, emails & inquiries concerning Water Department's public notification concerning PFAS levels in Muddy Pond public drinking well
- The BOH sent out annual food permit renewal package to all food establishments

## **Meetings/Training**

- L. Perry & S. Leahy attended Monthly BOH meeting on 4/14/22 & held a Public Hearing on 5/19/22 in regards to updating the BOH Tobacco Regulations
- L. Perry met with multiple property owners regarding septic and/or sewer inquiries or projects
- S. Leahy attended Bristol County PHEP meeting on 4/19/22 & 5/17/22
- S. Leahy attended meeting with regional emergency planner
- L. Perry & S. Leahy attended a joint interdepartmental Code Enforcement Taskforce meeting on 4/20/22 & 5/18/22
- L. Perry & S. Leahy attended several tobacco compliance updates with Regional Tobacco Enforcement agent
- S. Leahy attended Certified Pool Operator (CPO) training and obtained certificate
- S. Leahy attended walkthrough meeting for Emergency Planning Dispensing Site at the High School
- S. Leahy attended Spring MHOA seminar
- L. Perry attended weekly regional shared services meeting with Abington alliance
- S. Leahy attended Weights & Measure training on-site with agent from MA DOS

## **CODE ENFORCEMENT**

**Inspections/Complaints:** Approximately Twenty (20) new zoning infractions were documented and followed up with inspections when necessary. Multiple on-going zoning infractions were also followed up on if deadlines expired. The following are the different categories of new zoning violations investigated:

**Accessory Structures (2)**

**Chickens/coops (3)**

**Commercial Vehicles (1)**

**Construction Debris (2)**

**Illegal Apartments (2)**

**Open Trench (1)**

**Trailers (4)**

**Trash (1)**

**Work w/no permits (3)**

**Zoning business infraction (1)**

D. Hinthorne also conducted Ten (10) periodic routine building inspections and Five (5) re-inspections

**Letters & Fines issued:**

- Verbal warnings are the first step in addressing new Zoning infractions.
- Thirteen (13) written warning letters were sent via regular and/or certified mail.
- Commercial business that was previously issued daily fines has been working to regain compliance

**Meetings/Training**

- D. Hinthorne and S. Leahy attended monthly interdepartmental Code Enforcement Taskforce meetings with Building, BOH, Police, Fire, Town Engineer & Town Manager. Meetings held on 4/20/2022 and 5/18/2022.

**BUILDING DEPARTMENT**

February 1<sup>st</sup>, 2022 – March 31st, 2022

*Issued on April 5th, 2022*

**Building Dept. Permit Activity**

Building Dept. Permit Activity and fees received for April 1<sup>st</sup> 2022 to May 31st 2022 are as follows: Total building dept. permits fees collected for the last 2 months is \$302,155.00. This is an increase from the previous 2 months of more than \$178,920.00 as is expected due to the weather getting better and we issued a full building permit and demolition permit for 421 page

St., the tofu factory. A breakdown of the applications is as follows: for residential rooftop solar arrays, insulation and weatherization through the Mass Save program, kitchen and bath remodels, decks and additions, finishing basements for living space, additions and pools. Pools permit applications have seen a large increase since the covid pandemic started and has not let up.

#### Major Projects:

- The Tofu factory at 421 Page has been issued. That is a project of over 9 million dollars.
- 200 Shuman street, an 80,000 square foot addition is under way with site work, there is also a renovation project at the other tenant space.
- A proposed new gas station at 1580 Turnpike St has gone through the ZBA process and is in the hands of the Planning Board. This existing gas station has been closed down.
- Milton CAT has now decided to build an even bigger facility on Page St. A new multimillion dollar state of the art 34,200 square foot building on Page St. for a sales and service facility.
- 224 School St and 55 School Ave were sold! We are working with the new owner who has been issued a permit to start repairs. He has reworked the electrical work in the basement which will be part of the first floor unit.
- New projects have been making their way to this office after going through review. 19 Camden St., a new self storage building is close to submitting for permits.
- 4 new houses are coming up out of the ground on Central St. and are in various stages of construction.

#### Covid-19

We are no longer providing Covid Guidelines and procedures with all permits.

We are, as of now, doing all onsite inspections and no virtual inspections of new homes, roofs, footing and foundations as well as all plumbing, gas, electrical, mechanical and building inspections that are required. We are requiring all contractors to be masked for our inspections in any home that is occupied and any job site that requires us to enter into a building. We are however, allowing contractors to still send photos of work if a homeowner is nervous about us entering into their home.

***Vacant Properties - list has grown by 6 new properties since previous report.***

***Zoning Enforcement – Code Enforcement Officer Dana Hinthonre, who started on June 1<sup>st</sup>. Dana has been busy chasing down Zoning Issues and conducting Annual Inspections.***

***6 new box trucks have been reported. This is an ongoing issue with people filling these trucks building materials, metal and furniture then shipping them out of the country. These are on Dana's radar. One truck has been removed.***

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#### **CEDAR HILL**

May was the largest month to date without tournaments. Our revenues are currently \$23,843.47 (5.68% increase) over FY21 through the month of May.

The leagues began this month and have had an amazing turn out. We have added 2 smaller leagues on Monday afternoon. Ladies league has 85 players, mens has 55, and mixed is 24.

We have had some major issues with the irrigation system. We had a new motor installed as well as berrings on the pump. We currently can get water on the course but we are still chasing issues that are preventing it from running a schedule by itself. This month we completed a couple of projects including a fairway bunker on the first hole, an expansion of the 2nd tee box, and drainage on the 9th hole. Players love the changes, and keeps them excited to keep coming back.

## **FIRE**

### **Administration**

We continue to support EMS response with COVID cases still prevalent throughout the country. The town's Public Health director Janeice Bruce and her department did an outstanding job with this critical requirement. We are truly grateful for all the support Janeice Bruce has provided throughout the Pandemic. During the winter, our department was impacted by several members contracting the COVID-19 virus. We were able to weather the spike in cases during this period.

SFD has recently hired Firefighter Joseph Girolamo who was born and raised in Stoughton. Our department also appointed several members to recently Vacated Specialty Positions.

Lieutenant Michael Peck is the new SCBA Coordinator. This position is essential to the maintenance of vital life safety firefighting equipment. Lieutenant Justin Goldberg and FF Morgan Genatossio are new SAFER Education coordinators. Captain Douglas Campbell is a newly appointed Fire Cause Investigator. Lieutenant Timothy Carroll is the new Public Information Officer for the department.

Our Increase in Emergency Response Incidents for the months of April and May 2022 has been consistent. If the year 2022 continues to produce the same call volume as these two months, our annual call volume would see SFD respond to over 6000 emergency incidents.

Our request at the Annual Town meeting for the FY 2023 Operating Budget and the Capital Expenditure for a new ambulance. The FINCOMM recommended adding \$58,000 to the Apparatus Stabilization fund. All recommendations were approved.

### **Emergency Response**

<b><u>Primary Action</u></b>	<b><u>Occurrence</u></b>
<b><u>Percentage</u></b>	
Unknown	72
Action taken, other	12
Fire control or extinguishment, other	1
Extinguishment by fire service personnel	26
Salvage & overhaul	3

<u>Control fire (wildland)</u>	1	0.1
<u>Emergency medical services, other</u>	59	5.9
<u>Provide first aid &amp; check for injuries</u>	62	6.2
<u>Provide basic life support (BLS)</u>	91	8.9
<u>Provide advanced life support (ALS)</u>	264	26.1
<u>Transport person</u>	114	11.1
<u>Remove hazard</u>	1	0.1
<u>Ventilate</u>	2	0.2
<u>Forcible entry</u>	9	0.9
<u>Restore fire alarm system</u>	1	0.1
<u>Assistance, other</u>	3	0.3
<u>Assist physically disabled</u>	28	2.8
<u>Provide manpower</u>	2	0.2
<u>Provide equipment</u>	1	0.1
<u>Enforce codes</u>	1	0.1
<u>Investigate</u>	216	21.6
<u>Investigate fire out on Arrival</u>	2	0.2
<u>Fill-in or moveup</u>	2	0.2
<u>Standby</u>	3	0.3
<u>Cancelled en route</u>	36	3.6

<u>TOTAL</u>	1014	100.0
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### **Infrastructure and Equipment**

The Fire Station Task Force continues to work on the infrastructure plan approved by the Select Board and Special Town Ballot. Our intent has been to provide a fresh perspective and plans for the long term Emergency Response requirements of the community. The AC and I continue to be mission focused as to the resident's primary concerns: 1) Emergency Response Times 2) Long-term growth 3) The Cost associated with developing new Emergency Response infrastructure for the town.

The Command Staff continues to review our vendor services to ensure we are provided with essential and efficient services. We are collaborating with the town's procurement officer with this endeavor.

### **Command Staff**

Emergency Medical Services: Deputy Chief Brackett

The EMS Division spent the first weeks of April preparing for our annual inspection from the Office of Emergency Medical Services (OEMS). The inspection occurred on April 24<sup>th</sup> and there were only small deficiencies cited, most of which were corrected immediately. On April 28<sup>th</sup>, OEMS issued new licenses for all five Stoughton Fire Ambulances.

On April 18<sup>th</sup>, we submitted our renewal application for our controlled substances license. The application was approved and new licenses were issued on the first week of May.

Stoughton Fire transported 605 patients to the hospital during this time frame, 8 of which were trauma patients transported to Boston Medical Center and a pediatric burn patient transported to Mass General Hospital. All of our EMS providers continue to operate under the guidance of the Massachusetts Department of Public Health with regards to personal protective equipment (PPE) use in patient care settings during the COVID-19 pandemic. These standards remain relatively unchanged since late 2021.

#### Fire Prevention Commercial: Captain Rush

We continue to enforce a retroactive law that states apartment buildings with 6 units and above have a monitored fire alarm panel. There are several in Stoughton including 60 Chestnut as well as all of North Paul Street and Bennett Drive. I have been working closely with the property owners and fire alarm companies to complete this project. Our focus and mission in the fire prevention division is to provide prompt and thorough service to homeowners and contractors and to correct fire code violations within the town that could affect the health and safety of the firefighters and residents of Stoughton. I have been involved with commercial plan review, sprinkler plan review and have worked with Building Inspector Jack Erickson and Code Enforcement officer Dana Hinthorne.

#### Fire Prevention Residential: Lieutenant James Campbell

Lieutenant Campbell Joined fire prevention on 28 February 2022. Continuing with residential smoke and CO detector inspections as well as above/underground storage tank permits and inspections. Continuing quarterly inspections as required and updating fire prevention files as needed.

#### Training and Safety: Captain O'Neil

We developed a long range training plan to address the needs of all Officers and Firefighters both young and old. We focus the plan on the skills required during the first 10-15 minutes of firefighting operations. Training is an opportunity for members to build bonds, trust, and continuity. Other than actual emergencies, the best way to accomplish these vital group characteristics is through hands-on, practical training. Long Range Training evolutions include: Water Supply and H.A.V. Operations, Pump Operations, Aerial Ladder, Ground Ladder Selection and Deployment, Saws – Rotary Saw, Chainsaw, Gas and Battery Power, Self-Contained Breathing Apparatus (S.C.B.A.), Hand Line Deployment, Forcible Entry Techniques, Search and Rescue Techniques. Besides the Long Range Training, the Training Division is continually pursuing training opportunities.

### Fleet Services: EVT Harrop

All aerial devices, ground ladders, and pumps were third party tested with minimal issues. We received a better ISO rating. Some of the rating increase was credited to apparatus being more complete with equipment and by following NFPA guidelines on third party testing. We have an agreement with Greenwood Emergency Vehicles to fabricate a new Brush Truck. Most of the pieces are ready, but they are waiting on the chassis. Ford predicts the chassis will be done by the end of May 2022. We are still on schedule to have the truck in June 2022. We continue to work with Greenwood for specifications for a new ambulance purchase to replace our Legacy International Ambulance.

### Chief's Notes:

April and May challenged us with consistent emergency response to COVID cases because of the Omicron variant. I have been very proud of the members of Stoughton Fire, in the recent months they have been successful in resuscitating 5 individuals who were in cardiac arrest, a pedestrian struck by a motor vehicle who was transported by ambulance to Boston City hospital is now home fully recovered. The quick intervention and decision making were vital to not only saving his life but also making a full recovery. Stoughton has also had multiple fires, fires that the department could contain to the room of origin, and extinguished quickly. This is so appreciated by the homeowners because it saves property and only minimally disrupts their lives. SFD also responded to mutual aid to the city of Brockton 3 times, Canton, Easton and Randolph for fires. While constantly adapting our operations to handle all emergencies throughout the ever changing Pandemic. Stoughton Fire continues to transition with promotions and the hiring of new firefighters. I feel the support of the Select Board and the Town Manager has raised morale throughout the department. I look forward to working with the board to raise public safety services. We are an outstanding town with a supportive community and leadership. Again, thank you.

### HUMAN RESOURCES

During the months of April and May, the Human Resources Office has been very busy assisting both active employees and retirees on a daily basis.

#### New Hires

We would like to welcome the following new employees:

Christopher McGhee	Library	Library Director
Elizabeth Turner	Council On Aging	Part Time Driver
Thomas P Comer	Council On Aging	Part Time Driver
Ryan Goonan	Public Works	Seasonal
Davin Swierzewski	Public Works	Seasonal
Declan Richard	Public Works	Seasonal
Donald O'Neil	Council On Aging	Full Time Bus Driver

### **Promotions**

We would like to congratulate Paul Giffune, for being named DPW Superintendent.

We would also like to congratulate our Executive Director of Development Services, Marc Tisdelle for taking on the role of Interim Town Manager after Dr. Robin Grimm's resignation. Dr. Grimm has accepted the position of Town Administrator in the Town of Sturbridge. We wish her well in her new role and would like to thank her for her service to our town.

### **Retirements**

We would like to congratulate Michael Merola on his retirement as Police Sergeant. Mike was a hardworking, dedicated employee of the Stoughton Police force for 28 years.

We would also like to congratulate David Vickey on his retirement as Council on Aging Bus Driver. David was a hardworking, dedicated employee who served our seniors for 23 years.

We would also like to congratulate Kenneth Statkus on his retirement as Public Works Laborer. Ken served our town for 23 years.

### **In Memory**

The Town lost one of our hardworking, dedicated Firefighters after a long battle with cancer. Our thoughts and prayers go out to the family of Firefighter Frederick Little who served the Town of Stoughton for 33 years and died in a line of duty death.

### **Advertised Positions**

In the months of April and May, the following positions were posted:

- Full time Communications Administrator – Public Safety Dispatch
- Full time Director of Assessing
- Full time Pump Station Operator II
- Full time Superintendent of Public Works
- Full time Prevention in Early Childhood Coordinator – Department of Substance Abuse
- Full time Receptionist/COA Assistant

Job Postings can be found on the Town of Stoughton HR Page and on the bulletin board in the Town Hall Lobby.

### **Health Insurance**

The month of May is the annual open enrollment period for our Town and School employees to enroll or make changes to their current plan. We have also begun offering Altus Vision plan beginning July 1, 2022.

We have continued to serve both the employees of the town and school with any issues that they may have with regard to their benefits and payroll. We are also able to assist the retirees with any issues that they may have.

As always, if there is anything that we can do to assist you, please feel free to contact the office at 781-341-1300  
Deanna Chatsko Ext 9226 or Tracy Pereira Ext 9259.

Please stay safe and healthy!

## **INFORMATION TECHNOLOGY**

Tyler and I both attended a Cyber Security event at the Braintree Armory.

An application was submitted for a Municipal Fiber grant to assist with maintenance of our existing fiber backbone. This is a grant opportunity newly offered this year. Total cost is \$15,000. We are hopeful we will receive this.

We are in the queue for Tylertech to have our Munis server upgraded to software version 2019 in July of 2023. Currently there is a backlog of customers waiting to be upgraded.

An average amount of tickets and requests were funneled through our department for April and May.

It continues to be a high priority of the department to make everyone aware of risks and remind them to be Cyber Safe.

### **Substance Abuse - Stephanie Patton**

-OASIS provided (in person!) "Hidden in Plain Sight" workshop for OMS parents. Hidden in Plain Sight is an interactive display of a mock teen bedroom with items that may signal teen substance misuse that are "Hidden in Plain Sight". Parents can walk through the display, touch items, and ask questions. This was followed by a great discussion that was co-facilitated by Officers Bonda and Isabel from the SPD.

-Continued to provide support to the OMS substance misuse diversion programs with students. Prevention Department staff are one of the individuals that students meet with as part of this program to provide information, resources and support.

-OASIS offered 2 trainings on the most current science related to adolescent marijuana use with Dr. Jason Kilmer from University of Washington. One training was focused on info for parents and one was focused on info for the coalition. Both trainings were recorded and available on the OASIS website.

-OASIS, the Stoughton Public Schools Nursing staff and the SPD provided medication safety for 2nd graders at all five elementary schools. This interactive program is taught by the school nurse, a local pharmacist from OASIS & the SPD. Students learn 4 key principles of medication safety and then play a game to reinforce the concepts. Info on medication safety and disposal is shared with parents.

-The Prevention Coordinator worked with a number of Department Heads, including the Police Chief, Fire Chief, Veterans Agent, Public Health Director, Recreation Director and the Town Manager on a draft proposal for the coming opioid settlement dollars.

## **LIBRARY**

The Library has been fully open to the public 64 hours/week without restrictions. We have signs posted advising patrons not to enter if they are experiencing Covid-19 symptoms, and hand sanitizer stations are located throughout the building. Some library personnel continue to voluntarily wear masks while in the building.

The public is slowly returning to the Library, but we have yet to reach pre-pandemic numbers. We are offering programs in a combination of in-person, virtual, and hybrid formats. Circulation of items remains strong as does attendance to programs for all ages.

### **Total Stats: April & May 2022**

Visitor Count	15,959	Librarian Curated Book Bundles
	13	
Programs Held (Virtual & In-person)	94	Take & Make Kits
	176	
Program Attendance	1,474	School Visits #students
		90
Items Circulated	16,013	Outreach Deliveries, Calls & Emails
	111	

All programs and updates are posted on Library website, Facebook, Patch, Town Crier and Suburban Shopper.

Christopher McGhee started as the new Library Director on April 19, 2022 and continues to become familiar with library staff and patrons.

## **POLICE**

### **Police Department**

#### **Personnel**

The search for a Dispatch Supervisor continues, the applicant pool has resulted in a viable candidate. The vacant full time Dispatcher position that was previously filled has resigned due to a serious illness at this time. We will take step immediately to fill the vacancy.

One student officer from the academy has resigned after ten weeks. The two remaining recruits are doing well and are expected to graduate in July. A requisition to fill vacant positions was sought from Civil Service for vacant police officer positions. The background process will begin next.

The department has been attending in-house in-service for first responder, firearms, taser and applied patrol procedures. In June a Use of Force expert will be holding an 8 hour class for all Supervisors as well as department use of force instructors.

#### **Administrative and Operations of the Police Department**

On Sunday April 03, 2022, the day shift responded to 74 Rockland Street for a report of a domestic assault in progress. Upon arrival the Officers were met with resistance from a male party known to the department. The male party began breaking the glass door and continuously resisted the officers to prevent being taken into custody. After an investigation the male party was charged with Domestic Assault and Battery, Strangulation, Resisting Arrest, Disorderly Conduct and Assault and Battery with a dangerous Weapon. Seventeen days later the same offender was taken into custody for violating the restraining order the victim sought from the incident at Rockland Street.

On Monday, May 23, 2022, at about 2:40pm, School Resource Officers as well as day shift Patrol Officers responded the area of the 1600 Pennsylvania Ave for an open 911 call. Due to the proximity to the high school and middle school and the time being about a half hour after dismissal, cruisers responded to the school parking lots near the bus lane.

Upon arrival, officers encounter school staff who were reporting an altercation between a high school student and two adult non-students. Also present were OMS Principal, a 6th grader, and a parent of the 6<sup>th</sup> grader. After an investigation it was determined that an altercation between the high school student and the two adult non-students. During the altercation the 9<sup>th</sup> grader alleged to have threatened the adult with a knife. The 9<sup>th</sup> grader is being summoned for carrying a dangerous weapon on school grounds and threat to commit a crime (assault and battery with a dangerous weapon). The adult non-student is summoned for assault and battery on the 9<sup>th</sup> grader.

Since January 01, 2022, the Stoughton Police Department has had to respond to 820 Washington St. for 61 incidents in five months. The police calls for service include quality of life complaints to include: numerous overdoses, fights, assault and batteries, suspicious activity, disturbances, larcenies and numerous commercial fire alarms. In the entire year of 2021 the Police department responded to only two calls for service and two motor vehicle crashes which occurred in front of the address. In 2020 the Police Department responded to four motor vehicle crashes and no calls for incident in the building. The new management and residents have cause a significant increase and calls for service from both the Stoughton Police and Fire Departments.

### **Calls for Service April 2022**

Number of calls to Dispatch	1,618
Police Calls for Service	1,129
Number of Overdoses	7
Number of Citations Issued	179 (Total reflects the tickets that have been entered into the Database.)
Number of Crashes Investigated	77 responded to
Number of Arrests	21
Number of Summonses	43
Number of Incident Reports	127

Stats from April 1, 2022- April 30, 2022, a 30-day reporting period.

### **Calls for Service May 2022**

Number of calls to Dispatch	1,829
Police Calls for Service	1,237
Number of Overdoses	3
Number of Citations Issued	180 (Total reflects the tickets that have been entered into the Database.)
Number of Crashes Investigated	120 responded to
Number of Arrests	17
Number of Summonses	41

Number of Incident Reports 120

Stats from May 1, 2022- May 31, 2022, a 31-day reporting period.

### **PROCUREMENT**

<b>Project</b>	<b>Status</b>
New Fire Station Building	Staff Building Group – Twice a month - Wednesdays  D&W and PA Amendments to Contract signed will continue as Designer and OMP for Project  Prospect St property is owned by the Town
South School Building Committee	Meeting April 27 <sup>th</sup> , 2022 7pm  Reviewed RFS OPM docs, timeline – Feasibility and OPM out to bid  Site Visit South School – May 10 <sup>th</sup> , 2022 3:00pm  Responses Due: May 25 <sup>th</sup> , 2022
Town Mgs Office  IFB Workers Comp/IOD Admin Services	Docs Avail May 11 <sup>th</sup>  Bids Due May 31 <sup>st</sup> – Rcvd four responses  Interviews if necessary will take place first week in June
Assessor's Office	Interim Adj  Intent to Award Patriot Properties – waiting for FY23 PO to be issued
Conservation  IFB Lake and Pond Management	Docs Available April 27, 2022 Bids Due: May 16, 2022  Rcvd Two responses – Solitude Lake Mgt apparent lowest bidder  Responses being review by Environmental Affairs  Phone meeting scheduled for May 18 <sup>th</sup> with Solitude – FY23 Contract to be awarded to Solitude

DPW Road Resurfacing and Maintenance – Chapter 90	Bids Due April 4th, 2022 TL Edwards awarded contract
DPW Construction Materials Bituminous Concrete, Cold Patch Reclaimed Asphalt	Bids Due April 7 <sup>th</sup> , 2022 Multiple contract awards: TL Edwards and Lorusso
DPW - On Call and Emergency Services for Traffic Signals Repairs & Maintenance	Doc Avail April 20, 2022 Bids Due May 5 <sup>th</sup> , 2022 Multiple Contracts Awarded: Coviello, Dagle and Pine Ridge
Engineering Dept and CPC – Capen Reynolds Dog Park and Community Gardens	Docs Available March 23, 2022 Site Visit March 30 <sup>th</sup> , 2022 9:30am Docs Due April 12, 2022 Paqcon was the apparent low bidder Funds and executed contract based on Fall Town Meeting Vote
Fuel	Meeting April 5 <sup>th</sup> , 2022 with Kathy Stanley Energy Advocates
<b>Request for Quotes</b>	
Engineering Dept	Glen Echo Motorized Gate Docs Available April 6 <sup>th</sup> , 2022 Quotes Due April 21, 2022 Contract awarded to: Premier Fence
Facilities	FY22 Energy Consultant Quotes emailed to 3 firms Contract Awarded to: Energy Advocates
Recreation	Dasher Boards Docs avail May 5 <sup>th</sup> , 2022 Quotes Due: June 1, 2022

<b>Renewals</b>	<p>On Call Services Roof Repairs and Maintenance &amp; Fire Alarm Testing through schools</p> <p>Water Dept – Pump Repairs and Maintenance, On Call Services for Water Meter Installation</p>
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## **PUBLIC WORKS**

### **HIGHWAY DEPARTMENT**

- Started adjusting roadway castings, misc. paving from plow damage & utility trenches
- Cleaned waterways of debris at Brook/Central, William Kelley
- Post-winter sweeping complete

### **SANITATION DEPARTMENT**

- Curbside pickup of household waste and recyclables. Pickup of large items scheduled each Monday

### **FORESTRY DEPARTMENT**

- Parks maintenance and plow damage began in late March, will continue into April

### **VEHICLE MAINTENANCE DEPARTMENT**

- Maintain and repair town vehicles – Sanitation Truck #19 to be back in working fleet by 7/1

### **FACILITIES**

- Masonry work - \$40K grant from the State to continue stabilization of the building complete
- Commonwealth of MA Green Communities Grant work - insulation for Cedar Hill complete, Town Hall, Council on Aging roof insulation projects to begin July; Town Hall energy management system install to begin August
- DPW building painting (TM article) estimate and bidding by 8/1
- Council on Aging building painting (TM article) estimate and bidding by 8/1
- Cedar Hill HVAC work (additional AC) complete

## **RECREATION**

During the month of April, the Recreation Dept. had 163 total program registrations. April kicked off most of our spring programs like; Tiny Dancers, little sports stars, Tumble time, and Mini Knights Lacross. We continued adult programming with Gourmet on a budget, a Ceramic mug workshop, and a Mass Audubon Owl Prowl. We organized an Easter Bunny scavenger hunt by placing wooden bunnies around popular town locations and gave riddles out for residents to find them to win a prize bag filled with goodies. This was a very popular event and we will continue this for next year. During April vacation week we ran a street hockey clinic with 20 kids and additional our first kids cooking bootcamp that focus on teaching skills to kids in the kitchen while adding in competitions throughout the week. During the month of April we also began interviews for Ames pond and Summer Camp for seasonal employees. The Youth Commission also ran an April break babysitters course and began getting the community gardens up and running for the spring.

During the month of May, the Recreation Dept. had 193 program registrations, most were for summer programs such as summer camp, swim lessons, and our various sports clinics. We continued running spring programs such as Digital Toy Design, Archery, Adult Cooking, CPR class, and Teen Golf Clinic. All programs during the spring were well attended and successful. The Rec Dept. did have a COVID outbreak during the middle of the month, luckily only a few programs were postponed and staff continued to monitor emails and work from home. The Rec Dept. finalized our MAPC grant for Pollinator gardens, we were able to build 3 gardens around the community at the golf course, Rec Dept., and COA/Youth Commission. These gardens will serve as habitat for native pollinators that have impacts on our local food sources and environment, as well as create a space for educational programs for children and teens around nature and the importance of pollinators. I would like to give a big thank you to our DPW for reconstructing the the parking lot at Ames Pond and adding sand to the trenches on the beachfront. This will hopefully stop the overflow of water from the street through the sand and into the water, this caused deep trenches in the sand that resulted in tripping hazards and street water runoff to dump into the pond. During the end of the month we hosted the Once a Knight, Always a knight 5k road race that had 99 runners participate in and raised over \$2,500 in scholarship monies for Stoughton families in financial need of summer programming.

## **TOWN ACCOUNTANT**

The Accountant and the Director of Auditing and Analytics successfully submitted the first annual report to the United States Treasury Department for the use of the American Rescue Plan Act funding.

Accounting provided various schedules for the Town Meeting book.

Town meeting concluded successfully and appropriated \$135,005,670.

Bond anticipation notes during the first week of June in the amount of \$5,387,277.

**TOWN CLERK**

In April we had our Annual Town Election. We did have a low turnout and because of that I am putting a working group together to come up with a plan for getting the word out for elections especially local ones.

As you know, we just completed our Annual Town Meeting. I am currently working on the minutes and obtaining the necessary items for our Town Treasurer Paula Nute. I am also sending item(s) into the Attorney General's Office for the necessary by-law approval(s).

My office is finishing up entering the census's and we are still working with MUNIS.

We have started a soft opening with our on-line process. We are having Funeral Homes pay for their burial permits on-line and it's working out well. As I previously explained, we are using Unibank. This system is no cost to the Town. Before any transaction can be done, a pop-up window will come up to let the requestor know that a 1.00 will be added to their transaction. That 1.00 fee will go to Unibank. There are no trunk fees with this, the Town will receive the correct dollar amount for each item.

We are continuing the reorganization of the office. Moving things around, going through items that can be removed with state approval. We are working with the Procurement Office who is organizing a Shred Day for the Town Hall. The Clerk's Office is eagerly awaiting this day as we have a lot of shredding that takes up unnecessary space. Hopefully the Town will continue this practice.

My Assistant and Senior Clerk have begun taking Clerk classes and are starting to take the steps towards their certifications.

We celebrated Municipal Clerk Week here in the office and each day we had or did something fun to recognize Clerk Week.

If any of the Board has any questions, please do not hesitate to contact me directly.

## **TREASURER/COLLECTOR**

This report consists of information from January 1, 2022, through March 31, 2022. The next report will report from April 1, 2022, through June 30, 2022, and will continue quarterly as financial reports are normally given every quarter.

The Collector's Department collected real estate, personal property, motor vehicle excise taxes, tax title funds, and water/sewer/trash payments.

\$22,150,000.00 in real estate and personal property tax principal and \$77,000.00 in real estate and personal property tax interest and fees were collected for a total of \$22,227,000.00.

\$2,755,000.00 in motor vehicle excise tax principal and \$41,000.00 in motor vehicle excise tax interest and fees were collected for a total of \$2,796,000.00.

\$59,000.00 in tax title principal and \$35,000.00 in tax title interest and fees were collected for a total of \$94,000.00.

\$3,373,000.00 in water/sewer/trash principal and \$40,000.00 in water/sewer/trash interest and fees were collected for a total of \$3,413,000.00.

\$26,000.00 of apportioned Title V betterment principal and \$100.00 of apportioned Title V betterment interest were collected for a total of \$26,100.00.

Real estate, personal property, and motor vehicle excise tax refunds were issued throughout these three months.

A 30-year General Obligation Bond (GOB) was sold on February 8, 2022 for \$21,510,000.00. The GOB interest rate is 2.90% and came with a Premium of \$859,568.00.

Tasks that were completed from January 1, 2022, through March 31, 2022, in the Treasurer's Department were paying treasurer and collector invoices, creating and entering daily tax receivable turnovers, collecting and entering daily treasurer turnovers in the amount of \$8,090,400.00, dealing with Land Court and Bankruptcy cases, putting approximately 3,100 Accounts Payable (AP) checks into envelopes to be mailed, processing approximately 220 Municipal Lien Certificates (MLCs) requests, reconciling the Town's bank accounts to the bank's figures monthly, and depositing collected funds to the Town's bank accounts timely so interest income could start accruing on the collected funds.

## **VETERANS' AGENT**

- Stepped up Outreach
- Veterans Tax Work Off Program
- Senior Tax Work Off Program
- Meetings to prepare for Memorial Day Parade

- Re-flagging and Memorial Parade
- Preparation of POW/MIA Chair of Honor and ordering of dedication plaque and stanchions
- Ceremony for POW / MIA chair
- Annual MVSO Training
- Shine Re-Cert
- Modernizing and standardizing inter-departmental procedures

## WATER/SEWER

### **WATER DISTRIBUTION SYSTEM:**

1. *Water Sampling* - Bi-Monthly bacteria samples required by DEP for April & May 2022 were “all clear”. 30 locations in the distribution system are tested along with stations running, and the 4 Storage Tanks each month.
2. *Water Sampling* – 1 year of monthly Demonstration Testing was completed as required by DEP when a new Water Station (Muddy Pond) comes on-line. Purpose is to demonstrate that water quality parameters like pH & disinfection levels remain unchanged throughout the system. Results have been very good and as expected, and were completed in May 2022. A Final Summary Report to DEP remains to be submitted.
3. *Water Sampling* – We continue to sample per the “DEP 3-Year sampling plan” (2020-2022) as required to test quarterly for radionuclides, HAA’s & THM’s, inorganics, Lead & Copper, Manganese, Nitrates & Nitrites, Perchlorates, SOC’s, VOC’s and now PFAS (See PFAS info in item 4. below).
4. *Water Sampling* – Muddy Pond **PFAS** results were above the new DEP 20.5 ppt Standard (21.8 ppt for the 1st Qtr average of Jan, Feb, March - 2022)...DEP allows the source to remain “on-line”as we work through continued testing, and the 30-Day Short-term & 90-Day Long-Term Plan submittals to DEP, which have both formally been submitted. Public Notice & Education were again required (by regulation), and Notice was included in the May Quarterly Water & Sewer bills as well as updates on The Towns’ website. All other stations remain well below the 20.5 ppt MCL to date and in compliance. We will continue to test and gather data to see if the source

remains consistently & reliably in-or-out-of compliance and if treatment is necessary. So far the 2nd Qtr results are back in compliance as April was 20.3 ppt & May was 20.0 ppt (below 20.5 ppt) with June remaining. (*See Attachment for PFAS Summary Table*).

5. The distribution crew continues on the hydraulic/directional hydrant flushing of the entire Town (approximately 60% complete). Some flushing is being done during regular working hours and some at night between 9pm & 3am.
6. Town-wide leak detection was performed in April & May and found 19 leaks. The distribution crew has repaired 7 of the largest leaks so far...
7. Meter change-out program – Change-out of older meters continues as time and customer response to change-out requests allow. This program has resulted in capturing unaccounted-for-water and in part for water & sewer increased revenue from \$10.5 Mil to \$14.2 Mil per year over the last 5-6 years. (*See Attachment for Billing Trend*).

#### **WATER PUMP STATIONS:**

1. We are still awaiting response and final Water Management Act (WMA) renewal from MassDEP. These permits are good for 10-years and the MWA regulates by permit the amount of water Stoughton is allowed to withdraw from both the Neponset & Taunton River Basin aquifers.
2. Pratt's Court (Sta 6) – The existing Pratt's Court well has been under-performing for the last 15 years and the installation of a new “Satellite Well Field” is on-going...3 new test wells were drilled and pump-tested and a summary report to MassDEP has been submitted for approval. Permanent production well installation has begun and will likely be completed by July 2022.
3. Crews continue to maintain grounds and station interiors (floors, walls, heating, roofs, lights, etc).
4. Preparation of both The Annual Statistical Report (ASR) and Customer Confidence Report (CCR) are completed and submitted to DEP. The ASR is due to DEP each year by April 15th. The CCR is due to customers and DEP by July 1st.

#### **SEWER COLLECTION SYSTEM:**

1. Sewer Crew continues to jet and CCTV sewer collection lines based on a priority list prepared by our Consultant (Weston & Sampson). “Trouble spots” and “back-ups” continue to be maintained as always.
2. I-I construction contractor (National Watermain) is 99% complete with contracted work for CIPP Lining and grouting leaks at sewer services and Sewer Manholes to limit Infiltration-Inflow. This Spring (2022) the Town and a sub-contractor have both begun a new round of Sewer I-I investigation, CCTV and SMH inspections for the next phase of I-I Construction. Recent data has indicated that the Greater Boston area reduced their collective I-I by 5%, however Stoughton has reduced by about 15%, which should bode well for Stoughton’s MWRA flow share assessment moving forward.

**SEWER PUMP STATIONS:**

1. Sewer PS clogs and maintenance items for our 12 sewer pump stations continue to be addressed. Our Chief Sewer Pump Station Mechanic has established an on-going maintenance program (valve exercising, oil changing & pump-belt changing, amperage draws, etc) and been keeping all standard maintenance and repairs in-house.
2. Phase 2 Sewer Pump Station Upgrades (York Street & Royal Road) has been contracted to R. Zoppo of Stoughton. A pre-construction meeting was held and project submittals are on-going. Construction is expected to begin this Summer 2022.
3. Bid for the new Sewer Pump Station for the Park St sewers project was Contracted to the low bidder (C. Naughton).

MJT/reg