

TO: Select Board  
FROM: Marc J. Tisdelle, Interim Town Manager  
DATE: October 25, 2022  
RE: Town Manager's Report – August/September 2022

## **ASSESSORS**

### **CEDAR HILL**

The weather has kept the maintenance side busy. Grubs, earthworms, branches, leaves, and water, require daily attention. The recovery from Aerations is going well and we will be working on tee boxes shortly.

The front garden is undergoing a major renovation with the goal of creating a great first impression. The wall should be completed within the next week and the new plantings should be in the following week.

The league's have all finished for the year and the numbers will reflect that going forward. We are currently 27% over last year at this time.

I have put in a placeholder with the C.P.C. to ask for \$100,000.00 for course renovations. These include new tee boxes, a synthetic mat at the back of the tees so we can let them recover from time to time, irrigation work (specifically the 1st fairway), and a possible relocation of the the 9th cart path closer to the wood line.

## **BUSINESS DEVELOPMENT**

### **FIRE**

#### **Administration**

Stoughton Fire administration remains resilient and focused on progressing Stoughton emergency services so we can provide the community and its residents the best possible service. Our goal is to be efficient, effective, professional and customer service oriented. We will continue to be progressive in technology, tactical fire suppression techniques and emergency medicine science through education and training. Our hard work over the past year in developing teamwork, increasing morale, and creating an environment that allows for individual growth in a command structured environment. Last week, I was notified that on November 18,2022, they will honor SFD members whom I nominated for their actions during an extremely serious accident during adverse conditions, for **Outstanding Acts of Heroism and Bravery at the 33rd Annual Firefighter of the Year Award Ceremony.**

We continue to support EMS response with COVID cases increasing again. The town's Public Health director Janiece Bruce and her department did an outstanding job with this critical requirement. We are

truly grateful for all the support Janiece Bruce has provided throughout the Pandemic. During the summer, our department was impacted by several members contracting the COVID-19 virus. We were able to weather the spike in cases during this period.

The department had a great year for AMB receipts, and more good news could be on the way from medical billing change. Revenues were up 9.4% at over \$2,000,000. Results will be additive to 2024 free cash - the estimate in the Warrant was \$1,595,194. The warrant estimate for Fiscal 2023 is \$1,796,656. **SFD Ambulance revenue for FY22 increased by over \$318,000 from the prior fiscal year.** Here are the entries in Munis. Any revenues received by the T/C or by wire after June 30th, are entered to Fiscal 23. Adjustments are still possible.

The chart below is based on entries, not final postings:

	<b>Full Year</b>
<b>COASTAL RECEIPTS</b>	<b>745,051.65</b>
<b>PRO EMS RECEIPTS</b>	<b>1,155,017.82</b>
<b>CPE PROGRAM</b>	<b>273,890.00</b>
<b>PERMITS. FIRE DEPT PERMITS (Smoke/Co, Burn, Tanks etc)</b>	<b>50,810.25</b>
<b>OTHER DEPT REV FALSE ALARM</b>	<b>2,970.00</b>
<b>OTHER DEPT REV MASTER BOX</b>	<b>250.00</b>
<b>FEES. REPORT FEE - 21E and EMS reports</b>	<b>3,967.75</b>
<b>PERMITS, OTHER FIRE DEPT PERMITS</b>	<b>2,875.00</b>
<b>Total Revenue</b>	<b>2,234,832.47</b>

SFD has called for a civil service list to fill three vacant positions. The candidates are completing the required Civil Service physicals. We hope that they will begin at Stoughton Fire no Later than 24 October. Our department also appointed several members to recently Vacated Specialty Positions.

On 7 June 2022 our Administration presented to the Select Board an Ambulance Billing Rates increase recommendation based on the averages of our neighboring communities. The Select Board voted to accept the recommendation. These new rates went into effect 1 July 2022.

The Select Board was presented a second Status Report briefing for the New Fire Station on 20 September 2022.

Emergency Response Incidents for the months of August and September 2022 surpassed 1,000. 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 6200 emergency incidents.

### Emergency Response

#### AUGUST/SEPTEMBER 2022

Primary Action	Occurrence	Percentage
Incident Type Category	Occurrences	Percentage
[100-199] Fire/Explosion	19	1.9
[200-299] Overpressure Rupture	0	0.0
[300-399] Rescue Call	694	68.8
[400-499] Hazardous Condition	17	1.7
[500-599] Service Call	73	7.2
[600-699] Good Intent Call	53	5.3
[700-799] False Call	150	14.9
[800-899] Severe Weather/Natural Disaster	0	0.0
[900-999] Special Type/Complaint	3	0.3
Undetermined	0	0.0
<b>TOTAL</b>	<b>1009</b>	<b>100.0</b>

### 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. Moving the Fire and Emergency Medical Response Dispatchers to Holbrook Regional Emergency Communications Center is a long- term goal of ours in order to provide a superior public safety response service to the residents of Stoughton.

### **Command Staff**

#### **Emergency Medical Services: Deputy Chief Brackett**

In the months of August and September, Stoughton Fire's Ambulances responded to 755 calls for service which resulted in 559 transports. There were 189 documented refusals and 7 DOA's. Of the transports, there were 9 transports to Boston trauma centers; 3 to Boston Medical Center and 6 to Children's Hospital. The causes of injuries were motor vehicle crashes, falls, and 1 shooting. In August, the EMS Division began setting up a compliance program. This is a requirement for EMS agencies that receive payments for service from Medicare and Medicaid. This involves the implementation of several new policies accompanied by an audit of our third party billing company to be done every 2 years. This is to ensure that our billing practices are ethical and coincide with federal regulations.

On September 6<sup>th</sup>, 2022, the EMS division began compiling the FY22 Certified Public Expenditure report to be submitted through the Cost Report Portal run by PCG Health Services and the Massachusetts Executive Office of Health and Human Services. This report is submitted annually and allows Stoughton Fire Department to recover ambulance revenue that Medicare and Medicaid would only partially pay for. Once submitted, the report undergoes a vetting process which occurs between October and March. Revenue which is recovered is disbursed at the end of June. In FY21, Stoughton Fire Department recovered \$275,000 in revenue that would have previously not been recoverable under Medicare and Medicaid.

#### **Fire Prevention Commercial: Captain Rush**

For August and September 2022 the fire prevention division began by completing the state mandated quarterly inspections of schools, hospitals, day care centers, hotels, nursery schools and rooming houses. A few of these were completed by the on duty crews to familiarize many of our new members with the buildings. Specifically the rooming houses which we consider to be target hazards. In September we focused on several areas of town which have not been inspected in a while. This time it was Maple Street and Tech Center Drive. We are working with the owners to ensure compliance with their fire alarms and sprinkler systems. In September we also complete the mandating school fire drills for all the Stoughton public schools

We also complete the daily permits for oil burners, tank install and removal, propane tank installation, smoke certificates for the sale of real estate and plan review for residential and commercial building permits. We also work with the building and electrical inspector about ongoing issues within the town

### Training and Safety: Captain O'Neil

The Training Division continues to move through the long range training schedule. The Training Division has had the opportunity to use acquired properties in the town. Training with these properties is second only to live fire training. We have used and are continuing to use the following properties: F.C. Phillips, 471 Washington Street, 19 Camden Street.

We are also waiting on the OK to use 400 Prospect Street. We are currently in talks with the Dept. of Fire Service to host training "Rapid Intervention Crew" and Firefighter May Day. Also, in conjunction with the Stoughton Police Dept. We hope to train/refresh for a Hostile Event/Active Shooter drill. Using unfamiliar properties gives our members a realistic sense of firefighting while also utilizing the latest equipment and tools. The Training Division also continues to keep our members safe with the most modern firefighting turnout gear. To keep our department up to date, we have recently taken an order of new gear to replace the oldest sets of gear for our members. We will be fitting 3 new firefighter recruits with life safety gear in the month of October.

### Fleet Services: EVT Harrop

For the months of August and September, fleet services completed one major repair. The Fire alarm truck received a rebuilt transmission, multiple brake lines and DOT inspection. Everything went well, and the truck is back in service. Engine 2 went to Allegiance Fire for a new steering box that was covered under warranty. After Engine 2 returned preventative maintenance, miscellaneous repairs, and equipment location modifications are being addressed. Ladder 2 had a couple instances where the truck's engine intermittently lost full power. After diagnostics it was found to have emissions issues. Repairs were made in house.

We took delivery of the new brush truck in August. I have 75% of the equipment mounted. We will be starting training the first week of October and the truck should be in service once training is complete.

### Chief's Notes:

In recent months, our firefighters have been successful in resuscitating 5 individuals who were in cardiac arrest. Stoughton has also had multiple fires, one second alarm fire contained to the room of origin, and a third alarm fire that required regional mutual aid support and Norfolk County Regional Communications mobile unit and the Dept of Fire Services Rehab unit. All resources were helpful because of the extreme weather with temperatures over 100 degrees. SFD also responded to mutual aid to the city of Brockton, Canton, Easton and Randolph for fires, while constantly adapting our operations to handle all emergencies throughout the ever changing Pandemic. The focus of SFD is training and education, through which we will continue to provide the best fire, rescue and emergency services for the community of Stoughton. 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. We are an outstanding town with a supportive community and leadership. Again, thank you.

## HUMAN RESOURCES

During the months of August and September, 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:

Daniel Lane	Director of Assessing	Assessors – <i>Resigned in September</i>
Kathryn Cayton	Interim Director Of Assessing	Assessors
Gary Ilacqua	Wiring Inspector	Building Department
Andrea Grajeda	Receptionist	Council On Aging
Debra M Menz	Crossing Guards	Crossing Guards
Cathy Cremins	Crossing Guards	Crossing Guards
Stephanie J Marrow	Crossing Guards	Crossing Guards
James Hernan	Crossing Guards	Crossing Guards
Debra Leblanc	Senior Clerk 2	Development Services – <i>Transferred from Select Board's Office</i>

### Advertised positions

In the months of August and September the following positions were posted. Job postings can be found on the Town of Stoughton HR page and also posted on the bulletin board in the Town Hall lobby:

Per Diem Public Safety Dispatcher *Ongoing*  
School Crossing Guard  
Communications Administrator – Public Safety Dispatch  
Full Time Director of Assessing  
Wring Inspector  
Facilities/Fleet Manager  
Certified Mechanic  
Backup Operator – Water Dept.  
Sr. Clerk II Development Services  
Sr. Clerk II Select Board  
Library Clerk – Part time  
Library Page Part time

### Health insurance

We continue 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!

## **HUMAN SERVICES**

### **COA**

The Stoughton COA continues to provide a wide variety of programs and services for our seniors and disabled adults. The transportation schedule is busy taking people to their doctor's appointments and shopping trips, and the dedicated volunteers deliver over 100 meals on wheels daily to homebound residents that need nutritional support.

In August, we filled an administrative position that has been vacant since February. This position is funded through the COA's Formula Grant that Councils on Aging receive from the state annually. We were pleased to welcome Annie Grajeda to our staff. One of the responsibilities that Annie will be taking on is to get the senior bus trips to fun destinations going again. A trip to Encore is already being planned.

The COA was happy to have 39 new people come to the senior center in August. We hope to continue to draw more folks to join in with events by offering some new and exciting programs.

Another new feature at the COA is the new, clean furniture in the lobby. After over 20 years, the old furniture was badly in need of being replaced. The new furniture is made of vinyl seating and will promote health and cleanliness for our seniors and visitors. It has given a fresh look to a space that has needed an upgrade and was paid for by a grant.

The COA Board had its first meeting after the summer break on September 7<sup>th</sup>. It was great to welcome the Board members back.

Stoughton finally has a SHINE counselor to help people through the insurance "open enrollment" period. If anyone needs assistance they can call the COA to set up an appointment.

### **Youth Services**

The Stoughton Youth Commission is counseling kids and families in person at the COA during the afternoon and early evening. A few clients are still choosing remote counseling if that works better for parents and their children. With the start of school and getting back into a routine, referrals pick up as many kids find this a time for adjustment. In the Recreation Department, Summer Camp ended in August and now we are on to Fall programming. (See Matt Cauchon's report)

### **Public Health/Visiting Nurses**

The Public Health office continues to receive daily communicable disease reports from Massachusetts Department of Public Health. Covid-19 continues to be the main illness that is reported, but due to vaccines and protocols most people are taking it in stride. The quarantine and isolation periods have

shortened but still important for people to follow to prevent the spread of illness. We also have had a confirmed case of Monkey Pox in Stoughton. This requires contact tracing as it is spread mainly through close contact with an infected individual.

The VNA is continuing to provide physician-ordered skilled services to people in Stoughton and neighboring towns. Our Quality Improvement Project currently is improving medication teaching with patients and caregivers, and thereby also reduce preventable hospitalizations. Thus far we have added patient teaching tools to our patient education and have been sending surveys to patients to measure our outcomes. Staff education is ongoing and we are preparing for a new patient assessment set from CMS to start on January 1, 2023 which will standardize assessments across care settings. This is a much more complex assessment than we are currently using and adds a new mental health component evaluation.

Currently Medicare is auditing certified homecare agencies' records in a "Targeted Probe and Educate". This audit is to verify that the patients we are providing care to meet the homebound criteria for skilled home care services. This audit has been going since April and has required much administrative work in preparing the records for CMS review. If a chart is denied due to the documentation not supporting the homebound status, payment will be withheld. If over 15% of total revenue is denied payment, we will need to face another round of record reviews.

Seasonal Flu clinics are being planned and will be held at the COA in October. People are also encouraged to get the new Covid-19 booster which are readily available at local pharmacies.

### **INFORMATION TECHNOLOGY**

The Ruckus wireless system was upgraded with additional access points to provide buildings with wider coverage. Recreation, DPW, Police and the Water department were completed. (The Recreation department and Water Department are new additions to the Wi-Fi network).

The Budget team had an initial kick off meeting to prepare for the upcoming budget.

A Vertical phone system upgrade occurred in August to assist us in complying with federal regulations regarding DID numbers. Additional DID numbers will need to be installed in the system.

CivicPlus will be assisting with our website upgrade and overhaul. The final product will be unveiled in February of 2023. Department Heads have been tasked with streamlining their department pages and evaluating the current content published.



MUNIS software upgrade to version 2019 is scheduled for November.

## Substance Abuse

In August we welcomed Isabela Paiva to our Prevention Team as our Early Childhood Prevention Coordinator. Isabela is responsible for the implementation of the Early Childhood Prevention Grant from the MA Department of Public Health, Bureau of Addiction Services. This grant was just renewed for an additional two years.

We did a number of outreach activities to teach the community about prevention and gather some data from parents for our Early Childhood Prevention work including Stoughton Day in September and the Brazilian Festival at Immaculate Conception in August.

We provided Hidden in Plain Sight at SHS Back to School Night in September. Hidden in Plain Sight is a mock teen bedroom with signs of risky and positive behaviors "hidden in plain sight". Parents love this event because it is interactive and informative.

The Stoughton Youth Leadership Institute has started meeting again under the guidance of our Americorps MA Promise Fellow, Maia Almeida. This group of high school students convene regularly to learn leadership skills, work on personal and professional goals, offer community service and provide input to the OASIS coalition.

## LIBRARY

The Library has been fully open to the public 64 hours/week without restrictions. We continue to offer 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: August & September 2022**

Visitor Count	17,642	Items Circulated	18,075
In-Person On Site Programs	52	In-Person On Site Participants	570
In-Person Off Site Programs	25	In-Person Off Site Participants	1269
Virtual Programs	7	Virtual Program Attendance	133
Take & Make Activities Participants	391	Ref. Questions, Book Bundles, Deliveries	115

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

The library's Summer Reading program finished another successful year at the end of August. We had 498 registered readers from all ages and 3,889 people participated in library Summer Reading events and programs.

The Human Resources Community Calendar became available for pick-up at the library, Town Hall, the Council on Aging, and Stoughton Public Schools at the beginning of September.

At their meeting on September 13<sup>th</sup>, the Board of Library Trustees unanimously voted to stop charging overdue fines on all library materials except museum and park passes. This is a very exciting policy change that will make the library more user-friendly and welcoming to Stoughton residents.

Before the beginning of October, I completed and submitted the two MBLC annual reports for certification in the Massachusetts State Aid to Libraries Program. The Stoughton Public Library has met all requirements for full compliance again this fiscal year except the Municipal Appropriation Requirement. We will apply for a waiver from this requirement in order to remain certified. This will be the second consecutive year we have needed to do so, but the MBLC allows five consecutive waivers before a library is decertified.

## **POLICE**

### **Personnel**

A single vacancy for a full time dispatcher remains subsequent to the departure of a probationary employee for personal reasons. The current call center staffing is budgeted for 9 positions. In addition to the one vacancy of the nine positions, a vacancy remains for the Dispatch Administrator/Communications Supervisor.

Background checks were completed and interviews were held for four patrol officer positions. Of the four, two candidates are pending a by-pass after a full interview panel identified several issues. Two candidates moved forward in the selection process. To date, one candidate remains as the other withdrew from the process. A police academy date is pending.

A member of the Command Staff returned to full duty after an extended period of leave [111F – injured on duty]. As a result, an acting Lieutenant resumed his previous role as a permanent sergeant and his pay was accordingly adjusted.

Forced overtime for dispatch personnel has been employed several times during this reporting period. Due to the binding language of the CBA, the junior-most dispatcher is repeatedly forced onto vacant shifts. This topic should be the highest priority for successor agreement bargaining when that takes place. Should a majority of the unit's membership seek a change through a side letter of agreement or other legal instrument, the Town should appropriately respond to such a proposal, as this portion of their CBA presents a retention and recruitment challenge. Note: this paragraph has been copied and pasted from the bi-monthly report of 2021 and returned here to this report to emphasize the need for the Town to negotiate a solution to this issue at successor bargaining.

Chief McNamara departed for the prestigious FBI National Academy at the end of September for a period of ten weeks. This executive level law enforcement training is an honor to be selected for. The Chief will receive the most contemporary training from one of the finest law enforcement organizations in the nation while being representing the Stoughton Police Department. Leadership from across the globe attends this training three times per year in Quantico, VA. In her absence, I have been charged with running the Stoughton Police Department. Prior to the Chief's departure, we coordinated short term succession planning to include emergency considerations for continuity of operations

### Operations

August and September saw the annual wrap up of festivals. Police presence has traditionally been an integral presence. The events were successful and uneventful as to unusual occurrences.

A reported shooting took place at target. This incident was later revealed to be an accidental discharge of a firearm, albeit as the result of an argument. Nobody was injured. The police were in the area at the time of the incident and all involved were identified and appropriately charged with crimes after an investigation.

A veteran supervisor encountered an armed robbery immediately after it took place on Park Street. He engaged in a foot pursuit and apprehended the suspect, a juvenile, who had used an airsoft pistol [non-firearm as defined by law]. The robbery had been staged as an online purchase/transaction.

Chief McNamara and I engaged in crisis communications with all members of the department ahead of anticipated press releases pertaining to a long investigation into members of the Stoughton Police Department. We were aware of impending completion and release of 21-1-IA, the matter of Sandra Birchmore. Many department members had heard rumors and were ill at ease. We appeared at numerous roll calls and held individual and small group discussions with a consistent message.

On Friday September 23, 2022, Chief McNamara held a press conference with many media outlets in attendance. After extensive preparation, the Chief made a statement related to former members of the Stoughton Police Department who had been involved with the late Sandra Birchmore and the Chief discussed the findings of 21-1-IA to the furthest extent of allowable information that could be shared. The public response, although one of revulsion at the actions of the former employees, supported the Chief, the investigation and transparency of the process. The Massachusetts POST Commission waved off any of its options to conduct a subsequent and independent investigation and relied upon the comprehensiveness and findings of 21-1-IA

Chief McNamara and I have been constantly and actively monitoring the wellness of our employees in response to this situation and will likely arrange for peer support to mitigate concerns of employees and provide a cathartic environment to process this.

At several times throughout this reporting period, the department handled multiple calls for service and/or incidents that required the deployment of extra personnel [overtime] and on occasions, personnel leaving training classes were held over. Forced overtime has also been used more frequently. The occurrence of multiple calls/incidents is unfortunately impossible to predict.

#### Administration

The department began an Interactive Citizen's academy. The academy is coordinated by myself and Lt. Bonney and has seen a high level of community engagement. The purpose of the academy is not only to engage with our community on a different level, but to explain what we do and demystify fiction versus the facts of policing in the 21<sup>st</sup> century. Participants are given the opportunity to partake in decision making drills/scenarios to test drive our profession.

I state with great caution, that firearms licensing, which had been a sore spot for public complaints, is caught up. The ebb and flow of the demand can often be based on the political attention that this topic receives. The licensing officer currently has one patrol officer who assists him.

Under the supervision of Mr. Giffune, the Ash Street generator project was completed. This generator serves as a back-up power supply to the Ash Street radio satellite. Our current radio system is a repeater enabled uni-directional amplified comparator duplex radio system. The system uses a transmit frequency and a receiving frequency that is repeated out to a satellite [one of several in Town] to insure clear and proper tx/rx of messages. In the event of a power failure, the backup generator will automatically activate and take over as a power supply. Previous to this project, personnel would be required to haul a heavy duty gasoline fired generator to the site despite weather and/or hazards in the environment.

The Glen Echo project is nearing completion. The public safety and appropriate Town staff are in the final stages of the logistics of access to the gate, security features and emergency considerations.

Traffic issues are and have been addressed with our Safety Officer and all appropriate Town staff.

POST, also known as the Massachusetts Police Officer Standards and Training Commission, was established as a part of police reform legislation. POST is now a compliance organization and one of oversight for all police internal affairs investigations as well as training requirements. POST and its

regulatory requirements has caused an uptick in the administrative workload in order to meet and maintain compliance to the statute and subsequent regulations.

The DMH grant is currently nearing its finalization. Stephanie Patton, through partnership with her position, is completing the majority of the preparation of the grant application. If awarded, the department would be able to fund and employ a mental health clinician and substance abuse counselor as a member of our staff.

The Recreation Department and Stoughton Day were well received by the Town and its attendees. Police attendance was high and community interaction was key given its timeliness in relation to the Chief's press release.

### Statistics for reporting period

#### **August 2022 Stats**

Total Calls – 1,731

PD Calls – 1,186

Incidents – 132

Arrests – 27

Summonses – 45

Citations – 121

Collisions – 85

Overdoses – 5

#### **September 2022 Stats**

Total Calls – 1,710

PD Calls – 1,195

Incidents – 109

Arrests – 36

Summonses – 46

Citations – 163

Collisions – 90

Overdoses - 4

Respectfully submitted,

Brian J. Holmes, Deputy Chief

**PROCUREMENT**

<b>Project</b>	<b>Status</b>
New Fire Station Building	Staff Building Group – Twice a month – Wednesdays  Design and Site Updates, Energy Consultant, Proprietary List, AIA contract with supplementary conditions, Builders Risk,  Working with Acct Dept and Clifton Larson Allen, on the ARPA requirements  Selectboard Presentation Sept 20 <sup>th</sup> , 2022
Facilities Dept Energy Consultant -	Working on Community Choice Aggregation Consulting Services – Colonial Power Group – Aug 11 <sup>th</sup> Met with Town Council and TM to review Colonial Power Group Contract
Engineering Dept	Appraisal Services and Review Appraisal Services for the Intersection Improvements & Related Work at Central Street, Route 27 (Canton St) and Tosca Drive – Documents available Aug 22 2022 Proposal due date Sept 13,  Contract Awarded to Howard S. Dono and Associates
Engineering Dept	Engineering Contract with Kleinfelder
Water Dept	RFP Leak Detection – Proposals docs available Aug 23  Proposals due Sept 6 <sup>th</sup> – Contract Awarded to Conservation Technologies
Water Dept	IFB Water Tank Cleaning  Bid docs available Aug 23 Due Sept 8 <sup>th</sup> – Awarded to Underwater Solutions
Water Dept	IFB Water Dept Supplies, Fittings and Ductile Iron Pipes  Bid Docs available Sept 15 Bids Due Sept 29 <sup>th</sup> – Awarded to EJ Prescott
DPW	Snow Plowing Meeting with Paul and Richie 8.31.22  Docs Available Sept 1, 2022 Responses before November 10 <sup>th</sup> , 2022
Recreation	Beginning research for holiday decorations and lights in town center

	<p>Request for Quotes Due Aug 5<sup>th</sup>, 2022</p> <p>Lowest Response – Christmas Décor by Curb Infusion</p> <p>Meeting with Selectboard Sept 7<sup>th</sup> – Moving forward with Curb Infusion</p>
Select Board	<p>Auditing Services – Financial and Operational SMAC</p> <p>Selectboard Meeting August 9<sup>th</sup> – Selectboard to advise when/if to move forward</p>
Town Manager	<p>Aug 16<sup>th</sup> – Meeting for Online Permitting – begin procurement research</p> <p>Webinar/Zoom Meeting Sept 22, 2022</p>
Town Manager	<p>Aug 23 – Norfolk County ARPA Meeting – Procurement Docs for OPM and Designer Fire Station Project</p>
Youth Services	<p>RFP – Consulting Services for Grant Docs Available Sept 14<sup>th</sup> Due Sept 28<sup>th</sup></p> <p>2 responses – Bright Solutions Consultants and Capital Strategic Solutions LLC</p>
Capen Reynolds	<p>Aug 2<sup>nd</sup> Met with Rich Terry and Rose Arruda the Coordinator from Urban Agriculture, Food Ventures, Mass Dept of Agricultural Resources - potential grant opportunity for the Capen Reynolds Dog Park &amp; Community Gardens</p>
<b>Request for Quotes</b>	
IT	<p>Civic Plus (Virtual Town Hall) – Website maintenance</p>
Environmental Affairs	<p>Hazardous Waste Day – Vendor – Trident FAC110 - municipal collection day event in the fall in October 2022</p>
<b>Renewals</b>	<p>2 year renewal Pro EMS for Billing, Reimbursement, Collection Services for Emergency Medical Services (ems)</p>
<b>Upcoming</b>	<p>Bird Street Trails</p> <p>Water &amp; Sewer Dept – Maintenance and Reparis Doors</p>

## **PUBLIC WORKS**

### **HIGHWAY DEPARTMENT**

- Continued cleaning waterways and easements
- Paving of north Stoughton subdivisions complete (18 streets)
  - Angelos Road
  - Barnes Road
  - Bassick Circle
  - Bento Street
  - East Vanston Road
  - Flynn Road
  - Fraser Road
  - George Drive
  - Green Drive
  - Larson Road
  - Lurie Circle
  - Lowe Avenue
  - Magee Avenue
  - Mara Circle
  - Marden Road
  - Queene Anne Way
  - Stratford Ave
  - West Vanston Road

### **SANITATION DEPARTMENT**

- Curbside pickup of household waste and recyclables. Pickup of large items scheduled each Monday
- Notice about new trash/recycling schedules mailed in August water/sewer/trash bills; Trash and recycling pickup Tuesday through Friday only (except holidays)
- Sanitation Truck #19 had new motor/transmission installed by in-house mechanics placed back into service in September after a year out of service

### **FORESTRY DEPARTMENT**

- Continued park / mowing operations
- Continue maintaining Glen Echo Park to ready for park opening in October



## **VEHICLE MAINTENANCE DEPARTMENT**

- Continued to maintain and repair town vehicles

## **FACILITIES**

- Commonwealth of MA Green Communities Grant work - insulation for Town Hall, Council on Aging roof insulation projects complete; Town Hall energy management system install project is ongoing
- New cameras were installed at Recreation Center and DPW beginning in August (TM Article)

## **RECREATION**

During the month of August, the Recreation Dept. had 183 program registrations. We held a Street Hockey and Golf clinic for ages 7-15 during the first weeks of the month. Summer camp was in full swing averaging 125 kids per week, with field trips making a return since COVID to Water Wizz and Ames Pond. During the end of the summer, we had a very successful Family Fun day at Ames Pond with water inflatables, face painting, sand castle contests, and other family fun activities. We also had an outdoor family movie at Cedar Hill that brought in over 100 people in attendance. We finished the successful summer with a day trip to Canobie Lake Park. By late August, we had fall programs online for residents to start registering.

During the month of September, the Recreation Dept. had 157 program registrations. We started our fall programs like After-school Art club, Golf Clinic, Adult cooking classes, and the return of Senior Ceramics. On September 24th, we held the town's annual Stoughton Day. This day was comprised of over 50 local vendors, family fun entertainment, food trucks, and touch a truck. We would like to thank all the town departments that were involved to make this event so successful. At the end of the month, the CPC unanimously voted to pass the design phase of the town's athletic complex for the spring annual town meeting.

The Youth Commission continued to see kids in August as well as their interns attending summer camp to run programs. At the start of September, the counselors went back to their pre covid schedules and prioritized seeing all their clients in person. The Youth Commission will also be starting a Babysitters training course in early October that has already filled up with 12 resident teenagers. One of the youth clinicians Melissa Dawson handed in her resignation letter after working for the town for 14 years. We are working with HR to restructure the position to better serve the department and will post the position as soon as possible.

## **TOWN ACCOUNTANT**

Accounting assisted in registering for receipt of funds in the opioid settlements.

Departments were set up with budget entry capability for FY2024. Assistant Town Accountant Mary Jane Martin conducted two successful training sessions for budget entry.

Our Statement of Indebtedness was filed with the Division of Local Services, which reports \$114,923,398 in long-term bonds outstanding and \$6,657,277 in short-term notes.

CP-1 filed was filed with the Division of Local Service, showing net amounts billed for Community Preservation surcharges of \$893,270. This report will be used to calculate our share of the State allocation to be received in November.

The Local Cultural Council financial report was completed and distributed to the Council.

Our GASB 74/75 update to report on the balance of out Other Post-employment Benefits (OPEB) was received from our actuary, Odyssey Advisors, Inc.

### **TOWN CLERK**

### **TREASURER/COLLECTOR**

### **VETERANS' AGENT**

- Stepped up Outreach
- Planning for Veteran's day parade
- Implementing new process for higher influx of VA Vietnam, and Iraq/Afghanistan claims
- Modernizing and standardizing inter-departmental procedures
- Attended VA certification Training

### **WATER/SEWER**

#### **WATER DISTRIBUTION SYSTEM:**

1. *Water Sampling* - Bi-Monthly bacteria samples required by DEP for August & September 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* – Continue sampling 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.
3. *Water Sampling* – **Muddy Pond PFAS** results continue to hover around the new DEP 20.5 parts per trillion (ppt) Standard. DEP allows the source to remain "on-line" as we work through continued testing, planning, and funding

for treatment. The Performance Evaluation Form (PEF) was prepared and submitted to DEP in order to compete for the Intended Use Plan (IUP) list for SRF Funding and Emergency Funding has been applied-for and approved by DEP for Design. An Article has been submitted for Fall 2022 Town Meeting.

4. Residential meter change-out program – Change-out of older meters with new fixed-network-read Neptune meters continues as time and customer response to change-out requests allow. 3006 of 7958 Residential meters (37%) have been changed-out so far. This program has resulted in capturing unaccounted-for-water resulting in increased revenue to both the Water & Sewer Enterprise Funds. 309 individual meters installed at Greenbrook I by private contractor (Duggan) and added to our reading system.
5. Chlorinated the 4 water tanks to a 2.0 ppm in August 2022 to help prevent bacteria “hits” in the vulnerable hot summer months.
6. DEP performed a Sanitary Survey (once every 3 years) on the entire water system conducted on September 14, 2022 with no major issues. Awaiting findings of final report from DEP.
7. Installed new and/or adjusted the gate boxes for all streets that have been newly milled and overlaid by T.L. Edwards.
8. Continue hydrant and curb box maintenance.
9. Design continues & pipe ordered for The Phase 4 Water Main Replacement project for Prospect St, Knowles Ave, Camille Ave and Henry St.
10. Lawlor Lane subdivision pressure tested and chlorinated water line.

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

1. Crews continue to maintain grounds and station interiors (floors, walls, heating, roofs, lights, pumps, motors, etc).
2. All Water Station Generators were serviced and tested under load.

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

1. Sewer Crew continues to jet and CCTV sewer collection lines based on a newly prepared priority list by our Consultant (Weston & Sampson). “Trouble spots” and “back-ups” continue to be maintained.

### **SEWER PUMP STATIONS:**

1. Pump clogs and maintenance items for our 12 sewer pump stations continue to be addressed using in-house staff. Our Chief Sewer Pump Station Mechanic has established an on-going maintenance program (valve exercising, oil changing, pump-belt changing, amperage draws, etc).
2. Chief Sewer Pump Station Mechanic and staff changed out the 15HP motor at Beaver Brook Sewer Pump Station.
3. All Water Station Generators were serviced and tested under load.
4. Crew removed large obstruction (inside drop piping) from the Hawes Way gravity sewer line.

MJT/reg