



# **Annual Town Report 2011**



**In Memoriam**  
**Mary Vedoe**  
**1921 – 2011**



Mary Vedoe was born on the tenth of January 1921 to George M Horton and Evangeline Marr Horton. She was the youngest of four children all of who pre-deceased her and spent most of her young life in Shrewsbury, MA.

She graduated from Shrewsbury High School in 1938 and worked as an administrator in the insurance industry in the Worcester area until the late 1940's. She was married to Russell Vedoe and they went on to help manage the family grocery store, Horton's Market in Shrewsbury until 1955. They lived in upstate New York for a few years and Lincoln MA until purchasing the old farm house on Lanes Road in 1961 where Mary spent the rest of her life where they raised their three children; Cheryl, William, and John.

Mary and her husband Russell were long time members of the Conservation Commission from its inception. She served on numerous town boards and was the first woman selectman in town starting in 1977 and serving until 1992. She was a member of the Wachusett School Council, taught the after school computer class, was a volunteer computer assistant at the Westminster Elementary School, and a long time member of the Westminster Historical Society.

She was a member of the Jessamine Chapter No. 75, Order of the Eastern Star, actively involved in the First Congregational Church of Westminster, a 4-H Club Leader, and a Cub Scout Den mother. In her later years she was a member of Heritage Bible Chapel in Princeton, MA and active in knitting clothing that was delivered around the world to help the needy through missions work. She will be fondly remembered by those who served with her over her many years in public service to the Town of Westminster.

**In Memoriam  
Lillian Marie Winter  
1920-2011**



Lillian Winter was born Lillian Marie Lundgren on October 11, 1920, to Jalmer and Tekla Lundgren of Mountain Iron, Minnesota. The youngest of seven children, she lived in Mt. Iron until she married Eino Winter on July 26, 1938, and moved to Westminster, where they resided on Davis Road.

Lil and Eino had three children: Richard, Alice, and Duane. While visiting Lil's family in Minnesota in 1946, the children all contracted polio. Alice and Duane recovered, but Richard had a severe case and remained at Sister Kenny Institute for over a year. Eventually, all three children graduated from college, found careers, and married. Unfortunately, Richard died on May 4, 1980.

Besides raising three children, Lillian worked for 29 years as clerk for the Board of Assessors in Westminster. For 16 years, she also drove a school bus, and if anyone saw her on the bus run, they must have thought she was the best dressed driver in the state! Leaving home in the morning, she was always dressed for work in the Assessors' Office. After work, she drove her afternoon bus run. Through the years, all three of her own children rode her bus; this was especially helpful for Richard, as Lil was able to get him settled in his classroom each day. Lillian loved her passengers and enjoyed hearing the stories they shared with her...and her lips were sealed!

Lil was also known in the area as a wonderful creator of delicious wedding cakes, which she sold for very reasonable prices. When Alice was married, Lil made the wedding cake!

In 1983, Eino and Lil moved to New Port Richey, FL, where Eino died in February, 1985. She stayed in their home there, going to Michigan to visit Duane for a few weeks each year and spending much of her summers with Alice in Georgia. In 2009, Lil moved in with Alice and her husband, Jeff. Then, in 2010, she moved into Wesley Woods Assisted Living, where she died on May 29, 2011. She requested that her family participate in her funeral service at Wesley Woods, and twelve did, expressing the love they had for her. It was also heart-warming when numerous friends and neighbors appeared at her graveside service.

The center of her world was her family. At a three-day celebration of her 90<sup>th</sup> birthday, five of her seven grandchildren and seven of eleven great-grandchildren were in attendance. Alice hired a photographer to commemorate the event, and all of those pictures are even more precious now. "Mom", "Grandma", "G-G"—all names that her family will always hold dear.

# BOARD OF SELECTMEN APPOINTMENTS

(\*Denotes Chairman)

**Term  
Expires**

Affordable Housing Committee	Marie	Auger	
	Joseph	Macchia	
	Brenda	Rufiange	
	Ralph	Wegener	
	Paul	Aldrich	
	Laila	Michaud	
Agricultural Jury Committee	Dean	Johnson	
	Sheryl	Vaillette	
	Al	Magane	
	Ann	Patsis	
	Laila	Michaud	
Agricultural Commission	Andy	Hertel	6/30/2013
	Ann	Patsis	6/30/2012
	Dean	Johnson	6/30/2014
	Mary-Louise	Altobelli*	6/30/2014
	Kerstin	Hertel	6/30/2012
Agricultural Commission - Alternate	Susan	Nickerson	
	Patricia	Glover	
Artifacts Committee	Elizabeth	Hannula	
	Leola	Leger	
	Jessica	Leger*	
	Martha	Rainville	
	Robert	Sampson	
	Richard	Cannavino	6/30/2012
Assistant Inspector of Wiring	Harry	Parvianen	6/30/2012
Ass't. Insp. of Plumb. & Gas Piping	Wayne	Little	6/30/2012
Ass't. Veterans' Services Agent	Phillip	Buso	6/30/2012
Capital Planning Committee	Donna	Allard	
	Michael	Morin	
	Karen	Murphy	
	Melody	Gallant	
	Keith	Harding	
	Laila	Michaud	
	Daniel	Bartkus*	6/30/2013
Conservation Commission	Gregg	Buckman	6/30/2014
	Robert	Gendron	6/30/2013
	John	Regan	6/30/2012
	Tim	Sheehan	6/30/2013
	Gary	Smith, Jr.	6/30/2012
Council on Aging	Louise	Garland-Wheelen	6/30/2014
	Joyce Ann	Gerard	6/30/2014
	Evelyn	Giammalvo	6/30/2014

Council on Aging	Janet	Lauricella	6/30/2013
	Neysa	Miller*	6/30/2014
	Shirley	Lombard	6/30/2012
	Don	Barry	6/30/2012
Crocker Pond Development Comm.	Karl	Cudak	6/30/2013
	Michael	Dauphinais	6/30/2014
	Laura E.	Delorey	6/30/2012
	Joseph	Macchia*	6/30/2012
	Joseph	Flanagan	
Cultural Council	Karen	Brighenti*	6/30/2012
	Mary	Dunn	6/30/2012
	Betty	Kazan	6/30/2012
	Marta	Klemetti	6/30/2013
	Valerie	Antoniatic	6/30/2013
	Susan	Yraola	6/30/2013
	Sandra	Thibodeau	6/30/2014
Energy Advisory Committee	Heather	Billings	6/30/2012
	Andrew	Downing	6/30/2012
	Douglas	Hurley	6/30/2012
	Kevin	Keena	6/30/2012
	Joseph	Macchia*	6/30/2012
	Shane	Brogan*	
Historic District Study Committee	Elizabeth	Hannula	
	Joan	Longcope	
	Karen	Sargent	
	Peter	Yraola	
	Joan	Longcope	6/30/2013
Historical Commission	Elizabeth	Hannula*	6/30/2013
	Roni	Beal	6/30/2012
	William	Waight	6/30/2014
	Laurie	Tarr Ellsworth	6/30/2014
	Sam	Albert*	
Home Heating Assistance Committee	Susan	Fisher	
	Betty	Kazan	
	Gene	Sorbo	
	Tom	Connell	
	Peter	Munro	6/30/2013
IDC	Laila	Michaud	
Insp. of Plumbing & Gas Piping	Tom	Wiinikainen	6/30/2012
Inspector of Wiring	Loring H.	Barrett	6/30/2012
Insurance Advisory Committee	Leroy	Hawkins	
	John	McEvoy	
	William	Ahearn	
	Nanette	Pierce	
	Jeannine	LaCoss	
	Darlene	Boucher	
	Michael	Denzer	6/30/2015

Liquor Commission	Edward J. Dube	
	Gary McDonald*	6/30/2014
Local Inspector	David Lantry	6/30/2012
	Peter Munro	6/30/2012
MART Advisory Board	Edward J. Dube	
Master Plan Committee	William (Bud) Taylor	
	Mike Fortin*	
	Dan Bartkus	
	Richelle Brown	
	Heather Billings	
	Donna Brownell	
	Lois Luniewicz	
	Scott Ryder	
	Mike Gallant	
	Linda Wiest	
	Laila Michaud	
	Dean Johnson	
	M.L. Altobelli	
	Ted Fiffy	
Memorial Committee	Stan Skamarycz	
	Walter Taylor	
	Sammi Dawley	
	Laurie Tarr Ellsworth*	
	Mike O'Brien	
	Michael Fortin	
MOC	Louise Janhunnen	6/30/2012
Open Space Committee	Joshua Schonborg	6/30/2014
	Donna Brownell	6/30/2014
	Richelle Brown	6/30/2014
	Joseph Flanagan	6/30/2012
	Gregg Buckman*	6/30/2014
	Marie Auger	6/30/2014
Parks & Recreation	Mark Dellasanta	6/30/2013
	Craig Cole	6/30/2014
	Michael O'Brien	6/30/2012
	Andrew Sears*	6/30/2012
	Sam Albert	6/30/2014
Perambulation Committee	Andrew Kaski	
	Christopher Mossman	
	William Wintturi	
Public Safety Bldg. Needs	Salvatore Albert	
	Brent Heinzer	
	Raymond Landry	
	Brent MacAloney	
	Christopher Mossman	
	Keith Sullivan*	
Public Works Commission	Scott Ryder	6/30/2014

Public Works Commission	Lorraine	Emerson	6/30/2012
	Vance	Butterfield	6/30/2013
Sick Leave Bank Committee	David	Monty	6/30/2012
	Karen	Murphy	6/30/2012
	Ralph	LeBlanc	6/30/2012
	Wayne	Walker	6/30/2012
	Darlene	Boucher	6/30/2012
	Stephen	Hemman	6/30/2012
	Patty	Driscoll	6/30/2012
Solid Waste Advisory Committee	John	Fairbanks	
	Vance	Butterfield	
	Ed	Simoncini	
	Wayne	Walker	
	Lorraine	Emerson	
Sr. Center Building Committee	William	Antoniac	
	Peter	Normandin	
	Don	Barry*	
	Daniel	Stango	
	Kevin	Keena	
	Jim	Moriarty	
	Keith	Harding	
	Laila	Michaud	
	Neysa	Miller	
Tree Warden	Joshua	Hall	6/30/2012
Veterans' Graves Officer	Mark	Landry	6/30/2012
Veterans' Services Agent	Edward J.	Dube	6/30/2012
Wachusett Mtn. Advisory Council	William	Wintturi	6/30/2012
Wachusett Mtn. Advisory Council Alternate	Chris	Mossman	6/30/2012
Weighers, Sealers & Measurer of Commodities	Jason	Tamulen	6/30/2012
Zoning Board - Associate	John	Bowen	6/30/2013
Zoning Board - Member	Matthew A.	Kotoski	6/30/2012
	Donald	Frigoletto, Jr.*	6/30/2014
	Peter	Romano	6/30/2012
Emergency Management	Charles	Clarkson	6/30/2012
	Jeffrey	Curtis	6/30/2012
	Bill	Leger	6/30/2012
	Pam	Leger	6/30/2012
	Gilbert	Parks	6/30/2012
Town Accountant	Donna	Allard	6/30/2013
Town Administrator (3 yr. term)	Karen	Murphy	6/30/2013
Town Counsel	Kopelman &	Paige	6/30/2012
Fire Chief, Forest Warden & EM Dir.	Brenton	MacAloney	6/30/2012
Part Time Police Officer	Nicholas	Auffrey	6/30/2012
	Kevin	Boucher	6/30/2012
	Steven	Couture	6/30/2012
	Nathan	Hawkins	6/30/2012



Part Time Police Officer	Matthew	Espie	6/30/2012
	Jeffrey	Giles	6/30/2012
	Andrew	Loescher	6/30/2012
	Joseph	Picariello	6/30/2012
Police Chief & Special Constable	Salvatore	Albert, Jr.	6/30/2012
Police Matron	Michelle	Chevarie	6/30/2012
	Debra	Comiskey	6/30/2012
	Nanette	Pierce	6/30/2012
Assistant Animal Control Officer	Mark	Ransom	6/30/2012
	Kelsea	Bilodeau	6/30/2012
	Robyn	Herdon	6/30/2012
	Andrea	Bergeron	6/30/2012
	Kara	Fitzpatrick Vanhove	6/30/2012
Board of Registrar	Roger	Gerard	6/30/2013
	Sharon	Halloran	6/30/2012
	Denise	MacAloney	
	John	McCall	6/30/2014
Building Commissioner - Part Time	Michael	Gallant	6/30/2012
Election Officials	Celia	Burgess	8/15/2012
	Claudette	Casey	8/15/2012
	Theresa	Grenier	8/15/2012
	Albert	Hughes	8/15/2012
	Gloria	Hughes	8/15/2012
	Constance	Kotoski	8/15/2012
	Brenda	Codding	8/15/2012
	Valerie	Antoniatic	8/15/2012
	Laila	Michaud	8/15/2012
	Gilbert	Parks	8/15/2012
	Joan	Parks	8/15/2012
	Kathy	Pelullo	8/15/2012
	Susan	Yraola	8/15/2012
Full Time Police Officer	Amy	Nelson	6/30/2013
	Kent	Benson	6/30/2013
	Daniel	Donahue	6/30/2013
	Sgt. Leroy	Hawkins, Jr.	6/30/2013
	Ralph	LeBlanc	6/30/2013
	Lt. Michael	McDonald	6/30/2013
	Richard	Michel	6/30/2013
	Erick	Phillips	6/30/2013
	Sgt. Edward	Robbins	6/30/2013
	Jeffrey	Shampine	6/30/2013
	Jason	Tamulen	6/30/2013
	Jason	Wetherbee	6/30/2013
Full Time Police Officer - K9	Caesar	K-9	6/30/2012

**Town Moderator  
Appointments**

Advisory Board	Burt	Gendron	6/30/2014
	James	DeLisle*	6/30/2014
	Keith	Harding	6/30/2012
	Lisa	Rocheleau	6/30/2012
	Brian	Ruland	6/30/2013
	Joseph	Serio	6/30/2012
	Peter	Normandin	6/30/2013
Personnel Board	M. Clare	Rowland	6/30/2013
	John	Cappellini*	6/30/2014
	Stephen R.	Hemman	6/30/2013
	Gene	Sorbo	6/30/2012
	Wayne	Walker	
Town Hall Reuse Committee	Betsy	Hannula	
	Walter	Haney*	
	Darlene	Johnson	
	Joseph	Serio	
	Joseph	Flanagan	

**Planning Board Appointment**

MRPC	Mike	Fortin	6/30/2012
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**Westminster School Committee,  
Board of Selectmen,  
and Town Moderator Appointment**

Monty Tech School Committee Representative	Gary	Candelet	6/30/2014
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## BOARD OF SELECTMEN

The Board of Selectmen is pleased to present the following report to the residents of Westminster. Laila J. Michaud assumed Chairmanship of the Board in 2011, with Joseph E. Flanagan serving as Vice-Chairman. Wayne R. Walker was elected to the Board in April, replacing John F. Fairbanks, who did not seek re-election.

### TOWN WEBSITE

The Board is pleased to feature the home page of the Town's new website on this year's Annual Report cover. The new website offers much more information to the public, including a calendar of upcoming meetings, the ability to make on-line payments, local news items, job vacancies, downloadable documents and forms, access to town bylaws, and a wide variety of other departmental information. We invite the public to check out the new website ([www.westminster-ma.gov](http://www.westminster-ma.gov)) and subscribe to E-alerts if you would like to be informed by E-mail of upcoming town events and meetings.

### INFRASTRUCTURE

South Street Reconstruction: The \$3 million South Street Reconstruction project made progress at the local level with the taking of easements and property in preparation for the reconstruction of the intersection and improvements to South Street scheduled to begin in the spring/summer of 2012. MassDOT put the project out to bid in the winter and is anticipating entering into a contract with the apparent low bidder, which was E.H. Perkins of Sterling MA. The intersection of Main/South/Leominster Streets will take on a new look with improved traffic flow and the removal of the old deteriorated garage located at the center of the intersection.

Layover Station: The proposed construction of a commuter rail layover facility at the Westminster Business Park moved forward with the completion of 15% design plans. The Board of Selectmen held a public informational session in October to review the plans and has continued to voice its concerns regarding this project. The Board believes that an independent noise study should be performed to identify potential impacts and any appropriate measures that should be taken to mitigate such impacts. Funding for this study will be sought at a special town meeting in May 2012.

### TOWN BUILDINGS

Senior Center: The construction of a new senior center on West Main Street remains a priority of the Board of Selectmen. The Town submitted a Community Development Block Grant application in 2010, requesting funding for the cost of the design for the new senior center. Unfortunately, we were notified in the spring of 2011 that the town was unsuccessful in obtaining this grant. The Senior Center Building Committee is currently planning to place an article on the May 2012 town meeting warrant and will seek voter approval to fund the building design.

Old Town Hall: The Old Town Hall on Bacon Street has remained vacant since 2007, when Town Hall offices moved to the new building on South Street. The Old Town Hall Reuse Committee was reestablished in 2010 and issued a report to the Board of Selectmen in September, 2011. The Committee conducted a neighborhood survey and a town-wide survey to obtain the opinions of residents with regard to preferred uses for the building. The town-wide survey

garnered a high response, with over one-third of the households returning surveys. A good number of respondents indicated that they would like the Town to retain the building and use it as a community center. The Town Planner has applied for a Downtown Technical Assistance grant to conduct a needs assessment for this proposed use. News on the award of the grant is expected sometime in April 2012.

#### PLANNING/ECONOMIC DEVELOPMENT

The Board welcomed a new full-time Town Planner in 2011. Stephen Wallace was hired in May and quickly put his 22 years of professional planning experience to good use on behalf of the town. In addition to overseeing land use and other planning-related activities, Stephen prepared several grant applications, created an economic development work plan, and initiated a major undertaking in updating the Town's Master Plan. We look forward to working proactively with Stephen in improving land use practices and promoting economic development.

#### GENERAL BUSINESS

The Board is honored to represent and serve the residents of Westminster. We appreciate your input on all matters concerning the welfare of the Town. We acknowledge the hard work and dedication of our municipal employees and extend our sincere gratitude to all the volunteers who serve on our town boards and committees. We appreciate your devotion and enthusiasm in choosing to serve in these positions to promote the betterment of our community.

(The Board of Selectmen meets every other week on Monday evenings at 6:00 p.m. at the Town Hall; additional meetings are also scheduled as needed. The Selectmen's meeting schedule can be found on the town's website at [www.westminster-ma.gov](http://www.westminster-ma.gov). Meetings are also broadcast live on Cable Channel 9 and are available on-demand through the Ashburnham-Westminster Community Access TV website at [www.awcatv.org](http://www.awcatv.org).)

Laila J. Michaud, Chairman  
Joseph E. Flanagan  
Wayne R. Walker

#### BOARD OF SELECTMEN

**TOWN OF WESTMINSTER  
Elected Officials  
2011**

Moderator-3 yrs		
John A. Bowen	110 Narrows Road	2014
Board of Selectmen-3 yrs		
Laila J. Michaud	269 Bean Porridge Hill Rd	2012
Joseph E. Flanagan	8 Beech Hill Road	2013
Wayne R. Walker	15 Nichols Street	2014
Board of Health-3 yrs		
Patricia A. Glover	9 Patricia Road	2012
Edward J. Simoncini, Jr.	8 Whitney Street	2013
Peter M. Munro	12 Patricia Road	2014
Town Clerk-3yrs		
Denise L. MacAloney	34 Academy Hill Road	2014
Town Treasurer/Collector-3 yrs		
Melody L. Gallant	35 Knower Road	2014
Assessors-3 yrs		
Andrew J. Hertel	249 West Princeton Road	2012
Robin L. Holm	34 Sunset Road	2013
Darlene Ann Boucher	21A West Hill Drive	2014
Library Trustees-3 yrs		
Leola M. Leger	8 Kendall Court	2012
Walter M. Haney	164 Worcester Road	2012
Beth A. D'Onfro	12 Bacon Street	2013
Robert A. Hynes	4 Patricia Road	2013
Hee Shee Eagle	6 Frog Hollow Road	2014
Kimberly A. Samson	25 Scenic Drive	2014
Hager Park Commission-3 yrs		
Christopher C. Mossman	57 Depot Road	2012
Andrew H. Kaski	63 West Main Street	2013
Timo W. Ojanpera	21 Hager Park Road	2014
Planning Board-3 yrs		
Andrew J. Sears	26 Harrington Road	2012
M. Donald Barry	79 Bartherick Road	2013
William C. Taylor II	89 South Ashburnham Road	2013
Marie N. Auger	44 Kent Road	2014
Michael J. Fortin	59 Minott Road	2014
Housing Authority-5 yrs		
State Appointee (Vacant)		2011

Walter C. Taylor	123 Main Street	2012
Brenda M. Rufiange	8 Scenic Drive	2013
Louise M. Wheelen-Garland	27 Colony Road	2014
Peter F. Yraola	15 Bacon Street	2013
Tree Warden-3 yrs		
Jon R. Bliss	10 Leominster Street	2012
Constables-3 yrs		
Robert L. Cudak	50 Knowler Road	2013
Steven L. Couture	25 Newton Road	2014
Cemetery Commission-3 yrs		
Stanley Skamarycz	50 Edro Isle Road	2012
Walter C. Taylor	123 Main Street	2013
Sammi C. Dawley	337 Knowler Road	2014
Regional School Committee (Westminster Members)		
Jeffrey Boudreau	67 North Common Road	2012
Gwen E. Farley	187 Knowler Road	2013
James Eugene Rheault	11 Kirali Court	2013
Leonard F. Beaton	61 South Ashburnham Road	2014
Joshua R. Schonborg	58 State Road West	2014

## ANNUAL TOWN REPORT OFFICE OF THE TOWN CLERK 2011

The following is a breakdown of activity that took place in the Town Clerk's Office during the past year:

2011 Population	7602
Births Recorded	47
Deaths Recorded	49
Brought Into Town for Burial	33
Burial Permits Issued	21
Marriage Intentions Recorded	35
Marriage Certificates Recorded	34
Business Certificates Recorded/Renewed	83
Certificates of Registration (Storage Permits)	8
Copies of Vital Records (births, deaths, marriages)	372
Joint Pole Locations Requests	1
Conduit Location Requests	1
Raffle Permits	2
Fish & Wildlife License Issued	112
Fish & Wildlife Stamps Sold	63
Passport Applications Filed	63

### **BREAKDOWN OF DOG LICENSES ISSUED**

Kennels	5
Male	86
Female	67
Neutered Male	516
Spayed Female	477
<b>TOTAL</b>	1146

### **MONEY COLLECTED**

Fish and Wildlife	\$ 2,665.25
Sales (Books, Maps, Etc.)	2,471.50
Fees	25,624.75
<b>TOTAL</b>	\$ 30,761.50

### **LIST OF JURORS**

Pursuant to the Massachusetts General Laws Chapter 234A, the Town of Westminster adopted the Middlesex County system of Jury Selection. All jury selections and drawings are handled by the Office of the Jury Commissioner for the Commonwealth. Residents may inspect the prospective jury list for 2012 in the Town Clerk's Office.

**ELECTION AND REGISTRATION****REGISTERED VOTERS (December 31, 2010)**

	<b>Precinct 1</b>	<b>Precinct 2</b>	<b>TOTAL</b>
Democrat	511	510	1021
Republican	425	464	889
Unenrolled	1670	1693	2687
Libertarian	16	12	28
Green-Rainbow	7	3	10
Interdependent 3 <sup>rd</sup>	2	1	3
Am Independent	1	4	5
<b>TOTAL</b>	<b>2632</b>	<b>2687</b>	<b>5319</b>

**PASSPORT AGENT**

Due to changes in the federal requirements, this office will no longer be able to act as a passport agent. Because the Town Clerk's Office issues certified copies of birth certificates, the federal government views this as a conflict of interest for passport agents. The staff in this office enjoyed servicing applicants and will miss hearing about the various trips people were looking forward to taking.

**MISCELLANEOUS**

Individuals working in the Town Clerk's Office include Town Clerk Denise MacAloney, Assistant Town Clerk Betsy Haley-Cormier, and Ellen Sheehan. The Office of the Town Clerk is open Monday through Thursday from 8 a.m. to 4:30 p.m. and Fridays from 8 a.m. to 1 p.m. Contact may also be made through the Internet at [dmacaloney@westminster-ma.gov](mailto:dmacaloney@westminster-ma.gov).

The Town Clerk's Office is responsible for maintaining access to all meeting notices and agendas for boards and commissions. The official bulletin board is located outside the Town Clerk's Office in the Town Hall. Also, beginning in 2012 all postings will be on the town web-site at [www.westminster-ma.gov](http://www.westminster-ma.gov).

Respectfully submitted,

Denise L. MacAloney, CMMC/MMC  
Town Clerk

**VOTE TAKEN AT SPECIAL TOWN MEETING MARCH 1, 2011**

The meeting was called to order by Moderator John Bowen at 7:30 pm . Town Clerk Denise MacAloney read the Constable's Return of the Warrant. A total of 51 voters attended the meeting. The vote taken is as follows:

*An affirmative vote was taken at this time to accept the provisions of MGL Chapter 39, Section 15, which allows the Moderator to dispense with a count in matters requiring a two-thirds vote by statute, where the vote is unanimous or clearly overwhelming at this Annual Town Meeting.*



ARTICLE 1: Voted to rescind the vote taken under Article 26 of the May 2, 2009 Annual Town Meeting, and voted to: (1) authorize the Board of Selectmen to acquire by gift, purchase, eminent domain or otherwise, for the purpose of relocating, realigning and reconstructing the layout of South Street, the fee interest in and to, and permanent easements and temporary construction easements in, on, and under all or any portion of the parcels of land shown on a plan entitled "Massachusetts Department of Transportation Highway Department Right-of-Way Plans," prepared by Sea Consultants, Inc., dated November 2, 2010, as now revised, a copy of which is on file with the Town Clerk, and parcels located within 100 feet of said parcels as may be shown on said Right-of Way Plans as hereinafter revised, and (2) borrow the sum of \$350,000 to pay damages for such acquisitions, appraisals, legal expenses, and any other costs and expenses associated therewith.

2/3 vote recognized by Moderator  
(MGL Chapter 39, Section 15)

The meeting adjourned at 7:40p.m.

### **VOTE TAKEN AT ANNUAL TOWN ELECTION HELD APRIL 26, 2011**

A total of 573 voters (Precinct 1-261 and Precinct 2-312) cast ballots at the Annual Town Election. This represents a 6 percent voter turnout (5,298 total voters). The following are the results:

#### **Moderator-3 years**

	<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Total</b>
<b>John A. Bowen</b>	222	254	476
Blanks	38	53	91
Write-In	1	5	6
<b>TOTAL</b>	<b>261</b>	<b>312</b>	<b>573</b>

#### **Board of Selectman-3 years**

	<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Total</b>
Daniel C. Stango	110	98	208
<b>Wayne R. Walker</b>	150	212	362
Blanks	0	1	1
Write-In	1	1	2
<b>TOTAL</b>	<b>261</b>	<b>312</b>	<b>573</b>

#### **Board of Health-3 years**

	<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Total</b>
<b>Peter M. Munro</b>	205	239	444
Blanks	56	72	128
Write-In	0	1	1
<b>TOTAL</b>	<b>261</b>	<b>312</b>	<b>573</b>

#### **Town Clerk-3 years**

	<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Total</b>
<b>Denise L. MacAloney</b>	218	268	486
Blanks	43	42	85
Write-In	0	2	2
<b>TOTAL</b>	<b>261</b>	<b>312</b>	<b>573</b>

**Town Treasurer/Collector-3 years**

	<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Total</b>
<b>Melody L. Gallant</b>	228	267	495
Blanks	33	43	76
Write-In	0	2	2
<b>TOTAL</b>	<b>261</b>	<b>312</b>	<b>573</b>

**Assessor-3 years**

	<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Total</b>
<b>Darlene Ann Boucher</b>	196	228	424
Blanks	64	83	147
Write-In	1	1	2
<b>TOTAL</b>	<b>261</b>	<b>312</b>	<b>573</b>

**Library Trustee (two positions)-3 years**

	<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Total</b>
<b>Hee Shee Eagle</b>	172	209	381
<b>Kimberly Samson</b>	204	221	425
Blanks	146	193	339
Write-In	0	1	1
<b>TOTAL</b>	<b>522</b>	<b>624</b>	<b>1146</b>

**Hager Park Commission-3 years**

	<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Total</b>
<b>Timo W. Ojanpera</b>	205	243	448
Blanks	56	68	124
Write-In	0	1	1
<b>TOTAL</b>	<b>261</b>	<b>312</b>	<b>573</b>

**Planning Board (two positions)-3 years**

	<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Total</b>
<b>Marie N. Auger</b>	186	214	400
<b>Michael J. Fortin</b>	185	220	405
Blanks	149	186	335
Write-In	2	4	6
<b>TOTAL</b>	<b>522</b>	<b>624</b>	<b>1146</b>

**Constable-3 years**

	<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Total</b>
<b>Steve L. Couture</b>	208	237	445
Blanks	53	73	126
Write-In	0	2	2
<b>TOTAL</b>	<b>261</b>	<b>312</b>	<b>573</b>

**Cemetery Commission-3 years**

	<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Total</b>
<b>Sammi C. Dawley</b>	212	243	455
Blanks	49	65	114
Write-In	0	4	4
<b>TOTAL</b>	<b>261</b>	<b>312</b>	<b>573</b>

**Regional School Committee-Westminster (two positions)-3 years**

	<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Total</b>
<b>Leonard F. X. Beaton</b>	201	236	437
<b>Joshua R. Schonborg</b>	184	223	407
Blanks	137	162	299
Write-In	0	3	3
<b>TOTAL</b>	<b>522</b>	<b>624</b>	<b>1146</b>

**Regional School Committee-Ashburnham (two positions)-3 years**

	<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Total</b>
<b>David M. Christianson Jr.</b>	187	231	418
<b>B. Ellen Holmes</b>	170	204	374
Blanks	165	189	354
Write-In	0	0	0
<b>TOTAL</b>	<b>522</b>	<b>624</b>	<b>1146</b>

**VOTE TAKEN AT THE SPECIAL TOWN MEETING HELD MAY 7, 2011**

The meeting was called to order by Moderator John Bowen at 1:08 p.m. Town Clerk Denise MacAloney read the Constable's return of the warrant. A total of 88 voters attended the meeting.

**ARTICLE 1** Voted to transfer \$257,202.38 from free cash to supplement the amounts voted under Article 6 of the May 1, 2010 Annual Town Meeting (General Operating Budget) for the following departments:

(Dept. 132) Reserve Fund	\$200,000.00
(Dept. 423) Snow & Ice Removal	\$ 57,202.38

**ARTICLE 2** Voted to transfer \$458.50 from Free Cash to pay a fiscal year 2010 salary amount due to the Animal Inspector.

**ARTICLE 3** Voted to transfer \$2,800 from Free Cash to pay the Commonwealth of Massachusetts its portion of fees received for firearms licenses issued in fiscal year 2010.

ARTICLE 4 Voted to transfer \$5,000 from Free Cash to install an air conditioning system in the server room at the Public Safety Building, said sum to be expended under the direction of the Town Administrator.

ARTICLE 5 Voted to transfer \$5,000 from Free Cash to install an automatic door opener for the front door at Town Hall, said sum to be expended under the direction of the Town Administrator.

The meeting was adjourned at 1:16 pm.

### **VOTE TAKEN AT THE ANNUAL TOWN MEETING HELD MAY 7, 2011**

Town Moderator John Bowen opened the meeting at 1:17 pm. after the close of the Special Town Meeting. Town Clerk Denise MacAloney read the Constable's return of the warrant. Ronald Bedard and Walter Haney were sworn in as tellers. A vote was taken to allow the following non-residents to address the town meeting: Patricia Cantor-Kopelman and Paige, PC, Joshua Hall-DPW Superintendent, Karen Murphy-Town Administrator, Michael Zapantis-Superintendent of Schools, Elizabeth Swedberg-Health Agent, and Sherri Kersey-AWRD Business Director. A total of 189 voters attended the meeting.

Before the business of the town meeting was begun, Senator Flanagan and Representative Ferguson presented citations to Thomas Maeder, for service to his town and country and John Fairbanks for his service to his community. Maeder has served as chairman of the Advisory Board. He has resigned because he will be deploying to Afghanistan during the upcoming summer. Fairbanks has recently stepped down from the Board of Selectmen.

*An affirmative vote was taken at this time to accept the provisions of MGL Chapter 39, Section 15, which allows the Moderator to dispense with a count in matters requiring a two-thirds vote by statute, where the vote is unanimous or clearly overwhelming at this Annual Town Meeting.*

The votes taken are as follows:

### **CUSTOMARY ARTICLES**

ARTICLE 1. Voted to authorize the Board of Selectmen to enter into a contract with the Massachusetts Department of Transportation or other appropriate state agency for the construction and maintenance of public highways for the ensuing fiscal year.

ARTICLE 2. Voted pursuant to Chapter 40, section 4 of the General Laws to authorize the Board of Selectmen to enter into any and all contracts on behalf of the Town for the ensuing fiscal year unless otherwise provided by law, on such terms and conditions as are in the best interest of the Town.

ARTICLE 3. Voted to hear the reports of any committees appointed to act on Town affairs or in its behalf:

Advisory Report-presented by Chairman Tom Maeder

ARTICLE 4. Voted to authorize the establishment of a Hazardous Materials Recovery Revolving Account as provided for under section 53E1/2 of Chapter 44 of the Massachusetts General Laws, into which account receipts for charges to responsible parties for the disposal of hazardous materials collected pursuant to Chapter 251, section 8 of the Town Bylaws shall be deposited, and to authorize the Fire Chief to expend funds received and deposited into said account for the purpose of paying expenses incurred by the Fire Department for the recovery and disposal of hazardous materials, and that the total amount which may be expended in the current fiscal year for this purpose shall not exceed \$12,000.

ARTICLE 5. Voted to authorize the establishment of an Agricultural Commission Programs Revolving Account as provided for under section 53E1/2 of Chapter 44 of the Massachusetts General Laws, into which account shall be deposited receipts received as payment for all programs and activities of the Agricultural Commission and from which account expenditures reasonably related to the programs and activities may be made by the Agricultural Commission; the total amount which may be expended in the current fiscal year for this purpose shall not exceed \$10,000.

ARTICLE 6. Voted to authorize the establishment of a Board of Health Public Health Clinic and Emergency Response Revolving Account as provided for under section 53E1/2 of Chapter 44 of the Massachusetts General Laws, into which account shall be deposited receipts received by the Board of Health as payment for purchasing and administering flu and other vaccines and medications, and from which account expenditures reasonably related to the administering of such programs by the Board of Health may be made; the total amount which may be expended in the current fiscal year for this purpose shall not exceed \$25,000.

### **OPERATING BUDGETS**

ARTICLE 7. Voted to apportion the sum of the required local contributions to the Ashburnham-Westminster Regional School District according to the terms of the Regional District Agreement, the so-called "alternative assessment," in accordance with General Laws Chapter 71, Section 16B.

ARTICLE 8. Voted to fix the compensation of officers, provide for a Reserve Fund, and determine the following sums of money the Town will raise and appropriate, including appropriations from available funds, to defray charges and expenses of the Town, including debt and interest, for the ensuing fiscal year:

#### AMOUNT APPROPRIATED

Town Moderator	Salary	0
Selectmen	Temporary Labor	4,000
	Expenses	3,750
	Lease Copiers	12,000
	Johnny Appleseed	10,000
Coordinator	Salaries	113,093
	Expenses	800
Advisory Board	Expenses	3,185

Reserve Fund	Expenses	30,000
Accountant	Salaries	70,456
	Expenses	25,833
Assessors	Salaries	45,514
	Expenses	16,327
Treasurer/Collector	Stipend	1,000
	Salaries	98,284
	Expenses	9,731
Legal	Expenses	65,000
Personnel Admin	Salaries	50,971
	Expenses	5,700
Data Processing	Expenses	59,500
Town Clerk	Stipend	1,175
	Salaries	75,029
	Expenses	6,575
Elections	Stipend	600
	Salaries	5,820
	Expenses	9,880
Conservation	Salary	18,941
	Expenses	1,250
Town Planner	Salary	58,527
	Expenses	2,000
Planning Board	Expenses	1,000
Board of Appeals	Salary	1,600
	Expenses	500
Public Bldgs & Prop	Salaries	87,348
	Expenses	216,850
Town Report	Expenses	2,500
Crocker Pond	Salaries	12,800
	Expenses	10,350
Police/Dispatch	Salaries	1,342,152
	Expenses	214,479
Fire	Salaries	733,556
	Expenses	105,832

Ambulance	Salaries	101,325
	Expenses	75,115
Emergency Mgt	Stipend	1,000
	Expenses	9,580
Building Dept.	Salaries	126,115
	Expenses	12,950
Animal Control	Salary	18,168
	Expenses	16,473
Tree Warden	Expenses	15,600
K-12 Schools	Min Contribution	5,801,664
	Addtl Funds	954,165
	Transportation	703,222
	Comm Serv.	4,347
	Mtghouse/Ovlook Debt	157,950
	WES Bond	344,840
	Oakmont Bond	324,512
	Oakmont Field Bond	69,712
Monty Tech		460,264
Highway Admin	Salaries	239,752
Highway Dept	Salaries	485,962
	Expenses	224,922
Snow & Ice Control	Salaries	52,000
	Expenses	298,100
Street Lighting	Expenses	21,750
Cemetery Department	Salaries	86,766
	Expenses	10,890
Health Department	Salaries	101,487
	Expenses	5,930
Council on Aging	Salaries	19,770
	Expenses	12,050
Veteran's Services	Salaries	4,859
	Expenses	620
Veteran's Assistance	Expenses	5,000
MART	Salaries	68,052

	Expenses	7,450
Library	Salaries	197,807
	Expenses	112,450
Recreation Department	Salaries	15,000
	Expenses	13,515
Concerts	Expenses	3,000
Hager Park Comm	Expenses	250
Historical Commission	Expenses	1,280
Memorial Day	Expenses	1,025
Care of Town Clock	Expenses	250
Town Debt Retirement	Expenses	639,742
Town Debt Interest	Expenses	143,468
Regional Plan Council	Expenses	2,050
Retirement and Pensions		465,780
Group Health Insurance		740,000
Group Life Insurance		4,000
Other Insurance		272,000

And further voted to meet that appropriation (a total sum of \$16,987,887) as follows:

Raise and appropriate \$16,807,447

Transfer \$176,440 from the Ambulance Receipts Reserved Account, with any unused balance from this transfer reverting to that account at the end of the fiscal year.

Transfer \$4,000 from the Wetlands Filing Fees Account, with any unused balance from this transfer reverting to that account at the end of the fiscal year.



ARTICLE 9.  
Enterprise:

Voted the following sums be approved for the operation of the Sewer

Salaries	80,934
Expenses	517,565
Debt Principal	235,000
(Sewer Ext.)	
Debt Interest	75,202
(Sewer Ext.)	
Reserve Fund	<u>10,000</u>
<b>SUBTOTAL</b>	<b>918,701</b>
Shared Costs	<u>130,771</u>
<b>TOTAL</b>	<b>1,049,472</b>

Further, that of said sums, an appropriation of \$918,701 be raised as follows:

\$238,600	Retained Earnings
\$ 75,000	Betterment Reserve
\$155,101	General Fund Subsidy
\$450,000	From available departmental receipts, investment earnings, and other revenues of the Sewer Enterprise Fund.

(Note: Shared costs have been appropriated in the general fund)

ARTICLE 10.  
Enterprise.

Voted the following sums be approved for the operation of the Water

Salaries	97,165
Expenses	311,925
Capital Outlay	89,139
Reserve Fund	<u>10,000</u>
<b>SUBTOTAL</b>	<b>508,229</b>
Shared Costs	<u>143,212</u>
<b>TOTAL</b>	<b>651,441</b>

Further, that of said sums, an appropriation of \$508,229 be raised as follows:

\$ 17,828	General Fund Subsidy (Tax Levy)
\$490,401	From available departmental receipts, investment earnings, and other revenues of the Water Enterprise Fund.

(Note: Shared costs have been appropriated in the general fund.)

ARTICLE 11. Voted the following sums be approved for the operation of the Solid Waste Transfer Facility Enterprise:

Expenses	262,425
<b>SUBTOTAL</b>	<b>262,425</b>
Shared Costs	<u>21,192</u>
<b>TOTAL</b>	<b>283,617</b>

Further, that of said sums, an appropriation of \$262,425 be raised as follows:

\$ 32,425 from Retained Earnings  
 \$230,000 from available departmental receipts, investment earnings, and other revenues of the Solid Waste Transfer Facility Enterprise.

(Note: Shared costs have been appropriated in the general fund.)

### **CUSTOMARY MONEY ARTICLES**

ARTICLE 12. Voted to raise and appropriate \$1,000 for the Conservation Fund as provided for in Section 8C of Chapter 40 of the General Laws.

ARTICLE 13. Voted to raise and appropriate \$1,000 for the Westminster Cultural Council.

ARTICLE 14. Voted to raise and appropriate \$5,000 for the purpose of paying legal fees, filing fees, court costs, advertising and other related costs of tax titles through foreclosure, including but not limited to the process of foreclosure through the land of low value method.

ARTICLE 15. Voted to raise and appropriate \$50,000 to fund a portion of the cost of retaining a professional consultant to perform the revaluation of real and personal property in the Town as required under Massachusetts General Laws.

### **NON-CAPITAL MONEY ARTICLES**

ARTICLE 16. Voted to raise and appropriate \$4,500 to be used for the hiring and training of call firefighters.

ARTICLE 17. Voted to raise and appropriate \$1,000 to provide grant writing services for the Historical Commission.

ARTICLE 18. Voted to raise and appropriate \$9,000 to be spent under the direction of the Parks and Recreation Commission to provide custodial coverage at the school gymnasiums for youth sports activities, said appropriation to expire on June 30, 2012.

ARTICLE 19. Voted to raise and appropriate \$400 to be used as matching funds for a grant application to create trail maps at Hager Park.

ARTICLE 20. Did not carry (voluntary contribution to the Massachusetts Watershed Coalition for technical assistance to develop and implement Low Impact Development (LID) regulations)

YES-29 NO-30

**CAPITAL EXPENDITURES**

ARTICLE 21. Voted to raise and appropriate \$500,000 for oiling, sealing, resurfacing, installing drainage or otherwise reconstructing town roads.

ARTICLE 22. Voted to transfer \$20,000 from the Building Maintenance and Repairs Stabilization Fund to re-shingle the roof on the Highway Department garage.

**(2/3 vote required)**

**Unanimous**

ARTICLE 23. Voted to transfer \$31,000 from the Capital Equipment Stabilization Fund to purchase a pickup truck and related equipment for the Highway Department, said appropriation to include the trade-in of a pickup truck.

**(2/3 vote required)**

**2/3 affirmative vote recognized (MGL Ch 39, Sect 15)**

ARTICLE 24. Voted to transfer \$30,000 from the Capital Equipment Stabilization Fund for the purchase of a new fuel pump and fuel management system for the Highway Department.

**(2/3 vote required)**

**2/3 affirmative vote recognized (MGL Ch 39, Sect 15)**

ARTICLE 25. Voted to transfer \$50,000 to purchase 250 water meters, and to meet that appropriation, transfer \$25,000 from Water Enterprise Retained Earnings, and \$25,000 from Sewer Enterprise Retained Earnings.

ARTICLE 26. Voted to appropriate \$15,000 to procure consulting engineering services for the development of a Water and Sewer Capital Improvement Plan and Rate Study, and to meet that appropriation, transfer \$7,500 from Water Enterprise Retained Earnings, and \$7,500 from Sewer Enterprise Retained Earnings.

ARTICLE 27. Voted to raise and appropriate \$78,000 to purchase two police cruisers and related equipment for the Police Department, said appropriation to include the trade-in of two Police Department vehicles.

ARTICLE 28. Voted to transfer \$50,000 from the Information Technology & Telecommunications Stabilization Fund for the replacement of twenty (20) portable radios and related equipment for the Police Department.

**(2/3 vote required)**

**2/3 affirmative vote recognized (MGL Ch 39, Sect 15)**

ARTICLE 29. Voted to transfer \$57,000 from the Information Technology & Telecommunications Stabilization Fund for the replacement of six (6) digital video recorders and related equipment for the Police Department.

**(2/3 vote required)**

**2/3 affirmative vote recognized (MGL Ch 39, Sect 15)**

ARTICLE 30. Voted to transfer \$185,000 from Ambulance receipts reserved for appropriation for the purchase of a new ambulance and related equipment, said sum to be spent under the direction of the Fire Chief.

ARTICLE 31. Voted to appropriate \$35,000 from the Information Technology & Telecommunications Stabilization Fund to upgrade the telephone service and systems at the Town Hall and Public Safety Buildings; said amount to be expended under the direction of the Town Administrator.

**(2/3 vote required)**

**2/3 affirmative vote recognized (MGL Ch 39, Sect 15)**

ARTICLE 32. Voted to transfer \$25,000 from the Information Technology & Telecommunications Stabilization Fund for ongoing computer system updates and technology-related items for the various town departments; said amount to be expended under the direction of the Town Administrator.

**(2/3 vote required)**

**2/3 affirmative vote recognized (MGL Ch 39, Sect 15)**

ARTICLE 33. Voted to transfer \$37,688 from the Capital Equipment & Improvements Stabilization Fund to be used to fund the following items in the Ashburnham- Westminster Regional School District Five-Year Capital Plan:

Grade 8 lockers – Overlook	\$15,225 (50.75% of \$30,000)
Turf field fence and backstops – Oakmont	\$18,657 (54.87% of \$34,000)
Repair structural problem – Overlook roof	<u>\$ 3,806</u> (50.75% of \$7,500)
	\$37,688

Further, that said appropriation is subject to the Town of Ashburnham also voting to fund its share of the costs of this article.

**(2/3 vote required)**

**2/3 affirmative vote recognized (MGL Ch 39, Sect 15)**

ARTICLE 34. Voted to transfer \$42,500 from the Building Maintenance & Repairs Stabilization Fund to be used to fund the following items in the Ashburnham- Westminster Regional School District Five-Year Capital Plan:

Generator at Meetinghouse School	\$36,000
Freeze stats for univents at Meetinghouse School	<u>\$ 6,500</u>
	\$42,500

**UNANIMOUS VOTE**

**(2/3 vote required)**

ARTICLE 35. Voted to transfer \$85,000 from the General Stabilization Fund for the payment of damages to Kermit A. and Michaelene A. Morris, Jr. for reduction in value of real property located at 137 Main Street, identified on Assessors' Map 110, Parcel 100, related to the South Street Reconstruction project.

**(2/3 vote required)**

**2/3 affirmative vote recognized (MGL Ch 39, Sect 15)**

**MISCELLANEOUS ARTICLES**

**ARTICLE 36.** Voted to rescind the vote taken under Article 5 of the December 1, 2009 Special Town Meeting, to authorize the borrowing of \$525,000 for expenses incurred as a result of the December 2008 Ice Storm Emergency.

**ARTICLE 37.** Voted to amend the bylaws of the Town of Westminster by adding an appropriately numbered section to Chapter 81, "Buildings and Land" as follows:

Building Labels - Alternative Energy Sources

- A. Purpose: In order to ensure the safe handling of electricity, owners of buildings with alternative energy installations shall be responsible for providing notification of alternative electrical sources on any type of structure supplying electricity from a power company.
- B. Label Requirements: Owners of buildings with alternative energy installations shall label all disconnects and main electrical panels with an approved decal provided by the Westminster Fire Department. Alternative electrical sources shall include, but are not limited to solar panels, wind power, backup generators and any new technology that would produce power other than power supplied by an electrical company.
- C. Type of Labels and Location: Decal(s) supplied by the Westminster Fire Department shall be placed in a readily visible location on the meter socket on the outside of a building and inside on the main electrical panel door.
- D. New Installations: Labels shall be installed prior to the issuance of a certificate of completion.
- E. Existing Locations: The Westminster Fire Department shall issue decals to owners of buildings with existing alternative energy sources as these buildings become known to Fire Department personnel.

**ARTICLE 38.** Voted to pass over (to amend the town bylaws at Chapter 25, "Elections and Town Meetings,")

**ARTICLE 39.** Voted to accept the provisions of MGL Chapter 32B, Section 18, "Medicare extension plans; mandatory transfer of retirees."

**ARTICLE 40.** Voted to accept a gift of two parcels of land on State Road West identified on Assessors' Map 101, Parcel 14, consisting of approximately 6.9 acres, and Assessors' Map 101, Parcel 16, consisting of approximately 8.2 acres.

**ARTICLE 41.** Vote to pass over (Lease Meetinghouse Road property)

**ARTICLE 42.** Voted to authorize the Board of Selectmen to acquire, by gift and on such terms and conditions as the Board deems appropriate, the fee to and/or easements in a section of roadway from the City of Fitchburg measuring approximately 1,000 feet long and 40 feet wide, beginning at a point approximately 308 feet west of the Westminster/Fitchburg boundary on Turnpike Road, then extending approximately 1,000 feet in a southwesterly direction to the City of Fitchburg boundary, where the roadway connects with Development Road in Fitchburg; said roadway is depicted on a plan of land recorded with the Worcester North

Registry of Deeds on December 3, 2001 in Plan Book 423, Page 22, titled "Plan of Land in Fitchburg & Westminster, MA surveyed for Boutwell, Owens and Co., Inc.," dated November 13, 2001, and any drainage, sewer or other easements related thereto and utilities located therein, and that said section of roadway be known as Development Road.

A motion to adjourn was made, seconded, and affirmatively voted at 4:35 pm.

#### **VOTE TAKEN AT SPECIAL TOWN MEETING TO BE HELD MAY 17, 2011**

The meeting was called to order at 7:35 pm by Town Clerk Denise MacAloney. The Constable's return of the warrant was read by Ellen Sheehan. Moderator John Bowen presided over the meeting during the discussion of Article 1. A total of 88 voters attended the meeting.

**ARTICLE 1.** Voted to raise and appropriate \$365,545 to supplement the amount voted under Article 8 of the May 7, 2011 Annual Town Meeting for Department 390, "K-12 Schools,".

The meeting was adjourned at 7:55 pm.

#### **VOTE TAKEN AT SPECIAL TOWN MEETING HELD NOVEMBER 15, 2011**

The meeting was called to order by Moderator John Bowen at 7:30 pm. Town Clerk Denise MacAloney read the Constable's return of the warrant.

Non-residents given permission to address the Town Meeting were: Karen Murphy, Town Administrator; Steve Wallace, Town Planner; and Brian Riley, Town Counsel.

A total of 76 voters attended the meeting.

**ARTICLE 1.** Voted to amend Article 8 of the May 7, 2011 Annual Town Meeting (department operating budgets) by appropriating an additional \$246,180 for the fiscal year beginning July 1, 2011, as follows:

Dept. #	Department/Account Name	Increase
220	Fire Department – Shift Coverage	\$12,600
544	Veterans' Assistance	\$5,000
710	Forest Legacy Bond Principal	\$102,580
710	Library Renovation Bond Principal	\$126,000
	<b>TOTAL</b>	<b>\$246,180</b>

And to meet that appropriation transfer \$241,180 from free cash and to raise and appropriate \$5,000.

**ARTICLE 2.** Voted to amend Article 9 of the May 7, 2011 Annual Town Meeting by transferring an additional \$250,000 from Sewer Enterprise Retained Earnings to increase expenses (Sewer Collection Charges) for the operation of the Sewer Enterprise for the fiscal year beginning July 1, 2011.

ARTICLE 3. Voted to transfer \$1,029.75 from Overlay Surplus to the FY2007 Overlay Account.

ARTICLE 4. Voted to pass over this article. (No prior year unpaid bills.)

ARTICLE 5. Voted to transfer \$5,000 from free cash to provide LED lighting for the exterior of the public safety building, said sum to be expended under the direction of the Fire Chief.

ARTICLE 6. Voted to transfer \$25,000 from the Ambulance Receipts Reserve Account to purchase patient care reporting software for the Town's ambulances, with any unused balance from this transfer reverting to that account.

ARTICLE 7. Voted to appropriate \$47,000 for the purchase and installation of a columbarium at Mount Pleasant Cemetery, and to meet that appropriation as follows: transfer \$30,000 from free cash and transfer \$17,000 from Cemetery Sale of Lots, with any unused balance from this transfer reverting to that account.

ARTICLE 8. Voted to authorize the Board of Selectmen to convey to the Commonwealth, for the purpose of relocating, realigning and reconstructing the layout of South Street and the intersection of Academy Hill Road, South Street, Leominster Street, and Main Street, permanent easements and temporary construction easements for nominal consideration in, on, and under all or any portion of the parcels of land shown on a plan entitled "Plan of Highway Easements Inhabitants of the Town of Westminster South Street Westminster, Massachusetts," dated June 24, 2011, prepared by WSP Sells, a copy of which is on file with the Town Clerk.

ARTICLE 9. Did not carry (to accept the provisions of G.L. c.64L, §2(a) authorizing the Town to impose a local excise tax in the statutory amount of 0.75 percent on the sale of restaurant meals originating within the Town)

ARTICLE 10. Voted to adopt the "Stretch Energy Code" as printed in the warrant.  
Building Code 780 CMR 115.AA (ie, Appendix 115.AA)

**Stretch Energy Code**

1. **Adoption.** The Town of Westminster has adopted the provisions of 780 CMR 115.AA (i.e., Appendix 115.AA of the State Building Code or the "Stretch Energy Code"), as may be amended from time to time, in place of the provisions set forth under 780 CMR 13.00, 34.00, 61.00 and 93.00.
2. **Purpose.** The purpose of the Stretch Energy Code shall be to provide the Town with a more energy efficient alternative to the base energy code otherwise set forth under the State Building Code.

*8:34 PM-An affirmative vote was taken at this time to accept the provisions of MGL Chapter 39, Section 15, which allows the Moderator to dispense with a count in matters requiring a two-thirds vote by statute, where the vote is unanimous or clearly overwhelming at this Annual Town Meeting.*

ARTICLE 11. Voted to amend the Westminster Zoning Bylaw and the Zoning Map by rezoning the property on 64 Main Street (Map 100, Parcel 93) from Residential-I (R-I) to Commercial-III (C-III).

(2/3 vote required)  
Unanimous

ARTICLE 12. Voted to transfer the care, custody and control of the following parcel of property from the Board of Selectmen for the purposes for which it is currently held to the Board of Selectmen for the purpose of renting, conveying, or otherwise disposing of said property; further to authorize the Board of Selectmen to rent, convey or otherwise dispose of said property upon such terms and conditions as the Board of Selectmen shall deem advisable, or act in relation thereto:

72 Davis Road (Assessors' Map 160, parcel 6), consisting of approximately .88 acres, as conveyed to the Town by Habitat for Humanity North Central Massachusetts, Inc., recorded with the Worcester Northern District Registry of Deeds, Book 7463, Page 58.

**(2/3 vote required)**

**Unanimous**

ARTICLE 13. Voted to authorize the Board of Selectmen to rent, convey or otherwise dispose of the following property to a non-profit organization or agency for affordable housing purposes, upon such terms and conditions as the Board of Selectmen shall deem advisable, and to accept an affordable housing restriction on said property on behalf of the Town, or act in relation thereto:

Frog Hollow Road (Assessors' Map 135, parcel 8), consisting of approximately 2 acres, as conveyed to the Town by Treasurer's deed recorded with the Worcester Northern District Registry of Deeds, Book 3759, Page 238.

ARTICLE 14. Voted to transfer \$10,000 from free cash to the Stabilization Fund.

**(2/3 vote required)**

**Unanimous**

ARTICLE 15. Voted to transfer \$10,000 from free cash to the Information Technology and Telecommunications Stabilization Fund.

**(2/3 vote required)**

**Unanimous**

ARTICLE 16. Voted to transfer \$200,000 from the Building Maintenance and Repair Stabilization Fund to the Capital Equipment and Improvements Stabilization Fund.

**(2/3 vote required)**

**Unanimous**

ARTICLE 17. Voted to pass over this article. (Transfer to Building Maintenance and Repair Stabilization Fund.)

ARTICLE 18. Voted to transfer \$5,000 from free cash to the Other Post-Employment Benefits (OPEB) Stabilization Fund.

**(2/3 vote required)**

**2/3 affirmative vote recognized (MGL Ch 39, Sect 15)**

ARTICLE 19. Voted to transfer \$5,000 from free cash to the Road Maintenance Stabilization Fund.

**(2/3 vote required)**

**2/3 affirmative vote recognized (MGL Ch 39, Sect 15)**

ARTICLE 20. Vote to transfer \$400,000 from free cash to balance the budget.  
The meeting was adjourned at 9:07 PM.



**2011 ANNUAL REPORT OF THE CONSTABLES**

Warrants served for:	Election for Town Affairs	April 26, 2011
	Annual Town Meeting	May 07, 2011
	Special Town Meetings	March 1, 2011 May 7, 2011 May 17, 2011 Nov 15, 2011

All above Warrants were served by posting of Attested Warrants at the Town Hall and Post Office. After posting of Attested Warrants, proper return was made on the back of the Original Warrant and returned to the Town Clerk.

Respectfully submitted,

Robert R. Cudak  
Steven L. Couture  
Constables of Westminster

**Westminster Police Department  
2011 Annual Report**

It is my pleasure to present the Westminster Police Department Annual Report for 2011, the eleventh annual report produced during my tenure as Chief of Police.

The Westminster Police Department currently has 12 sworn full time officers and six sworn part time officers, four full time civilian dispatchers, and four part time dispatchers, one administrative assistant and one civilian clerk. This department is responsible for the oversight of the Animal Control, school crossing guards and the North Worcester County Drug Task Force

Westminster continues to experience an increased amount of time spent on in-depth investigations and reporting to better prepare for these cases. With society's increase in computer and internet crimes, as well as identity fraud, the department has to focus on these changing trends.

We continue to seek out and apply for as many grants as possible and this department did receive over \$27,554.00 in money and equipment during 2010. We received two grants through the State 911 for \$27,554.00 for staffing and allocation of dispatch personnel and training of all public safety dispatchers. We are currently professionalizing our communications center by sending our public safety dispatchers to a five week dispatch academy. I am proud to announce dispatchers Debra Comiskey and Faith Glover graduated from the academy this year.

Demands for service continue to climb and the reality is that the future trend will be for more calls for service. Additional personnel will be needed to provide the best possible services while maintaining our many community programs. The town is in transition and is a desirable location to live. With a number of building projects impacting our community these projects will change the town and the police department.

This department will always be available to speak to any town organization or group on any issue pertaining to public safety in our community.

I am very proud of the men and women of this department and I look forward to working with all departments and boards. I also look forward to many more years to come serving this community and its members.

November 30, 2011 marks the ninth anniversary of Officer Larry Jupin's death. August 21st, 2011 marks the 22<sup>nd</sup> anniversary of Officer Keith Nivala's death. The police department and the Jupin and Nivala families are grateful for the support from the Town, surrounding communities, and that the memories of our departed will not be forgotten.

**Training**

During this year, training, certification and re-certification of all personnel was covered. Training included: criminal law, criminal procedure, domestic violence, motor vehicle law update, firearms, drug laws, terrorism, computer crimes, identity theft, defensive driving, and use of the breathalyzer, CPR, first responder, and automatic external defibrillators. Each of our officers has been trained in the Incident Command System (ICS) as well as the National Incident Management System (NIMS) as required under Homeland Security. The officers qualified with their firearms on four occasions and used practice events through life-like scenarios under stress in a "shoot-don't shoot" judgment skills and train annually within our school district buildings.

All the officers continue to receive the best quality training that we can provide for them.

Increased attention to training issues as laws change remains to be the best protection for both the officers and the town.

## **Community Policing**

### **R.A.D.**

I am sad to report that we have discontinued this program due to budget reductions. The program was run daily during the summer months. There were 8-12 children in each group three weeks of the program. We would like to continue running this program again this summer if able to. For those of you new to town, RADkids is a self-defense class for both boys and girls ages, 5-7 and 8-12. The program covers all aspects of safety for children, to include stranger danger, car safety, fire safety, good and bad (uncomfortable) touch. We look forward to continuing to offer this program to the children of Westminster if funds become available.

We would like to offer the Basic RAD classes to all women who would like to take the program but due to budget reductions we will not have the ability to continue this program. Due to the school classes expanding we have formed a partnership with Ashburnham Police due to the fact they have an officer trained in RAD and we had begun working together to present the RAD program to the school district.

RAD- Basic is a self-defense class designed specifically for women. RAD systems and its instructors provide attendees with information, tactics, and considerations which we believe may be useful for various types of abductive encounters perpetrated against women. The class is combined classroom instruction, hands on instruction, and simulation. RAD is designed for women of all different fitness abilities. The RAD system is specifically designed for women who are willing to consider defense as a viable option in situations where their life is in jeopardy.

Please visit the Westminster Police Department website at **[www.westminster-ma.gov](http://www.westminster-ma.gov)** for links to information about RAD and radKids.

## **Child Care Safety Seat Inspections and Installations**

The Westminster Police Department is providing free car seat safety checks. This Police Department recognizes how precious our children are and want to help parents buckle them up safely. Almost 90% of child safety seats in use today are being either used incorrectly or are installed improperly. Poor instructions and difficult applications are seen in many improper installations of car seats. Last year, Officers of the Westminster Police Department conducted over 300 child safety seat inspections.

Officer Ralph Leblanc and Officer Jason Tamulen are trained and certified child safety technicians. They will demonstrate and explain to the car seat owner how to install the car seat properly and fit the child into the seat. Officer Leblanc and Tamulen will also conduct a safety inspection of the seat and check for any possible recalls on your particular seat. The Massachusetts Governors Highway Safety has awarded the Police Department a grant to assist with funding for child passenger safety for the town. For more information or to make an appointment for a car seat safety check, call the Westminster Police Department.

## Prescription Drug Take - Back Program

The Drug Enforcement Administration (DEA) has scheduled another National Prescription Drug Take Back Day which will take place on Saturday, April 28, 2012, from 10:00 a.m. to 2:00 p.m.

Westminster Police Department again will participate in this national effort.

This is a great opportunity for those who missed the previous events, or who have subsequently accumulated unwanted, unused prescription drugs, to safely dispose of those medications.

Americans that participated in the DEA's third National Prescription Drug Take-Back Day on October 29, 2011, turned in more than 377,086 pounds (188.5 tons) of unwanted or expired medications for safe and proper disposal at the 5,327 take-back sites that were available in all 50 states and U.S. territories. When the results of the three prior Take Back Days are combined, the DEA, and its state, local, and tribal law-enforcement and community partners have removed 995,185 pounds (498.5 tons) of medication from circulation in the past 13 months.

Residents may drop off unwanted or expired drugs anytime to the Westminster Police Department.

With the support and hard work of our Police Department and community partners, these events have not only dramatically reduced the risk of prescription drug abuse, but have also increased awareness of this critical public health issue.

Medicines that languish in home cabinets are highly susceptible to diversion, misuse, and abuse. Rates of prescription drug abuse in the U.S. are alarmingly high—more Americans currently abuse prescription drugs than the number of those using cocaine, hallucinogens, and heroin combined. The following totals collected from three take back initiatives:

Westminster Totals – 2010 – 5 boxes destruction

2011 – 4 boxes for destruction

## Identity Theft and Computer Forensic Investigations

Identity Theft is becoming a household term all across the world. Each day hundreds of new scams are developed to steal and defraud people of their money. Westminster residents are no exception to this growing crime. The Westminster Police Department has taken a record number of complaints and handed out hundreds of Identity theft packets to suspected victims during the year. There are many aspects of theft of your personal information. It is estimated that one in five will be a victim this year. We are attempting to keep our Officers up to date with specialized training to help our citizens' deal with these types of crime. The police department website has links available to become more aware of how to prevent identity theft. [www.westminster-ma.gov](http://www.westminster-ma.gov)

One of the main sources of Identity theft happens from computer usage. These are through spoof e-mails, farmed web-sites, on line auctions, online dating sites and many others. Communications through e-mails and instant messaging have brought about new types of evidence that police departments must deal with as well. Harassment and bullying over the internet has created new laws, along with challenges investigating these crimes. Westminster Police Department is fortunate enough to have detectives that are trained in computer related crimes, to help investigate and prosecute these types of crimes. With sexual predators always a concern to parents, computer forensics trained officers will help deter, investigate and prosecute these offenders. The police department is always willing to give talks to our area groups to help educate the citizens about the risks this new technology poses to their everyday life.

## K-9 Program

Officer Rich Michel a nine year veteran of the department is the handler of this five year old German Shepard named “Ceaser”.

This department has seen an increase in narcotic arrests and drug related crimes over the past several years.

Officer Michel and his K-9 have been trained in narcotic detection and patrol procedures.

Officer Michel and his K-9 will be a proactive component to fight the war on drugs in our community. Other efforts include our relationship with the North Worcester County Drug Task Force.

In addition Officer Michel and his K-9 will work closely with the Ashburnham / Westminster Regional School District and other community service groups providing educational presentations. This department recognizes that education of youth and the public is essential in limiting drug use and activity. K-9 presentations will provide insight into the consequences of narcotic use and will build relationships with the youth and public in our community.

A police K-9 is a very unique tool for law enforcement. A K-9 can be re-called by its handler and stopped before force is used. Unlike the swing of a baton or in a chemical spray or a bullet fired from a gun, cannot be stopped while in motion. A trained K-9 can be a successful tool for law enforcement. The mere presence of a K-9 evokes compliance by suspects. Also a police K-9's ability to detect scents makes a K-9 extremely valuable to any law enforcement agency. A K-9's instinct and desire to defend makes him most valuable.

K-9's are used in a variety of situations:

- Search for hidden suspects
- Search buildings
- Apprehend fleeing suspects
- Search lost people
- Search for evidence or property
- Search for illegal drugs
- To protect the handler, other officers and citizens
- Clear vehicles at high risk motor vehicle stops
- Assist high risk entries and search warrants
- Act as backup and deterrent in dangerous situations
- Fights
- Riots
- Disturbances
- To conduct demonstrations
- Used in schools, scan lockers, vehicles for narcotics

## Home Storage of Firearms

Family Considerations:

If you have a family, your responsibility does not end with the proper storage of firearms. It is necessary to educate family members regarding the responsibility of having firearms in the house and the safety considerations involved. In this case, education should attempt to place the proper perspective for your spouse and children.

I would like to take this time to inform those who do not know about the Massachusetts Gun Control Act of 1998. The new law has significantly changed the requirements regarding the purchase, possession, carrying and storage and licensing of firearms. This law also increases the criminal penalties for unlawful possession and use of firearms.

- Effective June 1, 1998, all new firearm license applicants must complete a certified firearms safety or hunters education course.
- Effective October 21, 1998, all firearms MUST be stored in a locked container or be equipped with an approved locking device.
- Effective October 21, 1998, the law imposes a ban on covert guns, unreliable guns (junk guns) and certain assault weapons.
- Effective October 21, 1998, the law established a new category of large capacity weapons and feeding devices.

A weapon is large capacity if it is:

A semiautomatic handgun or rifle that is capable of accepting a feeding device that holds more than 10 rounds, or more than 5 shotgun shells (in the case of a shotgun).

Anyone with questions please contact me at the Police Station or visit our web site at [www.westminsterpolice.com](http://www.westminsterpolice.com).

## **Firearms Training**

The Westminster Police Department is pleased to offer the residents of Westminster firearms training classes once a month at the Police Department. The Westminster Police Department is dedicated to educating firearm owners on proper handling and storage techniques. These classes are designed to make homes with firearms safer and prevent needless accidents.

Please contact me at the Westminster Police Department from 8AM-4PM for more information.

## **Firearms Licensing**

The town of Westminster has received a new computer system from the Criminal History Systems Board known as the MIRCS System. This system enables us to issue the new style Class A, B, C, D permits in a credit card form. The Firearm laws in this state have changed considerably over recent years, a rate increase from the \$25.00 dollar fee to \$100.00 dollars, although the permits are now in effect for 6 years rather than the four years as in the past.

If you have any questions with regard to firearm permits, you may contact the police department between the hours of 8AM-4PM or by send an e-mail to [mchevarie@westminster-ma.gov](mailto:mchevarie@westminster-ma.gov).

## **Traffic**

Traffic is still the number one issue of complaint in town. Increasing the safety of vehicular, pedestrian and bicycle traffic as it moves through town is a high priority for this department. Directed patrols were conducted at intersections and neighborhoods where specific violations or accidents were identified. Officers are given daily assignments on a particular roadway or intersection. The Police Departments speed radar trailer has been very useful in reducing speed

complaints. If you would like the trailer in your neighborhood please call the Police Department and put in the request.

This is the fifth year we were able to create within existing personnel a traffic safety/enforcement position. This officer spent several months in specialized training to help make our community safer with respect to traffic safety. Traffic Officers are responsible for enforcement of traffic laws, investigation of traffic accidents, and initiating programs to reduce vehicular and pedestrian injuries. Traffic Officers work with other town departments, including public works and engineering to achieve this goal. Traffic Officers also serve to educate citizens regarding traffic laws and safety. Traffic Officers remain available at any time to perform the duties of a Police Officer as well. Traffic Officers must be able to carry out specialized assignments in the overall mission of enhancing traffic safety. It will be the responsibility of Traffic Enforcement Officers to increase public safety through enforcement of traffic laws to reduce traffic collisions and related injuries and fatalities and facilitate the safe and expeditious movement of vehicular traffic. Traffic Enforcement Officers will employ community-policing philosophies to openly communicate with citizens to solve problems. A variety of speed monitoring and enforcement tools will be used to increase public awareness of factors associated with traffic flow. This will be accomplished by the use of our speed board trailer. As soon as the weather is better you will see it out in the community. Traffic Enforcement Officers will be responsible for the periodic analysis of traffic crashes and traffic enforcement activities, the implementation of selective enforcement techniques/procedures and the evaluation of selective enforcement activities.

Our Traffic Enforcement Officer has been trained and certified by the US Department of Transportation in the areas of Truck Enforcement, Traffic Crash Investigation and have a good working knowledge of the Massachusetts General Laws.

As our community grows we see more and more traffic on our roads, both by cars and with commercial motor vehicles. This is a concern to me as a Chief and to us as a community. I look forward to your comments and concerns on this matter. Please visit us at [www.westminster-ma.gov](http://www.westminster-ma.gov).

## **Detective's Report**

The Westminster Police Departments Detectives Bureau is responsible to complete follow up investigations on cases that require more time than patrol officers can devote to a case. Investigations require a great deal of time for interviewing, surveillance and must keep in contact with outside agencies. Since crime is not restricted to city or town lines, we must work closely with surrounding communities, State and Federal agencies. Also included in the Detective's duties is the intake of evidence that requires specialized processing through the State Police Crime Laboratory and UMASS Drug Laboratory facilities.

The Westminster Police Department also assigns Officers as needed to the North Worcester County Drug Task Force. The Drug Task Force is made up a group of specially trained detectives from surrounding towns of Leominster, Fitchburg, Clinton, Gardner, Ashburnham, Hubbardston, Winchendon, Lunenburg, Massachusetts State Police Agencies and Federal Agencies who work together as one to battle the war on drugs in our communities.

Due to fiscal budget cuts, the detective that was assigned to plain clothes investigations and to the North Worcester County Drug Task Force was temporarily placed back into the role of uniformed cruiser patrol.

The North Worcester County Drug Task Force also suffered the loss of the BYRNE GRANT FUNDS. This particular grant was very important to small Towns and Cities with Drugs Units,

because it help offset the overtime funds that usually would have come from the local police departments funding.

The North Worcester County Drug Task Force has been an asset to this Department and to the North Worcester County Area.

### **The following Dispatch statistics for 2011**

<b>Call Types</b>	<b>Call Numbers</b>
209A VIOLATION	13
911 UNINTENTIONAL	48
911 ABANDONED	36
ATTEMPTED B&E	3
ADVICE	223
ABANDONED MOTOR VEHICLE	4
ANIMAL COMPLAINT	303
ANIMAL PROBLEM	81
AREA CHECK	1012
ALARM SYSTEM LOG	1
ASSIST THE POLICE	1
ASSAULT	6
ASSIST OTHER AGENCY	119
BURGLAR ALARM	327
LOCKOUT, BUILDING	1
BOMB SCARE	2
B & E, PAST	29
BUILDING CHECK	2105
CARBON MONOXIDE ALARM	4
COMPLAINT	78
CHILD PASS. SAFETY SEAT	83
COMMERCIAL VEHICLE INSPECT	29
DRUG DROP OFF	1
DEBRIS IN ROADWAY	23
DIRECTED PATROL	218
DISTURBANCE	38
DRUG LAW VIOLATION	9
DISABLED MV	312
DOMESTIC	27
DRUG RECOGNITION EXPERT CALL OUT	7
ELECTRICAL PROBLEM	3
ESCORT/TRANSPORT	1
EXPLOSION	1
FIRE ALARM	28
BRUSH FIRE	6
FIREWORKS	16



BUILDING FIRE	15
FOLLOW UP	37
FRAUD	27
GENERAL INFO	1
GUN SHOTS	24
WATER PROBLEM	4
HARRASSMENT	24
HAZARDOUS CONDITION	90
HIT AND RUN	9
IDENTITY THEFT	6
ILLEGAL DUMPING	11
INVESTIGATION	39
JUVENILE OFFENSES	1
K9 DEPLOYMENT	10
KEEP THE PEACE	25
LARCENY /FORGERY/ FRAUD	242
LIFT ASSIST	7
LIQUOR LAW VIOLATION	3
LOG ENTRY	643
MEDICAL	290
MISSING PERSON	7
MUTUAL AID	17
MVA NO INJ. OR HAZMAT	234
MVA WITH INJURIES	30
MOTOR VEHICLE COMPLAINT	211
MOTOR VEHICLE FIRE	7
LOCKOUT, MOTOR VEHICLE	6
MOTOR VEHICLE OFFICER	1
MOTOR VEHICLE STOP(GRANT)	7
MOTOR VEHICLE STOP	1848
NOISE COMPLAINT	33
OUTSIDE FIRE	3
PARKING COMPLAINT	22
PANIC ALARM/HOLD UP ALARM	3
ANNOYING PHONE CALLS	3
PROTECTIVE CUSTODY	1
PROPERTY DAMAGE	13
FOUND/LOST PROPERTY	77
PARKING TICKET	39
PROPERTY TRANSFER	12
RECOVERED STOLEN MV	1
REPOSSESSION	5
ROAD RAGE	3
RUNAWAY	2
SERVE PAPERS	121

SEX OFFENSES	3
SHOPLIFTING	3
ODOR OF SMOKE IN THE AREA	4
MOTOR VEHICLE THEFT	3
SOLICITING	3
SPEEDING COMPLAINT	4
SPEED TRAILER	29
SERVICE CALL	9
TROUBLE ALARM	7
SUICIDE AND/OR ATTEMPT	6
SUSPICIOUS PERSON	25
SUSPICIOUS ACTIVITY	222
THREATS	15
TRANSPORT	12
TRAFFIC CONTROL	3
TRESPASSING	13
UNATTENDED DEATH	2
UNAUTHORIZED BURNING	1
UNWANTED GUEST	14
VANDALISM	35
WARRANT	14
WELFARE CHECK	132
WEAPONS VIOLATION	1
WATER / SEWER ALARM	50
<b>Total Incidents</b>	<b>10,022</b>

### Motor Vehicle Citations

State Law	Fine Total	Civil	Warnings	Verbal	Arrests	Criminal	Totals
138/34C	0	0	0	0	2	1	3
138/34C/C	0	0	0	0	1	0	1
268/34A	0	0	0	0	1	0	1
540CMR205	0	0	1	0	0	0	1
540CMR2205	0	1	0	0	0	0	1
540CMR400	0	1	0	0	0	0	1
720CMR905	0	1	0	0	0	0	1
720CMR906/B	60	5	1	0	0	0	6
85/36	200	1	0	0	0	0	1
89/2	100	3	1	0	0	0	4
89/4	0	4	1	0	0	1	6
89/4A	900	16	18	1	10	1	46
89/4B	500	5	5	1	1	3	15
89/7	200	2	0	0	0	0	2
89/8	105	3	3	0	0	0	6

89/9	2900	43	24	0	2	2	71
90/10	35	1	1	0	3	12	17
90/11	525	38	20	0	0	6	64
90/12	500	0	0	0	1	1	2
90/13	0	1	1	0	1	1	4
90/13A	150	7	3	0	1	1	12
90/14	0	0	0	0	1	0	1
90/14B	25	3	1	0	0	0	4
90/16	100	2	2	0	0	2	6
90/17	30550	154	116	1	4	4	279
90/18	3020	30	11	0	1	2	44
90/2	0	0	1	0	0	0	1
90/20	3250	99	57	1	3	5	165
90/23	0	1	0	0	14	36	51
90/24	0	0	0	0	30	11	41
90/24I	0	1	0	0	2	1	4
90/24L	0	0	0	0	1	0	1
90/25	0	0	0	0	5	1	6
90/26A	340	7	4	0	0	2	13
90/31	70	2	2	0	0	0	4
90/34J	0	1	0	0	2	12	15
90/6	175	11	21	0	0	2	34
90/7	485	32	44	0	5	6	87
90/7AA	75	4	0	0	0	0	4
90/7Q	105	4	0	0	1	0	5
90/7U	0	0	0	1	0	0	1
90/9	1035	17	32	0	5	17	71
90B/22	0	0	0	0	0	1	1
94C/32L	400	4	0	0	0	0	4
94C/34	0	1	0	0	0	0	1
T-BYLA/219-13	60	3	24	0	0	0	27
<b>TOTALS</b>	<b>45865</b>	<b>508</b>	<b>394</b>	<b>5</b>	<b>97</b>	<b>131</b>	<b>1135</b>

I am pleased to have this opportunity to publicly commend all the members of this department for their integrity and professionalism. It is a pleasure to work with a devoted and honorable group of men and women. I look forward to the future and the challenge of bringing the finest police services possible to the citizens of Westminster. It is only possible with the hard work and dedication of the members of the Westminster Police Department.

I would also like to thank the Board of Selectmen and town departments and boards for their continued support of the police department. We are also grateful to all of the individual residents and community organizations that form such important partnerships with us. I look forward to many years of cooperation and proactive policing for the citizens in the Town of Westminster.

Respectfully submitted,  
Salvatore Albert Jr., Chief of Police

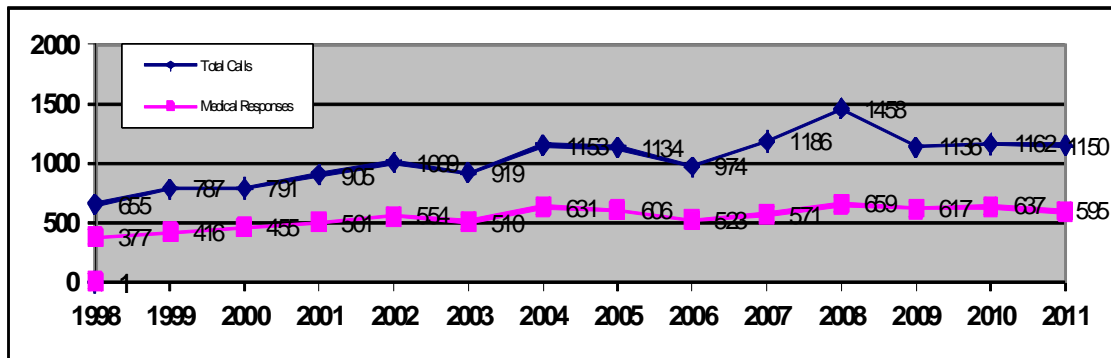
**FIRE DEPARTMENT  
2011 Annual Report  
(Fire and Ambulance Departments)**



**Proudly serving the citizens of the Town of Westminster for 185 years.**

Visit us at [www.westminster-ma.gov/fire](http://www.westminster-ma.gov/fire)

The Fire Department annual report comprises the Fire Department and the Ambulance Department reports. EMS has always been part of the WFD and this annual report covers both although they have different Department Budgets.



### Department Record

Incident Type	Occurrences	Percentage
Fire/Explosion	28	2.4
Overpressure Rupture	6	0.5
EMS/MVA Call	595	51.7
Hazardous Condition	89	7.7
Service Call	205	17.8
Good Intent Call	58	5.0
False Call	159	13.8
Severe Weather/Natural Disaster	2	0.2
Special Type/Complaint	8	0.7
<b>TOTAL INCIDENTS</b>	<b>1150</b>	<b>100.0</b>

**Permits and Compliance 2011:**

Burning Permits	361 (859 Activations)
Smoke / CO Detector Insp.	106
Oil Burner Permits	30
Blasting Permits	3
Fuel Storage	25
Plan Reviews	41
Safety Inspections	53
Fire Drills	19
Miscellaneous	4
Non-Criminal Complaint	0 (Fines issue for non compliance.)

**Personnel:**

**Full-Time Staffing** – There was no change to full-time firefighter staffing during 2011. Current full-time staffing includes 6 firefighters (5 Firefighter/Paramedics, 1 Firefighter/EMT) in rotation working 10 hour days and 14 hour nights in four groups (2 in 2 groups and 1 each in 2 groups). When there is only one full-time firefighter on duty a per-diem firefighter is hired to work with them to provide two duty firefighter covering 24x7. In addition to the full-time firefighters there is a full-time Fire Captain, Chief, and Department Administrator who work weekdays.

**On-Call Firefighters** – Over the last year we have decreased the number of Call Firefighters by 1 due to attrition, bringing us to 14. During 2010/2011 we recruited 6 on-call firefighters that attended the Fire Academy. 2 dropped out in the first month. The 4 remaining recruits completed their training in February of 2011. After that only one stayed with the department with the rest being let go for not responding to calls. In May of 2011 we were funded again through a special article for \$4,500 to hire and train on-call firefighters. Since that date there has not been a call firefighter recruit training at the Fire Academy to initiate recruiting. We hope that there will be a course in 2012 that we will be able to send additional people.

There are some Call Firefighters that are unable perform all functions including driving apparatus or operating specialized equipment due to lack of total training. Shortage of fully trained Call Firefighters continues to be our largest problem. We lack a sufficient level of firefighters to handle the complex incidents that require more than the two duty firefighter. Call Firefighter shortages places a burden on the full-time firefighters which results in increased overtime costs. Less fully trained Call Firefighters also puts more requirements on the remaining Call Firefighters.

**Call Firefighter Recruitment:** Residents 18 years of age are encouraged to stop by the station and contact the Chief to learn more about becoming a Call Firefighter and review eligibility. For more detail contact the Fire Chief or visit [http://www.westminster-ma.gov/Pages/WestminsterMA\\_Fire/join](http://www.westminster-ma.gov/Pages/WestminsterMA_Fire/join)

**Per-Diem Firefighters:** We have 8 Per-Diem firefighters who are firefighters that do not live in Westminster and come to work shifts for our department. The reason for these firefighters is that we do not have sufficient number of call firefighters from town to cover shifts. Per-Diem Firefighters are either full-time firefighters or call firefighters for other communities. Although Per-Diem Firefighters have a place in our department they do not respond to general calls as they live too far away to make any difference in the majority of the calls we have.

**Department Training:** We conduct 12 paid drills per year and a number of the trainings are refresher trainings each year so, we are not in a position to cover all training needs with only 12 drills. Before budget cuts we were funded for 24 paid drills and this provided for training on many

things that we do not normally get to do. Training is integral to the ability to safely do our work. I strongly urge the town to restore training funds in future budget years.

**NIMS Compliance:** The Fire Department complies with the NIMS Training requirements for 2011.

#### **Service Delivery:**

Previous year budget reductions continued to impact service delivery through 2011. Reduction in services included providing public CPR and First Aid and cellar pumping. These changes allowed us to utilize payroll funds specifically for emergencies, but has left some services that we have provided the public in the past missing. We hope that at some point that these services can be restored.

It is our goal to provide the best possible customer service with regard to the delivery of Emergency Medical, Fire Suppression, Hazardous Materials, Technical Rescue, Fire Investigation, Public Fire Safety Education, Fire Prevention, and Specialized Community Services. The Department is service driven and we appreciate the feedback during the year to assist us in knowing how well we are delivering these services. Residents are encouraged to visit the station or contact the Chief of the Department at any time to inquire about the department and get answers to their questions.

Westminster ranks 329 out of 351 cities and towns in Massachusetts for the amount of square miles we cover from one station and as the town builds out our average response times will continue to increase and will require discussions about having a sub-station on already town owned land in Whitmanville. The town needs to plan for this eventuality.

#### **EMS:**

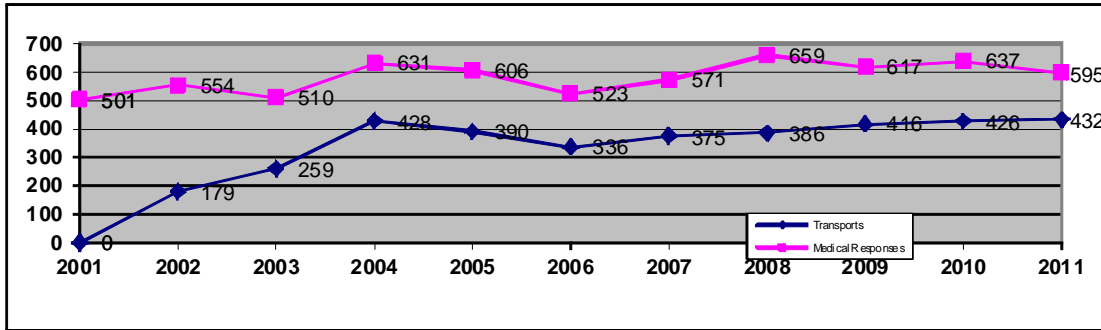
**Emergency Medical Services** – Over the last year 52% of the Department's responses are Emergency Medical in nature. This includes responding to all 911 calls for in-house medicals as well as personal injury accidents including motor vehicle accidents, which often require the assistance of firefighters to assist and address other hazards.

We offer outgoing EMS services that include visiting critical care and special needs patients and family to preplan a medical response in the event we are called.

Our responses to medical emergencies continue to exceed industry benchmark response times for Emergency Medical Services. Our response time from the initial call to arrival on scene is at an average of 4 minutes with 2 Firefighter/EMT's with one being a Paramedic.

During the year we utilize donations to purchase specialized equipment to assist the Paramedics with delivering lifesaving interventions.

The following chart shows the total number of medical responses to ambulance transports since we started the ambulance service.



**Ambulance Account** - Ambulance receipts for services are put into a Town receipts for appropriation account where monies are expended only at a town meeting. Ambulance Receipts fully fund the additional costs of operating the ambulance service. The Ambulance Budget covers the cost for the ambulance, medical supplies for the Ambulance, Fire Department, Police Department, and First Aid Kits for the Town Hall, Parks and Recreation, and Crocker Pond. A detailed ambulance report containing statistics and finances is provided to the Selectmen on a monthly basis.

**Ambulance Audit** – The Ambulance Department was chosen for a detailed budget audit during 2010 that resulted in a recommendation to purchase a second ambulance to address those times when the primary ambulance is out of service for repairs and to cover back-to-back calls. Based on this recommendation, voters at the 2011 Annual Town Meeting voted to purchase a second ambulance with ambulance receipts. The new ambulance is expected to arrive in early 2012. This new ambulance will be paid for in full, unlike the previous ambulance that was bonded.

**ALS/Paramedics** – 2011 was our fourth year of operating at the Paramedic level EMT service. We currently have 5 full-time paramedics with at least one scheduled to work each shift. We also have 4 per-diem Firefighter/Paramedics that provide coverage when one of our paramedics is out.

#### **Fire Prevention, Suppression and Response:**

The increase of State Laws that require the Fire Department to perform inspections over the last few years has resulted in more inspections. These increased inspections at times come when the duty firefighters are on an emergency call, resulting in rescheduling of the inspection. We have random complaints from the public from time to time regarding our need to reschedule due to being tied up with an emergency. Since we do not have dedicated inspection personnel and utilize duty firefighters, we ask the public for understanding when we need to reschedule.

**ISO (Insurance Rating)** - The Fire Department maintains an ISO Fire Insurance Rating of 4/9. The ISO rating is utilized by many insurance companies to set fire insurance rates for residents and businesses. The rating of 4 places Westminster on a par with 6.9 percent of communities across the country. Just 10.3 percent of cities and towns nationwide are rated between one and four on a nine-point scale. Only 3.9 percent of communities in the country have a better rating than Westminster. The 4 rating is for parts of the community protected by town water and the 9 are for those sections of town that are not on the water system. There are many factors that are included in the rating including staffing levels, water flow, training, and alarm systems. The firefighter assigned to address the data that ISO has, supplied ISO with a number of changes to our fire protection map that resulted from including hydrants that were town owned and missing or hydrants from other communities that are close to the town line or inside of Westminster. The focus now is to work to have some of our dry hydrants rated as a hydrant to allow these to be included in the fire protection and the residents in these areas to benefit on their fire insurance. We are also working on our

training to meet the ISO standard for water shuttling that will allow us to reduce the ISO rating of 9 to 6 for our water system.

Homeowners should check their insurance policy and look for the fire insurance rating and if they have questions contact the Fire Department to determine what ISO Classification area they are in. The 4 rating on our policy provides the lowest cost for fire protection of your property in Westminster.

**Fire Alarm/Monitoring** – Since 2006 the Fire Department has been using a wireless Fire Alarm system to monitor buildings in town. We now have 54 locations we monitor and in addition to monitoring Fire Alarms we also monitor burglar alarms and special alarms for town facilities. The system works very well and provides early information about where the alarm is coming from within the building when newer alarm panels are installed. This way the firefighters are better prepared before they arrive.

**Hazardous Materials** – The Fire Department is the Town's Hazardous Materials emergency response service and the location for Right To Know information for companies that report to the EPA. The Fire Department takes advantage of Massachusetts Law to bill for our Hazardous Materials responses and utilize the funds we receive, which go into a revolving account to pay for the storage, disposal, and replacement of equipment used. The efforts undertaken to control and clean up even minor spills protects the ground water, shallow wells from pollution, and protects the environment we all enjoy in Westminster.

**Technical Rescue** – Every year the Fire Department faces challenges with regard to rescuing the public. Although we do not supply all types of technical rescue we have focused on core rescue techniques that are most likely to affect the public. These include cold water/ice rescue, vertical lift rescue, confined space rescue, and low angle rescue. Rescues that are outside the realm of what we offer can be obtained through mutual aid from other communities. These include dive rescue and trench rescue as examples.

**Fire Investigation** - The Westminster Fire Department investigates all fires with 2 highly experienced fire investigators that ensure that all fires are investigated completely. The efforts of the fire investigators have resulted in reduced arson as compared to other communities. In addition, the town has benefited from court ordered community service. Funds are returned to the Town's General Funds for inclusion in future years expenditures.

**Fire Prevention** - Prevention activities are a major focus for the department that not only help reduce property loss and injuries, but also includes the development of the personal interaction between the community and the fire service. The Fire Department participates in a number of town events each year to assist in meeting the goals of the department.

Fire Prevention activities in the department include residential, commercial, and industrial building plan review, residential smoke and carbon monoxide detector inspections, oil burner inspections, LP storage inspections, blasting permitting, flammable storage permitting, commercial, industrial, and industrial inspections, Senior Citizen safety awareness, preschool and daycare fire education programs, and school age fire education programs.

**SAFE and related programs** - Westminster is a SAFE Grant participating community having received SAFE (Student Awareness for Fire Education) State Grant funds for a number of years. This program focuses on school age children and other "at risk" groups such as seniors. Our primary focus continues to be preschool, kindergarten, and elementary school age children. Preschool and kindergarten children are taught fire safety at the Fire Station with video and live fire education programs with Smokey Bear as the guest visitor. We also take our "Friendly



Firefighter” program on the road to preschools to introduce young children to firefighters so they know not be scared of us during an emergency when we have all our equipment on.

Our Elementary School age fire safety education is based on the SAFE Program. This is delivered to students at the Westminster Elementary and Meetinghouse School and also involves using the SAFE Trailer available from the Fire District and other classroom activities.

The State SAFE Grant has continued to be funded and these funds make it possible to deliver quality fire and general safety programs to the public and key “at risk” groups in the future without local funds. There is a population that often get missed during this training and that is home schooled children as they do not attend the main-stream educational locations we visit. Parents of home schooled children are encouraged to be in contact with us so we can notify them when we run our programs so their children can participate.

The SAFE Program is developmental in that it builds on the knowledge that is instilled in the children each consecutive year as the children participate. In later years the children generally know the basics of personal, family and home safety.

The Fire Department is a member of the Massachusetts State-Wide Coalition for Juvenile Firesetter Intervention Program, and provides intervention programs for children at risk. The department has firefighters trained in evaluating children for risk potential and assisting with referral to various agencies for intervention if necessary. Residents are encouraged to contact the department if they feel they know of a child at risk.

Our senior citizens are considered an “at risk” population for injury and to address this we have continued to offer assistance through programs we offer through partnership with the Council on Aging such as the “File of Life”. The “File of Life” is a card with personal medical information that is kept on the refrigerator for easy access by emergency responders that provides important medical and medicine information to EMT’s. Having this medical information in one place reduces the time on-scene and potential errors that can occur by trying to obtain this information in person. We also offer assistance to seniors with the installation of self purchased smoke and carbon monoxide detectors for their increased safety. Anyone wishing assistance can call the department to arrange an appointment.

Over the year we have worked with many businesses in the community performing inspections and assisting with answering questions. We look to develop cooperative relationships with businesses to assist them with their safety programs, such as fire extinguisher training, participating in safety drills, and assisting with emergency preparedness. We had to change how we provided these services in FY2011 due to budget cuts. We now need to coordinate our efforts using duty staff vs. hiring an additional firefighter to assist with the training due to costs. This has resulted in having to have businesses work around our schedule rather than us working around theirs. Businesses interested in available programs are asked to contact the fire prevention office for available programs.

### **Specialized Community Services:**

**CPR/First Aid** – Prior to eliminating Community CPR & First Aid due to budget cuts in FY2010, we would train many in life saving techniques. There is an ongoing need from town business, community groups, organizations, and the general public for CPR and First Aid education. We still provide the training to Town of Westminster employees. During 2011 we held 7 CPR classes. We hope at some point funds will be available to provide this live saving education again in the future.

**Lock Boxes** - The Department works with residents interested in the use of residential lock boxes. The department keeps a few lock boxes purchased with donated funds to assist residents who often contact us about handicapped, or otherwise physically impaired family members that may need emergency services during hours when other caregivers are not home. Since the Fire Department does not hold residential keys it is possible that the only way we can get in the residence when needed is to force entry. We loan lock boxes to residents with temporary problems or until they can purchase their own. Anyone interested in the Lock Box program or is looking to purchase their own lock box is encouraged to contact the department.

**Halloween Bon Fire** - Each year the Department partners with the Friends of the Library to provide the Halloween Bon Fire held at the Public Safety Facility. This event attracts hundreds of adults and children and provides an opportunity to meet residents and to answer questions about the department.

**Event Planning** - The Department consults on event management venues in town. The Fire Department has developed unique skills to coordinate large multi-jurisdictional resources through managing large incidents and attending training. Any business or civic group interested in assistance in event planning should contact the department. Our assistance helps with planning a safe event for the public.

**Mid-State Fire Mutual Aid** – Westminster is a member of the Mid-State Fire Mutual Aid Association and like other Fire Departments in the area we continue to be dependent on mutual aid due to shortages in manpower, and ensuring firefighter safety. (It takes a minimum of 16 firefighters to fight a house fire.)

#### **Department Equipment:**

**Fire Equipment** - All hose has been tested and defective hose taken out of service or repaired. Fire pumps as well as Fire Ladders have been tested and certified to meet original specifications and repaired as needed. SCBA (Self-Contained Breathing Apparatus), along with the compressed air we put in the bottles, is also tested each year.

**Rescue Truck (R1)** (2000) American LaFrance. Since it was purchased this vehicle has provided EMS (Emergency Medical Services) and Fire Rescue services to the town. It is licensed as a Class V Ambulance (back-up ambulance), but this designation will be removed when we receive the second ambulance in the spring of 2012 when we convert the ambulance license over to this vehicle. Repairs to address corrosion were completed in 2011. During this time we also had a failure of our on-board generator that powers our emergency lighting and Jaws of Life. A transfer from the FY2011 Fire Department payroll account was approved to assist with paying for the generator repair. Due to the migration of EMS over to a second ambulance we are reviewing the ability to consolidate the rescue portion of the vehicle into a combined replacement with Engine 4, thus reducing the number of vehicles in the department.

**Ambulance 1 (A1)** (2007 Ford Ambulance) Horton. It is used to respond to Emergency Medical calls and transport patients to the hospital. The vehicle is in excellent condition. The ambulance suffered a significant air conditioning problem during July 2011 that took it out of service resulting in a loss of revenue of about \$13K. The second ambulance voted at the May 2011 Annual Town Meeting will provide the ability to place this ambulance in a reserve position allowing it to last another 5 years to cover as a back up to the new primary ambulance when it arrives in early 2012..

**Engine 1 (E1)** (1999 Class A pumper) KME. It carries 1000 gallons of water and Class B foam to fight flammable liquid fires, and is in very good condition. An accident that damaged the passenger

side of the engine was repaired in 2011, but after the work was started it was found that there was corrosion that needed to be repaired prior to the accident damage being repaired. The repair was made but it was out of budget and additional corrosion on the same side and on the driver's side was not done and there will be a request for money at the 2013 Annual Town Meeting. Engine 1 also had some significant brake repair issues that resulted in the replacement of the drums, brake shoes, brake cans, and rear rims. Overall these emergency repairs were made to allow this vehicle to stay in service but significantly impacted the Fire Departments repair budget and therefore the need to request a reserve fund transfer.

**Engine 2 (E2)** (2001 Class A pumper) KME. It carries 2500 gallons of water and has a Class "A" foam system that doubles the rate of fire suppression. This vehicle is also capable of operating as a tanker by performing water shuttles, and is in very good condition.

**Engine 4 (E4)** (1990 Class A Pumper) KME. It carries 1000 gallons of water, and is in fair to good condition for a mid-life vehicle. Some minimal refurbishment to the vehicle was done in 2010 to help hold off replacement for a few years. Although we addressed some safety problems and abated corrosion the vehicle, it should be planned for funding of replacement in FY13 or very shortly after. Since the vehicle lacks many safety standards required for new vehicles full refurbishment would not address these issues and only a replacement will solve this out of date vehicle problems from a safety perspective.

**Tower 1 (T1)** (2005 Ladder Truck) KME 95 ft aerial ladder with tower bucket and 300 gallons of water and 2000 GPM pump. The vehicle is in very good condition. An emergency repair was needed to replace the computer screen that controls the aerial to ensure its safe operation.

**Engine 5 (E5)** (2008 Mini-Pumper) CET. Engine 5 is a multi-purpose vehicle that is used year-round to respond to all outdoor fires and its size and weight allow it to be the initial structural fire response for those areas in town like Leino Park where bridge weight restrictions require the larger apparatus to take back roads that are not suited for ease of response. The vehicle carries 300 gallons of water and compressed air foam and is 4-wheel drive.

**Utility Vehicles:** The department has 3 utility vehicles as follows: Car 1 (2008, Chief's car – Excellent condition) and is designed to be an emergency response vehicle and the primary command vehicle at major incidents. Car 2 (2003, Duty Officer's car fair condition) and is designed to be an emergency response vehicle and the secondary command vehicle when Car 1 is not available. This vehicle is planned for replacement funding for FY13. Car 3 (2007 utility pick up truck – excellent condition)

**Radio Equipment:** The UHF radio system is in good condition. All firefighters have UHF portable radios and pagers for their safety. The department maintains our Low-band radio system as a back up and communications system for alerting and all communications on UHF are repeated on Low-Band. The public wishing to listen to us can tune their scanner to either 460.1625 or 33.96 both with a PL of 127.3

**Breathing Apparatus:** The breathing apparatus are fully compliant and inspected and tested yearly. The SCBA bottles are carbon wrapped and have to be replaced in 15 years from date of manufacturing. Our bottles were manufactured in 1999 which results in the bottles needing to be replaced in 2014. **The money for their replacement will be requested at the Annual Town Meeting in May of 2014, with purchasing occurring out of FY15 article funds.** We have 28 SCBA packs with bottles with 32 spare bottles for a total of 60 bottles with a cost estimated to be \$1200 per bottle for a total article cost at town meeting estimated to be \$72,000. The town needs to plan for this future expenditure.

**Station:**

Our station is well maintained and in good structural condition, but lacks functional living, storage, and operational space. When the public safety complex was expanded in 1995 and the Fire Department moved in we quickly ran out of storage space for the small equipment and supplies we need to carry. Two storage sheds were added in the rear of the station over the years to assist with cold storage. Although this has been done we significantly lack space for records management and equipment and supplies. The Town has a Public Safety Space Needs Committee to address the space needs of both the Fire and Police, but due to Town finances this is seen as a long term solution.

Due to problems with the prevailing wage laws in the State we have been unable to fund improvements where the firefighters do the work. Costs to make improvements although funded were unspent and returned as the prevailing wage law requirements caused the project to double in cost. We are utilizing some space on the 3<sup>rd</sup> floor of the town hall, mostly for record storage and some bulk ambulance supplies.

The Town should continue to consider the possible solution that we have proposed is to build a Sub Fire Station on the land donated for such purpose on a parcel of land at the intersection of South Ashburnham Road and Whitmanville Road. This location provides a strategic location for a future Fire Sub-Station in the northern third of town, where growth is being experienced. The capital plan for the Fire Department includes the eventual need for a sub-station to adequately service the residents in this area and the Space Needs Committee is also considering this alternative. The fire department sees this being considered a long term solution that will be addressed by the Public Safety Building Committee.

During the fall of 2011 \$5,000 was appropriated to replace the failing exterior lighting of the station with energy efficient LED lighting where possible.

**Contact Information:**

Location: Fire Station is located at 7 South Street, Westminster, MA 01473

Phone: 978-874-2313, Dispatcher Ext 0, Chief MacAloney Ext 230, Captain Nivala/Fire Prevention Ext 232, Karen Long, Administrator Ext 231

Office hours: Monday through Friday from 8:00 AM to 4:30 PM.

Appointments: During normal office hours or by special appointment

E-mail: [firechief@westminster-ma.gov](mailto:firechief@westminster-ma.gov)

Web page: [http://www.westminster-ma.gov/Pages/WestminsterMA\\_Fire/index](http://www.westminster-ma.gov/Pages/WestminsterMA_Fire/index)

**General:**

The Fire Department submits a capital replacement schedule as part of the yearly budget review. This capital plan needs to be put into an overall capital replacement plan for the Town to ensure that future funding for replacement is available in advance of the need.

Firefighting work is labor extensive and the Captain along with the 6 full-time firefighters we currently have working shifts alone can not meet the demands of the job by themselves. It actually takes a minimum of 16 firefighters to initially fight a house fire. The few full-time firefighters can not safely do their jobs without call firefighters. I am pleased with the support at the 2011 Annual Town Meeting for \$4,500 to fund the hiring and training of on-call firefighters to offset the declines we have had over the past few years. It is very important to continue to fund the same request at the May 2011 Annual Town Meeting to continue to increase our on-call firefighter ranks.

The Fire Department understands that hiring on-call firefighters comes at a cost and residents do not want their taxes to go up, but on the other hand we need an adequate firefighting force to meet the needs of the community.

I wish to remind the town that;

***“Without community support for the fire department in terms of people wishing to be call firefighters and coming day or night when you are called we will need more full time firefighters. It is not something the Chief and all firefighters control as we cannot do the job in the future without help either call or full time.”***

The few highly dedicated skilled on-call and full time firefighters that comprise the Department are responsible for the day-to-day operations. They do a great job of working with the community to deliver excellent services each year. They have my respect for the commitment and dedication they demonstrate. We welcome you to visit your Fire Station and meet the men and woman who stand ready when emergencies occur.

From time to time the Department receives cash donations from the public. These funds are utilized to purchase, or combine with town funds to purchase equipment that assist us deliver the services to the people we serve. The Department wishes to thank all that donate to the department either in cash and or services to help offset the cost to the town and improve the safety of the firefighters. The support from the community makes the job just that much easier for all of us, and the presents, cakes, cookies, and candies say thank you in a big way. Donations can be made out to the Westminster Fire/Rescue Fund.

I would like to thank other town departments for their high level of cooperation and professionalism in assisting us in delivering emergency services. Special thanks to the Police Department and the Public Works Department for their assistance at the many emergency responses we make each year.

Respectfully Submitted,

Chief Brenton W. MacAloney

## EMERGENCY MANAGEMENT

I am pleased to submit the following Annual Report for the calendar year 2011 for the Westminster Emergency Management Department. Brenton W. MacAloney, Emergency Management Director



### Overview:

During the year Emergency Management worked with State and Town officials/boards/departments as well as local groups and businesses providing guidance and planning for emergencies. Major events for the year include the Tropical Storm Irene flooding at the end of August and the October Snow Storm. Although there are response efforts by the town during such emergencies, there are many more hours before to prepare for the event, tracking the storm, participating in MEMA conference calls. During the event there are two phases of work, emergency responses, and documenting public damages. After the emergency there is a need to attend meetings, working with the public and various town departments to provide information, file paperwork for federal reimbursement, and track reimbursements for over a year.

### Tropical Storm Irene:

Prior to Hurricane Irene hitting the east coast there were numerous e-mails and conference calls in preparation of the possible impact from the storm. The storm was downgraded to a tropical storm before it hit Massachusetts.

Tropical Storm Irene created flooding problems, power outages and blocked roads across the town. The DPW worked to clear roads during the storm. The Fire Department put extra people on duty and assisted the DPW in finding road closures and assisted with opening them.

The Fire Department also pumped basements that became flooded and filled and supplied sand bags for others to keep surface water out.

There was a Federal disaster declaration and the Town processed claims for public damages.

### October Snow Storm:

The October Snow Storm came when leaves were still on the trees and the weight of the snow caused limbs to come down and take power lines with them and close roads. Westminster fared well in comparison to towns at lower elevations. Unlike the 2008 Ice storm, this storm provided Westminster colder temperatures that made the snow less wet/dense resulting in lower damage. Also the Ice Storm of 2008 had taken down many weakened limbs off of trees thus leaving less to fall. The most impacted areas of Town were at lower elevations and the least impacted were the higher elevations. The Ice Storm was just the opposite.

The Fire Department put extra people on duty for the event and responded to a number of emergencies resulting from the storm. Some residences lost power for days mostly in the South Ashburnham Road area due to damaged power lines. The lessons we learned from the Ice Storm about National Grid's response provided us a different approach to educating

the public on the status of power restoration. Even though National Grid held daily conference calls they were unproductive from the perspective of getting information to disseminate to the public. So, we chose to set up a National Grid watch and have people report to Emergency Management what they saw being done and we would share it with the public via the Community Vine's Facebook account. This was also a way of getting information back to Emergency Management. Once we got word that crews were working on the last area of power outages we posted someone there to watch and report real-time to the Community Vine who then posted the information on Facebook. This was the first use of social media as a way of communicating to the public during emergencies.

There is a Federal disaster declaration expected and the Town will look at processing claims for public damages.

### **March 2010 Rain Storms:**

During 2011 Emergency Management continued to process public disaster claim and reimbursement paperwork for the 2010 March Rain Storms.

### **Public Disaster Preparation:**

Residents are reminded of the following;

- Have a wired phone that does not run on power or batteries.
- Have battery operated portable radios to be able to listen to the news.
- Have a way of charging cell phones when there is no house power.
- **Have sufficient supplies to be able to sustain 72 hours prior to obtaining outside assistance.**

### **Emergency Preparations:**

#### **Completed:**

- Funds were voted at Town Meeting to put a generator at Meetinghouse school in the future.
- Agreements were put in place with the City of Fitchburg to improve Police and Fire radio communication by consolidating 2 radio voter sites off of Franklin Road. The project is planned to be completed in 2012.
- Improved video security around the public safety facility and Town Hall.
- Obtained Emergency Planning Grant for EOC and purchased and installed equipment.

**Remaining Recommendations:** Emergency Management reported recommendations that were determined to be needed in the future to address problems that came out of the Ice Storm of 2008. The following items still need to be addressed.

#### ○ **Backup Power**

1. Academy Hill Radio building
2. DPW
3. Town Hall
4. Senior Center

#### ○ **Radio/Communication equipment**

1. Replace both Fire and Police radio voter/comparator with one that is digital and allows for battery backup and remote management

2. Replace Fire and Police voter station on South Ashburnham Road with radio linked connections using town owned cell tower on South Ashburnham Road and include automatic power backup
3. Upgrade Police and Fire repeaters to provide for better remote management.
4. Secure spare parts to allow for Police, Fire and DPW systems to be put back on line if there is a failure.
5. Upgrade Fire Department cross band repeater and move to Ellis Road.
6. Install back up radios for Police, Fire and DPW at DPW as alternate EOC

#### **Shelter Supplies Recommendations:**

I recommend that at some point in time the town procure the following items for shelter operations.

1. 30 Cots/cot linen for shelter
2. 30 personal hygiene kits for shelter
3. Secure 30 Towels and hand cloths at shelter
4. Have phone system at Elementary School added to generator at shelter
5. Privacy Screens for shelter
6. 30 additional blankets for shelter
7. 30 Pillows for shelter
8. Spare clothing for shelter

**CEMP:** The Town's Comprehensive Emergency Plan is the all hazards plan that is in place to guide resources to respond to various types of emergencies in town that is maintained by Emergency Management. This includes floods, hazardous materials releases, blizzard, and ice storms as examples. On a day-to-day basis the various Departments such as Public Works, Police, and Fire all have operation plans and abilities to deliver an emergency response.

It is only when town resources are exceeded that outside help will be needed. The first level of assistance comes from Mutual Aid Agreements from surrounding communities. The second level is State assistance. The Fire Department is part of the Mid-State Fire Mutual Aid Association where assistance can come from any of the member towns in Northern Worcester County. When the Fire Department exceeds the resources of this Association they can call for a Task Force from the State-wide Fire Mobilization Plan. In the event of a regional disaster like a hurricane where all towns and the State are taxed for resources, the town needs to be able to manage with local resources for the period of time it takes to obtain Federal assistance.

#### **Accomplishments:**

In addition to the follow up work on the March Rain Storm, and two new disaster declarations this year, the Homeland Security and Homeland Security planning continues to drive a large part of Emergency Management time and energy. Communication through meetings, e-mail, US Mail, and phone calls consume a significant amount of time. The need to stay abreast of Homeland Security issues and potential and assess the possible impact on the community is now daily. Questions from the public, as well as State and Federal agencies are a regular event. Overall Emergency Management requires over 10 hours a week.

The following are examples of general activities over the last year

1. Regular meetings with between EMD and Deputy EMD
2. Offered CERT (Citizen Emergency Response Team) Training, but did not receive sufficient interest to hold the training



3. Attended Emergency Management meetings
4. Communicate with MEMA with regard to correspondence, surveys, meetings and phone inquiries and expected weather emergencies.
5. Emergency Management personnel responded or monitored emergencies over the last year, including weather events and other smaller emergencies.
6. Emergency Management personnel participated in assisting planned events such as the school evacuation drill, and Annual Town Bon Fire.
7. Participated in the review and revision of the School Emergency Response Plans
8. Maintained mutual aid agreements with surrounding towns for Fire and EMS services if needed.
9. Continued to provide Reverse 911 public notifications.
10. Maintained communication with State Agencies associated with the HHAN Emergency Notification Network.
11. Answered public questions on emergency preparedness.
12. Answered surveys and requests for information from various agencies.
13. Obtained a \$3500 Emergency Planning Grant that was utilized to upgrade the communications equipment in the EOC at the Public Safety Facility including a new weather station on the public safety building.

### **Pending Activities:**

The following are recommended activities in improve communication during emergencies. Some have been on this list for a few years and only little progress has occurred due to the lack of time.

1. Continue to address increased security around the public safety facility
2. Continue to address list of recommendations that came up as a result of the 2008 Ice Storm
3. Finalize EOC communications upgrade
4. Attract Emergency Management volunteer resources
5. Continue general training of Emergency Management Personnel
6. EOC drill/s need to be performed to determine effectiveness of plans
7. Updates as needed to the CEMP on State Computer as eCEMP
8. Maintain or replace the existing Reverse 911 system to notify residents for specific reasons by areas of town during emergencies.

### **Personnel:**

In addition to the Emergency Management Director, Emergency Management has the following volunteer positions: 1 Deputy Emergency Management Director (filled), 1 EOC Coordinator (open), 1 Assistant EOC Coordinator (open), 1 EOC/Shelter Security (open), 1 EOC Technical Operations (open), 1 Lead Radio Operator (filled), 2 Radio Operators (open), 1 Shelter Manager (open), 1 Assistant Shelter Manager (open), 1 Shelter Coordinators (open), and 5 Support personnel, 1 Training coordinator (open), 1 Public Information/Media Relations (open). Emergency Management continues to seek out interested residents that have time, self-initiate, take training and become part of the Emergency Management team. Each position requires some level of training based on experience and willing to attend quarterly meetings to review procedures and participate in emergency situation training. Training is available at the State and Federal Level generally free of charge. Interested residents are asked to contact the Emergency Management Director.

The lack of Emergency Management volunteers that are willing to respond during emergencies has resulted in the Fire Department personnel being used to address such things as planning for potential disasters, responding to requests such as basement flooding. The lack of on-call

firefighters and the cost of paying Fire Department personnel for Emergency Management work is not supported due to previous Fire Department budget reductions. Without Emergency Management emergency responders such things as pumping basements will be curtailed due to overtaxing paid resources.

During the year we look to include EM Personnel in on significant emergency events as this allows them to stay active to some degree in case of a major emergency. We are in need of folks to volunteer their time as leaders in the areas mentioned above. Anyone that is interested is actively participating should contact the Emergency Management Director/Fire Chief at 978-874-2313 x230

## **Equipment:**

**Issued Equipment:** Emergency Management personnel, who are emergency responders, are issued hat, coat, ID, emergency radio pager, and a portable radio to coordinate between themselves and other departments.

## **Other Equipment:**

- There are 6 radioactive measuring units that are still operable from the days of Civil Defense.
- Radios:
  - 5 portable ham radios
  - 1 multi-band ham base radio
  - 1 vhf ham base radio
- Weather Station:
  - A weather station was purchased with the EMPG grant to replace the one the FD had installed many years ago that was no longer fully working. There are 3 remote monitors, one in the FD Alarm Room, one in Public Safety Dispatch, and the other in the EOC.
- There are general supplies for opening the shelter and some sand bags.
- There are a few supplies for long term operations at the EOC.

Equipment utilized by the Fire Department that can also be utilized by Emergency Management is also available.

**Space:** Although we have secured some space in the 3<sup>rd</sup> floor of the Town Hall with the Fire Department, there is a need to address space at the Public Safety Building to allow easy access to the Emergency Operations Center (EOC), we do not at have space to store reference material and supplies. The overall lack of storage space in the Public Safety Facility has impacted Emergency Management. Emergency Management supports the Public Safety Space Needs Committee plans to address space for both the Police and Fire Departments, and to include storage needs that will allow for the EOC to have space for storage of items needed during an emergency.

## **Training:**

The Federal Government via the Sate Government are requiring all emergency responders and key town employees, including Emergency Management volunteers to be NIMS trained to the NIMS IS700 and ICS100. Both of these are available online:

- IS700a <http://www.training.fema.gov/EMIWeb/IS/is700a.asp>
- IS100b <http://training.fema.gov/emiweb/is/is100b.asp>

Some Emergency Management Positions require additional NIMS Training such as;

- IS200b <http://training.fema.gov/EMIWeb/IS/IS200b.asp>
- IS800b <http://training.fema.gov/EMIWeb/IS/IS800b.asp>
- IS300 – Not available online
- IS400 – Not available online

This training is also available to the general public and recommended for community groups and organizations that may provide assistance during a disaster.

### **General:**

Emergency Management is in regular communication with MEMA and other agencies to ensure the town is knowledgeable of all security issues and specific communication related to state emergencies. We receive regular correspondence via phone call, text message, fax and e-mail from multiple agencies.

I want to continue to remind community that there is a risk in having the Fire Chief also the Emergency Management Director. The Ice Storm Emergency in 2008, and March Rain Storm of 2010 and this year's disaster declaration highlighted this problem. In the event of an emergency the Fire Chief is responsible for the Fire Department and is expected to oversee the Fire Department operations. An emergency such as a the 2008 Ice Storm Emergency requires the Fire Chief to be working Fire Department issue and would not provide the opportunity to run the Emergency Management activities that would be needed. The shortage of call firefighters exacerbates this problem as it would require more of the Chief's time to address and manage resources, and it would be near impossible or very difficult to perform the duties of the Emergency Management Director and manage the Emergency Operations Center. In addition, on a day to day basis the Fire Chief's position is more than a full-time job by itself and little time is left to spend on planning, organizing and training Emergency Management Resources. Although we have a Deputy Director this is a volunteer position and unable to fill all the requirements for meetings and paperwork. During the Ice Storm Emergency Management personnel including the Deputy Director could not commit to provide daily support due to their full-time job commitments. I continue to recommend to the community to remove the combined position and have a separate Emergency Management Director to better focus the activities and manage what needs to be done.

Respectfully Submitted,

Brenton W. MacAloney, Emergency Management Director

## REPORT OF THE DEPARTMENT OF PUBLIC WORKS

We submit the following Annual Report for the year 2011.

### HIGHWAY DEPARTMENT

The total snowfall for the 2010/2011 winter season was 87.0". There were 24 storms, 20 snow related and 4 ice related. The heaviest snow fell on January 12, 2011 which produced 14.0" of snow. Snowfall rates for this storm were 1 to 2 inches per hour with poor visibility. There were 8 storms in January that produced 40.25" of snow.

A combination of Massachusetts Chapter 90 State Aid and Town Funds were used to accomplish the following:

#### MASSACHUSETTS CHAPTER 90 STATE AID FUNDS

Massachusetts State Aid funds were used for the following projects:

Cracksealing – Roads that were cracksealed: Batherick Rd., Betty Spring Rd., Carter Rd., East Gardner Rd., Fenno Dr., Fred Smith Rd., Kendall Ct., Knower Rd., Kurikka Pl., Leominster St., Miles Ave., Mile Hill Rd., Mossman Rd., Newcomb Rd., Newton Rd., North Common Rd., Sargent Rd., Scenic Dr., South St., Worcester Rd.

Fitchburg Rd. / Route 31 Culvert Replacement – The culvert was replaced with 72 feet of 24-inch aluminized corrugated steel pipe.

Message Board – A portable variable message sign was purchased.

South Street Reconstruction – Consultant engineering/surveying services were performed.

Sidewalk Replacement – Sidewalks were replaced on Church Street, Main Street, and Nichols Street.

Pavement Management Update – Road surveys were performed on Town Roads.

#### TOWN FUNDS

##### Full Depth Pavement Reclamation

Davis Road ( West Princeton Road to Spruce Road ) – 3,350 feet  
Harrington Road – 3,600 feet

##### Paving

Davis Road ( West Princeton Road to Spruce Road ) – 3,350 feet, 2 ½-inch dense binder  
Harrington Road – 3,600 feet, 2 ½-inch dense binder

##### Drainage Improvements

Bolton Road – 32 feet 8-inch High-density polyethylene (HDPE) pipe  
Bragg Hill Rd. – 40 feet 51"x37" Horizontal elliptical galvanized pipe  
Davis Road – 100 feet 6-inch High-density polyethylene (HDPE) pipe  
– 200 feet 10-inch High-density polyethylene (HDPE) pipe  
Fred Smith Rd. – 60 feet 12-inch High-density polyethylene (HDPE) pipe  
Harrington Rd. – 40 feet 15-inch High-density polyethylene (HDPE) pipe

N. Common Rd.– 200 feet 10-inch High-density polyethylene (HDPE) pipe  
– 68 feet 12-inch High-density polyethylene (HDPE) pipe  
Town Farm Rd. – 46 feet 15-inch High-density polyethylene (HDPE) pipe  
– 32 feet 10-inch High-density polyethylene (HDPE) pipe  
Vatican Way – 120 feet 24-inch High-density polyethylene (HDPE) pipe

Catch Basin/Manhole - Repaired/Replaced/Adjusted

Bolton Rd. – 1 new catch basin, Davis Rd. – 1 new catch basin, Harrington Rd. – 2 catch basins repaired, N. Common Rd. – 1 new catch basin, Town Farm Rd. – 3 new catch basins.

Traffic Line Markings

Bacon St., Battles Rd., Betty Spring Rd., Depot Rd., Elliott St., Gatehouse Rd., Knowler Rd., Leominster St., Mile Hill Rd., Narrows Rd., Nichols St., North Common Rd., Oakmont Ave., Sargent Rd., South Ashburnham Rd., South St., Rt. 31, Rt. 140 South, Village Inn Rd., Waterman Lane, West Main Street, Worcester Rd., Wyman Rd.

Crosswalk and Stop Bar Markings

Adams St., Bacon St., Bolton Rd., Brooks Ave., Carter Rd., Church St., East Gardner Rd., Eaton St., Elliott St., Frog Hollow Rd., Knowler Rd., Kurikka Pl., Main St., Marshall Hill Rd., Mile Hill Rd., Minott Rd., Narrows Rd., Nichols St., Notown Rd., Oakmont Ave., Overlook Rd., Pleasant St., South St., West Main St., West Princeton Rd., Woodland Dr., Worcester Rd., Wyman Rd.

Street Sweeping

A majority of the Town Roads were swept by the Department's street sweeper

Brush Cutting

Brush was cut on the following Town Roads:

Academy Hill Rd., Bacon St., Barrel Rd., Bean Porridge Hill Road, Betty Spring Rd., Bragg Hill Rd., Church St., Colony Rd., Davis Rd., Dean Hill Rd., Depot Rd., East Rd., Ellis Rd., Fred Smith Rd., Frog Hollow Rd., Gatehouse Rd., Hager Park Rd., Harrington Rd., Leominster St., Marshall Hill Rd., Meetinghouse Rd., Mile Hill Rd., Minott Rd., Narrows Rd., Nichols St., Oakmont Ave., Old County Rd., Pierce Rd., Pleasant St., Shady Ave., South St., South Ashburnham Rd., Spruce Rd., Sunset Rd., Town Farm Rd., Village Inn Rd., Whitmanville Rd., Wilson Dr., Worcester Rd., Wyman Rd.

Article 23 of the May 7, 2011 Annual Town Meeting provided funds to purchase a pickup truck. The truck with trade was purchased from MHQ Municipal Vehicles of Marlborough, Massachusetts.

## **WATER DEPARTMENT**

There were 3 new services connected to the distribution system during the year. The number of service connections is now 1,193.

Daily water analyses for chlorine, fluoride and turbidity levels were all within the acceptable limits. All monthly tests for coliform (bacteria) were within the acceptable limits.

Water analysis was also performed for the following: aluminum, calcium, iron, magnesium, manganese, sodium, potassium, silver, zinc, alkalinity, chloride, color, hardness, pH, odor, sulfates, total dissolved solids (TDS), asbestos, tetrachloroethylene (PCE), total trihalomethanes (TTHM), haloacetic acids (HAA5), inorganic contaminants and volatile organic contaminants.

There were 4 water main repairs and 5 service leaks/repairs during the year.

#### **WATER CONSUMPTION DATA**

<b>MONTH</b>	<b>GALLONS</b>	<b>MONTH</b>	<b>GALLONS</b>
January	9,931,192	July	15,380,609
February	8,847,645	August	13,619,485
March	10,342,947	September	12,384,996
April	10,509,796	October	12,097,626
May	11,969,051	November	11,484,130
June	12,378,031	December	11,480,317

TOTAL 2011 CONSUMPTION = 140,425,825 GALLONS

Average Daily Consumption =	384,728 gallons	
Largest Daily Consumption =	January 14, 2011	770,839 gallons
Largest Weekly Consumption =	July 17 – 23, 2011	4,066,633 gallons

#### **WATER DEPARTMENT COMPARATIVE TABLE**

<b>CALENDAR YEAR</b>	<b>TOTAL (GALLONS)</b>	<b>LARGEST DAY (GALLONS)</b>	<b>LARGEST WEEK (GALLONS)</b>
2006	102,872,500	646,000	2,647,000
2007	109,655,521	889,000	2,845,000
2008	124,118,507	602,487	3,228,945
2009	138,282,520	680,231	3,541,523
2010	150,852,699	777,610	4,282,031

### **SEWER DEPARTMENT**

There were 6 new services connected to the collection system during the year. The total number of service connections is now 730.

During the year, 60,721,768 gallons of sewerage passed through our system and into the City of Fitchburg collection system.

#### **SEWER USE COMPARATIVE TABLE**

<b>CALENDAR YEAR</b>	<b>GALLONS TO FITCHBURG</b>
2006	53,386,980
2007	53,488,607
2008	53,704,411
2009	71,987,743
2010	67,695,455

**SOLID WASTE DEPARTMENT**

625 residential vehicle sticker permits were issued during the year.

88 residential construction/demolition debris permits were issued during the year.

404 drop-off permits to dispose of special fee items were issued totaling \$8,142.00.

**DROP-OFF PERMIT COMPARATIVE TABLE**

MONTH	DROP-OFF PERMITS ISSUED				
	FREON ITEMS	TIRES	MATTRESS	PROPANE TANKS	CRT's (TV's)
JANUARY	-	9	6	-	4
FEBRUARY	4	-	4	-	5
MARCH	5	-	14	-	12
APRIL	2	1	12	-	11
MAY	7	10	12	1	6
JUNE	7	2	14	2	12
JULY	10	2	15	3	10
AUGUST	5	-	12	2	17
SEPTEMBER	9	-	18	1	18
OCTOBER	3	8	8	5	12
NOVEMBER	6	2	16	-	17
DECEMBER	3	-	18	-	22
<b>TOTALS</b>	<b>61</b>	<b>34</b>	<b>149</b>	<b>14</b>	<b>146</b>

Respectfully submitted,

**WESTMINSTER PUBLIC WORKS COMMISSION**

Lorraine J. Emerson, Chairman  
Vance A. Butterfield  
Scott H. Ryder

Joshua W. Hall, P.E.  
Director of Public Works

William D. Ahearn  
Highway Superintendent

Robert N. Hill  
Water/Sewer Foreman

## BUILDING DEPARTMENT

The following is the report of the activities of the Building Department for the calendar year 2011:

PURPOSE OF PERMIT	# OF PERMITS	CONSTRUCTION VALUE
Residential		
One family dwellings	10	\$ 2,506,082.00
Two family dwellings	1	385,112.00
Additions & alterations	138	2,300,837.00
Garages	8	378,695.00
Accessory buildings	8	208,504.00
Swimming pools	10	101,480.00
Non-residential additions/alterations	16	2,375,560.00
Demolition	10	-----
Other	49	28,615.00
TOTAL	250	\$ 8,284,885.00

### FEES COLLECTED IN C.Y. 2011

Building permits	250	\$ 75,893.36
Plumbing/Gas permits	178	11,013.00
Wiring permits	205	15,688.00
Other fees	19	1,813.00
TOTAL	652	\$ 104,410.36

The Building Department has a new look within the Town Web-Site at [www.westminster-ma.gov](http://www.westminster-ma.gov). When on the Towns Home Page, click on "Departments" then on "Building & Zoning Enforcement" and check out all the new features. Some of the features are "Frequently asked questions", "Permit application forms", and much more.

This year, was the start of the Eighth Edition (for residential construction) (IRC) State Building Code, also known as the International Residential Code For One and Two-Family Dwellings approved on February 4, 2011. There is a concurrency period for the code during which designers and/or permit applicants for residential work have the option of using either the Seventh or Eighth Edition of the code; this period ended on August 4, 2011. All residential work after August 4th, 2011 will be regulated by this new code. Permit applicants and all permit holders must have a current copy of the building code in their possession. Also, regarding the new code, the town adopted the State's Stretch Energy Code at the fall Town Meeting and it becomes effective as of July 1, 2012. This was done through the efforts of the Energy Advisory Committee to help the town qualify as a "Green Community". This status helps the town in their efforts to obtain both Federal and State aid assistance.



It is also important to inform and/or remind the residents of this community that a building permit must be obtained for any construction, alteration, repair, demolition, or to change the use or occupancy of a building and for the installation of any solid fuel burning appliance. A wiring permit is required for any work to the electrical system in a structures including low voltage wiring. Additionally, any proposed plumbing or gas fitting must also be completed under the respective permits and all work must be done by a Massachusetts licensed plumber. Permit applications should be submitted prior to beginning the proposed work. These codes are for your protection; please contact this department with any questions or if you propose to do any work as defined above. Homeowners must also be reminded to test all smoke and carbon monoxide detectors and should replace them with new ones every 5–8 years.

The Building Department is located on the second floor of Town Hall. The office hours are: Monday thru Thursday 8:00AM - 4:30PM, and Friday 8:00AM - 1:00PM.

Respectfully submitted,

Michael A. Gallant  
Building Commissioner/  
Zoning Enforcement Officer

## 2011 TOWN PLANNER / PLANNING BOARD REPORT

### INTRODUCTION

The Planning Board is a five member elected board with a term length of three years. The current board membership and their term expiration dates are as follows:

Marie N. Auger, chairman	2014
Andrew J. Sears, vice chairman	2012
Michael J. Fortin, clerk	2014
M. Donald Barry	2013
William C. Taylor, II	2013

The Planning Board continued holding twice monthly public meetings to review development status; to prepare local land use regulations, zoning and other bylaws; and to conduct routine planning business.

### DEVELOPMENT OVERVIEW

The Planning Board reviews all subdivisions for conformance with the Subdivision Control Law and The Rules and Regulations Governing the Subdivision of Land in Westminster. In addition, the Planning Board is the Special Permit granting authority for “cluster development.” The Planning Board also reviews industrial/commercial and multi-family residential Site Plans. The following is a project update for 2011:

- In April, the Planning Board signed a new Performance Guarantee for the Rebanna Road Subdivision.
- In June, the Planning Board welcomed new Town Planner Stephen Wallace, who brings with him 22 years of professional planning experience in both Massachusetts and New Hampshire.
- In July, the Planning Board approved a Site Plan to utilize a portion of an existing building within the Westminster Business Park for a personal training fitness center, to be known as “Superior Strength and Conditioning”.
- In October, the Planning Board approved the Elm Street Extension Definitive Subdivision Plan that will result in the creation of one new housing lot.
- In October, the Planning Board voted to support a Citizen Petition for a zoning change at 64 Main Street, changing the parcel’s zoning from Residential-I to Commercial-III.
- In October, the Planning Board met with the principals of the Woods at Westminster Subdivision and granted a two-year extension of their Special Permit for the Cluster Development.
- In October, the Planning Board received an update from the Westminster Business Park regarding their progress on Phase II of the Industrial Subdivision.
- All outstanding issues for the Brookside Farm Definitive Subdivision Plan were resolved, enabling the Planning Board to endorse the mylar for this plan in November. Once built, this project will result in a 34-lot cluster development where 90% of the land will be turned over to the Town and remain as open space in perpetuity.

## **APPROVAL NOT REQUIRED PLANS**

A division of land that has frontage on an existing Town way or on a subdivision road that has been constructed or bonded may be submitted to the Planning Board for Approval Not Required (ANR) endorsement. The ANR process is also used to convey parcels of land.

The following ANR plans were endorsed in 2011:

- Bob Francis for property located at Crocker Pond (one lot).
- Spencer Kimball for property located at Bragg Hill Road (4 lots).
- Kathleen Carroll and Ronald White for property located at 57 Turnpike Road (two lots).
- Josh Sundberg for a property located at 200 East Road (one lot).
- Clara Nadeau for a property located at 91 Davis Road (one lot).
- P.P. Dell LLC for a property located at Bean Porridge Hill Road (one lot).

## **GRANTS & RESEARCH**

- In early 2011, the Town received a District Local Technical Assistance Grant (DLTA) from the Montachusett Regional Planning Commission (MRPC) for the purpose of updating its 2006 Housing Production Plan. This project was completed in December.
- In September, the Town received a Peer-to-Peer technical assistance grant from the MA Department of Housing and Community Development (DHCD) to conduct an analysis of the MBTA Layover Facility and its impact on freight access for the remainder of the Westminster Business Park.
- In July, the Town applied for a \$7 million dollar grant through the MassWorks Infrastructure Program to complete the necessary utility work for the Westminster Business Park and an in-line sewage storage system, but this grant was not successful. The Town will consider applying again next year.
- In December, the Town applied for a Downtown Technical Assistance grant from DHCD to conduct a needs assessment to reuse the Old Town Hall as a community center. The Town should learn the fate of this grant in early 2012.
- In November, the Town received a “Gold” designation from the MA Biotechnology Council as part of its Bio-Ready Communities program.
- The Town has submitted a letter of interest to the MA Film Office to become a “Film Friendly” community.
- The Town Planner has prepared an analysis of tax delinquent properties, evaluating them for potential municipal use.
- The Town Planner has prepared an analysis of those Town-owned properties that have never had a management entity assigned to them.
- The Town Planner prepared an analysis of the State’s Smart Growth Zoning Law and its implications for Westminster, should the Town choose to adopt this program.
- The Town Planner conducted research on how other municipalities regulate the placement of fill with an eye towards preparing a set of fill regulations for the Town.
- The Town Planner continues to research suitable grant opportunities and passes them on to relevant departments.

## **LONG-RANGE PLANNING**

- Under the auspices of the Planning Board, the Town has begun an update of its 2000 Master Plan. The Board of Selectmen appointed an 11-member Master Plan Update

Committee that has been meeting monthly since October. The updated community Master Plan should be ready in late 2013 or early 2014.

- The Town is participating in several regional grants being undertaken by MRPC, including a Corridor Study for Route 140, a Smart Growth Corridor Study for the area surrounding the new MBTA Wachusett Station in Fitchburg, and a federal Sustainability grant for the MRPC region, and continues to participate in the Montachusett Region Comprehensive Economic Development Strategy Committee.
- The Planning Board has prepared a Wind Power Bylaw and associated Regulations that will be brought before voters at the May 2012 Town Meeting.
- The Town Planner continues to work with our regional chapter of Habitat for Humanity to find a suitable home building lot somewhere in Town.

### **SPECIAL TOWN MEETING NOVEMBER 15, 2011**

The Planning Board recommended approval of a Citizen's Petition zoning change for 64 Main Street, changing the zoning designation from Residential-I to Commercial-III (Article 11 on the Warrant). This change to the Zoning Map will allow the structure that exists on the subject property to legally be used as office space, which the Planning Board believes is an appropriate use for our Town Center.

Any planning questions or comments may be directed to the Planning Board or Town Planner Stephen Wallace at (978) 874-7414 or [swallace@westminster-ma.gov](mailto:swallace@westminster-ma.gov).

Respectfully submitted by:  
Stephen Wallace, Town Planner

## 2011 MASTER PLAN UPDATE COMMITTEE REPORT

### INTRODUCTION

In September, the Town began the process of updating the Town's Master Plan, which was last updated in 2000. Much has changed since the last Master Plan and the Town's policy makers recognized the need to revise its long-range plan to reflect the new realities that face Westminster. At the Planning Board's request, the Board of Selectmen appointed a Master Plan Update Committee in September. The Committee is comprised of the following individuals:

Mike Fortin ~ Planning Board Representative  
 William (Bud) Taylor ~ Alternate Planning Board Representative  
 Laila Michaud – Selectmen's Representative  
 Dan Bartkus ~ Conservation Commission Representative  
 Richelle Brown ~ Open Space Committee Representative  
 Heather Billings ~ Energy Advisory Committee Representative  
 Dean Johnson – Agricultural Committee Representative  
 ML Altobelli – Alternate Agricultural Committee Representative  
 Donna Brownell ~ WEST Representative  
 Lois Luniewicz, WEST Alternate  
 Scott Ryder ~ DPW Representative  
 Mike Gallant ~ Building Inspector  
 Ted Fiffy – Citizen at Large  
 Linda Wiest ~ Citizen at Large

Per Massachusetts General Laws, Chapter 41, Section 81-D, the new Town Master Plan will provide recommendations for Land Use, Zoning, Housing, Open Space and Recreation, Natural Resources, Municipal Services, Economic Development, and Transportation.

**Purpose of the Master Plan:** A local Master Plan typically:

- Sets forth the Town's policies on future land development.
- Sets forth a Vision Statement for the community.
- Plans for the orderly expansion of municipal services.
- Serves as the Town's plan of action for the next decade.
- Serves as the foundation of the zoning scheme.

**Benefits of a Master Plan:**

- Every community benefits by having a plan of action.
- Communities with up-to-date Master Plans typically receive better bond ratings.
- Communities with up-to-date Master Plans receive bonus points on grant applications.
- Having an up-to-date Master Plan will put the Town in a better position to negotiate with developers on housing projects proposed under the Comprehensive Permit process (40B).

The Master Plan is a two-year effort that should be completed by the end of 2013 or early 2014, and will be brought to a Town Meeting for acceptance. Any questions or comments regarding the Master Plan update may be directed to the Planning Board or Town Planner Stephen Wallace at (978) 874-7414 or [swallace@westminster-ma.gov](mailto:swallace@westminster-ma.gov).

## **BOARD OF HEALTH**

Dr. Patricia Glover M.D. continued to be the Chairman during 2011. Ed Simoncini and Peter Munro complete the three member elected board. The Health Department's current staff is Health Agent Elizabeth Swedberg, known as Wibby, Assistant Health Agent Rita McConville, and Administrative Assistant Joyce Lucander.

The Board of Health regularly meets the first and third Wednesdays of the month at 4:30 p.m. in the Town Hall. The dates and times of meetings are publicly posted in the Town Hall.

It is the Board of Health's goal to preserve and protect the health and well-being of the residents of Westminster. The Board of Health protects the public health, prevents and controls disease, promotes safe and sanitary living conditions, and protects the environment from hazards. To this end the Board of Health promulgates, interprets and enforces regulations.

**Farmer's Market:** The Farmer's Market had another very successful season. Several Westminster residents are making jams, jellies and baked goods in their homes for sale at the Farmer's Market. The state requires them to obtain Residential Kitchen permits which are issued by the Board of Health. The Health Agents meet with those interested and do inspections of their kitchens, giving advice and recommendations as to how to meet the state regulations. The agents issued 7 Residential Kitchen permits in 2011. Health Agents, Wibby and Rita, were asked by the Agricultural Commission to give a seminar on safe and sanitary food preparation for public consumption for all those interested in selling food at the Farmer's Market.

**New Town Website:** The Board of Health section of the new town website has lots of great information. Included are permit application forms, local regulations, fees. The site includes information on deer ticks and Lyme disease, Mosquito-Borne Diseases, Asian Longhorned Beetles, and seasonal flu. Would you like to sell baked goods at the Farmer's Market? All you need to know about obtaining a Residential Kitchen Permit can be found. Are you interested in putting in a geothermal well for heat? Click on Geothermal Wells to find the State Guidelines. There are links to the Massachusetts Title 5 Septic Regulations, Massachusetts Sanitary Code, MA Department of Public Health, and the Centers for Disease Control (CDC). There is even a Kid's Page (for kids of all ages) with links to many fun educational sites regarding health. Check it out:

[www.westminster-ma.gov](http://www.westminster-ma.gov).

**Regionalization:** The state has been promoting Regionalization of Boards of Health. The 3 cities of Leominster, Fitchburg, and Gardner applied for and received a grant from the Mass Department of Public Health (DPH) to fund a planning study regarding possible regionalization of some of the public health services in our area. After receiving the grant the Montachusett Area Public Health Taskforce was established. 16 area cities and towns were invited to be a part of the taskforce. Over the past year Wibby met regularly with the taskforce to hammer out how the "Montachusett Regional Health District" could best enhance the public health services in our town/region. After months of hard work, the taskforce submitted an application on November 18, 2011 to Mass DPH to receive an Implementation Grant to seek funding to get the Health District up and running. Ten communities expressed interest in being a part of the district. We were notified in late December that the Montachusett Regional Health District (MRHD) was one of 5 recipients of the Implementation Grant.

Boards of Health will keep their own authority and staff. Members of the MRHD will share centralized utilization of the Massachusetts Virtual Epidemiological Network (MAVEN) for communicable disease surveillance and case management by a public health nurse. The MRHD will develop health promotion and education programs, launch an initiative to promote healthy weight incorporating municipal policy change, provide regional flu clinics, pursue partnerships with LUK and other agencies for substance abuse and mental health services. These are all things that small Health Departments do not have the manpower or funding to provide on their own.

### **EMERGENCY PLANNING**

**Emergency Dispensing Site Plans:** In the event that all of the population or a large segment of it, would need vaccination or antibiotic distribution, Boards of Health are required by the state to have Emergency Dispensing Site (EDS) plans in place. The EDS plan must include a means to vaccinate the entire community within 48 hours. Our primary EDS is Westminster Elementary School. Our secondary EDS is Oakmont High School which would be activated jointly with the Town of Ashburnham. We have used flu clinics the last 3 years to drill (practice utilizing) our EDS sites. On December 22, 2010 and November 15, 2011 we drilled Westminster Elementary School EDS with seasonal flu clinics. We were able to drill Oakmont High School EDS December 8, 2009 with an H1N1 flu clinic held jointly with Ashburnham. These drills have been valuable to ascertain and correct weak areas in our EDS plans.

**Shelter Supplies:** The Board of Health has purchased supplies for the town's emergency shelter/EDS sites through H1N1 funding and Federal Emergency Preparedness funds. These supplies include: 6 cots, 50 cot blankets, 50 cot sheets, 50 inflatable pillows, 9 privacy/room divider screens, 4 card tables (in use at the Senior Center), 3 other folding tables, 2 expandable stanchions for crowd control or to block off parts of the school, portable loading zone street sign, extension cords, flashlights, head lamps, coolers, 3 air pots for coffee and hot water. The items dedicated for use at the Shelter are now stored in a large locked closet beside the gym at the Westminster Elementary School.

**AED:** The Board of Health received an Automated External Defibrillator (AED) in 2010 through federal grant money for use at the town's Emergency Dispensing Site (EDS). Because the AED is a portable unit the Board made the decision to store the unit in the Town Hall so it would be available for much broader use. It is located on the wall between the 2 sets of front doors. The AED can be transported to an EDS when needed. The Fire Department held a CPR/AED class on February 1, 2011 to train Town Hall employees in the use of the AED.

### **Revolving Account/Flu Clinics:**

At the fall Town Meeting in 2010 the town voted to authorize the establishment of a Board of Health Public Health Clinic and Emergency Response Revolving Account. The funds to start this account came from funds received from Health Insurance Companies for administering the H1N1 flu vaccine in 2009. The purpose of the fund is to purchase seasonal flu vaccine and hold clinics, and to respond to Public Health emergencies.

Due to budget constraints the Massachusetts Department of Public Health has been cutting back on the amount of flu vaccine given to Boards of Health to hold public clinics. In 2011 we purchased 150 doses of flu vaccine to supplement the 140 doses received from the state. The after-school flu clinic at Meetinghouse School held on October 20 from 4 to 7 pm was attended by local families and school faculty and staff resulting in 186 doses administered. 58 doses were administered at the November 3<sup>rd</sup> Flu Clinic held at the Senior Center. New this year was to hold

a Flu Clinic in conjunction with the Fall Town Meeting on November 15<sup>th</sup>. Because of so many positive comments we hope to make this an annual event. 17 doses were administered.

**Volunteers Needed:** The Board of Health continues to actively seek both medical and non-medical volunteers to join the local arm of the Medical Reserve Corps (MRC). These local volunteers are trained to assist in the event of an emergency. Please consider joining; there is no cost or lengthy commitment. Having several trained volunteers will enable the town to quickly mobilize to staff a shelter or EDS. Please contact the Board of Health office to sign up.

### **PERMITS ISSUED FOR 2011**

Septic Installers	33
Sewage Haulers	12
Motels and Inns	2
Bed and Breakfasts	1
Semi-Public Swimming Pools	1
Semi-Public Beaches	2
Selling Tobacco	7
Funeral Homes	1
Emergency Beaver Trapping Permits	4
Outdoor Hydronic Heater	3
Recreational Summer Camps	1

### **FOOD PERMITS ISSUED**

Food Service/ Restaurants (All Year)	45
Food Service/ Restaurants (Seasonal)	2
Temporary food event vendors permits	71
Temporary food nonprofit events	14
Residential Kitchen Permits	7
Mobile unit permits	5
Seasonal food permits	2
2011 Total food permits issued	146

### **WELLS AND SEPTIC SYSTEM APPLICATIONS RECEIVED**

Septic systems servicing new construction and repairs	50
Private Well installations	6

### **TITLE 5 INSPECTIONS**

Inspections witnessed by agents	57
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### **PUBLIC SAFETY MONITORING**

**Beach Testing:** The Crocker Pond Beach water is tested for E. coli prior to the beach opening and weekly throughout the bathing season per state regulation. The beach would be closed if E. coli levels exceeded the Maximum Contaminant Level allowed. The test levels were continually excellent throughout the season as they have been in previous years. Wyman's Pond is no longer tested by the Board of Health. Consequently the area beside the dam at Wyman's Pond has been posted "No Swimming."



**Food Inspections:** The Commonwealth of Massachusetts requires a minimum of 2 inspections annually for each food establishment which includes restaurants, school kitchens, camps, concession stands, church kitchens, retail food markets, and the Senior Center. Any Agency, including Non-Profit organizations planning to serve or sell food to the public must obtain a temporary food permit from the Board of Health at least 2 weeks prior to the event. Wachusett Mountain Ski Resort held many summer-fun events. Each event invited many outside food vendors which require a food permit and inspection from the Board of Health agent. Whenever prepared foods are served at outdoor events special precautions must be taken to ensure food safety.

**New legislation:**

The State legislature enacted a law effective in October, 2010, which ordered the Massachusetts Public Health Department to require food establishments to post an **allergy notice** in order to increase public awareness and reduce risk of illness or death due to accidental ingestion of food allergens. By February 1, 2011 all food service managers were required to watch a training video on **allergen awareness** and post the certificate showing proof of having the training. Boards of Health Agents are required to confirm that these new requirements have been fulfilled by food establishments. If you have an allergy to a particular food product please inform the server when you frequent your favorite food establishment.

Effective January 2010, the regulation governing **commercial cooking operations** adopted 2 new regulations. 1. All food establishments are required to display a "Certificate of Competency" label from the agency conducting a thorough cleaning and inspection of commercial cooking operations (as listed in the Board of Fire Prevention Regulations 527 CMR 11), to be clearly displayed on hood exhaust. 2. The certified cleaning agency and the local Board of Health department are required to notify the local fire department of deficiencies discovered during cleaning or inspections.

**Food Recalls:** The Board of Health agents continues to monitor Food Recalls, informing retail food establishments and restaurants of recalls that might pertain to them.

**Town Events:** There were 5 special events in town this year using either the Town Common or town roadways for bicycle or foot races. The Health Agents review the applications and work with the sponsors/event planners regarding any food being prepared or served and that sufficient porta-johns/facilities are available for those attending the event.

**Communicable Disease Follow-up:** One important aspect of our job is communicable disease follow-up. The state sends us a laboratory confirmed report of a Westminster resident with a disease. We fill out a confidential case report form for the state by contacting their physician and/or the resident by phone. The state uses the data we provide for surveillance, to monitor outbreaks and in some cases to issue recalls. Some communicable diseases we investigate are foodborne such as salmonella or E. coli, in which case we would take a food history and investigate where they may have eaten undercooked or contaminated food. Others diseases are vector borne such as West Nile Virus or Lyme disease. Our follow-up includes answering numerous questions, providing fact sheets and other education for folks with certain diseases. If a serious disease that is passed person to person, such as meningitis, Hepatitis A, or TB, were to be confirmed in a Westminster resident, immediate and extensive follow-up would be required to determine close contacts so they can receive prophylaxis to stop the spread. These investigations can take an enormous amount of time and have to be undertaken immediately to protect lives.

## **LANDFILL**

The development and operations of the Fitchburg/Westminster Landfill is managed by Resource Control, Inc. (RCI), a subsidiary of Waste Management of Massachusetts (WMMA).

### **Landfill Annual Receipts:**

2000: \$ 290,917.00	2005: \$2,501,857.72	2010: \$1,255,071.98
2001: \$ 368,553.00	2006: \$2,487,202.77	2011: \$1,464,951.10
2002: \$ 388,931.00	2007: \$2,727,874.92	
2003: \$ 415,267.00	2008: \$2,106,037.00	
2004: \$ 858,045.33	2009: \$1,571,190.60	

**Solid Waste Committee:** The Landfill was scheduled to close in 2017. The Solid Waste Committee was re-established in 2008 with officials and Town Counsels from Westminster and Fitchburg and representatives from Waste Management to examine extending the life of the Landfill beyond the contractual obligations of 2017. It is estimated that at the current rate of usage the Landfill will not be at capacity using current technology until 2023. The current contract was outdated and had many addendums, which made it very convoluted. The contract with its addendum was updated and consolidated into one new contract and at the same time it has been extended until there is no further capacity available. With new technologies it is possible the Landfill life could be expanded well beyond 2025. The Solid Waste Committee and Waste Management plan to continue to meet to examine possibilities of using new technology and techniques to extend the life of the Landfill even further.

**Hazardous Waste Days:** Waste management sponsors numerous regional Household Hazardous Waste days which residents could attend in either, Westminster, Fitchburg, Gardner, or Barre Landfills. These are held during June, October and November. Pre-registration is not required. See the Town website for lists of acceptable and non-acceptable items and for new up-coming dates in 2012.

**Drug Take-Back Program:** The Health Agent and Board of Health Chairman have been active on a committee working to establish a prescription drug take-back program for Westminster. Other members of the Committee include the Police Chief, Counsel on Aging Director, and local Pharmacist. The Westminster Police Department conducted two Take-Back programs this year: 3/30/2011 and 10/29/2011. The Police Department has now installed an old Mailbox inside the station that was painted by Monty Tech as a Drug-Take-Back Box. Residents can deliver medications to the officer on duty at any time and the officer will deposit them into the box.

## **DROP-OFF CENTER**

The residential waste drop-off area has places for delivering bags of trash, scrap metal, leaves & yard waste, bottles/cans/plastic, paper, cardboard, waste oil, car batteries, florescent light bulbs, rechargeable batteries, power tool and cell phone batteries as well as button batteries (from hearing aides and watches). There is also a used clothing bin, book drop, paint shed (seasonal) and Swap shed for usable unwanted items. Metal walkers, crutches, and wheelchairs are also being collected at the Landfill by a local group to send overseas to needy people. Recyclable items taken to the drop-off center must be sorted and placed in appropriate areas for disposal.

**Items with Disposal Fees:** Fees are charged for tires, mattresses, TVs and computer monitors, propane tanks, appliances and units containing Freon. There is no charge for (white) home

appliances like washing machines and dishwashers. Fees for items must be prepaid at the DPW office prior to delivering them to the drop-off area.

**Curbside Pickup:** Waste Management continues to offer residents free weekly curbside pick-up for all recycling products such as paper, plastic, glass and cans in a new “Single Stream” method which simply allows the homeowner to combine all these recyclable items in one tote bucket. One green recycling tote per household may be obtained from the Department of Public Works (DPW) at 2 Oakmont Ave. Curbside trash pick up by Waste Management continues to be available for a fee.

**Book Bin:** There are two Book Bins, called “Got Books”, located in town: one at the Drop-off Center at the Landfill, and one at Oakmont High School. “Got Books” accepts used books, videos, DVDs and audio books (no magazines). Proceeds from sales of these items go to a local charity in town.

**Sharps:** For the safe disposal of hypodermic needles, lancets etc at the landfill, it is recommended that people place all contaminated (used) items into a plastic bottle or container, labeled – SHARPS- and dispose in the regular trash bin until further notice of state regulations.

**Stickers:** Vehicle stickers are available for residents from the DPW. The vehicle stickers transmit a scanned readout which allows entrance to the Drop-off Center during regular hours of operation.

**Mercury Thermometer Exchange:** The Board of Health continues to have available digital thermometers to exchange for mercury thermometers at no charge. Mercury thermometers are glass with a silver line that moves when the thermometer is shaken. Please keep the thermometers in their case or if case is lost, in a zip lock bag with padding to bring in to the BOH office.

## **RABIES CLINIC**

The Board of Health sponsored one Rabies Clinic this year, held at the Westminster Fire Station: March 6 (the first Saturday in March as has been the tradition) by Gardner Animal Care Center. 54 cats and 54 dogs were vaccinated for rabies.

## **TOBACCO CONTROL ALLIANCE**

The Boards of Health Tobacco Control Alliance has worked with the Westminster Board of Health since 1994. The Alliance provides inspectional services regarding all tobacco related issues including but not limited to, enforcement of all youth access and environmental tobacco smoke regulations and enforcement of the new Smoke-Free Work Place Law.

The following is the 2011 summary of Alliance services:

### **INSPECTIONAL STAFF**

Joan Hamlett/ Marty Miareki/  
Eric Jack

### **TOBACCO PERMITS**

Total Number of Tobacco Permits Issued:	7
Number of Store/Merchant Permits (inspected)	7
Number of Vending Machine Permits	0
Revenue brought in by Tobacco Permits @ \$150 a piece	\$1050.00

### **INSPECTIONAL SERVICES**

The Alliance does 3 types of inspections. Youth Access inspections are done to make sure stores are checking ID's and not selling tobacco products to minors. Retailer inspections are to determine if stores are following state and local regulations regarding required signage, how products are displayed, etc. Smoke-Free Workplace Law or Secondhand smoke inspections are usually done in response to a complaint that employees or patrons are smoking in a bar, restaurant, or workplace.

#### **Youth Access:**

The Alliance did not complete any youth access inspections during the 2011 calendar year. The youth access inspections starting with July 2011 are now being conducted by a federal inspection program. We do not have access to the data at this time. We will only be conducting youth access checks based on any local complaints or as directed by DPH.

#### **Retailer Inspections:**

Number of Inspections	2 full and 1 set of violator inspections
Number of Store Inspections	18
Number of Violations	4
Number of Warnings	3
Number of Fines	1

(Violations: 3 cigar signs missing, 1 self-serve display. The stores with sign violations corrected violations and passed the repeat inspection, the store with the self-service display passed the 2<sup>nd</sup> repeat violator check after they were issued the \$100 fine)

Merchant Education packets and Under 27 materials were delivered to each merchant to assist in training their employees not to sell to minors. Five stores are using the optional Under 27 materials.

#### **Smoke-Free Workplace Law or Secondhand smoke Inspections:**

Number of Inspections	0
Number of Violations	0
Number of Warnings	0
Number of Fines	0
Amount of Fines	0

\*These inspections are conducted on a complaint basis. There were no complaints in 2011.

#### **Other:**

For this funding cycle, tobacco education efforts will be focused on Other Tobacco Products, known as OTP's. These are low cost tobacco items that are on the market to keep young people interested in tobacco use. These items are all low cost and often in candy or fruit flavors, many are smokeless, and some are dissolvable. Many are packaged to look like other items (i.e. lipstick case, candy item) so that parents, teacher would not be able to identify them as a tobacco product. Efforts will include identifying parent groups and presenting information at school staff meetings.

The Board and staff wish to thank all Boards, Committees, other elected officials, Attorney Jeffrey Blake from Kopelman & Paige, Karen Murphy, and other department employees for their input and support during the year.

Respectfully submitted,

**WESTMINSTER BOARD OF HEALTH**

Members: Dr. Patricia Glover, Chair  
Peter Munro  
Edward Simoncini

Staff: Elizabeth E. Swedberg (Wibby), Health Agent  
Rita McConville, Assistant Health Agent  
Joyce Lucander, Administrative Assistant

## REPORT OF THE TOWN ACCOUNTANT

It is the legal obligation of the Town Accountant to oversee all the financial activity of the municipality and to maintain all of the municipality's financial records, to review all bills and payrolls to ensure that they are within the budget and are lawful expenditures. The Town Accountant retains custody of all municipal contracts and prepares the financial reports for the community.

In fiscal year 2011 the Town Accountant oversaw financial transactions of \$23,521,911.95 in revenue and receipts and \$23,612,327.05 in expenditures, for a combined total of transactions in the amount of \$47,134,239.00.

The following financial statements are included in this report:

1. Balance Sheet-All Funds Types and Account Groups
2. Appropriation and Expenditure Report/Activity Report
3. Report of Fixed Assets
4. Detailed Schedule of Receipts
5. Statement of Debt

Helpful information for understanding the financial statements reported.

### Definitions:

1. **Fund** – A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives.
2. **Proprietary Funds** – The Town maintains two types of proprietary funds. They are referred to as the Enterprise Funds. Enterprise Funds – uses the economic resources measurements focus to account for the following specific operations in a manner similar to private business. The Town uses enterprise funds to account for water and sewer functions.
3. **General Fund** – The government's primary operating fund. It accounts for all financial resources of the general government except those required to be accounted for in another fund.
4. **Stabilization Fund** – This is used to account for certain unencumbered accumulated financial resources that are subject to appropriation as directed by the Town's legislative branch. These funds are typically used for nonrecurring expenditures, usually capital in nature, unexpected items that may arise during the year, or they may be targeted resources for a particular use.
5. **Special Revenue Fund** – Accounts for the proceeds of specific revenue sources, other than those four major capital projects that are restricted legally to expenditure for specified purposes.
6. **Agency Fund** – Accounts for assets held by a government in purely custodial capacity.
7. **Capital Projects Fund** - Account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds or trust funds).

Respectfully submitted,

Donna M. Allard  
Town Accountant

**Town of Westminster  
Fiscal Year 2011  
General Fund Balance Sheet  
F01**

<b>Description</b>	<b>Account#</b>	<b>Balance 6/30/2011</b>
BS Balance Sheet		
Invested Cash	1040-95	2,003,793.99
Real Estate Taxes Receivable, 2011	1220-11	180,118.59
Real Estate Taxes Receivable, 2010	1220-10	910.98
Personal Property Taxes Receivable 2011	1210-11	4,465.98
Personal Property Taxes Receivable 2010	1210-10	1,126.51
Personal Property Taxes Receivable 2007	1210-07	1,029.75
Tax Liens Receivable	1240-00	455,657.07
Deferred Property Taxes Receivable	1253-00	40,825.74
Motor Vehicle Excise Receivable 2011	1260-11	58,359.09
Motor Vehicle Excise Receivable 2010	1260-10	12,988.45
Motor Vehicle Excise Receivable 2009	1260-09	4,845.44
Motor Vehicle Excise Receivable 2008	1260-08	3,668.79
Motor Vehicle Excise Receivable 2007	1260-07	3,728.04
Motor Vehicle Excise Receivable 2006	1260-06	2,876.47
Motor Vehicle Excise Receivable 2005	1260-05	3,554.82
Motor Vehicle Excise Receivable 2004	1260-04	6,141.06
Motor Vehicle Excise Receivable 2003	1260-03	5,006.69
Tax Foreclosures	1880-00	1,382.39
<b>TOTAL ASSET</b>		<b>2,790,479.85</b>
Allow. For Abatements & Exemptions 2011	1230-11	107,433.39
Allow. For Abatements & Exemptions 2010	1230-10	193,917.71
Allow. For Abatements & Exemptions 2009	1230-09	15,558.98
Allow. For Abatements & Exemptions 2008	1230-08	8,623.58
Allow. For Abatements & Exemptions 2006	1230-06	45,749.12
Allow. For Abatements & Exemptions 2005	1230-05	20,000.00
Warrants Payable	2010-00	278,339.01
Federal Income Tax WH Payable	2120-00	(18,001.42)
State Income Tax WH Payable	2130-00	(8,042.36)
Tufts Medicare Supplement	2150-00	1,255.50
Insurance Withholdings Payable-HMO Blue	2151-00	(4,026.99)
Insurance Withholdings Payable-Blue Ch	2152-00	4,705.27
Insurance WH Payable - Medicare	2153-00	(2,177.48)
Life Insurance WH Payable	2154-00	506.48
Colonial Insurance WH Payable	2155-00	40.65
Insurance Withholdings Payable-Medex	2156-00	(1,959.40)
Insurance Withholdings Payable-Delta D	2158-00	241.00

Insurance Withholdings Payable-AFLAC	2159-00	(89.74)
Union Dues WH Payable-Police	2170-00	484.00
Union Dues WH Payable-Highway	2172-00	(129.20)
Employee Annuity WH Payable	2180-00	(6,844.38)
Employee Direct Deposit WH	2191-00	(120,111.62)
Court Judgments WH Payable	2191-00	(432.50)
Abandoned Property and Unclaimed Items	2520-00	1,342.90
Deferred Revenue-Real & Pers. Prop. Taxes	2610-00	(203,630.97)
Deferred Revenue Tax Liens	2622-00	455,657.07
Deferred Revenue Tax Foreclosures	2623-00	1,382.39
Deferred Revenue Def. Real Estate Taxes	2624-00	40,825.74
Deferred Revenue Motor Vehicle	2630-00	101,168.85
<b>TOTAL LIABILITY</b>		<b>911,785.58</b>
Fund Balance Resv for Articles	3241-00	274,477.12
Fund Balance Resv for Special Purpose	3280-00	4,119.92
Undesignated Fund Balance	3590-00	1,600,097.23
<b>TOTAL FUND BALANCE</b>		<b>1,878,694.27</b>
<b>TOTAL LIABILITY AND FUND EQUITY</b>		<b>2,790,479.85</b>



**Town of Westminster  
Fiscal Year 2011  
Highway Fund Balance Sheet  
F23**

<b>Description</b>	<b>Account#</b>	<b>Balance 6/30/2011</b>
BS Balance Sheet		
Invested Cash	23-1040	20,552.42
<b>TOTAL ASSET</b>		<b>20,552.42</b>
Warrants Payable	23-2010	21,000.00
Highway Anticipation Notes Payable	23-2730	52,809.20
<b>TOTAL LIABILITY</b>		<b>73,809.20</b>
Fund Balance Designated for State Chapter 90	23-3590	(53,256.78)
<b>TOTAL LIABILITY AND FUND EQUITY</b>		<b>20,552.42</b>

**Town of Westminster  
Fiscal Year 2011  
Special Revenue Fund Balance Sheet  
F24**

<b>Description</b>	<b>Account#</b>	<b>Balance 6/30/2011</b>
BS Balance Sheet		
Invested Cash	24-1040	764,169.92
Departmental Receivable Fire	24-1341	236,793.71
<b>TOTAL ASSET</b>		<b>1,000,963.63</b>
Warrants Payable	24-2010	557.03
Deferred Revenue Departmental	24-2654	236,793.71
<b>TOTAL LIABILITY</b>		<b>237,350.74</b>
250th Anniversary	122-501	28,709.12
Selectman Cable Access	122-502	29,881.72
Agricultural Commission 53E1/2	122-884	4,200.73
Insurance Recovery	123-503	10,375.24
Conservation Commission/Wetlands	171-505	14,165.60
Town Earth Day Fund	171-506	890.82
Planning Board 53G Consultants	175-507	36,949.02
Zoning Board 53G Consultants	176-508	4,216.58
Clean Energy Grant	192-621	920.84
EMS Equipment	220-510	114.00
Fire Haz Mat 53E1/2	220-512	2,682.91
Fire Donation	220-513	20,031.74
Ambulance Revolving	220-514	542,499.31
Emergency Management Donation	220-530	220.00
Recycling Committee	433-516	14,111.03
Cemetery Hearse House	491-517	1,796.00
Cemetery Sale of Lots	491-518	17,755.00
Cemetery Urn Garden Gift	491-519	305.00
Cemetery Gift	491-520	1,070.00
53E1/2 Flu Clinics	510-885	4,901.62
Council On Aging Gift	541-521	4,208.57
Library Building & Renovation	610-522	190.43
Library Preservation	610-523	375.28
Altobelli Memorial	610-524	5,693.92
Aalto/Salo Memorial	610-525	2,819.23
Library Endowment	610-526	4,792.81
Library Gift	610-527	9,571.37
Historical Comm. Gift	691-528	165.00
<b>TOTAL FUND BALANCE</b>		<b>763,612.89</b>
<b>TOTAL LIABILITY AND FUND EQUITY</b>		<b>1,000,963.63</b>

**Town of Westminster  
Fiscal Year 2011  
Federal Grants Fund Balance Sheet  
F25**

<b>Description</b>	<b>Account#</b>	<b>Balance 6/30/2011</b>
BS Balance Sheet		
Invested Cash	25-1040	(6,518.90)
Due from Commonwealth	25-1720	10,022.73
<b>TOTAL ASSET</b>		<b>3,503.83</b>
Warrants Payable	25-2010	280.38
Deferred Revenue Intergovernmental	25-2670	10,022.73
<b>TOTAL LIABILITY</b>		<b>10,303.11</b>
Fed Fluoride Grant	422-657	(6,799.28)
<b>TOTAL FUND BALANCE</b>		<b>(6,799.28)</b>
<b>TOTAL LIABILITY AND FUND EQUITY</b>		<b>3,503.83</b>

**Town of Westminster  
Fiscal Year 2011  
State Grants Fund Balance Sheet  
F26**

<b>Description</b>	<b>Account#</b>	<b>Balance 6/30/2011</b>
BS Balance Sheet		
Invested Cash	26-1040	21,602.90
Due From Commonwealth of Mass.	26-1720	39,901.41
<b>TOTAL ASSET</b>		<b>61,504.31</b>
Warrants Payable	26-2010	1,499.57
Def. Revenue Intergovernmental	26-2670	39,901.41
<b>TOTAL LIABILITY</b>		<b>41,400.98</b>
Cultural Council FY 11	123-601	4,228.48
Cultural Council FY 10	123-601	6,020.15
Economic Development FY 10	123-617	8.38
Economic Development	123-617	3.13
MIIA	123-622	25.20
Old Town Hall	123-691	13.95
Extended Polling Hours FY11	164-602	866.00
Extended Polling Hours FY09	164-602	767.50
Police Bullet Proof Vests FY 10	210-603	5,880.00
Police Bullet Proof Vests FY 08	210-603	458.70
Governor's Highway Safety FY10	210-604	1,004.92
State 911 PSAP FY 11	210-630	(20,142.22)
State 911 PSAP FY 10	210-618	1,410.75
Fire S.A.F.E. FY 11	220-606	4,815.00
Fire S.A.F.E. FY 10	220-606	289.61
Fire S.A.F.E. FY 09	220-606	712.85
Ambulance Task Force	231-607	1,676.39
2011 CIP-52 Grant	422-656	(7,500.00)
Home Compost Bins FY 09	433-608	1.10
Home Compost Bins FY 08	433-608	205.08
Board of Health Bio Terrorism	510-609	232.33
H1N1	510-654	0.14
Elder Affairs Grant	541-610	142.33
Library State Aid FY 11	610-611	8,812.31
Library State Aid FY 10	610-611	7,888.06
Library State Aid FY 09	610-611	678.19
Library Documentary	610-612	1,605.00
<b>TOTAL FUND BALANCE</b>		<b>20,103.33</b>
<b>TOTAL LIABILITY AND FUND EQUITY</b>		<b>61,504.31</b>

**Town of Westminster  
Fiscal Year 2011  
Sewer Enterprise Fund Balance Sheet  
F27**

<b>Description</b>	<b>Account#</b>	<b>Balance 6/30/2011</b>
BS Balance Sheet		
Invested Cash	27-1040	1,480,028.51
Sewer Usage Receivable 2011	27-1310	63,955.38
Sewer Services Receivable	27-1320	462.16
2011 Committed Interest	27-1430	197.19
2011 Sewer Betterments Apportioned	27-1445	500.97
Apportioned Sewer Betterments Not Yet Due	27-1450	522,780.33
Amounts To Be Provided Bond Payments	27-1996	1,870,000.00
<b>TOTAL ASSET</b>		<b>3,937,924.54</b>
Warrants Payable	27-2010	39,763.14
Deferred Revenue Sewer User Charges	27-2650	63,955.38
Deferred Revenue Other Service	27-2652	462.16
Deferred Revenue Apportioned	27-2663	523,281.30
Deferred Revenue Committed Interest	27-2664	197.19
Sewer Construction/Outside Debt	27-2946	1,870,000.00
<b>TOTAL LIABILITY</b>		<b>2,497,659.17</b>
Retained Earnings-Unreserved	27-3190	575,951.56
Fund Balance Reserved for Expenditures	27-3240	346,100.00
Fund Balance Reserved for Articles	27-3241	5,000.00
Fund Balance Reserved Debt Betterment	27-3576	398,024.00
Fund Balance Reserved Capital Projects	27-3577	99,117.49
Fund Balance Inflow/Infiltration	27-466	16,072.32
<b>TOTAL FUND BALANCE</b>		<b>1,440,265.37</b>
<b>TOTAL LIABILITY AND FUND BALANCE</b>		<b>3,937,924.54</b>

**Town of Westminster  
Fiscal Year 2011  
Water Enterprise Fund Balance Sheet  
F28**

<b>Description</b>	<b>Account#</b>	<b>Balance 6/30/2011</b>
BS Balance Sheet		
Invested Cash	28-1040	575,464.50
Water Usage Receivable 2011	1310-11	82,637.48
Water Usage Receivable 2006	1310-06	12,223.65
Water Services Receivable	28-1320	2,225.10
Water Liens Added to Taxes 2011	1330-11	994.27
Water Receipts Reserved	28-1360	50.00
Lien Interest Receivable	28-1430	67.25
<b>TOTAL ASSET</b>		<b>673,662.25</b>
Warrants Payable	28-2010	12,894.64
Deferred Revenue Water User Charges	28-2650	94,861.13
Deferred Revenue Other Service	28-2652	2,275.10
Deferred Revenue Water Liens	28-2653	994.27
Deferred Revenue Lien Interest	28-2664	67.25
<b>TOTAL LIABILITY</b>		<b>111,092.39</b>
Retained Earnings-Unreserved	28-3190	525,069.86
Fund Balance Reserved for Expenditures	28-3240	37,500.00
<b>TOTAL FUND BALANCE</b>		<b>562,569.86</b>
<b>TOTAL LIABILITY AND FUND EQUITY</b>		<b>673,662.25</b>

**Town of Westminster  
Fiscal Year 2011  
Capital Projects Fund Balance Sheet  
F31-38**

<b>Description</b>	<b>Account#</b>	<b>Balance 6/30/2011</b>
BS Balance Sheet		
Invested Cash	31-8-1040	565,216.24
<b>TOTAL ASSET</b>		<b>565,216.24</b>
Bond Anticipation Notes Payable	31-8-2720	573,899.30
<b>TOTAL LIABILITY</b>		<b>573,899.30</b>
New Ambulance	31-231	1,963.12
Land Acquisition	32-123	6,214.43
Land Acquisition	34-123	26,344.13
Wastewater Treatment Plan	35-450	127,403.44
New Town Hall	36-192	38,939.82
Library Renovation	37-610	(347,578.05)
Forest Legacy	38-123	(211,969.95)
South St. Recon		350,000.00
<b>TOTAL FUND BALANCES</b>		<b>(8,683.06)</b>
<b>TOTAL LIABILITY AND FUND BALANCES</b>		<b>565,216.24</b>

**Town of Westminster  
Fiscal Year 2011  
Transfer Station Fund Balance Sheet  
F40**

<b>Description</b>	<b>Account#</b>	<b>Balance 6/30/2011</b>
BS Balance Sheet		
Invested Cash	40-1040	328,482.52
<b>TOTAL ASSET</b>		<b>328,482.52</b>
Warrants Payable	40-2010	195.12
<b>TOTAL LIABILITY</b>		<b>195.12</b>
Retained Earnings Unreserved	40-3190	295,862.40
Fund Balance Reserved For Expenditure		32,425.00
<b>TOTAL FUND BALANCE</b>		<b>328,287.40</b>
<b>TOTAL LIABILITY AND FUND EQUITY</b>		<b>328,482.52</b>



**Town of Westminster  
Fiscal Year 2011  
Non Expendable Trust Funds Balance Sheet  
F81**

<b>Description</b>	<b>Account#</b>	<b>Balance 6/30/2011</b>
BS Balance Sheet		
Invested Cash	81-1040	382,889.13
<b>TOTAL ASSET</b>		<b>382,889.13</b>
Forbush Worthy Poor Fund	81-123	23,177.66
Fred Smith Poor Fund	81-123	48,743.45
Charles F. Giles Fund	81-123	33,529.41
Westminster Grange Farmer's Cemetery Perpetual Care	81-123 81-491	566.89 162,043.48
D.W. Sanders Fund	81-491	2,000.00
Florence B. Rice Fund	81-491	300.00
J.R. Barrell Fund	81-491	150.00
Laurie F. Dobb Fund	81-491	1,000.00
M.A. Creed Fund	81-491	1,000.00
Elizabeth Rose Fund	81-491	64,079.70
Sarah M. Barnes Fund	81-610	200.00
M.A. Farnsworth Fund	81-610	525.00
Graham Fund	81-610	3,944.28
Bigelow Child Books Fund	81-610	2,000.00
Agnes M. Bigelow Fund	81-610	1,010.63
Otto & Hilda Huusari Fund	81-610	10,000.00
Lucy Childs Fund	81-610	150.00
Preston Ellis Fund	81-610	500.00
Fred S. Whitman Fund	81-610	300.00
Adelaide W. Berry Fund	81-610	100.00
Minnie F. Dexter Fund	81-610	1,000.00
A.R. Hager Fund	81-610	600.00
C.A. Forbush Fund	81-610	500.00
M.D. Haws Fund	81-610	1,000.00
Westminster Fund	81-610	1,800.00
D.W. Sanders Fund	81-610	2,000.00
Joseph W. Forbush Fund	81-610	1,500.00
Charles Wyman Fund	81-610	6,000.00
Universalist Society	81-610	200.00
George A. Miller Fund	81-610	1,901.16
Henrietta Gates Fund	81-610	1,067.47
Mossman Memorial Fund	81-610	10,000.00
<b>TOTAL FUND BALANCE</b>		<b>382,889.13</b>
<b>TOTAL LIABILITY AND FUND EQUITY</b>		<b>382,889.13</b>

**Town of Westminster  
Fiscal Year 2011  
Expendable Trust Funds Balance Sheet  
F82**

<b>Description</b>	<b>Account#</b>	<b>Balance 6/30/2011</b>
BS Balance Sheet		
Invested Cash	82-1040	3,063,584.23
<b>TOTAL ASSET</b>		<b>3,063,584.23</b>
Forbush Worthy Poor Fund	123-801	53,609.77
Fred Smith Poor Fund	123-802	78,394.30
Charles F. Giles Fund	123-803	85,294.78
Westminster Grange Farmer's	123-804	2,603.13
Upton School Fund	147-812	1,755.42
Stabilization-General	147-815	1,007,444.74
Stabilization-Repair and Maintenance Buildings	147-816	682,345.40
Stabilization-Capital Equipment	147-817	462,225.79
Stabilization-Info Tech	147-818	424,351.84
Stabilization-Opeb	147-819	79,603.96
Stabilization-Road Maint.	147-820	79,603.96
Conservation Fund	171-821	7,443.57
Aina E. Stein Conservation Fund	171-822	2,452.49
Police L.E. Trust	210-831	25,825.15
Cemetery Trusts	491-3601	47,472.78
Library Trusts	610-3602	23,157.15
<b>TOTAL FUND BALANCE</b>		<b>3,063,584.23</b>

**Town of Westminster  
Fiscal Year 2011  
Agency Fund Balance Sheet  
F83**

<b>Description</b>	<b>Account#</b>	<b>Balance 6/30/2011</b>
BS Balance Sheet		
Invested Cash	83-1040	309,311.72
Leino Park Water Receivable	83-1370	310.00
<b>TOTAL ASSET</b>		<b>309,621.72</b>
Warrants Payable	83-2010	1,440.00
Deferred Revenue Leino Park Water District	83-2657	310.00
Planning Board Cash Performance Deposits	175-2550	113,512.10
Board of Selectmen Cash Performance Dep.	122-2550	202,188.30
Police Detail	210-2553	(10,434.18)
Fire Detail	220-2555	2,605.50
<b>TOTAL LIABILITY</b>		<b>309,621.72</b>
<b>TOTAL LIABILITY AND FUND EQUITY</b>		<b>309,621.72</b>

**Town of Westminster  
Fiscal Year 2011  
Long Term Debt Group  
F90**

<b>Description</b>	<b>Account#</b>	<b>Balance 6/30/2011</b>
BS Balance Sheet		
Amounts to be Provided for Payment of Bond	116-1996	2,930,872.00
<b>TOTAL ASSET</b>		<b>2,930,872.00</b>
Wastewater Plan-WPAT	90-2959	180,872.00
New Town Hall	90-2960	2,220,000.00
Crocker Pond Land	90-2961	530,000.00
<b>TOTAL LIABILITY</b>		<b>2,930,872.00</b>
<b>TOTAL LIABILITY AND FUND EQUITY</b>		<b>2,930,872.00</b>

**Town of Westminster  
Appropriation/Expenditure Report  
Fiscal Year 2011**

**Appropriation Accounts**

**General Fund**

	Appropriations/ Transfers	Expenditures	Unexpended Balances
<b>Moderator</b>			
Personal Services	\$ -	\$ -	\$ -
Subtotal - Moderator	\$ -	\$ -	\$ -
<b>Board of Selectmen</b>			
Personal Services	\$ 4,000.00	\$ -	\$ 4,000.00 *
Expenses	\$ 37,000.00	\$ 37,000.00	\$ -
Benefits Review - Art.#20	\$ 5,500.00	\$ -	\$ 5,500.00 *
Forest Legacy Project - Art.#30	\$ 402.50	\$ -	\$ 402.50 *
Subtotal - Selectmen	\$ 46,902.50	\$ 37,000.00	\$ 9,902.50 *
<b>Town Administration</b>			
69 West Main Street - Art.#8	\$ 0.01	\$ -	\$ 0.01 *
Air Conditioner - Art.#4	\$ 5,000.00	\$ -	\$ 5,000.00
Automatic Door - Art.#5	\$ 5,000.00	\$ -	\$ 5,000.00
Senior Center - Art.#7	\$ 66,717.00	\$ -	\$ 66,717.00
Supplemental Utilities	\$ 36,355.79	\$ 2,036.36	\$ 34,319.43
Subtotal - Town Administration	\$ 113,072.80	\$ 2,036.36	\$ 111,036.44
<b>Town Coordinator</b>			
Personal Services	\$ 108,877.00	\$ 106,885.72	\$ 1,991.28 *
Expenses	\$ 800.00	\$ 800.00	\$ -
Other Services - Art.#20	\$ 2,503.60	\$ -	\$ 2,503.60 *
Subtotal - Coordinator	\$ 112,180.60	\$ 107,685.72	\$ 4,494.88 *
<b>Advisory Board</b>			
Expenses	\$ 3,185.00	\$ 2,978.78	\$ 206.22
Subtotal - Advisory Board	\$ 3,185.00	\$ 2,978.78	\$ 206.22 *
<b>Reserve Fund</b>			
Transfers (Memo)	\$ 223,446.14	\$ -	\$ 223,446.14 *
<b>Town Accountant</b>			
Personal Services	\$ 67,958.00	\$ 67,584.35	\$ 373.65
Expenses	\$ 25,823.00	\$ 19,673.96	\$ 6,149.04
Subtotal - Accountant	\$ 93,781.00	\$ 87,258.31	\$ 6,522.69 *
<b>Board of Assessors</b>			
Personal Services	\$ 43,537.00	\$ 41,349.84	\$ 2,187.16
Expenses	\$ 16,327.00	\$ 13,100.60	\$ 3,226.40
Subtotal - Assessors	\$ 59,864.00	\$ 54,450.44	\$ 5,413.56 *
<b>Revaluation</b>			
Revaluation Consultant - Art.#15	\$ 30,000.00	\$ 3,204.50	\$ 26,795.50
Revaluation Consultant - Art.#16	\$ 50,000.00	\$ 50,000.00	\$ -
Subtotal - Revaluation	\$ 80,000.00	\$ 53,204.50	\$ 26,795.50
<b>Town Treasurer/Collector</b>			
Personal Services	\$ 97,573.00	\$ 96,533.43	\$ 1,039.57
Expenses	\$ 10,992.00	\$ 9,610.56	\$ 1,381.44
Subtotal - Treasurer/Collector	\$ 108,565.00	\$ 106,143.99	\$ 2,421.01 *
<b>Legal</b>			
Expenses	\$ 65,000.00	\$ 58,366.98	\$ 6,633.02
Subtotal - Legal	\$ 65,000.00	\$ 58,366.98	\$ 6,633.02 *

**Town of Westminster  
Appropriation/Expenditure Report  
Fiscal Year 2011**

	Appropriations/ Transfers	Expenditures	Unexpended Balances
<b>Personnel Administration</b>			
Personal Services	\$ 50,464.00	\$ 49,708.70	\$ 755.30
Expenses	\$ 5,700.00	\$ 5,595.23	\$ 104.77
Subtotal - Personnel	\$ 56,164.00	\$ 55,303.93	\$ 860.07 *
<b>Data Processing</b>			
Expenses	\$ 54,475.00	\$ 54,229.31	\$ 245.69
Subtotal - Data Processing	\$ 54,475.00	\$ 54,229.31	\$ 245.69 *
<b>Tax Title Foreclosure</b>			
Tax Title Foreclosure - Art.#15	\$ 10,000.00	\$ 58.52	\$ 9,941.48
Tax Foreclosures - Art.#14	\$ 5,222.22	\$ 5,222.22	\$ -
Subtotal - Tax Title Foreclosure	\$ 15,222.22	\$ 5,280.74	\$ 9,941.48
<b>Town Clerk</b>			
Personal Services	\$ 74,544.00	\$ 72,051.29	\$ 2,492.71
Expenses	\$ 7,375.00	\$ 5,407.76	\$ 1,267.24
Subtotal - Town Clerk	\$ 81,919.00	\$ 77,459.05	\$ 3,759.95 *
<b>Elections &amp; Registration</b>			
Personal Services	\$ 7,625.00	\$ 4,523.50	\$ 3,101.50
Expenses	\$ 12,780.00	\$ 8,629.83	\$ 4,150.17
Subtotal - Election & Registration	\$ 20,405.00	\$ 13,153.33	\$ 7,251.67 *
<b>Conservation Commission</b>			
Personal Services	\$ 4,690.00	\$ 4,455.50	\$ 234.50 *
Expenses	\$ 1,151.00	\$ 820.46	\$ 330.54 *
Conservation Agent - Art.#17	\$ 9,000.00	\$ 9,000.00	\$ -
Con Comm Salaries Art.#1	\$ 3,000.00	\$ 1,617.96	\$ 1,382.04 *
Conservation Agent - Art.#19	\$ 1,646.88	\$ 1,646.88	\$ -
Subtotal - Conservation Commission	\$ 19,487.88	\$ 17,540.80	\$ 1,947.08
<b>Town Planner</b>			
Personal Services	\$ 33,500.00	\$ 28,085.66	\$ 5,414.34
Expenses	\$ 2,000.00	\$ 521.47	\$ 1,478.53
Subtotal - Town Planner	\$ 35,500.00	\$ 28,607.13	\$ 6,892.87 *
<b>Planning Board</b>			
Personal Services	\$ -	\$ -	\$ -
Expenses	\$ 1,000.00	\$ 321.30	\$ 678.70
Subtotal - Planning Board	\$ 1,000.00	\$ 321.30	\$ 678.70 *
<b>Zoning Board of Appeals</b>			
Recording Secretary - Art.#9	\$ 800.00	\$ 183.76	\$ 616.24 *
Expenses	\$ 500.00	\$ -	\$ 500.00 *
Subtotal - Zoning Board	\$ 1,300.00	\$ 183.76	\$ 1,116.24 *
<b>Public Buildings &amp; Properties Maintenance</b>			
Personal Services	\$ 90,247.00	\$ 80,310.89	\$ 9,936.11 *
Expenses	\$ 226,414.07	\$ 194,285.14	\$ 32,128.93 *
Computer Updates - Art.#28	\$ 12,679.78	\$ 8,999.24	\$ 3,680.54
Computer Updates - Art.#29	\$ 4,372.51	\$ 4,372.51	\$ -
Computer Updates - Art.#21	\$ 12,700.00	\$ 1,575.99	\$ 11,124.01
Subtotal - Public Buildings & Prop. Maint.	\$ 346,413.36	\$ 289,543.77	\$ 56,869.59
<b>Printing Of Town Reports</b>			
Expenses	\$ 3,675.00	\$ 1,394.59	\$ 2,280.41
Subtotal - Printing of Town Reports	\$ 3,675.00	\$ 1,394.59	\$ 2,280.41 *

**Town of Westminster  
Appropriation/Expenditure Report  
Fiscal Year 2011**

	Appropriations/ Transfers	Expenditures	Unexpended Balances
<b>Crocker Pond</b>			
Personal Services	\$ 12,800.00	\$ 9,008.53	\$ 3,791.47 *
Expenses	\$ 10,350.00	\$ 4,678.84	\$ 5,671.16 *
Subtotal Crocker Pond	\$ 23,150.00	\$ 13,687.37	\$ 9,462.63
<b>Police/Dispatch Department</b>			
Personal Services	\$ 1,317,804.00	\$ 1,300,573.72	\$ 17,230.28 *
Expenses	\$ 206,229.00	\$ 200,807.22	\$ 5,421.78 *
Overhead Door - Art.#20	\$ 2,500.00	\$ 2,409.00	\$ 91.00
Cruisers/Related Equip. - Art.#22	\$ 70,000.00	\$ 65,345.30	\$ 4,654.70
Mobile Radios - Art.#23	\$ 31,500.00	\$ 31,500.00	\$ -
External Defibs - Art.#24	\$ 16,000.00	\$ 13,462.86	\$ 2,537.14
Art.1 STM 7/2010	\$ 30,141.00	\$ 30,140.75	\$ 0.25 *
Cruisers/Related Equip. - Art.#17	\$ 7,013.40	\$ 7,013.40	\$ -
Art.#3 STM 5/11	\$ 2,800.00	\$ 2,712.50	\$ 87.50 *
Subtotal - Police/Dispatch Dept.	\$ 1,683,987.40	\$ 1,653,964.75	\$ 30,022.65
<b>Fire Department</b>			
Personal Services	\$ 720,560.00	\$ 675,445.81	\$ 45,114.19 *
Expenses	\$ 118,899.38	\$ 118,654.29	\$ 245.09 *
Rescue 1 Refurb/Repair - Art#25	\$ 45,000.00	\$ 41,645.38	\$ 3,354.62
Training Call Fire Fighters	\$ 4,500.00	\$ 3,884.05	\$ 615.95
Refurbish Engine 4 - Art.#24	\$ 8,691.20	\$ 6,777.20	\$ 1,914.00
Subtotal - Fire Dept.	\$ 897,650.58	\$ 846,406.73	\$ 51,243.85
<b>Ambulance Service</b>			
Personal Services	\$ 85,869.00	\$ 70,966.10	\$ 14,902.90 **
Expenses	\$ 95,093.05	\$ 88,974.36	\$ 6,118.69 **
Subtotal - Ambulance Service	\$ 180,962.05	\$ 159,940.46	\$ 21,021.59
<b>Building Department</b>			
Personal Services	\$ 140,592.00	\$ 134,144.70	\$ 6,447.30
Expenses	\$ 12,922.00	\$ 8,480.82	\$ 4,441.18
Subtotal - Building Dept.	\$ 153,514.00	\$ 142,625.52	\$ 10,888.48 *
<b>Animal Control</b>			
Personal Services	\$ 13,743.00	\$ 12,840.00	\$ 903.00
Expenses	\$ 16,473.00	\$ 10,483.34	\$ 5,989.66
Subtotal - Animal Control	\$ 30,216.00	\$ 23,323.34	\$ 6,892.66 *
<b>Tree Warden</b>			
Personal Services	\$ -	\$ -	\$ -
Expenses	\$ 15,600.00	\$ 2,976.25	\$ 12,623.75
Subtotal - Tree Warden	\$ 15,600.00	\$ 2,976.25	\$ 12,623.75 *
<b>Emergency Planning</b>			
Personal Services	\$ 1,000.00	\$ 1,000.00	\$ -
Expenses	\$ 7,080.00	\$ 4,208.48	\$ 2,871.52 *
Reverse 911 - Art.#1	\$ 2,500.00	\$ -	\$ -
Other Equipment - Art.#17	\$ 2,388.25	\$ -	\$ 2,388.25
Other Purchased Services - Art.#18	\$ 292.51	\$ -	\$ 292.51 *
Subtotal - Emergency Planning	\$ 13,260.76	\$ 5,208.48	\$ 8,052.28
<b>Regional School District</b>			
K-12 Assessment	\$ 8,427,854.00	\$ 8,427,854.00	\$ -
Vocational School Assessment	\$ 438,888.00	\$ 434,778.00	\$ 4,110.00
Turf Field Groomer - Art.#28	\$ 7,111.00	\$ -	\$ 7,111.00
Elevator/Overlook - Art.#28	\$ 5,170.00	\$ -	\$ 5,170.00

## Westminster Town Report 2011

**Town of Westminster**  
**Appropriation/Expenditure Report**  
**Fiscal Year 2011**

Servers Switches Oakmont - Art.#28	\$ 9,299.00	\$ -	\$ 9,299.00
Boiler Meetinghouse - Art.#29	\$ 15,000.00		\$ 15,000.00
HVAC/WES - Art.#29	\$ 15,000.00		\$ 15,000.00
Subtotal - Regional School District	\$ 8,918,322.00	\$ 8,862,632.00	\$ 55,690.00 *
<b>Highway Administration</b>			
Personal Services	\$ 218,228.00	\$ 218,075.99	\$ 152.01
Subtotal - Highway Administration	\$ 218,228.00	\$ 218,075.99	\$ 152.01 *
<b>Highway Department</b>			
Personal Services	\$ 478,067.86	\$ 471,743.37	\$ 6,324.49 *
Expenses	\$ 225,236.72	\$ 222,769.19	\$ 2,467.53 *
Oil and Seal Roads - Art.#11	\$ 500,000.00	\$ 500,000.00	\$ -
DPW Dump Truck - Art.#25	\$ 505.72	\$ 505.72	\$ -
Trench Safety Equipment - Art.#26	\$ 5,000.00	\$ 3,898.00	\$ 1,102.00
Emergency Backup Power - Art.#28	\$ 302.75		\$ 302.75 *
Easement - Art.#4	\$ 43,511.50	\$ 4,350.00	\$ 39,161.50
Easement - Art.#8	\$ 3,300.00	\$ 3,300.00	\$ -
Subtotal - Highway Dept.	\$ 1,255,924.55	\$ 1,206,566.28	\$ 49,358.27
<b>Snow &amp; Ice Removal</b>			
Personal Services	\$ 52,000.00	\$ 52,000.00	\$ -
Expenses	\$ 298,100.00	\$ 298,100.00	\$ -
Ice and Snow Expenses - Art.#1	\$ 57,202.38	\$ 57,202.38	\$ -
Subtotal - Snow & Ice Removal	\$ 407,302.38	\$ 407,302.38	\$ -
<b>Street Lighting</b>			
Expenses	\$ 21,750.00	\$ 21,573.32	\$ 176.68
Subtotal - Street Lighting	\$ 21,750.00	\$ 21,573.32	\$ 176.68 *
<b>Cemetery Department</b>			
Personal Services	\$ 84,463.00	\$ 84,440.56	\$ 22.44
Expenses	\$ 11,849.82	\$ 11,063.88	\$ 785.94
Subtotal - Cemetery Dept.	\$ 96,312.82	\$ 95,504.44	\$ 808.38 *
<b>Health Department</b>			
Personal Services	\$ 100,092.00	\$ 99,774.93	\$ 317.07
Expenses	\$ 5,930.00	\$ 5,405.99	\$ 524.01
Animal Inspector Wages - Art.#2	\$ 458.50	\$ 458.50	\$ -
Subtotal - Health Dept.	\$ 106,480.50	\$ 105,639.42	\$ 841.08 *
<b>Council On Aging</b>			
Personal Services	\$ 19,051.00	\$ 14,065.88	\$ 4,985.12
Expenses	\$ 12,050.00	\$ 7,669.71	\$ 4,380.29
Subtotal - Council on Aging	\$ 31,101.00	\$ 21,735.59	\$ 9,365.41 *
<b>MART ( Other Special Programs)</b>			
Personal Services	\$ 66,260.00	\$ 66,257.42	\$ 2.58
Expenses	\$ 7,450.00	\$ 7,450.00	\$ -
Subtotal - MART	\$ 73,710.00	\$ 73,707.42	\$ 2.58 *
<b>Veterans Services</b>			
Personal Services	\$ 4,810.00	\$ 4,810.00	\$ -
Expenses	\$ 620.00	\$ 273.96	\$ 346.04
Subtotal - Veterans Services	\$ 5,430.00	\$ 5,083.96	\$ 346.04 *
<b>Veterans Assistance</b>			
Expenses	\$ 6,200.00	\$ 5,918.40	\$ 281.60
Subtotal - Veterans Assistance	\$ 6,200.00	\$ 5,918.40	\$ 281.60 *
<b>Library</b>			
Personal Services	\$ 189,383.00	\$ 171,214.57	\$ 18,168.43 *
Expenses	\$ 111,304.00	\$ 111,291.69	\$ 12.31 *
Other Purchased Services - Art.#19	\$ 161.08	\$ -	\$ 161.08 *
Improve Library - Art.#27			\$ -
Subtotal - Library	\$ 300,848.08	\$ 282,506.26	\$ 18,341.82



**Town of Westminster  
Appropriation/Expenditure Report  
Fiscal Year 2011**

	Appropriations/ Transfers	Expenditures	Unexpended Balances
<b>Parks &amp; Recreation</b>			
Personal Services	\$ 15,000.00	\$ 14,824.90	\$ 175.10 *
Expenses	\$ 16,073.29	\$ 16,019.36	\$ 53.93 *
Prior Year Bill - Art.#2	\$ 57.65	\$ 57.65	
Custodial Coverage - Art.#19	\$ 9,000.00	\$ 8,640.00	\$ 360.00 *
Subtotal - Parks & Recreation	\$ 40,130.94	\$ 39,541.91	\$ 589.03
<b>Care Of Town Clock</b>			
Expenses	\$ 250.00	\$ 250.00	\$ -
Subtotal - Care of Town Clock	\$ 250.00	\$ 250.00	\$ -
<b>Historical Commission</b>			
Expenses	\$ 1,280.00	\$ 1,227.03	\$ 52.97 *
Grant Writing Services - Art.#16	\$ 5,000.00		\$ 5,000.00 *
Grant Writing Services - Art.#18	\$ 1,000.00		\$ 1,000.00
Grant Writing Services - Art.#18	\$ 1,000.00		\$ 1,000.00
Subtotal - Historical Commission	\$ 8,280.00	\$ 1,227.03	\$ 7,052.97
<b>Memorial Day Celebration</b>			
Expenses	\$ 1,450.00	\$ 984.65	\$ 465.35
Subtotal - Memorial Day	\$ 1,450.00	\$ 984.65	\$ 465.35 *
<b>Band Concerts</b>			
Expenses	\$ 3,000.00	\$ 3,000.00	\$ -
Subtotal - Band Concerts	\$ 3,000.00	\$ 3,000.00	\$ -
<b>Retirement of Debt:</b>			
<b>Principal:</b>			
Police/Fire Building Renovation	\$ 80,000.00	\$ 80,000.00	\$ -
Wastewater Management Plan	\$ 34,054.00	\$ 34,054.00	\$ -
New Town Hall	\$ 370,000.00	\$ 370,000.00	\$ -
Forest Legacy	\$ 18,900.00	\$ 18,900.00	\$ -
Crocker Pond	\$ 180,000.00	\$ 180,000.00	\$ -
Library Repair	\$ 35,000.00	\$ 35,000.00	\$ -
Subtotal - Principal	\$ 717,954.00	\$ 717,954.00	\$ - *
<b>Interest:</b>			
Town Hall B.A.N.	\$ 111,000.00	\$ 111,000.00	\$ -
Short Term Interest	\$ 15,000.00	\$ 4,240.67	\$ 10,759.33 *
Police/Fire Building Renovation	\$ 2,160.00	\$ 2,160.00	\$ -
Library Repair	\$ 5,082.00	\$ 5,081.84	\$ 0.16
Wastewater Management Plan	\$ 4,255.00	\$ 4,254.82	\$ 0.18 *
Forest Legacy	\$ 3,504.00	\$ 3,503.65	\$ 0.35 *
Crocker Pond Land	\$ 30,150.00	\$ 30,150.00	\$ -
Subtotal - Interest	\$ 171,151.00	\$ 160,390.98	\$ 10,760.02
<b>Hager Park Commission</b>			
Expenses	\$ 250.00	\$ 93.96	\$ 156.04
Subtotal - Hager Park Commission	\$ 250.00	\$ 93.96	\$ 156.04 *
<b>Montachusett Regional Planning Commission Assessment</b>			
Regional Planning Council Assessment	\$ 2,000.00	\$ 1,996.27	\$ 3.73
Subtotal - Planning Commission	\$ 2,000.00	\$ 1,996.27	\$ 3.73 *

**Town of Westminster  
Appropriation/Expenditure Report  
Fiscal Year 2011**

	Appropriations/ Transfers	Expenditures	Unexpended Balances
<b>State Assessments</b>			
County Tax	\$ -	\$ -	\$ -
Air Pollution Control	\$ 2,077.00	\$ 2,077.00	\$ (2,077.00)
MBTA (Extended Area)	\$ 21,364.00	\$ 21,364.00	\$ (21,364.00)
Regional Transit Authority	\$ 25,388.00	\$ 25,388.00	\$ (25,388.00)
RMV Non-Renewal Surcharge	\$ 5,020.00	\$ 5,020.00	\$ (5,020.00)
Subtotal - State Assessments	\$ -	\$ 53,849.00	\$ (53,849.00)
<b>County Retirement Assessment</b>			
County Retirement Assessment	\$ 420,052.00	\$ 411,657.00	\$ 8,395.00
Subtotal - County Retirement	\$ 420,052.00	\$ 411,657.00	\$ 8,395.00 *
<b>Group Health Insurance</b>			
Group Health Insurance	\$ 670,000.00	\$ 639,008.30	\$ 30,991.70
Medicare	\$ 55,000.00	\$ 52,387.98	\$ 2,612.02
Subtotal - Group Health Insurance	\$ 725,000.00	\$ 691,396.28	\$ 33,603.72 *
<b>Group Life Insurance</b>			
Expenses	\$ 4,500.00	\$ 2,670.78	\$ 1,829.22
Subtotal - Group Life Insurance	\$ 4,500.00	\$ 2,670.78	\$ 1,829.22 *
<b>All Other Insurance</b>			
Expenses	\$ 269,752.00	\$ 248,612.51	\$ 21,139.49
Subtotal - Other Insurance	\$ 269,752.00	\$ 248,612.51	\$ 21,139.49 *
<b>Interfund Transfers</b>		\$ 625,111.52	\$ (625,111.52)
<b>General Fund Totals</b>	<b>\$ 18,345,278.56</b>	<b>\$ 18,165,957.04</b>	<b>\$ 179,321.52</b>

\*Balance closed to Undesignated Fund Balance

\*\*Balance closed to Ambulance Receipts Reserved

All other balance carried forward to fiscal 2012

**Town of Westminster  
Appropriation/Expenditure Report  
Fiscal Year 2011**

**Sewer Enterprise Fund**

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
<b>Sewer Department</b>				
Personal Services	\$ 85,867.00	\$ 82,230.80	\$ 3,636.20	*
Expenses	\$ 509,944.62	\$ 412,037.75	\$ 97,906.87	*
Debt Service	\$ 318,427.00	\$ 318,426.25	\$ 0.75	*
Trench Safety Equipment - Art.#26	\$ 5,000.00		\$ 5,000.00	
Whitman River Professional Services - Art.#5	\$ 175,568.35	\$ 121,100.25	\$ 54,468.10	*
Inflow/Infiltration	\$ 19,443.61	\$ 3,371.29	\$ 16,072.32	
Prior Year Bill - Art.#2	\$ 34,195.52	\$ 34,195.52	\$ -	
<b>Interfund Transfers</b>		\$ 121,264.00	\$ (121,264.00)	
<b>Sewer Enterprise Fund Totals</b>	<b>\$ 1,148,446.10</b>	<b>\$ 1,092,625.86</b>	<b>\$ 55,820.24</b>	

\*Balances closed out to Retained Earnings,  
all other balances carried forward to fiscal 2012

**Water Enterprise Fund**

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
<b>Water Department</b>				
Personal Services	\$ 96,423.00	\$ 96,217.05	\$ 205.95	*
Expenses	\$ 322,238.99	\$ 304,176.69	\$ 18,062.30	*
Capital Outlay	\$ 89,246.00	\$ 89,245.29	\$ 0.71	*
Trench Safety Equipment - Art.#26	\$ 5,000.00		\$ 5,000.00	
System Analysis - Art.#2			\$ -	
<b>Interfund Transfers</b>		\$ 133,462.00	\$ (133,462.00)	
<b>Water Enterprise Fund Totals</b>	<b>\$ 512,907.99</b>	<b>\$ 623,101.03</b>	<b>\$ (110,193.04)</b>	

\*Balances closed out to Retained Earnings,  
all other balances carried forward to fiscal 2012

**Transfer Station Enterprise Fund**

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
<b>Solid Waste Department</b>				
Expenses	\$ 262,425.00	\$ 238,316.13	\$ 24,108.87	*^
<b>Interfund Transfers</b>		\$ 20,771.00	\$ (20,771.00)	
<b>Transfer Station Enterprise Fund Totals</b>	<b>\$ 262,425.00</b>	<b>\$ 259,087.13</b>	<b>\$ 3,337.87</b>	

\*Balances closed out to Retained Earnings,  
All other balances carried forward to fiscal 2012

**Town of Westminster  
Activity Report  
Fiscal Year 2011**

**Non-Appropriation Accounts**

**Highway Improvements Fund**

	Receipts	Expenditures	Balances
State Highway Reimbursement	\$ 514,034.90		
Highway Anticipation Notes (Memo)	\$ 1,032,448.60	\$ 1,254,639.40	\$ 52,809.20
Borrowed from Stabilization Fund (Memo)	\$ 11,500.00	\$ 11,500.00	
2011 Chapter 90 All Projects		\$ 561,186.90	
<b>Highway Improvements Fund Totals</b>	<b>\$ 1,557,983.50</b>	<b>\$ 1,827,326.30</b>	<b>\$ 52,809.20</b>

**Other Special Revenue Fund**

	Receipts	Expenditures	Balances
Selectmen (Cable Access)	\$ 5,333.85	\$ -	\$ 29,881.72
250Th Anniversary	\$ 289.81	\$ 300.00	\$ 28,709.12
Agricultural Commission	\$ 3,264.00	\$ 733.81	\$ 4,200.73
Insurance Recovery	\$ 2,186.00	\$ 9,388.81	\$ 10,375.24
Wetlands Protection Act	\$ 10,805.00	\$ 3,000.00	\$ 14,165.60
Town Earth Day Fund	\$ -	\$ -	\$ 890.82
Planning Board- 53G Consultants	\$ 59.64	\$ -	\$ 36,949.02
Zoning Board - 53G Consultants	\$ 9.01	\$ -	\$ 4,216.58
Clean Energy	\$ -	\$ 2,813.00	\$ 920.84
Police Outside Detail	\$ -	\$ 7,034.04	\$ -
Fire Outside Detail	\$ -	\$ 2,543.50	
Fire Hazmat Revolving	\$ 1,595.00	\$ 247.91	\$ 2,682.91
Fire Donation Account	\$ 4,273.77	\$ 2,475.54	\$ 20,031.74
Fire Ambulance Rec. Res.	\$ 276,276.39	\$ 166,224.00	\$ 542,499.31
EMS Equipment	\$ -	\$ -	\$ 114.00
Global Fire	\$ -	\$ -	\$ -
Emergency Management Donation	\$ -	\$ -	\$ 220.00
Recycling Committee Gift	\$ -	\$ -	\$ 14,111.03
Cemetery Donation Account	\$ -	\$ -	\$ 1,070.00
Cemetery Hearse House Gift	\$ 2.22	\$ -	\$ 1,796.00
Cemetery Sale of Lots	\$ 4,962.50	\$ -	\$ 17,755.00
Cemetery Urn Garden Gift	\$ -	\$ -	\$ 305.00
53E1/2 BOH Flu Clinics	\$ 5,358.63	\$ 457.01	\$ 4,901.62
Council on Aging Gift	\$ 1,245.00	\$ 247.57	\$ 4,208.57
Library Gift	\$ 6,945.63	\$ 3,851.69	\$ 9,571.37
Library Building & Renovation Account	\$ 0.22	\$ -	\$ 190.43
Library Preservation Fund	\$ 0.46	\$ -	\$ 375.28
Altobelli Memorial	\$ 1,530.54	\$ 2,415.22	\$ 5,693.92
Aalto/Salo Memorial	\$ 3.51	\$ -	\$ 2,819.23
Library Endowment Fund	\$ 5.94	\$ -	\$ 4,792.81
Historical Commission Gift	\$ -	\$ -	\$ 165.00
<b>Other Special Revenue Fund Totals</b>	<b>\$ 324,147.12</b>	<b>\$ 201,732.10</b>	<b>\$ 763,612.89</b>

**Town of Westminster  
Activity Report  
Fiscal Year 2011**

**Federal and State Grants Fund**

	Receipts	Expenditures	Balances
FEMA Storm 12/11/08	\$ 51,480.00	\$ 51,480.00	\$ -
Highway Fed Fluoride	\$ 4,977.27	\$ 11,776.55	\$ (6,799.28)
FEMA Flooding	\$ 13,714.53	\$ 13,714.53	\$ -
Cultural Council	\$ 4,790.87	\$ 4,652.92	\$ 10,248.63
Extended Polling Hours	\$ 866.00	\$ -	\$ 1,633.50
EDF Wachusett Animal Hospital	\$ 7,503.13	\$ 9,000.00	\$ 11.51
43D Technical Assistance	\$ -	\$ 8,750.00	\$ -
MIIA	\$ 775.20	\$ 750.00	\$ 25.20
Old Town Hall	\$ 1,000.00	\$ 986.05	\$ 13.95
Police Bullet Proof Vests	\$ -	\$ 770.00	\$ 6,338.70
Governor's Highway Safety	\$ 1,440.31	\$ 785.65	\$ 1,004.92
Community Policing	\$ -	\$ 10,029.63	\$ -
PD Homeland Security Equip	\$ -	\$ 3,000.00	\$ -
PD State 911 PSAP	\$ 6,000.00	\$ 26,142.22	\$ (18,731.47)
Fire S.A.F.E.	\$ 4,815.00	\$ 4,327.67	\$ 5,817.46
Ambulance Task Force	\$ -	\$ 371.15	\$ 1,676.39
CIP-52 Grant	\$ -	\$ 7,500.00	\$ (7,500.00)
BOH H1N1	\$ -	\$ 2,463.39	\$ 0.14
Recycling Comm. Sale of Compost Bins	\$ 0.24	\$ -	\$ 206.18
Board Of Health Bio Terrorism	\$ -	\$ 316.56	\$ 232.33
Elder Affairs	\$ 6,713.00	\$ 6,570.67	\$ 142.33
Library State Aid	\$ 8,820.96	\$ 4,795.70	\$ 17,378.56
Library Documentary	\$ -	\$ -	\$ 1,605.00
<b>Federal and State Grants Fund Totals</b>	<b>\$ 112,896.51</b>	<b>\$ 168,182.69</b>	<b>\$ 13,304.05</b>

**Capital Projects Fund**

	Receipts	Expenditures	Balances
Land Acquisition (Art.#4)	\$ -	\$ -	\$ 6,214.43
Land Acquisition (Art.#18)	\$ -	\$ -	\$ 26,344.13
Wastewater Plan (Art.#21 5/3/03)	\$ -	\$ -	\$ 127,403.44
Land Purchase Schenck Farm			
New Town Hall (Art.#24 11/4/03)	\$ -	\$ -	\$ 38,939.82
New Ambulance (Art.#3 5/1/2007)	\$ -	\$ -	\$ 1,963.12
Land Purchase-Crocker Pond (Art.#18 10/26/04)			
Library Renovation	\$ 357,000.00	\$ 357,000.00	\$ (347,578.05)
Forest Legacy	\$ 216,899.30	\$ 216,899.30	\$ (211,969.95)
South St. Recon	\$ 350,000.00	\$ -	\$ 350,000.00
<b>Capital Projects Fund Totals</b>	<b>\$ 923,899.30</b>	<b>\$ 573,899.30</b>	<b>\$ (8,683.06)</b>

**Agency Fund**

	Receipts	Expenditures	Balances
Hunting/Fishing Licenses	\$ 3,400.75	\$ 3,400.75	\$ -
Planning Board/Selectmen Performance Bonds	\$ 894.91	\$ -	\$ 315,700.40
Leino Park Water District	\$ 31,256.00	\$ 34,296.00	\$ -
Holmes Park Water District	\$ 2,336.57	\$ 2,336.57	\$ -
Police Detail	\$ 263,716.41	\$ 280,505.20	\$ (10,434.18)
Fire Detail	\$ 3,050.00	\$ 3,072.00	\$ 2,605.50
Cable Access Charges	\$ 85,341.71	\$ 85,341.71	\$ -
<b>Agency Fund Totals</b>	<b>\$ 389,996.35</b>	<b>\$ 408,952.23</b>	<b>\$ 307,871.72</b>

**Town of Westminster  
Activity Report  
Fiscal Year 2011**

**Expendable Trust Fund**

	Receipts	Expenditures	Balances
Forbush Worthy Poor Fund	\$ 2,400.33	\$ -	\$ 53,609.77
Fred Smith Poor Fund	\$ 4,984.58	\$ 11,750.00	\$ 78,394.30
Charles F. Giles Fund	\$ 3,714.35	\$ -	\$ 85,294.78
Westminster Grange Fund	\$ 99.42	\$ -	\$ 2,603.13
Upton School Fund	\$ 288.50	\$ -	\$ 1,755.42
Stabilization Fund	\$ 302,185.84	\$ 27,500.00	\$ 1,007,444.74
Stabilization Fund - Repair of Buildings	\$ 4,406.90	\$ 149,080.00	\$ 682,345.40
Stabilization Fund - Capital Equip.& Improve.	\$ 77,806.12	\$ 50,000.00	\$ 462,225.79
Stabilization Fund - Info Tech / Telecomm Sys	\$ 2,671.98	\$ 44,200.00	\$ 424,351.84
Stabilization Fund - OPEB	\$ 74,603.96	\$ -	\$ 79,603.96
Stabilization Fund - Road Maint.	\$ 74,603.96	\$ -	\$ 79,603.96
Conservation Fund	\$ 1,203.86	\$ -	\$ 7,443.57
Aina E. Stein Conservation Fund	\$ 0.40	\$ -	\$ 2,452.49
Police Law Enforcement Fund	\$ 1,441.00	\$ 6,342.16	\$ 25,825.15
Elizabeth Rose Cemetery Fund	\$ 2,651.74	\$ -	\$ 20,750.29
D.W. Sanders Cemetery Fund	\$ 105.56	\$ -	\$ 1,372.22
Florence B. Rice Cemetery Fund	\$ 15.63	\$ -	\$ 200.30
J.R. Barrell Cemetery Fund	\$ 84.77	\$ -	\$ 2,562.02
Laurie F. Dobb Cemetery Fund	\$ 50.59	\$ -	\$ 618.88
M.A. Creed Cemetery Fund	\$ 62.86	\$ -	\$ 1,010.81
Cemetery Perpetual Care Fund	\$ 5,681.09	\$ 2,048.21	\$ 20,958.26
Sarah M. Barnes Library Fund	\$ 6.81	\$ 13.00	\$ 7.29
M.A. Farnsworth Library Fund	\$ 29.39	\$ -	\$ 415.55
Graham Library Fund	\$ 182.24	\$ 200.00	\$ 1,708.56
Bigelow (Children's Books) Library Fund	\$ 80.26	\$ -	\$ 221.82
Agnes M. Bigelow Library Fund	\$ 37.18	\$ 150.00	\$ 37.96
Otto & Hilda Huusari Library Fund	\$ 786.10	\$ -	\$ 15,140.95
Lucy Childs Library Fund	\$ 8.40	\$ -	\$ 118.68
Preston P. Ellis Library Fund	\$ 26.40	\$ -	\$ 344.12
Fred S. Whitman Library Fund	\$ 11.32	\$ 7.00	\$ 53.96
Adelaide W. Berry Library Fund	\$ 3.89	\$ 19.00	\$ 4.76
Minnie F. Dexter Library Fund	\$ 37.03	\$ 154.00	\$ 37.77
A.R. Hager Library Fund	\$ 35.03	\$ -	\$ 285.72
C.A. Forbush Library Fund	\$ 12.78	\$ -	\$ 124.35
M.D. Haws Library Fund	\$ 36.55	\$ -	\$ 175.39
Westminster Library Fund	\$ 66.28	\$ -	\$ 363.00
D.W. Sanders Library Fund	\$ 73.38	\$ -	\$ 367.33
Joseph W. Forbush Library Fund	\$ 77.40	\$ -	\$ 977.53
Charles Wyman Library Fund	\$ 224.57	\$ -	\$ 1,137.91
Universalist Society Library Fund	\$ 7.73	\$ -	\$ 43.69
George A. Miller Library Fund	\$ 69.47	\$ -	\$ 334.58
Henrietta Gates Library Fund	\$ 39.00	\$ -	\$ 188.73
Mossman Memorial	\$ 340.28	\$ -	\$ 1,067.50
<b>Expendable Trust Fund Totals</b>	<b>\$ 561,254.93</b>	<b>\$ 291,463.37</b>	<b>\$ 3,063,584.23</b>
<b>Total Expenditures/Transfers All Funds</b>	<b><u>\$ 23,612,327.05</u></b>		

**Town of Westminster  
Fiscal Year 2011  
Receipts**

**General Fund**

**Taxes:**

Personal Property Taxes	\$ 786,642.30	
Real Estate Taxes	\$ 12,659,982.31	
Tax Liens.	\$ 240,526.88	
Roll Back Taxes	\$ -	
Motor Vehicle Excise	\$ 910,353.17	
Other Excise	\$ -	
		<b>\$ 14,597,504.66</b>

**Penalties & Interest:**

Property Taxes	\$ 51,983.27	
Motor Vehicle	\$ 42,094.40	
Tax Lien Redemptions	\$ 40,921.38	
In Lieu of Taxes	\$ 59,212.34	
		<b>\$ 194,211.39</b>

**Charges for Services:**

Contracted Landfill Fees	\$ 1,148,342.28	
Council on Aging MART Fares	\$ 74,482.31	
		<b>\$ 1,222,824.59</b>

**Other Departmental Revenue:**

Police Department	\$ 632.00	
Fire Department	\$ 116.98	
Library	\$ 786.47	
Town Clerk	\$ 2,985.52	
Assessors	\$ 674.02	
Treasurer/Collector	\$ 9,350.00	
Cemetery Department	\$ 25,340.01	
Miscellaneous	\$ 2,916.75	
		<b>\$ 42,801.75</b>

**Licenses & Permits:**

Alcoholic Beverages Licenses	\$ 9,415.00	
Town Clerk	\$ 15,135.00	
Police Department	\$ 3,612.50	
Fire Department	\$ 3,770.00	
Building Department	\$ 75,323.80	
Board of Health	\$ 23,435.00	
Other Licenses & Permits	\$ 34,530.00	
		<b>\$ 165,221.30</b>

**Revenue From The State:**

State Owned Land	\$ 200,460.00	
Abatements to Elderly	\$ 73,611.00	
Lottery, Beano and Charity	\$ 553,703.00	
Room Tax	\$ 44,769.55	
Police Career Incentive	\$ 5,000.53	
		<b>\$ 877,544.08</b>

**Fees:**

Cable TV Fees	\$ 1,037.00	
Treasurer/Collector Misc.	\$ -	
Town Clerk.	\$ 9,054.25	
Planning Bd Hearings	\$ 2,800.00	
Appeals Bd Hearings	\$ 7,000.00	
Police Dept.	\$ 17,328.82	
Fire Dept.	\$ 7,119.80	
Health Dept.	\$ 11,725.00	
Library	\$ -	
		<b>\$ 56,064.87</b>

## Westminster Town Report 2011

## Town of Westminster

## Fiscal Year 2011

## Receipts

**Fines & Forfeitures:**

Parking Violations	\$ 2,352.87	
Civil Motor Vehicle Infractions	\$ 61,488.22	
PD Restitution/Court Fines	\$ 5,020.00	
Dog Fines	\$ 4,395.00	
Library Fines	\$ 6,502.65	
		\$ 79,758.74

**Miscellaneous Revenues:**

Earnings on Investments	\$ 10,185.12	
Sale of Items	\$ 532.00	
Other Miscellaneous Revenue	\$ 12,101.08	
		\$ 22,818.20

**Interfund Transfers:**

\$ 698,523.07

**Total General Fund Receipts**

\$ 17,957,272.65

**Highway Improvements Fund (F23)**

Highway Anticipation Notes	\$ 1,032,448.60
Borrowed from Stabilization Fund	\$ 11,500.00
State Reimbursements	\$ 514,034.90

**Total Highway Improvements Fund Receipts**

\$ 1,557,983.50

**Other Special Revenue Fund (F24)****Receipts:**

Selectmen (Cable Access)	\$ 5,333.85	
250th Anniversary	\$ 260.00	
Conservation Commission - Wetland	\$ 10,805.00	
Fire Dept.	\$ 4,273.77	
Cemetery - Sale of Lots	\$ 4,962.50	
Council on Aging Gift Account	\$ 1,245.00	
Library	\$ 8,467.63	
		\$ 35,347.75

**Reserved For Appropriation:**

Insurance Refund over 20,000.00	\$ 2,186.00	
Ambulance	\$ 255,254.80	
		\$ 257,440.80

**Revolving Funds:**

Agricultural Commission	\$ 3,264.00	
BOH Flu Clinics	\$ 5,358.63	
Fire Hazmat 53E1/2	\$ 1,595.00	\$ 10,217.63

**Earnings On Investments:**

	\$ 29.81	
250th Anniversary	\$ 9.01	
Zoning Board - 53G Consultants	\$ 59.64	
Planning Board-53G Consultants	\$ 2.22	
Cemetery/Hearse House	\$ 0.22	
Library Building & Renovation Fund	\$ 0.46	
Library Preservation Fund	\$ 8.54	
Altobelli Memorial	\$ 3.51	
Aalto/Salo Memorial	\$ 5.94	
Library Endowment Fund		\$ 119.35

**Interfund Transfers:**

Ambulance	\$ 21,021.59	
		\$ 21,021.59

**Total Fund 24 Special Revenue Receipts**

\$ 324,147.12



## Town of Westminster

## Fiscal Year 2011

## Receipts

## Federal and State Grants Fund

## Federal Grants:

FEMA Storm	\$ 51,480.00	
FEMA Flooding	\$ 13,714.53	
Highway Dept. Fluoride	\$ 4,977.27	
Block Grant EDF	\$ 7,500.00	
		\$ 77,671.80

## State Grants:

Cultural Council LLC	\$ 3,870.00	
Extended Poll Hours	\$ 866.00	
Police Dept.	\$ 7,440.31	
Fire Dept.	\$ 4,815.00	
Board of Health		
Council on Aging Formula Grant	\$ 6,713.00	
All Other State Grants	\$ 1,775.20	
Library State Aid Grant	\$ 8,816.90	
		\$ 34,296.41

Misc. Receipts Sale of Tickets Cultural Council \$ 405.00 \$ 405.00

## Earnings On Investments:

Block EDF	\$ 3.13	
Cultural Council	\$ 15.87	
Sale of Compost Bins	\$ 0.24	
Library State Aid Grant	\$ 4.06	
		\$ 23.30

## Interfund Transfers:

From General Fund/Cultural Council	\$ 500.00	
		\$ 500.00

**Total Federal & State Grants Fund Receipts** \$ 112,896.51

## Capital Projects Fund

Bond Anticipation Notes/Library Renovation	\$ 357,000.00
Bond Anticipation Notes/Forest Legacy	\$ 216,899.30
South Street Reconstruction	\$ 350,000.00

**Total Capital Projects Fund Receipts** \$ 923,899.30

## Sewer Enterprise Fund

## Enterprise Receipts:

Sewer Usage Charges	\$ 404,185.00	
Sewer Inspection & Connection Fees	\$ 2,150.00	
Miscellaneous Sewer Charges	\$ 7,349.07	
Sewer Liens	\$ 22,199.88	
Committed Interest Added To Taxes	\$ 29,980.09	
Sewer Services	\$ 7,166.45	
Earnings on Investments	\$ 9,586.99	
		\$ 482,617.48

## Sewer Betterment Assessments:

Receipts	\$ 18,786.95	
Betterments Interest/Pay Offs	\$ 72,497.09	
		\$ 91,284.04

## Inflow/Infiltration Repair:

Earnings on Investments	\$ 23.70	
		\$ 23.70

## Interfund Transfers:

Transfer From General Fund	\$ 159,213.00	
		\$ 159,213.00

**Total Sewer Enterprise Fund Receipts** \$ 733,138.22

## Westminster Town Report 2011

**Town of Westminster  
Fiscal Year 2011  
Receipts**

**Water Enterprise Fund**

**Enterprise Receipts:**

Water Usage Charges	\$ 605,190.00	
Water Service Connection Fees	\$ 9,075.00	
Water Receipts Reserve Charges	\$ 6,650.00	
Miscellaneous Water Charges	\$ 3,169.19	
Water Liens	\$ 28,624.84	
Lien Interest	\$ 9,202.86	
Water Services	\$ 13,688.52	
Earnings on Investments	\$ 2,476.82	
	<u>\$</u>	<b>678,077.23</b>

**Interfund Transfers:**

Transfer From General Fund	\$ 17,850.00	
	<u>\$</u>	<b>17,850.00</b>

**Total Water Enterprise Fund Receipts** **\$ 695,927.23**

**Transfer Station Enterprise Fund**

Trash Hauler Fees	\$ 8,915.00	
Contracted Landfill Fees	\$ 249,969.96	
Earnings on Investments	\$ 1,798.68	
	<u>\$</u>	<b>260,683.64</b>

**Total Landfill Enterprise Fund Receipts** **\$ 260,683.64**

**Non-Expendable Trust Fund**

**Contributions:**

Cemetery Perpetual Care	\$ 4,712.50	
	<u>\$</u>	<b>4,712.50</b>

**Total Non-Expendable Trust Fund Receipts** **\$ 4,712.50**

**Expendable Trust Fund**

**Earnings On Investments:**

Town Administration	\$ 11,487.18	
Stabilization Funds	\$ 14,778.76	
Conservation Funds	\$ 204.26	
Cemetery Funds	\$ 8,652.24	
Library Funds	\$ 2,191.49	
	<u>\$</u>	<b>37,313.93</b>

**Miscellaneous Revenue:**

Interfund Transfers to Stabilization Funds	\$ 106,500.00	
Transfers From General Fund	\$ 415,000.00	
PD Law Enforcement Trust	\$ 1,441.00	
Conservation Fund - Appropriation	\$ 1,000.00	
	<u>\$</u>	<b>523,941.00</b>

**Total Expendable Trust Fund Receipts**

**Agency Fund**

**Agency Receipts:**

Fish & Game Licenses	\$ 3,400.75	
Planning Board / Selectmen Performance Bonds	\$ 894.91	
Leino Park Water Collections	\$ 31,256.00	
Holmes Park Water Collections	\$ 2,336.57	
Police Detail	\$ 263,716.41	
Fire Detail	\$ 3,050.00	
Cable Access Charges	\$ 85,341.71	
	<u>\$</u>	<b>389,996.35</b>

**Total Agency Fund Receipts** **\$ 389,996.35**

**Total Receipts ---- All Funds** **\$ 23,521,911.95**

**TOWN OF WESTMINSTER**  
**SCHEDULE OF DEBT OUTSTANDING**  
**ISSUED AND RETIRED FOR THE FISCAL YEAR 2011**

ISSUE DATE	DUE DATE	DESCRIPTION	RATE	DEBT LIMIT	OUTSTANDING 7/1/2009	ISSUED	RETIRED	OUTSTANDING 6/30/2011	INTEREST PAID
<b>State Grant Anticipation Notes:</b>									
06/22/10	09/20/10	Highway State Aid-CH 90	1.14%	I	275,000.00	0.00	275,000.00	0.00	773.01
08/12/10	11/10/10	Highway State Aid-CH 90	1.14%	I	0.00	319,000.00	319,000.00	0.00	896.70
09/20/10	11/10/10	Highway State Aid-CH 90	1.13%	I	0.00	263,350.10	263,350.10	0.00	415.80
11/10/10	05/09/11	Highway State Aid-CH 90	1.10%	I	0.00	397,289.30	397,289.30	0.00	2,155.16
05/09/11	11/04/11	Highway State Aid-CH 90	1.08%	I	0.00	52,809.20	0.00	52,809.20	0.00
		<b>Sub-total</b>			<b>275,000.00</b>	<b>1,032,448.60</b>	<b>1,254,639.40</b>	<b>52,809.20</b>	<b>4,240.67</b>
<b>Bond Anticipation Notes:</b>									
01/15/10	01/14/11	Library Repair/Renovation	1.30%	I	392,000.00	0.00	35,000.00	357,000.00	5,081.84
10/16/09	10/15/10	Land Acquisition/Forest Legacy	1.49%	I	235,799.30	0.00	18,900.00	216,899.30	3,503.65
03/22/11	03/22/12	South Street Redesign	1.04%	I	0.00	350,000.00	0.00	350,000.00	0.00
		<b>Sub-total</b>			<b>627,799.30</b>	<b>350,000.00</b>	<b>53,900.00</b>	<b>923,899.30</b>	<b>8,585.49</b>
		<b>Sub-total Short Term Debt</b>			<b>902,799.30</b>	<b>1,382,448.60</b>	<b>1,308,539.40</b>	<b>976,708.50</b>	<b>12,826.16</b>
<b>General Obligation Bonds:</b>									
11/01/95	11/01/10	Public Safety Building	7.30-5.4%	I	80,000.00	0.00	80,000.00	0.00	2,160.00
04/15/04	04/15/19	Sewer Extension	3.75%	I	2,105,000.00	0.00	235,000.00	1,870,000.00	83,426.25
05/01/07	05/01/17	Town Hall	3.78%	I	2,590,000.00	0.00	370,000.00	2,220,000.00	111,000.00
05/01/07	05/01/14	Crocker Pond	3.61%	I	710,000.00	0.00	180,000.00	530,000.00	30,150.00
		<b>Sub-total</b>			<b>5,485,000.00</b>	<b>0.00</b>	<b>865,000.00</b>	<b>4,620,000.00</b>	<b>226,736.25</b>
11/16/05	08/01/20	<b>Water Pollution Abatement Trust:</b>							
		Wastewater Management Plan	0.825%	I	214,926.00	0.00	34,054.00	180,872.00	4,254.82
		<b>Sub-total Long Term Debt</b>			<b>5,699,926.00</b>	<b>0.00</b>	<b>899,054.00</b>	<b>4,800,872.00</b>	<b>230,991.07</b>
		<b>Total All Debt</b>			<b>6,602,725.30</b>	<b>1,382,448.60</b>	<b>2,207,593.40</b>	<b>5,777,580.50</b>	<b>243,817.23</b>

**TOWN OF WESTMINSTER  
FIXED ASSET VALUE AND DEPRECIATION REPORT  
JUNE 30, 2011**

<b>Description</b>	<b>Cost</b>	<b>Increases</b>	<b>Decreases</b>	<b>Cost</b>	<b>Acc Depr</b>	<b>Increases</b>	<b>Decreases</b>	<b>Acc Depr</b>	<b>Net Assets</b>
	<b>7/1/2010</b>	<b>FY11</b>	<b>FY11</b>	<b>6/30/2011</b>	<b>7/1/2010</b>	<b>FY11</b>	<b>FY11</b>	<b>6/30/2011</b>	<b>6/30/2011</b>
Fund: Enterprise									
Class: Buildings	436,850.00	0.00	0.00	436,850.00	142,188.50	8,418.90	0.00	150,607.40	286,242.60
Class: Infrastructure	11,543,345.54	0.00	0.00	11,543,345.54	4,871,340.01	231,559.18	0.00	5,102,899.19	6,440,446.34
Class: Vehicles & Equipment	578,689.89	0.00	0.00	578,689.89	434,100.98	32,466.87	0.00	466,567.85	112,122.04
<b>Fund: Enterprise Total</b>	<b>12,558,885.43</b>	<b>0.00</b>	<b>0.00</b>	<b>12,558,885.43</b>	<b>5,447,629.49</b>	<b>272,444.95</b>	<b>0.00</b>	<b>5,720,074.44</b>	<b>6,838,810.98</b>
Fund: Governmental									
Class: Buildings	10,584,682.00	0.00	0.00	10,584,682.00	1,657,054.18	225,471.64	0.00	1,882,525.83	8,702,156.16
Class: Infrastructure	63,190,161.75	729,680.00	0.00	63,919,841.75	31,889,583.67	1,283,966.55	0.00	33,173,550.24	30,746,291.52
Class: Land	9,820,055.00	0.00	0.00	9,820,055.00	0.00	0.00	0.00	0.00	9,820,055.00
Class: Land Improvements	126,065.00	0.00	0.00	126,065.00	110,116.20	5,743.85	0.00	115,860.05	10,204.95
Class: Vehicles & Equipment	4,969,391.62	387,573.34	0.00	5,356,964.96	3,419,712.18	318,136.58	0.00	3,737,848.77	1,619,116.18
<b>Fund: Governmental Total</b>	<b>88,690,355.37</b>	<b>1,117,253.34</b>	<b>0.00</b>	<b>89,807,608.71</b>	<b>37,076,466.23</b>	<b>1,833,318.62</b>	<b>0.00</b>	<b>38,909,784.89</b>	<b>50,897,823.81</b>
<b>Grand Total</b>	<b>101,249,240.80</b>	<b>1,117,253.34</b>	<b>0.00</b>	<b>102,366,494.14</b>	<b>42,524,095.72</b>	<b>2,105,763.57</b>	<b>0.00</b>	<b>44,629,859.33</b>	<b>57,736,634.79</b>

**TOWN TREASURER'S REPORT**  
**PERIOD ENDED JUNE 30, 2011**

**GENERAL FUND**

Citizens Bank	1,650,209.79
Eastern Bank	233,059.67
Fidelity Bank	926,406.05
Massachusetts Municipal Depository Trust	243,665.36
Peoples United Bank	299,541.73
Rollstone Bank	515,998.37
TD Banknorth	5,881.84
UniBank for Savings	1,005,454.16
United Bank	1,002,438.03

**SPECIAL FUNDS**

<u>Citizens Bank</u>	
1856 Hearse House Building Fund	1,796.00
250th Anniversary Fund	28,697.12
Aalto/Salo Memorial	2,819.23
Altobelli Memorial	6,707.31
Compost Bin Sales	206.18
Conservation Commission/Stein Fund	2,452.49
Cultural Council	10,351.42
Forbush Library Building & Renovation Fund	190.43
Forbush Memorial Library Endowment Fund	4,792.81
Inflow & Infiltration	16,072.32
Law Enforcement Trust	25,825.15
Library Preservation Fund	375.28
Library State Grant	18,112.19
Planning Board Escrow	5,923.74
Planning Board Escrow/Brookside	8,897.53
Planning Board Escrow/Depot	20,839.90
Planning Board Escrow/Harrington	576.13
Planning Board Escrow/Overlook	2,699.63
Planning Board Escrow/Rte 31 Business Park	36,154.06
Planning Board Escrow/Woods/53G	4,511.96
Rebanna Road Development	13,760.79
ZBA Cell Tower/53G	325.46
Zoning Board/Kingsbury Arms/53G	768.13
Zoning Board/Mountainview Estates/53G	3,122.99

**TOWN TREASURER'S REPORT**  
**PERIOD ENDED JUNE 30, 2011****SPECIAL FUNDS****Massachusetts Municipal Depository Trust**

Stabilization Fund	995,944.74
Stabilization Fund/Building Maintenance	682,345.40
Stabilization Fund/Capital Equipment	462,225.79
Stabilization Fund/Technology	424,351.84
Stabilization Fund/OPEB	79,603.96
Stabilization Fund/Road Maintenance	79,603.96
Planning Board Escrow/Westminster Business Park	202,188.30
Planning Board Escrow/Escrow of R. Lehtola	57,097.38

**UniBank**

Community Development Block Grant	11.51
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**TRUST FUNDS****Bank of America**

Charles F. Giles Fund	118,824.19
Conservation Fund	7,443.57
Fred W. Smith Poor Fund	126,188.36
Joseph Forbush Worthy Poor Fund	76,787.43
Westminster Grange Fund	3,170.02

**CEMETERY FUNDS****Bank of America**

Expendable Funds	49,520.99
Non-Expendable Funds	229,873.18

**LIBRARY FUNDS****Bank of America**

Expendable Funds	23,157.15
Non-Expendable Funds	46,298.54

<b>TOTAL ALL FUNDS</b>	<b>9,763,269.56</b>
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**TOWN TREASURER'S REPORT**  
**PERIOD ENDED JUNE 30, 2011**

**SPECIAL FUNDS**Massachusetts Municipal Depository Trust

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<b>TOTAL ALL FUNDS</b>	<b>9,763,269.56</b>
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**TOWN COLLECTOR'S REPORT  
PERIOD ENDED JUNE 30, 2011**

	<b>FISCAL YEAR</b>	<b>COMMITTED OR FORWARDED</b>	<b>COLLECTED</b>	<b>ABATED OR TRANSFERRED</b>	<b>REFUNDED OR ADJUSTED</b>	<b>BALANCE</b>
<b>REAL ESTATE TAX</b>	2010	403,953.75	279,643.26	196,520.75	73,121.24	910.98
	2011	12,957,655.89	12,603,039.26	292,438.41	117,940.37	180,118.59
<b>PERSONAL PROPERTY TAX</b>	2007	1,042.30	12.55	1,029.75	0.00	0.00
	2008	1,365.31	12.78	2,405.21	1,052.68	0.00
	2009	1,589.04	19.95	1,582.32	13.23	0.00
	2010	622,713.97	638,477.58	51.96	16,942.08	1,126.51
	2011	794,578.05	787,672.97	2,613.64	174.54	4,465.98
<b>ROLL BACK TAXES</b>	all years	0.00	0.00	0.00	0.00	0.00
<b>STUMPAGE TAX</b>	all years	0.00	0.00	0.00	0.00	0.00
<b>TAXES IN LITIGATION</b>	all years	0.00	0.00	0.00	0.00	0.00
<b>MOTOR VEHICLE EXCISE</b>	2003	5,211.07	204.38	0.00	0.00	5,006.69
	2004	6,448.56	307.50	0.00	0.00	6,141.06
	2005	3,633.67	78.85	0.00	0.00	3,554.82
	2006	3,465.54	589.07	0.00	0.00	2,876.47
	2007	4,246.37	518.33	0.00	0.00	3,728.04
	2008	5,138.48	1,469.69	0.00	0.00	3,668.79
	2009	12,912.05	7,514.11	900.02	347.52	4,845.44
	2010	154,394.57	140,035.24	9,627.23	8,256.35	12,988.45
	2011	844,141.99	775,606.07	18,767.13	8,590.21	58,359.00



**TOWN COLLECTOR'S REPORT  
PERIOD ENDED JUNE 30, 2011**

	<b>FISCAL YEAR</b>	<b>COMMITTED OR FORWARDED</b>	<b>COLLECTED</b>	<b>ABATED OR TRANSFERRED</b>	<b>REFUNDED OR ADJUSTED</b>	<b>BALANCE</b>
<b>WATER USAGE</b>	2006	12,223.65	0.00	0.00	0.00	12,223.65
	2010	49,030.95	21,277.39	27,828.56	75.00	0.00
	2011	670,554.59	584,221.23	3,929.36	233.48	82,637.48
<b>WATER LIENS</b>	2010	6,588.24	4,364.94	2,223.30	0.00	0.00
	2011	28,091.06	24,259.90	2,836.89	0.00	994.27
<b>WATER SERVICES</b>	all years	17,068.23	13,901.02	942.11	0.00	2,225.10
<b>WATER RECEIPTS RESERVED</b>	all years	6,200.00	6,150.00	0.00	0.00	50.00
<b>HOLMES PARK WATER ASSESSMENT</b>	2010	101.59	0.00	101.59	0.00	0.00
	2011	2,438.16	2,336.57	101.59	0.00	0.00
<b>LEINO PARK WATER ASSESSMENT</b>	2010	310.00	310.00	0.00	0.00	0.00
	2011	31,256.00	30,946.00	0.00	0.00	310.00
<b>SEWER USAGE</b>	2010	28,972.81	9,532.30	19,440.51	0.00	0.00
	2011	462,142.11	395,009.09	3,533.38	355.74	63,955.38
<b>SEWER LIENS</b>	2010	6,352.88	4,930.08	1,422.80	0.00	0.00
	2011	19,598.63	17,269.80	2,328.83	0.00	0.00
<b>SEWER SERVICES</b>	all years	7,386.73	6,924.73	0.00	0.00	462.00

**TOWN COLLECTOR'S REPORT  
PERIOD ENDED JUNE 30, 2011**

	<b>FISCAL YEAR</b>	<b>COMMITTED OR FORWARDED</b>	<b>COLLECTED</b>	<b>ABATED OR TRANSFERRED</b>	<b>REFUNDED OR ADJUSTED</b>	<b>BALANCE</b>
<b>APPORTIONED SEWER BETTERMENT NOT YET DUE</b>	2005	614,454.62	18,786.95	72,887.34	0.00	522,780.33
<b>APPORTIONED SEWER BETTERMENTS</b>	2010	594.78	58.01	536.77	0.00	0.00
	2011	72,887.34	71,849.60	536.77	0.00	500.97
<b>COMMITTED INTEREST</b>	2010	715.62	447.23	268.39	0.00	0.00
	2011	29,971.60	29,532.86	241.55	0.00	197.19

**TREASURER'S REPORT  
PERIOD ENDED JUNE 30, 2011**

	<b>FISCAL YEAR</b>	<b>COMMITTED OR FORWARDED</b>	<b>SUBSEQUENT TAXES ADDED</b>	<b>COLLECTED</b>	<b>ABATED OR TRANSFERRED</b>	<b>BALANCE</b>
<b>TAX LIENS RECEIVABLE</b>	all years	432,861.47	266,362.48	243,566.88	0.00	455,657.07
<b>TAX POSSESSIONS</b>	all years	1,382.39	0.00	0.00	0.00	1,382.39
<b>DEFERRED TAXES</b>	all years	23,450.33	17,375.41	0.00	0.00	40,825.74

## TOWN OF WESTMINSTER

**AGGREGATE ANNUAL REMUNERATION  
OF ALL TOWN EMPLOYEES  
INCLUDING ELECTED AND APPOINTED OFFICIALS  
FOR THE YEAR ENDING DECEMBER 31, 2011**

Abare, Jennifer	Personnel Clerk					12,471.52
Ahearn, William D.	Hwy. Superintendent	Reg.	78,316.90			78,316.90
Albert, David J.	Highway	Reg.	52,376.48	O/T	8,207.59	60,584.07
Albert Jr. Salvatore	Chief of Police	Reg.	110,758.98			110,758.98
Albert, Emily	Parks & Rec.					772.00
Allard, Donna	Town Accountant					54,444.37
Amendola, Dana M.	Fire					10,905.52
Anderson, Hoyt W.	Council on Aging					304.56
Arsenault, Steven	Highway	Reg.	40,559.04	O/T	6,478.34	47,037.38
Auffrey, Nicholas R.	Ans.Ser., Police					771.76
Auger, Marie	Planning Clerk					2,886.04
Barrett, Alan R.	Fire					1,924.58
Barrett, James A.	Highway	Reg.	49,149.20	O/T	7,486.21	56,635.41
Barrett Sr, Loring H.	Wire Inspector					21,211.75
Beaton, Callie	Asst. Accountant					15,193.90
Bedard, Claire I.	Assessors - Clerk					1,570.69
Belliveau, Patrick	Parks and Rec.					1,420.00
Benson, Kent M.	Police	Reg.	54,643.43	O/T	2,672.23	57,315.66
Berube, James J.	Highway	Reg.	40,577.04	O/T	5,737.82	46,314.86
Bettez, Matthew	Fire					2,013.24
Blessington, Bruce A.	Fire					17,805.91

Boivin Jr., Francis W.	Fire					14,060.91
Boucher, Darlene	Personnel Administrator					38,092.67
Boucher, Kevin	Police					1,517.28
Bourgeois, Paul R.	Fire					7,362.86
Bowen Jesse	Answering Service					850.00
Bradley, Heather E	Animal Control, Inspector					690.00
Brunell, Robert	Crocker Pond					961.47
Burgess, Delia	ZBA Clerk					244.85
Butterfield, Kyle S.	Fire	Reg.	52,837.03	O/T	10,177.39	63,014.42
Cavanaugh, Jason P.	Library					29,652.38
Chapman, Susan M.	Maintenance	Reg.	35,825.92	O/T	538.39	36,364.31
Chatigny, Scott	Answering Service					6,089.74
Chevarie, Michelle	Police Clerk					13,138.10
Cloutier, Adam	Crocker Pond					2,463.92
Comiskey, Debra K.	Answering Service	Reg.	37,029.68	O/T	3,906.27	40,935.95
Connors, Patrick	Fire					240.94
Couture, Steven L.	Police					1,423.03
Cramm, Robert J.	Maintenance	Reg.	34,800.24	O/T	223.43	35,023.67
Cringan, Ryan	Fire					10,028.58
Cruz, Pedro	Fire					205.92
Davis, Jason	Parks and Rec.					428.00
Dean Jr, Daniel	Fire					6,597.69
Delorey Jr. Joseph	Parks and Rec					1,575.00
De Marco, Derek M.	Parks and Rec					641.92
D'Entremont, Phillip G.	Fire-Full Time	Reg.	48,189.11	O/T	9,708.68	57,897.79
Devoll, Andrew A.	Fire					31,622.53

Donahue, Daniel M.	Police	Reg.	63,811.83	O/T	11,766.93	75,578.76
Donovan, Michael T.	Fire					435.75
Driscoll, Patricia A	Hwy, Water, Sewer-Secty.					37,551.84
Dube, Edward J.	Veterans Agent					1,812.50
Duncan, Brett M.	Fire					15,388.02
Durfee, Samantha L	Answering Service	Reg.	32,139.54	O/T	2,248.40	34,387.94
Eagan, John	Cemetery					18.60
Elowitz, Louise	Crocker Pond					2,195.19
Erickson, Lisa A.	Library					11,532.40
Espie, Matthew P.	Answering Service					1,892.85
Farley, Daniel G.	Fire					3,646.41
Feeley, Corey P	Fire					650.47
Fisher, Susan	Council on Aging					35,002.33
Flynn, Gary	Fire					4,835.26
Forsyth Glenn T.	Council on Aging	Reg.	30,812.30	O/T	152.40	30,964.70
Gallant, Melody L.	Treasurer/Collector					56,930.77
Gallant, Michael	Building Commissioner					29,242.11
Gerde, Anne C.	Library					5,963.42
Giles Jeffery	Answering Service					3,419.97
Glover, Faith A.	Answering Service	Reg.	29,241.58	O/T	9,697.56	38,939.14
Goguen, Robert R.	Council on Aging					3,132.53
Gronroos, John T.	Cemetery Superintendent					42,712.46
Haley-Cormier, Marybeth	Asst. Town Clerk					8,837.06
Hall, Joshua W.	Director of Public Works					87,694.64
Hallowell, Barbara	Hwy, Water, Sewer-Recept.					11,496.98

Hamm, Robert H.	Fire					4,413.23
Hartford, Benjamin	Fire					4,329.94
Hawkins, Nathan D.	Police					7,495.87
Hawkins, Jr. Leroy A.	Police	Reg.	69,497.42	O/T	24,472.13	93,969.55
Henry, David J	Fire					4,354.52
Hill, Robert N.	Water & Sewer	Reg.	52,769.12	O/T	16,128.70	68,897.82
Holm, Robin L.	Admin. Assessor					33,404.65
Howe-Soper, Margaret A	Library Director					12,574.50
Hurd, Timothy E.	Highway, Fire	Reg.	51,619.05	O/T	7,608.21	59,227.26
Hurlbut, David D. Jr.	Fire					679.41
Illinitch, Shawn M	Answering Service					7,734.55
Jaillet, Travis	Cemetery					2,609.19
Johnson, Michelle	Assessor - Clerk					12,883.56
Kalagher, Susan H.	Conservation Clerk					4,998.11
Kazan, Betty A.	Exec. Admin. Assistant					32,490.13
Keena, Jeanne A.	Treasurer/Collector-Clerk					10,788.67
Kelly 3rd, Thomas	Council on Aging					304.56
LaFrenier, Steven	Cemetery					3,841.14
Landry, Clayton A.	Fire	Reg.	47,822.45	O/T	10,136.15	57,958.60
Langelier, Richard H.	Highway	Reg.	52,092.33	O/T	8,289.12	60,381.45
Langhart, Nicholas	Library Director					36,068.28
LeBlanc, Ralph W.	Police	Reg.	64,792.15	O/T	25,597.80	90,389.95
Lebel, Andrew	Fire					3,955.85
LeBlanc, Eric P	Water & Sewer	Reg.	37,222.18	O/T	7,519.61	44,741.79
Leger, Kathryn	Parks and Rec.					640.00
Leger, Megan	Fire					75.05

Lewis, Ronald	Council on Aging					102.56
Loescher, Andrew R.	Answering Service	Reg.	32,632.61	O/T	6,151.98	38,784.59
Long, Karen	Fire Dept. Secre	Reg.	22,072.64	O/T	639.81	22,712.45
Lucander, Joyce M.	Board of Health					28,113.80
Lucier, Dale A	Hwy, Water, Sewer-Recept.					30,239.94
Lucier, Susan M	Library					16,065.80
MacAloney, Brenton W.	Fire Chief					108,354.91
MacAloney, Denise L.	Town Clerk, E&R					52,326.45
Robert Maki	Conservation Agent					12,355.05
Malnati, Nicholas A.	Answering Service					6,926.02
Manning, Geraldine M	Library					38,816.99
Martineau, Peter R.	Highway	Reg.	38,486.08	O/T	5,560.95	44,047.03
Mazyck, Kevin R.	Parks and Rec.					853.74
Mazyck, Leann M.	Parks and Rec.					3,375.00
McConville, Rita M	Board of Health					19,146.11
McDonald, Michael R.	Police	Reg.	86,840.08	O/T	2,086.52	88,926.60
McEvoy, John T.	Fire	Reg.	48,023.59	O/T	9,065.19	57,088.78
McIntyre, John K	Highway	Reg.	48,153.28	O/T	5,955.28	54,108.56
Michel, Richard H.	Police	Reg.	54,703.18	O/T	11,072.10	65,775.28
Monty, David B.	Fire	Reg.	65,413.30	O/T	15,970.22	81,383.52
Munro, Peter M.	Local Building Inspector					13,001.88
Murphy, Karen M.	Town Administrator					78,732.01
Murphy, Ruth A	Library					1,996.37
Nelson, Amy N.	Police	Reg.	61,299.75	O/T	21,967.76	83,267.51
Nivala, Kevin D.	Fire-Full Time	Reg.	78,344.82	O/T	16,113.39	94,458.21
Noonan, Brian L.	Fire					755.58



Perior, Jayne V.	Council on Aging					7,841.61
Phillips, Eric J.	Police	Reg.	49,965.46	O/T	47.83	50,013.29
Pierce, Nanette E.	Police-Secretary, Matron	Reg.	39,217.95	O/T	376.78	39,594.73
Quaye, Rachel	Parks & Rec.					600.00
Racine, Mickey A	Highway	Reg.	40,202.16	O/T	5,147.34	45,349.50
Rathier, Raymond	Cemetery					10,575.36
Reed Joann	Crossing Guard/Police					5,130.50
Rinquist Jr. James E.	Cemetery					10,555.40
Robbins, Edward S.	Police	Reg.	70,687.41	O/T	19,816.39	90,503.80
Rogers, Carol	ZBA Clerk					89.36
Rogowski, Robert A	Fire					6,655.77
Root, Diane	Library					8,084.98
Rousseau, Elizabeth	Parks and Rec					828.10
Roy, Patrick J.	Fire					5,991.20
Rufiange, Craig A.	Parks and Rec.					734.40
Rufiange, Todd B.	Parks and Rec.					772.00
Seidl Jessica H.	Fire					173.14
Scarale, Frank	Cemetery					8,940.64
Shampine, Jeffrey G.	Police	Reg.	57,738.53	O/T	9,097.48	66,836.01
Shank, Kayla	Parks and Rec.					100.00
Sheehan, Ellen M.	Town Clerk-Clerk					13,467.76
Sheehan, Matthew	Parks and Rec.					68.00
Sheehan, Maura C.	Parks and Rec.					716.00
Sheldon, Blake F.	Crocker Pond					4,374.95
Smith, Scott	Water & Sewer	Reg.	47,485.12	O/T	13,804.00	61,289.12

Streeter, Patricia	Council on Aging					1,219.23
Suomala, Joyce A.	Treasurer/Collector-Clerk					29,244.40
Sutela, Thomas E.	Highway, Fire	Reg.	48,198.32	O/T	7,858.79	56,057.11
Swedberg, Elizabeth E	Board of Health Agent					52,162.12
Swenor, Clay F.	Fire-Full Time	Reg.	52,683.22	O/T	8,703.10	61,386.32
Tamulen, Jason A.	Police	Reg.	58,859.97	O/T	20,377.19	79,237.16
Tatasciore, Domenica	Planning Director					3,490.14
Thorell, Marcia L.	Building-Admin. Asst.					29,596.56
Thurlow, Jaye P.	Fire-Clerk					16,152.35
Vacarelo, Judith A	Library					9,529.31
Wallace, Stephen	Planning Director					33,281.99
Wetherbee, Jason	Police	Reg.	56,930.30	O/T	22,006.81	78,937.11
Wiinikainen, Tom J.	Gas, Plumbing Inspector					13,080.77
Wolanske, Trevor	Parks and Rec.					508.00
Young, Kelly	Answering Service					116.56
Yraola, Susan E.	Library, E&R					15,567.48

## BOARD OF ASSESSORS

The Board of Assessors respectfully submits their annual report for 2011. The Board held 8 posted meetings.

The following is information compiled during the calendar year 2011:

# Of motor vehicle bills processed	9418
\$ Amount committed to collector	927,268.15
# Of motor vehicle abatements granted	324
\$ Amount of abatements granted	27,126.60

During 2011, the Board of Assessors were required to do an Interim Year Adjustment of the whole town and submit an Interim Report to the Department of Local Services; this is done between the required triennial recertification. This form reports the results of sales analysis for real estate and review of commercial and industrial market indicators. The community's assessments must be equitable and consistent with accepted mass appraisal measures of assessment level and uniformity.

In cooperation with the Fire and Police Departments, the Board of Assessors makes the necessary changes needed regarding street numbers for all properties. Land sales or new construction may often require that street numbers change to correspond numerically and geographically correct. It is imperative that our town's emergency personnel locate all properties in case of an emergency. Therefore, the small inconvenience caused by re-numbering is a necessary step for the safety of the town's residents. The Fire Department currently assigns street numbers to new residences and notifies the board of any changes. This board also works closely with the Treasurer and Tax Collector, Board of Health, Board of Selectmen, Conservation Commission, Personnel, Accountant, Town Coordinator, Town Planner, Town Clerk, Council on Aging, Highway Department and the Building Department.

The board would also like to take this time to thank all town boards and departments for their continuing cooperation during the past year.

Respectfully submitted,

Andrew Hertel, Chairman  
Robin L. Holm  
Darlene Boucher

**THE FOLLOWING WERE CALCULATED ON A  
FISCAL YEAR 2011  
(JULY 1, 2010– JUNE 30, 2011)**

Fiscal year 2011 tax rate \$15.14 per thousand dollars of valuation

	<u>VALUE</u>	<u>TAX</u>
Real Estate	732,639,364	\$11,092,159.97
Commercial	59,413,901	\$899,526.46
Industrial	63,133,484	\$955,840.95
Personal Property	<u>52,356,872</u>	<u>\$792,683.04</u>
Totals	907,543,621	\$13,740,210.42

<u>EXEMPTIONS GRANTED</u>	<u>NUMBER</u>	<u>AMOUNT</u>
Widow/widower		
Clause 17D	19	\$3,488.02
Veterans:		
Clause 22	50	\$20,000.00
Clause 22E	10	\$10,000.00
Paraplegic	1	\$3,853.13
Blind:		
Clause 37A	6	\$3,000.00
Elderly:		
Clause 41B	327	\$14,161.50

## ZONING BOARD OF APPEALS

The year of 2011 was another active period for the Board. Although a few less applications than last year and only a couple these led to multiple hearings on the same application. The Board relies heavily on the assistance of many of the Town Offices, especially the Town Clerk, to comply with the Board's mandate. The Board successfully petitioned the town in 2010 for a recording secretary to assist the board with minutes and clerical duties. This position has been a real asset to the board. The board consists of 3 members and 1 alternate with room for 2 more alternates. The Board is seeking additional alternate members at this time. Board meetings are currently scheduled on the third Thursday of each month.

The ZBA process is one similar to the judicial process. A person or entity that wishes to accomplish an activity in the Town makes an application to the Building Inspector, who is also the Zoning Enforcement Officer. If the application meets all the requirements of the Zoning By-Laws, then the Board does not become involved. If there are issues that conflict or do not completely comply with Zoning, the applicant may apply to the town Clerks' office for a hearing in front of the Zoning Board of Appeals. During the hearing, the Board accepts written and oral testimony for any parties concerned. The Board deliberates on the information put forward, and comes to a decision as allowed under the Westminster Zoning By-Laws, *unless* the Town By-Laws are superseded by State or Federal Law. It takes a unanimous decision of the Board to grant in favor of the applicant.

Respectfully submitted,

Donald L. Frigoletto, Chairman  
Zoning Board of Appeals

## **Forbush Memorial Library** **2011 Annual Report**

### **Mission**

The Forbush Memorial Library serves the Town of Westminster as a center for education, culture, recreation and information provided through its collection of materials, availability of technological resources both at the library and from home and as a community gathering space for people of all ages.

### **Contact**

Ph: 978-874-7416 Website: [www.forbushlibrary.org](http://www.forbushlibrary.org) email: [askalibrarian@westminster-ma.gov](mailto:askalibrarian@westminster-ma.gov)  
Hours: Tuesday-Thursday, 10am – 8pm, Friday, 10am – 6pm, Saturday, 9am – 1pm

### **Personnel**

The library's governing board is composed of six publicly elected trustees and meets on the second Thursday of each month at 5:00pm at the library. In the May election, Kimberly Samson began her first term and Jim Eagle was re-elected to the board. Juliette Bedard chose not to run again after 26 years as a trustee. Her counsel is greatly missed. In June, Walter Haney was chosen as chair; Beth D'Onfro, vice-chair; Leola Leger, recording secretary and Kimberly Samson, corresponding secretary. Robert Hynes chairs the Long Range Planning Committee.

There are currently five full time and six part time employees. In April, Margaret Howe-Soper retired after serving as director since 2006 and was succeeded by Nicholas Langhart. Geraldine Manning supervises the children's department ably assisted by Lisa Erickson and Anne Gerde; the adult services/reference librarian is Jason Cavanaugh. Susan Yraola manages adult circulation and patron services, Susan Lucier is our bookkeeper and cataloguer, and Diane Root processes new books and serves as web-master. Judy Vacarelo handles the large and increasing volume of interlibrary loans, Ruth Murphy manages the book stacks and Bob Cramm keeps our building functioning and attractive. We thank the Council on Aging for supporting the work of Carol and Henry Harrington, Patrick Warriner and Ann Johnson as well.

Volunteers are a vital component of library activity and it is a pleasure to acknowledge their important service. Many are Friends of the Library and work on Friends-sponsored events such as the Ice Cream Social and Book Sale in June, Halloween events and the annual visit of Santa Clause to the library: they include Stanley Skamarycz, our Santa for over 40 years, Marta Klemetti, head of the Friends, assisted by Tiffany & Dana Altobelli, Joanne Curtin, Beth D'Onfro, Lillian Gamble, Louise Garland-Wheeler, Leola Leger and Jeannette Tremblay. Children's room volunteers include Cathy Phelps and Mary Dauphinais. Carol Young expertly repairs aged and damaged books. We rely on the hundreds of hours these volunteers have so cheerfully given. Thank you.

### **Programs**

In February, Forbush was proud to host the annual Legislative Breakfast at which library trustees and staff from around the region could meet with their local legislators and discuss mutual concerns. As for the last 12 years, the library hosted the Foreign Policy Association's Great Decisions discussion group led by Ambassador George Lane and Dr. Kevin Hart for 8 weeks during the winter and spring. These engaging conversations on international affairs have always been well attended. In May the Watershed Coalition presented a talk on rain gardens and Dana Perkins spoke on the history of the Thor legend. Two performances proved popular in the fall; Richard Clark impersonated Ernest Hemingway in September and in October, An Evening of Gothic Victorian Tales was nearly snowed out but the show went on. Music was also on the

calendar: Craig Harris presented his program, Drum away the Blues, in February and again in October and in June we hosted the Westminster Chamber Music Workshop for several evening seminars in the Eloranta Room. Adult programming also included regular monthly meetings of the Mystery Book Club and the Friendship Book Club and the screening of popular movies during school vacation weeks in February and December.

## Collections

Library holdings grew by 4,882 items to 50,827 in 2011. 72,083 items were circulated during the year compared to 68,671 the year before. 35,245 transactions were recorded at the two circulation desks. Wowbrary, an interactive web program that acquaints patrons with our newest holdings has been added to the website homepage.

The library maintains several special collections in the limited access Hurd Room such as town and county histories, genealogies, military records and materials related to General Nelson A. Miles. During the past year we have reorganized and catalogued these items and they are listed now in the on-line catalogue for the first time. Researchers and students can also make application to consult these non-circulating materials during open hours.

Fine art and historical artifacts owned by the library are under the care of the Curatorial Committee appointed by the Board of Trustees. The committee is composed of Leola Leger, chair, Kristine Haney, and Martha Rainville. In 2011, the committee oversaw the installation of additional security in the Eloranta Room, the change of Gen. Miles uniform on display, and sent Deacon Robert Peckham's *View of Westminster in 1831* to the Williamstown Art Conservation Center for restoration. We thank the curatorial volunteers for their dedication to our legacy.

## Children's Department

2011 was an active year for the Children's Room in spite of the absence of Children's Librarian Geri Manning for the first quarter of the year. Assistants Lisa Erickson and Anne Gerde filled in very capably and we appreciate their extra service. 124 programs were held for 3,350 children and adults over the year. Perhaps the highlight was the Summer Reading Program, "One World, Many Stories" which enrolled 140 young people who enjoyed 18 programs between July 4<sup>th</sup> and mid-August, among which was a wolf trainer with live wolves, creatures from Australia, a puppet show "Little Red Riding Hood" by the Drawbridge Puppet Theatre and a visit by Ed the Wizard. Blinkie the Clown closed the SRP with her usual style. Storytimes have consistently been booked to capacity and many children from surrounding towns have been drawn by the quality of the storytelling and crafts. Geri has revived the Mother-Daughter Book Club since returning from her absence and visits of pre-school and kindergarten classes from local schools have been increasing. Program growth is limited only by the reduced hours available for our part time staff.

Geri selects materials for the young adult collection as well as for the children's and considerable care has gone into selecting material that teens really want to read. Rising circulation figures indicate success, particularly with fiction and graphic novels.

## Support

The trustees and staff sincerely appreciate the support provided to the library by the annual Town appropriation; it makes possible all we provide. Additional support comes from state aid, the Westminster Cultural Council in support of programs, and the fundraising of the Friends of the Library that underwrites the library patron passes to area attractions and museums. We are especially grateful for voluntary gifts such as the \$1,000 from the Ryan Patrick Jones Heart of a Hero Foundation and the many other memorial donations. These enable us to deliver a greater quality and quantity of library services. THANK YOU!

*-For the Board of Trustees, Nicholas Langhart, Director*



# Monty Tech

2011



## Annual Report



*A Letter from the Superintendent-Director*

I am honored to serve as Superintendent-Director of Monty Tech, a school that has transformed secondary education in North Central Massachusetts, bringing to life lessons learned in a classroom, at the workplace, and in the community. This school exemplifies what I believe education is all about – a commitment to excellence and the provision of a relevant learning experience.

A Monty Tech education is grounded on workforce trends and labor markets, balanced by a rigorous academic curriculum. Our students are prepared not only to enter the workforce, but to also continue their education by enrolling in college. In fact, while 44% of the Class of 2011 is currently employed in a field related to their Monty Tech trade, 43% of 2011 graduates are currently seeking higher education.

Compiling information for the 2011 Annual Report has been an exercise of great value for me. As a new administrator, it has provided me with an opportunity to reflect on the achievements and activities of our students, faculty and staff. It has afforded me the opportunity to visit with thoughtful partners in vocational education, and has given me great insight into the achievements of the 2010-2011 academic year. Some of the more notable highlights include:

- 100% of the Class of 2011 successfully passed the state-required MCAS exam in English, Math and Biology.
- The Class of 2011 earned a 93% placement rate: 62% college acceptance or advanced technical training, 13% career bound in field, 9% career bound out of field, and 7% military.
- Seventy-eight members (25%) of the Class of 2011 were awarded the John and Abigail Adams Scholarship for outstanding performance on the MCAS examination.
- 100% of Dental Assisting graduates passed the Dental Assisting National Board exams in both Radiation Health and Safety and Infection Control.
- 2011 graduate Alicia McKean was the first student in the school's history to be named a National Achievement Scholar, and was the first to receive the coveted Presidential Scholar Award, providing a "full-ride" to attend Boston College.
- Eleven students advanced through local, district and state competitions to earn the right to compete at the National SkillsUSA Conference in Kansas City, Missouri. The Monty Tech delegate was awarded four silver medals and one bronze medal.
- Victoria Holbert was elected to the office of National SkillsUSA President.
- Two cadets in the Class of 2011 were awarded Naval Reserve Officers Training Corps Scholarships- a first for the Monty Tech MJROTC unit and the school. Selected students were awarded full tuition, fees, books, uniforms, summer experiences, as well as monthly stipends.
- Monty Tech was selected as one of only sixteen schools in the country and the only vocational school in the nation to have a student science experiment launch into space aboard the last shuttle flight of the U.S. Space Program, STS-135.

Much like districts across the state, Monty Tech has been affected by the nationwide economic recession. Maintaining high standards of fiscal responsibility, with an eye on our over-arching mission of increasing student achievement and understanding, this school has been able to maintain our high standards of academic success, while presenting a budget that is fiscally conservative. Our FY11 Annual Budget was unanimously accepted by each of the eighteen member communities, and reflected less than a 1% increase over the 2009-2010 Educational Plan. We recognize that we are in the midst of some of the most difficult economic times faced by public education and, as a result, we will continue to strive to seek creative ways to reduce member town assessments.

Thank you for your interest in our 2011 Annual Report, your continued support of vocational education in North Central Massachusetts, and for providing our students – your students – with the resources that enable them to become successful, contributing members of our communities.

Steven C. Sharek  
*Superintendent-Director*

### **Our Mission**

Every student will graduate from Montachusett Regional Vocational Technical School with the skills, knowledge, and abilities to be a productive and effective member of an ever-changing society.

### **Our District**

Montachusett Regional Vocational Technical School is a four-year career and technical high school serving the member towns of:

Ashburnham	Harvard	Princeton
Ashby	Holden	Royalston
Athol	Hubbardston	Sterling
Barre	Lunenburg	Templeton
Fitchburg	Petersham	Westminster
Gardner	Phillipston	Winchendon

### **Leadership**

There were major changes in the school's leadership during the 2010-2011 school year.

James R. Culkeen, who served as Superintendent-Director at Monty Tech for eight years, resigned in December of 2010. Francine K. Duncan, the school's Director of Technology, was named Acting Superintendent-Director, a position she held for just over two months. Dr. Frank R. Llamas, retired Superintendent-Director of Smith Vocational and Agricultural High School in Northampton, became interim Superintendent-Director on February 14. I was appointed Superintendent-Director during the summer and began work on July 18.

Katy Whitaker was promoted to the position of Development Coordinator.

### **Enrollment**

Monty Tech's October 1, 2010, enrollment included 1,400 students in grades nine through twelve. Students are represented from every community in the district: Ashburnham (46), Ashby (42), Athol (122), Barre (37), Fitchburg (393), Gardner (193), Harvard (3), Holden (46), Hubbardston (53), Lunenburg (63), Petersham (6), Phillipston (20), Princeton (14), Royalston (21), Sterling (53), Templeton (104), Westminster (57), and Winchendon (115). The remaining twelve students were from out-of-district towns, including Clinton, Lancaster, Leominster, Orange and Townsend.

The Guidance/Admissions Department received 736 applications for admission to the school. Of those, 636 were from students hoping to enter our incoming ninth-grade class. The balance of the applications came from students hoping to enter the school as upperclassmen. There were only a limited number of slots for students applying in either category. We admitted 382 freshmen. We admitted 28 students to the tenth- and eleventh-grade classes.

Monty Tech continued to offer a variety of opportunities for students, parents and community members to learn about and visit the school. In October 2010, 1,110 district eighth graders participated in Tour Days. Students toured many of our twenty vocational/technical areas and learned about the challenging academic offerings and exciting athletic and extracurricular programs. Career Awareness Night offered interested students the opportunity to return at night, with their family members, to explore the facilities

and talk with staff members. Career Awareness Night, as well as last spring's Open House, was attended by an estimated one thousand individuals per event, comprised of students, parents, and community members from throughout the district.

The Vocational Interest Program (V.I.P.) continued to attract large numbers of seventh and eighth grade students during the 2010-2011 school year. Due to the high enrollment, a third five-week session was implemented and this is our second year doing all three sessions. Participants had opportunities to attend hands-on after-school sessions in a variety of vocational/technical areas. A satisfaction survey rated this program 4.75 out of 5. Enrollment was 725, among the highest ever.

### **Class of 2011 Awards**

Members of the Class of 2011 were awarded at least \$52,225 in scholarships. The Monty Tech Foundation provided \$21,000 in scholarships to graduating seniors, ranging in amounts of \$100 to \$1,500. The Foundation also awarded \$6,000 to the practical nursing graduates. Once again, local and state organizations, as well as generous individuals, continue to recognize the ability and potential of Monty Tech graduates in the form of donations. The School Committee, administration, faculty, and graduates themselves, are grateful for this support.

Articulation Agreements with local colleges continue to play an important role in helping our graduates enter college through credits earned at Monty Tech. Approximately 65% of our graduates entered a two- or four-year college. This number has continued to grow over the years.

### **Financial Report**

Numerous challenges were faced during the development of the fiscal year 2010-2011 budget including rising health insurance, student transportation, and utility costs. Considerable effort was put forth by the School Committee, administration and staff to develop a cost-effective budget. The final fiscal year 2010-2011 Educational Plan totaled \$22,225,324, which represents less than a 1% increase over the 2009-2010 Educational Plan.

The District was audited in August 2011 as part of the yearly financial audit by the accounting firm of Melanson, Heath and Co. from Greenfield, MA and an "excellent" report is anticipated.

### **Grants and Contracts**

Monty Tech continues to pursue grant funding on an annual basis. These funds assist in providing many educational and social services to the student population. For fiscal year 2011, state and federal grant sources provided the school with \$1,236,639. Programs funded by these grants include: Essential Health Services, Social Intervention and Mediation, Improving Teacher Quality, Special Education Services and Program Improvement, Title I Support, Drug Free Schools, Perkins Occupational Education, and Summer Academic Support.

In addition to state and federal grant sources, Monty Tech was also the recipient of private and competitive grant awards totaling \$22,084. For Fiscal Year 2011, Monty Tech received \$13,334 in grant funds from the Community Foundation of North Central Massachusetts, to support the Student Spaceflight Experiment Program. The Massachusetts Space Grant Consortium and the North Central Massachusetts Workforce Investment Board also contributed to this ground-breaking program, by adding an additional \$6,873 in grant funds. Finally, the school received I-Car grant funds (to be used toward instructional equipment) and a Lowe's Toolbox for Education Grant, totaling just under \$2,000.

Grants totaled \$1,258,723 for fiscal year 2011.

**Academic Achievement**

Montachusett Regional Vocational Technical School continued to see significant improvement in MCAS scores in English Language Arts, Mathematics, and Biology. In the spring of 2011, Monty Tech's passing rate on the English Language Arts exam was 100%, Mathematics 98%, and Biology 97%. More specifically, students achieving proficiency or advanced status on MCAS exams also increased, satisfying all AYP requirements for each subgroup within the school.

English Language Arts Students tested:	2009 (318)	2010 (351)	2011 (358)
Passing	99%	99.9%	100%
Adv/Prof	80%	83%	87%
Needs Improvement	19%	17%	13%
Failing	1%	.0001%	0%

Mathematics Students tested:	2009 (318)	2010 (351)	2011 (358)
Passing	99%	97%	98%
Adv/Prof	78%	80%	86%
Needs Improvement	21%	17%	12%
Failing	1%	3%	2%

Biology Students tested:	2009 (353)	2010 (383)	2011 (362)
Passing	95%	95%	97%
Adv/Prof	65%	68%	71%
Needs Improvement	29%	27%	27%
Failing	5%	5%	3%

The following data represents the percentage of students who met the competency score in English Language Arts, Mathematics and Biology at the time of graduation:

	<u>English Language Arts</u>	<u>Mathematics</u>	<u>Biology</u>
Class of 2011	100%	100%	100%
Class of 2010	100%	100%	100%
Class of 2009	100%	100%	
Class of 2008	100%	100%	
Class of 2007	100%	100%	
Class of 2006	100%	98.3%	
Class of 2005	100%	98.6%	
Class of 2004	100%	94.8%	

**Vocational Projects In Your Community**

Unlike students in traditional, comprehensive high schools, students at Monty Tech are asked to put their education into practice on a daily basis. Students across the twenty different vocational technical education programs are building homes, reconstructing damaged properties, repairing service vehicles, making walkways more accessible, and performing countless community services.

The 2010-2011 school year was a busy one for our vocational educators, as each trade aimed to provide practical, hands-on learning experiences for our students, while helping to improve each of the eighteen member communities.

Auto Body: Collision Repair Technology: During 2010-2011, the program had eight students participate in SkillsUSA, all of whom finished in the top ten of their competition. There were two seniors accepted into the co-operative educational program, completing their work at local collision shops. The shop continued to repair many vehicles and equipment for staff, the school and district communities. The shop is pleased to have a new spray booth being installed, providing students with training in more efficient water borne paint systems. The shop is in the process of re-certifying NATEF certification. (Total enrollment: 59; 40 males, 19 females)

Automotive Technology: Two of our top students were asked to compete at the state level in the Mass Tech Competition. Alex Gay and Jonathan Erickson (Class of 2011) represented Monty Tech as Team Audi. Four students attended the SkillsUSA district competition- Alex Gay, Jonathan Erickson, Robin Murray and Daniel Mugure (Class of 2011). The automotive program was fortunate to receive numerous equipment upgrades throughout the year, including: a new Coates tire changer, new shop benches with drawers for the freshmen tools, a new Brannik strut compressor, and a new fluid exchange machine. An updated scan tool was added to the new Snap On Verdict, providing a new graphing system operation and wireless communication capabilities, and the Hunter alignment machine was updated to be compatible with the new electronic steering systems and wireless communication. (Total enrollment: 63; 54 males, 9 females)

Business Technology: The Business Technology program has been enhanced by the addition of new software and technology, a new exploratory process and curriculum, and an increased presence in the school community. Students and instructors in the Business Technology program assist shops and offices throughout the school by coordinating bulk mailing, labeling, and organizing collating jobs. Offices that receive direct support from the Business Technology program include: Monty Tech Nurses Office, front office, and Student Support Services. Students also assist wherever there is a customer service need, as in the annual greenhouse project, directed by Mr. Dylan Hagar. Students serve as customer service representatives and cashiers for this very busy seasonal operation. Students also run a successful school store, refining their skills in cash handling, customer service, organization, and marketing. During 2010-2011, the shop received new software programs that have had a direct impact on the students' employability: WinWay Resume Deluxe and QuickBooks Pro 2011. (Total enrollment: 60; 11 males, 49 females)

Cabinetmaking: Cabinetmaking students spent a great deal of time building and installing over forty custom bookcases in the Barre children's library, a project with an estimated value exceeding \$40,000. Students also made and installed all of the architectural millwork inside the Stone House at Fitchburg's Coggshall Park, made over eighty feet of railings for the outside of the Stone House, crafted numerous gift sets for the Annual Monty Tech Golf Tournament and the Annual Superintendent's Dinner, and built and installed custom solid cherry kitchen cabinets, vanities, and solid surface counters in the house built by Monty Tech students (located in Gardner). Five student projects traveled from Monty Tech to the annual New England Student Wood Design Competition, held at Marlborough High School. There were forty-six student projects submitted from all over New England and Monty Tech students placed 12<sup>th</sup>, 5<sup>th</sup>, 3<sup>rd</sup>, and 1<sup>st</sup>. First place went to Leighton Noel from Barre (Class of 2012), who entered a solid cherry gun cabinet, and received the top award \$500. Finally, the program also purchased an OMGA cross cut saw

and a new Powermatic wood lathe, and is training students to use this new technology safely and efficiently. (Total enrollment: 71; 38 males, 33 females)

Cosmetology: Over the course of the 2010-2011 school year, twelve Seniors took and passed the Massachusetts State Board exam. The program continues to run a full-service clinic, servicing many outside clients as well as staff and students that walk-in. Two cosmetology students qualified for the SkillsUSA State competition. Allison Soucy (Class of 2011) placed 2<sup>nd</sup>, and was awarded a silver medal, selected from over five hundred entrants, and Kaitlyn Thibault (Class of 2011) placed 1<sup>st</sup> in the nail competition, and traveled to the national SkillsUSA competition. Senior students continue to take great pride and satisfaction in the community services activities, including providing monthly cosmetology services to the residents of the Gardner High Rise. (Total enrollment: 92; 1 male, 91 females)

Culinary Arts: Students and instructors in the Monty Tech Culinary Arts program are among the busiest in our school. In addition to operating a full-service dining room and bakery, culinary students and instructors participated in the Wachusett Chamber of Commerce "Taste of Wachusett" at Wachusett Mountain, and continue to showcase their talents at similar trade shows and events throughout the year. The program was fortunate to receive new equipment this year, including a walk-in cooler and freezer and a bread slicer for the bakery. (Total enrollment: 101; 43 males, 58 females)

Dental Assistant: 2010-2011 proved to be a busy one for the students and instructors in the Dental Assisting program. The program supported four students who competed at the district level for SkillsUSA. Two went on to compete at the state level, and one, Sarah Marshall (Class of 2011), attended the national competition during the summer. Monty Tech welcomed Community Health Connections, a school-based dental hygiene program whose goal is to provide dental services to students in need. Approximately thirty-five students were examined by a dentist, had their teeth cleaned, and had sealants or temporary fillings applied as needed. Monty Tech Dental Assisting students were given hands-on, practical experience, as they assisted the staff from CHC during each dental procedure that was performed. Dental Assisting students also attended the Yankee Dental Convention, and learned about the most current trends and practices in the field. Finally, the Class of 2011 was the first graduating class to have all students take and pass the Dental Assisting National Board exams, becoming certified in Infection Control and Radiology on their first attempt. (Total enrollment: 58; 3 males, 55 females)

Drafting Technology: The Drafting program began with some new additions to the program, both in the form of equipment/technology and faculty. Genevieve Castillo was hired to replace long-time Drafting Technology teacher, George Tignor. Ms. Castillo has previous educational experience, as a former instructor at Assabet Regional Vocational Technical School where she taught Architectural Design, as well as industry experience, specializing in Architectural Design. The shop has benefited from the addition of nineteen new Dell Optiplex computers, one 32" LCD monitor, a SMARTBoard with overhead monitor, and the AutoCad educational bundle 2011 (including AutoCad, Inventor, Architectural, and 3D studioMax). Every Drafting Technology student competed in the SkillsUSA local competition, where two students advanced to the state level. The shop continued to provide countless community services in the form of banners, signage, building plans, interior design plans, and decorating for school-sponsored events. A capstone project for the 2010-2011 year came in the form of developing plans for a much-needed nurse's station renovation. Students and instructors worked closely with nurses, facility director and building personnel to design a more efficient and modernized space that will provide students with increased confidentiality, cleanliness, and access to efficient medical care. (Total enrollment: 45; 33 males, 12 females)

Early Childhood Education: The Early Childhood Education program at Monty Tech proudly graduated sixteen students, all females, all college bound, from the program in June. The program continues to be a popular trade, with an emphasis on community service and continued education. During 2010-2011, Early Childhood education students participated in the Fitchburg Public Schools: Math & Literacy Fair, operating a table, and engaging children in an activity-based scavenger hunt, based on two popular children's books. The Monty Tech Childcare Center continues to operate at full capacity, and serves as a co-operative education site for one student (Class of 2012). The Childcare Center graduated seventeen

children, and prepared them for transition into Kindergarten. The Center's Director, Ms. Amanda Kelly, visits with prospective parents almost daily and handles frequent calls for Fall placement. (Total enrollment: 66; 2 males, 64 females)

Electrical: The Electrical program at Monty Tech continues to be one of the busiest trades in the school. During the 2010-2011 year, students and instructors completed in excess of two hundred projects that required repair or installation. Some of the more notable accomplishments from this shop include: all electrical work (including wiring and installation) at the Coggs Hall Park Stone House project (Fitchburg), all electrical work (including wiring and installation) for Monty Tech House project (Gardner), work in Toy Town Elementary School (Winchendon) to replace fixtures in gymnasium and install motion sensors and hand dryers in restrooms, installation of energy efficient lighting fixtures in the Monty Tech warehouse, installment of all wiring for residential wind turbine and photovoltaic array for on-site training center, and installation of new lighting fixtures in MJROTC. (Total enrollment: 84; 78 males, 6 females)

Engineering Technology: The Monty Tech Engineering program has undergone a great transformation over the course of the past three years. During the 2010-2011 exploratory process, the project was changed to attract the interest of more students, and the exploratory project was changed from a robot to an IPOD stereo amplifier. As a result, sixteen freshmen listed this program as their top choice. We are pleased to report 100% placement for our graduating class (all but one going to college in the Fall, with the remaining student employed). Our graduates are attending Wentworth Institute of Technology, UMASS Lowell, Fitchburg State University, and Mount Wachusett Community College. The shop continues to complete numerous repairs for faculty, staff and students, including: in excess of one-hundred fifty headphones, video game systems, iPods, phones, hair driers, and other electronic devices. (Total enrollment: 43; 35 males, 8 females)

Graphic Communications: The Monty Tech Graphic Communications program is pleased to announce 100% placement for the Class of 2011. In June, the program graduated twenty students: eighteen were accepted to colleges, one entered the workforce, and one enlisted in the military. The shop continues to produce large quantities of print projects for district towns and community service organizations. This year, the shop produced over four hundred projects, billing in excess of \$15,000. This may be calculated as a savings of up to \$50,000. The shop also produces yearbooks for local institutions, saving each school approximately \$2,000 - \$3,000, as the billing only reflects cost of materials. In our student-operated copy center, over three million black and white copies and one hundred fifty thousand color copies were completed. The program developed an innovative partnership with Boutwell Owens (Fitchburg), where two students were placed on co-op, and received an opportunity to put into practice what they have learned in the shop. (Total enrollment: 89; 31 males, 58 females)

Health Occupations: The Health Occupations program at Monty Tech continues to incorporate the EMT curriculum into the program, providing students with a wide range of medical knowledge and exposure to a variety of health related career options. In an effort to increase opportunities for hands-on application and deeper understanding, the number of program affiliation sites has been increased. Due to rising numbers of students in this popular program, an additional LPN was also hired. The program also benefited by the addition of new technology and equipment, including a new EKG machine, hodoscopes, ophthamoscopes, books, a SMARTBoard, and printer. The program, which boasts an enrollment of ninety-eight students, continues to participate in community service programs, including the annual Red Cross Blood Drives and Pediatric Day, in conjunction with students from the Early Childhood Education program. (Total enrollment: 98; 5 males, 93 females)

House Carpentry: Most of the work done by the students and instructors in the Monty Tech House Carpentry program is done off-campus, completing renovation, building, and repair work for member communities. Some of the more notable projects from the 2010-2011 school year include: the successful completion of the Stone House project at Coggs Hall Park (Fitchburg), building a single family home for the Greater Gardner Community Development Corporation, constructing and installing the Ashby Town Hall kiosk, framing, shingling, and adding a new roof to the Baldwinville Cemetery building,

constructing a new shed in Ashburnham, building several utility sheds for the Winchendon Housing Authority, building a shed for Crocker Pond in Westminster, constructing and installing benches for the Gardner Housing Authority, constructing and installing new flower boxes for Fitchburg Rotary, and designing, constructing and installing a sonotube foundation for the Monty Tech Renewable Energy Center. (Total enrollment: 66; 56 males, 10 females)

Industrial Technology: Students and instructors in the Monty Tech Industrial Technology program are called on for “a little but of everything.” Whether busy on campus or off, these students contribute to the educational community in countless ways. During 2010-2011, some of the more notable accomplishments include: the installation of building markers for the Fitchburg Historic Commission, the installation of three sheds for the Winchendon Housing Authority, the continued construction of office space in the old Department of Public Works building in Phillipston, the installation of a 10’ x 12’ shed for the Westminster town beach, and the design, construction and installation of three information kiosks for the Massachusetts Land Trust Association. In-house projects included: the form construction for the Monty Tech Renewable Energy Center, the creation and construction of décor for the annual Superintendents dinner, and countless repairs, maintenance and troubleshooting efforts throughout the school. The co-operative education program continues to be a highlight for students in the Industrial Technology program, as seven students were awarded co-op placements during the year. (Total enrollment: 57; 52 males, 5 females)

Information Technology: As with any school, information technology provides key services to the educational community. In addition to the critical in-house Help Desk services offered by the Information Technology program, students and instructors performed in excess of two hundred sixty-six hours of repair, upgrading, and troubleshooting computer problems for Monty Tech community members. Thirteen students earned Internet Computing Core (IC3) certification, and eighteen students completed the Occupational Safety & Health Administration 10-hour training and certification course. Students in Information Technology competed in the Fall Programming competition at Fitchburg State University, as well as the local, district and state levels of the SkillUSA competitions. Two students were awarded gold medals at the state level (in Computer Maintenance and Programming) and were sent to the national competition in June. The program also benefited from the addition of new books and software, as twenty new Adobe Creative Studio 5 books were purchased to accommodate the updated Dreamweaver, Flash, and Fireworks software and to support the incorporation of CS5 into the 10<sup>th</sup> grade course. (Total enrollment: 65; 55 males, 10 females)

Machine Technology: The Monty Tech Machine Technology program saw several key improvements during the 2010-2011 school year. The program benefited from new technology, including: a Haas CNC Lathe, a table top CNC simulator, a Rollin band saw, a new laser engraver and cutter, and updated computers and software. Two students advanced from the SkillsUSA local competition to compete at the district level. From there, they advanced to the state competition, where a silver medal was earned in CNC milling. Students in the Machine shop have consistently earned co-operative education placements, and 2010-2011 proved to be no different. Five students were offered co-op employment, and were able to put their vocational education into practice at area machine shops. Students who remained at the school refined their skills by completing a number of special projects, including: manufacturing key chains for the Fitchburg Police Department, manufacturing flag spreaders for the Korean War Veterans, manufacturing in excess of forty parts for the school’s first Robotics Club, manufacturing brass pins for the Adirondack chair gifts, and manufacturing a branding die for the golf tournament. Students also manufactured numerous engraved brass plaques used to mark projects completed by Monty Tech students, and performed routine maintenance and troubleshooting of equipment and tools for other trades within the school. (Total enrollment: 56; 48 males, 8 females)

Masonry: Students and instructors in the Monty Tech Masonry program were busy on our campus, as well as in many of the member communities throughout the 2010-2011 school year. Community services included: repairing the steps at the Barre Town Hall, installing the block walls, block in windows, and tile in the restrooms at the Stone House project at Coggs Hall Park (Fitchburg), repairing concrete walkways, porches, foundation, and remodeling bathrooms for the Gardner Elderly Housing, installing the tile floors,



brick stairs, concrete walkways, and sauna tubes at the Gardner Community Development Corporation house-building project, ensuring handicap accessibility by installing ramps and new sidewalks at Lunenburg High School, designing and completing Kevin's Gate (Lunenburg), and installing all block work for the Templeton Cemetery Garage addition. When students weren't busy in our district communities, they were busy hosting the Massachusetts Trowel Trades Association (MTTA) competition, where our students placed 1<sup>st</sup> in Hardscape, and working on our own campus. Students installed non-slip stair treads throughout the school, worked with Electrical and Industrial Technology students to erect a small residential wind turbine and install photovoltaic array to be used for training purposes, and complete a new concrete foundation for additional outdoor storage. (Total enrollment: 55; 45 males, 10 females)

Plumbing: The Monty Tech Plumbing program, like others throughout the school, is committed to community service, and as a result, during the 2010-2011 school year, students and instructors renovated an apartment for the Gardner Housing Authority. Students replaced the piping and fixtures to make the housing unit accessible for a disabled resident. The Plumbing program also participated in the annual house-building project, installing plumbing, heating, and air exchange system in a single-family home in Gardner for the Greater Gardner Community Development Corporation. On our own campus, students worked daily on fixing leaks, cleaning drains, and repairing and maintaining the plumbing system in the school. The Monty Tech Plumbing program proudly graduated fourteen students in the Class of 2011. Two students, in particular, received prestigious trade awards/recognitions: Casey Phillips of Athol was named a Voc-Tech All Star by the Plumbing, Heating, Cooling Contractors Association of Mass, and Mark Gokey of Fitchburg won the Central Massachusetts Plumbing & Gasfitting Inspectors Association scholarship. (Total enrollment: 66; 63 males, 3 females)

Welding/Metal Fabrication: The Welding/Metal Fabrication program is charged with successfully completing numerous projects on the Monty Tech campus, including repair work, layout, design and installation. In conjunction with other trades at the school, students and instructors in the Welding/Metal Fabrication program are instrumental in the successful completion of many of the school's capstone projects. Their contributions include: building and installing railings for the Stone House project at Coggs Hall Park (Fitchburg), building and installing railings for town offices in Barre, constructing and installing all structural supports for the Stone House project at Coggs Hall Park (Fitchburg), designing, manufacturing and installing the original ornamental copper work for the Stone House project at Coggs Hall Park (Fitchburg). (Total enrollment: 48; 46 males, 2 females)

### **Special Services**

During the 2010-2011 school year, the Montachusett Regional Vocational Technical School District provided special education services to over two hundred students. In September 2010, the Student Support Services Department was actively providing services to approximately three hundred students identified with disabilities, both on 504 plans and Individual Education Programs (IEP's).

The Student Support Services Department at Montachusett Regional Vocational Technical School provides support to all students. It has full-time nursing staff that administer medications, perform state mandated health screening exams, and provide, when necessary, health information to the TEAM for a student's IEP meeting. The department employs a full-time school social worker that is able to participate in TEAM meetings and assist students who have needs concerning finances, family issues, homelessness, maternity, health issues, and proper food and clothing. Our students have access to the services of a full-time adjustment counselor, part-time school psychologist and school social worker. All of these individuals are available for scheduled counseling sessions and mental health emergency treatment, as well as crisis intervention. We have on staff a full-time psychologist, whose role it is to evaluate all students referred for an initial evaluation or who require a three-year re-evaluation. In addition, we have a full-time speech pathologist who is available to assist students with disabilities, assess these students and consult with teachers.

The Special Education Program at Montachusett Regional Vocational Technical School District is reviewed annually in May, in accordance with regulatory requirements. The results of this evaluation are used to improve the special education procedures and programs at Montachusett Regional Vocational Technical School. The Parent Advisory Council participates in this review and evaluation.

The Montachusett Regional Vocational Technical School District adheres to federal and state laws regarding confidentiality of personally identifiable student information.

### **Technology**

Monty Tech is very fortunate to have the support of a school committee and administrative team that is committed to meeting the technology needs of our students and staff. All of our classrooms and shops have Internet access, each academic classroom has a SMARTboard and projector, and there is at least one computer in each room. Monty Tech's computer inventory includes workstations using both Windows and Apple operating systems, with a computer to student ratio of 1:1.5.

In recent years Monty Tech's technology spending has been supplemented by funds received through the American Recovery and Reinvestment Act (ARRA). Recent purchases include SMARTboards for several classrooms and a mobile computer lab. Monty Tech's technology spending is also supplemented by funds received through the federal E-Rate program, which provides discounts for Internet service, email, and telephone services.

The Massachusetts Department of Elementary and Secondary Education is developing a new teaching and learning system with resources aligned to the 2011 Massachusetts Curriculum Frameworks for English Language Arts and Literacy as well as Mathematics. The Mathematics framework stresses technology as an essential tool to be used strategically in mathematics education. Monty Tech math teachers are leaders in using ASSISTments software as part of their instruction. ASSISTments is a computer-based program designed to identify student strengths and weaknesses and to improve student achievement in math.

### **SkillsUSA**

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. Through our association with SkillsUSA, our students develop job skills, leadership and professional skills, as well as provide community service.

The 2010-2011 school year was an extraordinary one for our chapter of SkillsUSA. The students met the challenges of districts, performed well at states and took back to Monty Tech 5 national medals and a first for Monty Tech as well as the State of Massachusetts- a National President! Co-advisors for the program were Timothy Gately (English Instructor), Anne Marie Cataldo (Early Childhood Education Instructor), and Dan Starr (Graphic Communications Instructor).

Highlights of the year included:

- In November, 13 students attended the three-day Annual Fall Leadership Conference, developing leadership skills and performing community service at an area YMCA Day Camp.
- Forty-six medals were captured at the District Competition held in March at Bay Path Regional Vocational Technical School: 12 gold, 22 silver and 13 bronze medals.
- Yolanda Bosworth (Cosmetology) and Sadie Caron (Early Childhood Education) served on the State Advisory Committee to help aid in the planning of the State Conference.
- Seventy-one students attended the State Leadership and Skills Conference, held in April at Blackstone Valley Vocational Technical School and the Best Western Royal Plaza (Marlborough). Monty Tech finished the competition with twenty-three medals.
- Eleven students advanced through local, district and state competitions to earn the right to compete at

the National SkillsUSA Conference in Kansas City, Missouri.

- The Monty Tech delegate to the National Conference was awarded four silver medals and one bronze medal. Sarah Marshall, Dental Assisting- Bronze; James Grenier, TeamWorks/Carpenter- Silver; Aaron Beals, TeamWorks/Plumber- Silver; Alan Bourgouis, TeamWorks/Mason- Silver; Max Hitchcock, Teamworks/Electrician- Silver
- Victoria Holbert was elected to the office of National SkillsUSA President.

### **Marine Corps JROTC**

The 2010-2011 school year was a strong, effective and rewarding year for the Monty Tech MCJROTC program. The year started with our July 4th parades, where our Mounted Color Guard detail was in high demand. The unit marched in four parades, supporting four of the eighteen communities that make up the school district. Five Cadets attended the Region One Leadership Camp.

Over the summer our Color Guard performed several details for the Boston Red Sox. Cadets continued to meet two days a week for team building activities. The summer was also spent working on the unit's new vehicle, a 1974 Swiss Army Pinzgauer.

The unit's mounted color guard team was also busy over the summer, spending many hours riding, training and caring for the horses.

The school year started after the unit conducted a New Cadet Leadership Camp, where enrollment exceeded two hundred participants. The highlights for the year include:

- Conducted a ten mile "March-a-Thon", raising \$12,500 dollars for the Boston Fisher House
- Full school assembly to celebrate Veterans Day / Marine Corps Birthday
- Annual Raffle drive, raising \$25,000 dollars for Cadet Leadership Trip
- Attended Region One Drill Meet
- Participated in Cyber Patriot III, won honors as best team in the Marine Corps.
- Conducted Annual Leadership Trip at Naval Training Base Gulfport, Mississippi. Military airlift was provided to and from Gulfport. Trip highlights:
  - 75 Cadets attended
  - Visit to National WWII Museum, New Orleans
  - Visit to NASA
- Conducted Memorial Day observation in five sending communities
- Two Cadets awarded NROTC scholarships- a first for our unit!
- Unit purchased a Marksmanship training simulator
- Conducted over 4000 hours of community service

On September 9, 2011 the Commanding General named Montachusett Regional Vocational Technical School a *Naval Honor School* for the 2010-2011 school year. This distinction is bestowed upon our MCJROTC program in recognition of exemplary performance over the past 12 months.

### **Women in Technology**

The ninth year of the North Central Massachusetts Women in Technology (WIT) program was a transition period for the program. Due to company downsizing, a number of employees at the Westminster site of the program's sponsors--SimplexGrinnell and Tyco Safety Products-- were laid off or relocated. This resulted in fewer hands-on projects for the students to work on and in larger groups for those projects that did run. In addition, the program was expanded to include two additional schools: Oakmont Regional and Quabbin Regional high schools.

Consequently, participating schools were required to enroll fewer students this year. However, this did not adversely affect the program. The five young ladies from Monty Tech who were accepted did an outstanding job and were a credit to their school. All juniors, the students were Business Technology, Graphic Communications and Drafting Technology majors. All students said they enjoyed the experience, felt they learned a lot and wanted to participate the following year.

Through the program, qualified females have the opportunity to acquire hands-on experience, working on real world business and industry projects, under the mentorship of company personnel. The students spend two days a month at the industry site, where they get firsthand experience working in a corporate setting. Students interested in participating in the program must first pass a pre-screening process at their sending schools, and then attend an all-day Orientation Program, where they are interviewed by company personnel. Not all candidates are accepted.

A final projects presentation is held each year in May to showcase the students' completed projects for company executives, school officials, parents and classmates. This event, and an all-day rehearsal, are held each year in Monty Tech's Performing Arts Center.

The Greater Gardner Chamber of Commerce, serving as fiscal agent for the program, provides transportation to the industry site through a private-sector grant.

### **Student Athletics**

The Monty Tech Athletic program enjoyed success again in the 2010-2011 school year, and we continue to see a rise in participation each year. Eighteen teams competed in the Fall of 2010, twelve in the Winter of 2010-2011 and nine in the Spring of 2011.

Last Fall, the Varsity Football team won only two games, but they improved every week and gave their all during practice and games. They finished the year at 2-9 and 1-5 in Division 3A. The Varsity Boys Soccer team finished at 13-3-2, qualifying for the post-season tournament, where they lost to Groton-Dunstable, 6-1, at the new Leominster turf field. The JV Boys Soccer team was 5-8-2. The Varsity Golf team was 10-8, playing in the Central Mass Division 3 Tournament, where they finished 7<sup>th</sup>. They placed 5<sup>th</sup> in the State Vocational Tournament and 3<sup>rd</sup> in the Colonial Athletic League (CAL) Tournament. We had three JV Golf tournaments at the Red Farm Golf Course in Upton and finished the season 3-4. The Field Hockey team was 11-2-5, qualifying for the Central Mass Tournament for only the second time in the programs existence. They lost to Nipmuc. The Boys Cross Country team was 6-5 and finished 2<sup>nd</sup> in the CAL. The Girls Cross County team was 1-2. The Girls Volleyball team went 0-20, but continued to play hard throughout the season. The JV Girls Volleyball team was 5-12 and the Freshmen Girls team, 2-10, as they continue to improve. The Varsity Girls Soccer team was 9-8 and qualified for a post-season berth. They lost to Leicester High School, 3-0. The JV Girls Soccer team finished at 11-4-1, with most of the girls moving up this fall, our girls program looks very promising.

The Girls Varsity Basketball finished at 7-13 and won 3 of their last 5 games. The JV Girls were 13-7 and the Freshmen Girls were 6-7 as they prepared to move up to the JV and Varsity programs this year. The Varsity Boys Basketball team finished 8-12. The JV Boys Basketball team was 10-10 and played with a lot of desire and pride. The Freshmen Boys were 9-5 and showed vast improvement over the year. The Wrestling team participated in many dual meets and tournaments finishing at 2-13. The Co-Op Ice Hockey team did very well again as they won the Central Mass Coughlan Conference and participated in the District Tournament, losing in the Finals to Groton-Dunstable, 2-1. The JV Ice Hockey team played very well as the younger players look to improve their skills. We participated in a Co-Op Swim Team with Leominster and North Middlesex and again, it went very well. They swam at the Fitchburg State University pool, one of the best in the area.

In the spring, the Varsity Softball team qualified for the Central Mass Tournament with a 10-10 record, losing to West Boylston, 15-2. The JV Softball team was 1-8. The Varsity Boys Volleyball team was 4-

13 and the new JV Boys Volleyball team was 4-12. The Varsity Baseball team finished at 9-11. The JV Baseball team was 7-6 and the Freshman Baseball team was 1-5. The Boys Track & Field team was 10-2, 2<sup>nd</sup> in the CAL with a 5-1 record. The Girls Track & Field team was 8-4 and 3-3 in the CAL.

The Outstanding Male and Female athletes for the 2010-2011 were Kevin Duong and Kelsie Twombly.

### **Postgraduate and Continuing Studies**

The Postgraduate and Continuing Studies Program, also known as Monty Tech Nites, continues to update and add courses that emphasize a commitment to excellence through the provision of affordable, quality and enjoyable educational experiences.

For Fall 2010, there were 112 post-graduate and continuing education courses offered, with approximately 875 seats sold. There were 105 courses offered during Spring 2011, with over 930 seats sold.

Most recently we have added online courses and online certificate programs to our offerings. This gives individuals the versatility to take a course when it is convenient for them in the comfort of their own home.

In August 2010, the program was honored to receive a three-year full accreditation from the Office of Emergency Medical Services for an Emergency Medical Technician (EMT) program, a program that is expected to generate a great deal of interest and address workforce shortages in the region.

### **Practical Nursing Program**

In October 2010, the Practical Nursing Program was reviewed and received full approval status from the Massachusetts Board of Nursing. In May 2011, the program received full accreditation from the Council on Occupational Education.

In June 2011, thirty-four students graduated from the Practical Nursing Program and entered the nursing profession.

**An Experienced Advisory Council – the Monty Tech School Committee**

The Montachusett Regional Vocational Technical School District Committee is comprised of twenty-two dedicated individuals, whose expertise proves invaluable in advising the district's operations, policies, and procedures.

Our students continue to benefit from the broad scope of their experience and varying perspectives, and we are thankful to the following members of the 2010-2011 School Committee for their outstanding service.

Diane Swenson, Ashburnham  
*Chair*

Eric Olson, Phillipston  
*Vice Chair*

Warren Landry, Ashby  
Toni L. Phillips, Athol  
John Scott, Barre  
Brian J. Walker, Fitchburg  
Robert H. Campbell, Fitchburg  
LeRoy Clark, Fitchburg  
Mark W. Louney, Fitchburg  
Helen Lepkowski, Gardner  
Eric D. Commodore, Gardner  
Sue Tokay, Harvard

James Cournoyer, Holden  
Kathleen Airoidi, Hubbardston  
Barbara Reynolds, Lunenburg  
Edward Simms, Petersham  
John P. Mollica, Princeton  
Mary C. Barclay, Royalston  
Dr. Kenneth I.H. Williams, Sterling  
James M. Gilbert, Templeton  
Jeffrey A. Schutt, Westminster  
Burton E. Gould, Jr., Winchendon

Terri Hillman, Winchendon  
*Secretary*

Norman J. LeBlanc  
*District Treasurer*

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**Montachusett Regional Vocational Technical School**  
**1050 Westminster Street**  
**Fitchburg, MA 01420**  
**(978) 345-9200**  
[www.montytech.net](http://www.montytech.net)

## **TREE WARDEN**

As Tree Warden, I am responsible for the care and maintenance of trees on public property. I am also responsible for enforcing the Shade Trees Law Chapter 87, of the General Laws of the Commonwealth of Massachusetts.

Chapter 87 defines public shade trees as all trees within a public way. Public shade trees and trees on other public property cannot be cut or trimmed without permission from the Tree Warden. Further, a public hearing is required in order to cut, trim or remove a public shade tree that is greater than one and one half inches in diameter.

The current budget only allows for removal of hazardous limbs/trees and dead or dying trees. For the future, performing tree inventories/surveys as well as designing a tree care program/management plan should be considered in order to properly care for and maintain town trees.

Work performed this year included removal of hazardous limbs and trees as well as dead or dying trees. This work was performed on the following roads:

Bartherick Road, Curtis Road, Davis Road, East Road, Ellis Road, Harrington Road, Knower Road, Minott Road, Narrows Road and Town Farm Road.

Respectfully submitted,

Joshua W. Hall  
Tree Warden

### Conservation Commission

The Westminster Conservation Commission respectfully submits their Annual Report for the year ending December 31, 2011. The Conservation Commission is a 7-member board charged with the administration and enforcement of the Wetlands Protection Act and local wetland bylaw. Meetings are held once or twice a month on Wednesday evenings. For further information please contact Chairman Dan Bartkus through the Conservation Office at 978-874-7413.

During the past year the Conservation Commission issued 13 Determinations of Applicability, 33 Orders of Conditions, 5 Abbreviated Orders, 4 Extensions for Orders of Conditions, 11 Certificates of Compliance, 1 Amendments to Orders of Conditions, 6 Enforcement Orders or Emergency Certificates.

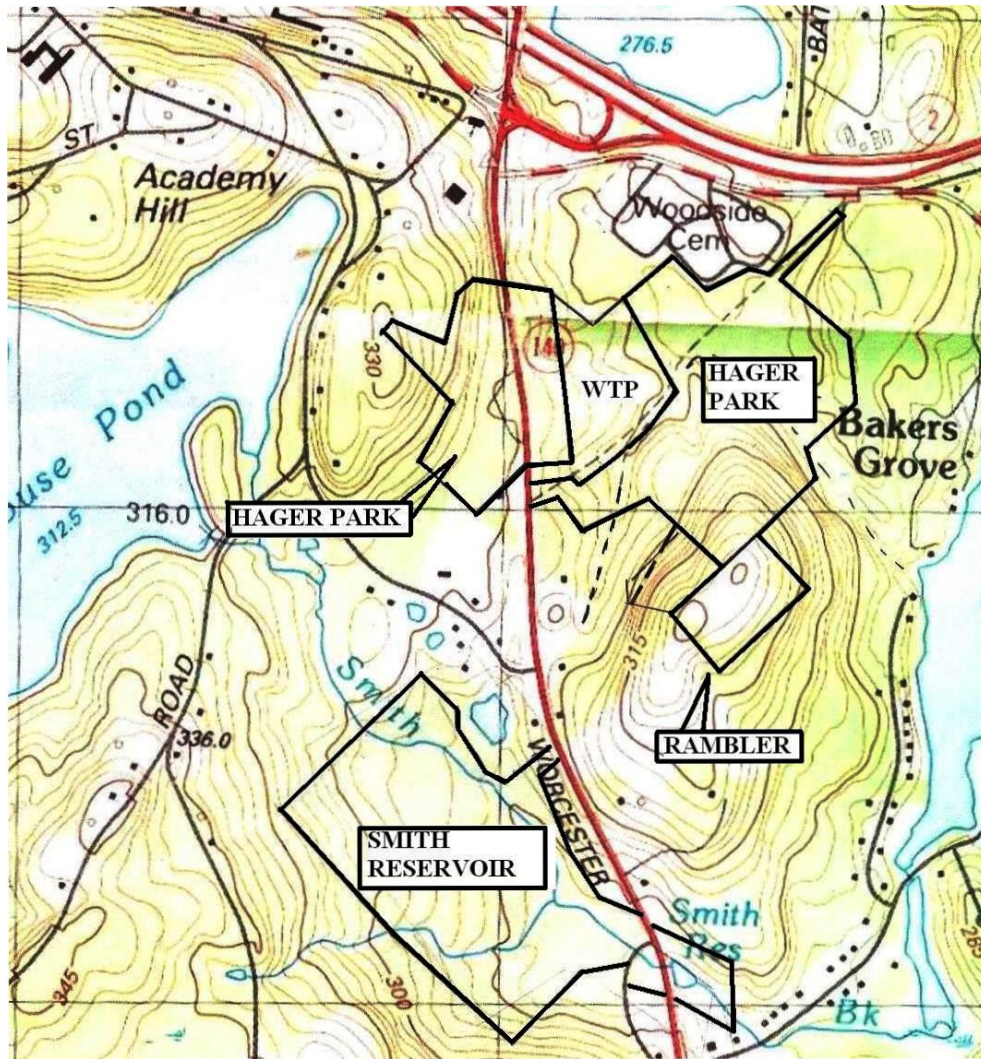
Any alteration of the ground, such as digging, stumping, or filling, within 100 feet of a resource area (water body, stream, or wetland) requires the Conservation Commission be notified about the proposed work. The Commission or Agent will then determine if the work comes under the jurisdiction of the state Wetlands Protection Act or the local Wetland Bylaw. If so, a Notice of intent (NOI) may be required. This does not necessarily prohibit the proposed work, it only is meant to ensure that measures are taken to prevent erosion or damage to resource areas.

Conservation Agent Bob Maki is available in Town Hall, Room 225, Monday, Tuesday, and Wednesday from 8:00 to 11:00 AM. The telephone number is 978-874-7413.

Respectfully submitted,

Daniel Bartkus, Chairman





U.S.G.S. Quadrangle with Hager Park parcels.

### HAGER PARK COMMISSION 2011 ANNUAL REPORT

Hager Park is located off of Route 140 (known locally as Hager Park Road) just south of the intersection with Route 2A and the Route 2 East on-ramp. The park consists of approximately 57 acres on the east side of the road, which abuts Woodside Cemetery and surrounds the Water Treatment facility. There are another 18 ± acres located on the west side of Route 140. These parcels of land were part of a larger tract originally given to the town by Joseph Hager in the early 1900's. Additionally, the Commission administers the Smith Reservoir properties, which are located further to the south and on either side Route 140. These lots, which include about 70 acres, were deeded to the town by the City of Fitchburg in the 1990's. The Commission also manages the Wachusett Rambler Recreation Area, which contains about 9 acres around a hilltop adjacent to the main portion of Hager Park.

The Commission has developed a network of hiking and riding trails within the Hager Park parcels and we hope to establish trails in the Smith Reservoir area in the future. The trails are open to the public and we are happy to see them used. The trails are marked with white metal signs.

The Commission holds regular meetings in Room 128 at the Town Hall at 6:00 PM on the 2<sup>nd</sup> Thursday of each odd-numbered month. The public is welcome to attend. Additionally, information about Hager Park can be found on our website [www.hagerpark.com](http://www.hagerpark.com). Trail maps can be downloaded from the website.

The following is a summary of major activities during 2011:

- James A. Walker retired from the Commission after serving since 1995. Jim was honored at a Selectmen's meeting in June for his 16 years of service. State Representative Kimberly Ferguson presented him with a citation from the legislature and letters were read from the Selectmen and the Commission. Jim was commended for being the first Commissioner to take a very active role in making Hager Park a viable recreation area for Westminster residents. During his tenure, he built hiking trails and drew maps, led 4<sup>th</sup> graders on nature walks, solved the flooding problems caused by the Water Treatment Plant and oversaw the purchase of the gator. After the ice storm in December of 2008, he performed the majority of the work clearing and re-establishing the trail network. We are all very grateful for the time he spent on the Commission.
- New Commissioner, Timo Ojanpera was elected at the annual town election in April.
- The Commission budget was level funded this year, continuing to operate with a reduced budget. The budget was cut nearly 17% in 2010.
- The trails in the park are still in great shape despite Hurricane Irene in August and the early snowstorm at the end of October. Commissioner Ojanpera, who lives next door to Hager Park, has been actively walking the trail to keep ahead of maintenance issues.
- Our John Deere gator continues to run well while travelling around the park. The Cemetery Department has also been using the gator occasionally for work around Woodside Cemetery.

Activities planned for 2012 include:

- The Commission continues to work on a timber harvesting plan for portions of Hager Park. When first conceived, the project would have involved salvaging an area damaged by the ice storm in 2008 and a clear cut of the Rambler Area. Because of a lack of affordable access to these areas, the Commission is focusing instead on the 18 acres on the west side of Route 140 and on the Smith Reservoir properties. We hope to have a cutting plan in place this spring and timber harvest in the fall or winter.
- The Commission asked for, and received, some funding for updated trail maps at the 2011 annual town meeting. This money would be used to match money that might be available from a Massachusetts Department of Conservation and Recreation grant program. The Commission has borrowed the Board of Health's GPS unit and has begun plotting trail locations and other features. At this point, it may be possible that a new map could be produced in house without grant monies.
- Unfortunately, our new kiosk has been empty for the last year. As this is being written, a large laminated copy of the map shown at the top of the report is being prepared for posting. This map shows our property locations overlaid on a U.S.G.S. topographic map. Eventually, trail locations will also be shown.
- We will continue annual trail maintenance within the park.

We wish to express our appreciation for the help extended to us from all of the town boards, commissions and departments. Special thanks go to the Cemetery Department for storing our equipment and vehicle in their hearse house.

Respectfully submitted,  
Hager Park Commission  
Andrew H. Kaski  
Christopher C. Mossman  
Timo W. Ojanpera

## HISTORICAL COMMISSION

The Westminster Historical Commission is responsible for identifying local historic and cultural resources and advising townspeople on historic preservation matters so that historic preservation is a community-wide effort.

Laurie Tarr Ellsworth continued to represent the Historical Commission on the Memorials Committee which is meeting on an as needed basis.

Roni Beal continued as chairman of the sign project which has placed house markers on homes which have been identified as historically or architecturally significant. Homeowners may contact the Historical Commission about requesting a sign for their home either as a replacement for an earlier sign or as a new sign.

Betsy Hannula continued as the representative on the Local Historic District Study Committee which was established by the Selectmen. This committee was first established to research the idea of creating a Local Historic District in Westminster. We already have the Westminster Village Academy Hill National Register Historic District covering 72 structures in 92 acres downtown. This is an honor given because the downtown has buildings that are historically or architecturally significant; however there are no protections with this designation. A Local Historic District must be approved by residents at town meeting and has some controls that are determined by voters. The recommendation at this time is that the Local Historic District, if approved by voters, would only be concerned about demolitions, additions, or new construction visible from a public way.

Betsy Hannula agreed to be on the Old Town Hall Reuse Committee this past year. The committee conducted a survey of town residents and submitted a final report which recommended that the Town keep the building and create a community center for all town residents to use. A new committee will be created by the Selectmen to be composed of persons with interests in music, theater, dance, art, etc.

The Commission continued to support the request by the Princeton Historical Commission that Wachusett Mountain be placed on the National Register of Historic Places. In addition the Commission met with two members of the Princeton Historical Commission about the possibility of creating a historic district in Everettville which is an area on Rt. 140 bordering Westminster and Princeton. This was a center of the abolitionist movement in the 19<sup>th</sup> century.

The Commission also responded to several requests from the MA Historical Commission to examine reports about upcoming projects, including the Railway Extension Project and changes on Wachusett Mountain.

The Historical Commission members this past year were Roni Beal, Laurie Tarr Ellsworth, Betsy Hannula, Joan Longcope and new member William Waight.

Respectfully submitted,

Joan Longcope  
Chair person

## WESTMINSTER COUNCIL ON AGING

The mission of the Council on Aging is to maintain the health and well being of the Westminster seniors and to assist them with preserving their independence. There are currently 1521 seniors over 60 living in town. The Senior Center provides a “welcoming destination” that accepts you regardless of financial status, race, creed, medical condition, or mobility. Many seniors see the Senior Center as a “home away from home”. This is where they see old friends or meet new ones.

The Westminster Council on Aging meets on the third Tuesday of each month at 1:30 P.M. at the American Legion Hall, 127 Main Street. Any citizens who are interested in attending are welcome.

The Council on Aging is a municipality appointed, volunteer board authorized under Massachusetts General Law Chapter 40, Section 8B.

The councils’ major responsibilities include setting of local policy for the administration of elder programs and services, developing, coordinating, and/or conducting such activities; serving as an advocate for elders and educating the community-at-large about the needs and resources affecting their lives.

This Council has met the afore-mentioned criteria for many years in providing for a congregate and meals on wheels program, as well as, the invaluable services of the Mart van. The Congregate Meal-Site served 1500 meals, the Congregate Meal site moved to the Senior Center on March 14, 2011. The Meals on Wheels Program delivered 3060 meals to our seniors of Westminster (mostly shut-ins).

The Council continues to support the Montachusett Opportunity Council (MOC), which provides hot lunches 3 days a week, at the senior center. Meals on Wheels are delivered to the homebound, 5 days a week.

SHINE (Serving the Health Information Needs of Elders) is also another service we have to offer. The SHINE Program is a state health insurance assistance program that provides free health care information, assistance and counseling to Medicare beneficiaries of all ages. This program is administered by the Mass. Executive Office of Elder Affairs.

The goals of the Council are to identify the needs and concerns of our elderly population, to educate the community, and to enlist the support and participation of all citizens, as we endeavor to implement services or refer our elders to programs that exist to fill their needs.

Attendance at the Senior Center has continued to grow. The variety of programs being offered has increased and is well received. The Senior Center has a warm, friendly atmosphere, and the Council encourages participants to spread the word to other seniors who may not already be aware of our venue. The Senior Center was unitized by 5707 seniors for year 2011.

WOW, Walkers of Westminster, still gather every Thursday morning at 9:00 A.M. The participants set out on walks of two to five miles in length, after which they meet back at the Senior Center for coffee, refreshments and a cooling down period.

The council has continued to have the Senior Breakfast Series (quarterly), which has proven very popular among the senior citizens.

The Bread of Life Church has been very generous with providing meals for our seniors, the church invited every senior citizen to their Thanksgiving Dinner, and we provided 38 meals to shut-ins for Thanksgiving Day.

C.A.P.S. Collaborative of Gardner has taken part with meals at the Senior Center; we hope to continue with this program, it is also a learning experience for the Children of C.A.P.S. Collaborative.

Educational speakers are invited to the Center to discuss senior citizen related issues and distribute educational pamphlets to the seniors. The seniors are encouraged to ask questions of the speakers after the presentations.

The Council has a volunteer from A.A.R.P. to assist seniors with their tax returns. The Council also has the Senior Tax Relief Work-Off Program for eligible seniors. The Tax Work-off program has grown; we have 4 couples, and 17 individuals participating in the program.

We continue to offer programs sponsored by the Westminster Cultural Council, a local agency of the Massachusetts Cultural Council.

Our ongoing participation in the Montachusett Regional Transit (MART) system provides 37 hours weekly, of service to senior citizens and handicapped individuals at a voluntary, nominal fee. We also provide transportation, on a priority basis, to medical appointments, the meal site, drop-in-center, local shopping errands, Friendship Club Meetings, etc. The Mart Van transported 339 clients with the total of 4276 rides.

In order for our seniors to continue to live independently in their own homes, we contract with Montachusett Home Health Care (MHCC) for the supportive services many of our seniors require. We contract with the Visiting Nurse Association (VNA) of Greater Gardner which offers blood pressure clinics monthly and a flu clinic in the fall.

The Elder Services Director is in the Council on Aging office Monday through Friday, 8:00 A.M. to 4:00 P.M., to provide information and referral services and programs and to schedule transportation. A monthly Council on Aging newsletter is produced and edited through our office for distribution in the community.

The Council is a member of the Central Massachusetts Association of Councils on Aging (CEMACA) the Massachusetts Association of Council on Aging and Senior Center Directors (MCOA), and the Central Massachusetts Advocacy Alliance. Council members are kept abreast of current information and are provided workshop opportunities which help advocate for continued services and programs to serve our elder population.

The Senior Center Building Committee applied for a Regional Grant in 2011 with Hubbardston and we were denied. This year we are in the process of getting an RFP for an architect for the building for a new community center (Senior Center).

As of now, nothing new to report and another year has gone by with nothing being done.

Through the continued efforts of the Council on Aging, staff and volunteers, we are continually striving to provide diversified activities, accurate information and referrals for our senior citizens.

Respectfully submitted,  
Susan Fisher  
Council on Aging/Senior Center Director

The Westminster Council on Aging members thanks the many volunteers who have contributed their time and talents to help us in our mission.

Senior Center Building Committee Members

Council on Aging Board Members

Respectfully submitted,

Don Barry, Chair  
Keith Harding, Co-chair  
Kevin Keena, Secretary  
Neysa Miller, Member  
Jim Moriarty, Member  
Dan Stango, Member  
Peter Normandin, Member  
William Antonia, Member  
Laila Michaud, Member

Neysa Miller, Chair  
Don Barry Co-chair  
Janet Lauricella, Secretary  
Ann Gerard, Member  
Evelyn Giammalvo, Member  
Shirley Lombard, Member  
Louise Garland-Wheelen, Member

Architect Committee compromises of:

Peter Normandin-Chair  
William Antoniac  
Don Barry  
Kevin Keena  
Laila Michaud

## CULTURAL COUNCIL

In 2011 the Westminster Cultural Council was allocated \$3,870 from the Massachusetts Cultural Council. At the Annual Town Meeting the WCC received \$500.00 from the town.

Thirty-two grant applications were received and the following proposals were awarded funds by the Westminster Cultural Council:

Westminster Theater Day at Mount Wachusett Community College	\$ 500
Self funded grant	
Flag of Hope- Japanese & American Sculpture	\$ 175
Oakmont Art Club and NHS	
Preschool Art Class for Childcare Providers	\$ 280
Ashburnham/Westminster Community Partnership for Children	
<i>Forum</i> Art and Literary Magazine: Oakmont Regional High School	\$ 614
Westminster Chamber Workshop	\$ 850
Steve Danyew and Ashley Garofalo	
“Reading is Magic” with Ed “the Wizard” Cope: Forbush Memorial Library	\$ 375
“Life, Language & the Pursuit of Happiness”: Forbush Memorial Library	\$ 325
“Poetry Can Be Fun”: Westminster PTO	\$1,277
Chair City Pipers and Friends: Janice LeClair	\$ 600
Yankee Street Fair Entertainment	\$ 300
First Congregational Church of Westminster	
“Music is Love” with Dawn Kelly: Westminster Council on Aging	\$ 200
Summer Drama Fun: Ann Banning	\$ 500
“Jerry Atyric, The Older I Get” by Steve Henderson	\$ 350
“Introduction to Dance”: Oakmont Regional High School	\$ 400

Cultural Council Members were pleased with the variety of grant applications and attempted to fund events that appealed to a wide variety of audiences.

In October the Westminster Cultural Council will again solicit applications for Cultural Council Grants. We encourage schools, churches and other local organizations and individuals to submit applications. More information can be obtained at the Massachusetts Cultural Council website [www.mass-culture.org/Westminster](http://www.mass-culture.org/Westminster).

The Westminster Cultural Council welcomes new members. Cultural Council members are appointed by the Board of Selectmen to serve 3-year terms, for a maximum of 6 consecutive years. If interested please contact a WCC member.

Respectfully submitted,

Members:

Karen Brighenti, Chairperson	Marta Klemetti	Valerie Antoniac
Susan Yraola, Secretary	Sandra Thibodeau	
Betty Kazan, Treasurer	Mary Dunn	

**WESTMINSTER VETERANS SERVICES**

I respectfully submit the fiscal year 2011 Annual Report of the Veterans' Service Department for the period of July 1, 2010 through June 30, 2011.

I have been assigned temporary the Veterans Agent for Westminster and look forward to serving it's Veterans.

I am the full time Veterans Agent for Gardner where I can be reached Monday through Thursday from 8 am to 4:30 pm and on Fridays from 8 am to 1 pm. My phone number is 978-630 4017 and I'm located at 95 Pleasant Street, City Hall, Room 209, Gardner, Ma 01440

The Department of Veterans Services can assist Veterans, their dependents and widows with finding military documentation, request for medals and ribbons, filing for Veterans Affairs pensions and compensations and other related Veterans Affairs programs.

For Veterans, their dependents and widows who come upon financial difficulties, the Department of Veterans Services through the Town of Westminster may be able to provide additional financial assistance and assist with medical expenses. An application is required and supporting documentation will be required to support a claim.

We also have applications for burial at the Massachusetts Veterans Cemetery in Winchendon. This is a beautiful place and all Veterans and general public are encouraged to visit the site.

During this reporting period, this department assisted one Widow with Chapter 115 Veterans Cash Benefits resulting in the expenditure of \$3,968.40.

In addition, we had a burial expense of \$2,000.00 and \$534.24 for grave site flags. The total expenditure for the Town was \$6,502.64.

Feel free to contact me should you have any questions. I look forward to serving the Veterans, their dependents and Widows.

Respectfully submitted,

Phillip D. Buso  
Veterans' Agent



## WESTMINSTER CEMETERY COMMISSION

The Westminster Cemetery Commission is empowered with the sole care, superintendence and management of all public burial grounds in the Town of Westminster. These public burial grounds are located at Woodside Cemetery (9 Narrows Road), Mount Pleasant Cemetery (at the intersection of Knowler and Ellis Roads), and Whitmanville Cemetery (at approximately 245 South Ashburnham Road). The Westminster Cemetery Department is located at 9 Narrows Road where the normal working hours are 7:00 AM to 3:30 PM. Monday thru Friday. We encourage residents to meet with us regarding cemetery business and concerns: please call us at 978-874-7415 to ensure our presence. In particular, we strongly suggest your selection and purchase of a lot prior to the actual need. Lots are available at all three cemeteries; our lot and interment pricing fees are available at the office.

There were 15 full burials and 24 cremation burials, last year compared to 15 full burials and 7 cremation burials in 2010. Fifteen burials were during the week, 9 cremation burials during the week, with 15 on Saturday. We offer our services for the convenience of the families we serve. Fees collected from the sale of lots were \$4,962.50 of which \$4,712.50 went to the Perpetual Care Fund principal; Perpetual Care Fund principal as of 12/31/11 is \$164,043.48.

We appreciate the dedication of superintendent John Gronroos and the staff who maintain all our cemeteries and perform burials. They are an asset to the town of Westminster.

The Cemetery Commission thanks the Public Works Department for their help in equipment maintenance.

The Cemetery Department will be installing a Columbarium in the Cremation Urn Garden in Mt. Pleasant Cemetery in the late spring or early summer of 2012.

Respectfully Submitted,

CEMETERY COMMISSIONERS

SAMMI DAWLEY

WALTER TAYLOR

STANLEY SKAMARYCZ

JOHN T. GRONROOS, Superintendent

## Agricultural Commission

During 2011 the Westminster Agricultural Commission held 22 commission meetings, with meetings generally scheduled every second and fourth Wednesday of the month.

This commission's largest project was continuing the development of the Westminster Farmers' Markets, holding 28 markets during the 2011 calendar year, including one Holiday markets during the late fall, just prior to Thanksgiving. The farmers' market has been a great success providing a local market for farmers and producers as well as a community gathering place on Friday afternoons. In addition to benefiting local farmers and producers, the market highlights the talents of local singers, dancers, musicians and puppeteers who come and provide entertainment in exchange for tips. During the season many community activities were scheduled at the farmers' market including blacksmithing demonstrations and a harvest festival. Children's cooking demonstration.

This commission has worked with the Ashburnham Westminster School District in an effort to bring agricultural awareness to our students and teachers. A project is in the works to offer support to a school garden at Overlook Middle School.

An agricultural table was set up at the Young Children's Festival in April. This featured registration and supplied seeds for "bunny gardens" for families to establish in their own yard. Various micro-greens were grown and presented on the day of the festival and many of Westminster's youth nibbled on these fresh vegetables.

Members from this commission invested time in researching the history of the Westminster Grange.

In February, this commission held an informational meeting and dinner for local farmers and commission members from surrounding towns. The theme of the meeting was "What does FSA do for you?" with Kip Graham as the featured speaker.

Members from this commission were invited to speak at several meetings across the state to provide information on setting up a farmers' market.

This commission sponsored the *Changing the Way We Eat* conference held in Leominster.

M.L. Altobelli, Chairman

Andy Hertel , Vice-Chairman

Dean Johnson, Treasurer

Kerrie Hertel, Secretary

Ann Patsis

Susan Nickerson (alternate)

Dr. Patricia Glover, M.D., (alternate)

## LIQUOR COMMISSION

7	All Alcohol Common Victualler licenses	\$750.00	\$5,250.00
1	Innkeeper license	\$750.00	\$ 750.00
2	All Alcohol Retail Pkg. Goods licenses	\$600.00	\$1,200.00
1	All Alcohol Club license	\$500.00	\$ 500.00
14	One day licenses	\$ 15.00	\$ 210.00
3	Beer & Wine Retail Pkg. Goods licenses	\$400.00	\$1,200.00

**Total** **\$9,110.00**

Expenditures: None

Regular meetings held: \_\_\_\_\_

Violations for 2011: \_\_\_\_\_

Regular meetings are held in the Town Hall at 7:15 p.m. on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of each month, except the months of July and August. When Mondays fall on a holiday, meetings are held on Tuesday of the same week.

Respectfully submitted,  
WESTMINSTER LIQUOR COMMISSION

Gary McDonald, Chairman

### **Crocker Pond Area Recreation Committee**

The responsibilities of this Committee are focused on facilities operations. As of December, 2011 the Committee membership has changed. When the Committee was first formed there were eleven members. As of this writing there are four members. The Committee has voted not to request additional members be appointed as of this time.

Our mission statement is to create and maintain a wholesome, environmentally safe, recreation area for all residents of Westminster. We strive to be inclusive of the needs of all the town residents and to make available to everyone the beautiful natural resources of the facility. The facility formally opens weather permitting, on Memorial Day weekend and stays open to Labor Day. The facility remains open weather permitting on weekends from Labor Day weekend until Columbus Day.

During summer months the facility is available to the Westminster summer recreation program. Even though the beach area may be closed, the rest of the facility is accessible to towns people for hiking, biking, fishing from the shoreline of the pond and river, snow shoeing, and cross country skiing. Parking and walk in trails are available from the TRW soccer field parking lot off Route 2A.

During 2011 the walking trails continue to be improved and extended. Biking trails are also available. These activities will be a continuing effort in the coming years.

The committee has made the facility available to the science department of Monty Tech. The Science Department has brought in students to study the natural features of the facility as a sort of open classroom. Monty Tech has been very helpful to the committee and has be of great help to us by having the various school shops do much needed project for us.

The Committee would like to thank the group of volunteers who have helped operate and maintain the recreation area.

Respectfully submitted,

Karl Cudak, Mike Dauphinais, Laura Delorey, Joe Macchia

## Memorial Committee

In early June 2009, the Board of Selectmen took action to form a memorial committee whose purpose would be “to study and develop proposed guidelines and procedures for consideration by the Board in adopting a policy for authorizing the placement of memorials (veterans’ or otherwise) on town property.” The Board decided the committee would be comprised of; a representative from the V.F.W., the American Legion, the Cemetery Commission, the Historical Commission, plus the Veterans Services Officer and two citizens-at-large.

The commission was formed and met for the first time in August 2009. At that first meeting, the members elected Stanley Skamarycz as Chairman, Ed Rachupka as Vice Chair and Walter Taylor as Secretary. Other committee members were Sammi Dawley, Ed Dube, Laurie Tarr Ellsworth, Tom Lehman and Tom Maeder.

After months of meetings, research, discussion and collaboration, the Memorial Committee presented its findings and recommendations to the Board of Selectmen in December, 2009. The committee was satisfied in meeting the task that it was asked to perform by presenting a formalized policy and procedure to the Board, a document titled “Memorial Placements and Naming of Facilities.”

After the initial committee had completed its task, the Selectmen directed the formation of a Memorial Committee to address the findings of the “Memorial Placements and Naming of Facilities.”

The Memorial Committee now consists of Sammi Dawley, Laurie Tarr Ellsworth, Mike Fortin, Tom Maeder, Mike O’Brien, Stanley Skamarycz and Walter Taylor. Currently, Tom Maeder is on active military duty in Afghanistan and Laurie Tarr Ellsworth sits as Chair until Tom Maeder returns.

This year the committee recommended to the BOS that the Town of Westminster accept the Lt Ryan Jones Memorial benches. The committee further recommended that the benches be placed in suitable locations in town other than the Town Common on Academy Hill. The committee also recommended to the selectmen that no future memorials be placed on the common.

The committee continues to meet on an as needed basis responding to Memorial requests from the Town and also meets to attend to the long range goals of assessing the existing memorials in town and to investigate how best to construct and maintain a Town Memorial Garden on Academy Hill through an envisioned not-for-profit fund. The Committee will continue to review the policy as developed and make recommendations to the Board of Selectmen in how best to revise the policy and committee to best serve the Town of Westminster.

At this time the Committee is reviewing board/committee/citizen involvement needs and long range goals.

Respectfully submitted,

Laurie Tarr Ellsworth  
Chair person

## Open Space Committee

The Open Space Committee is appointed by the Board of Selectmen as an advisory group that researches opportunities for the protection and preservation of natural and cultural resources in the Town of Westminster.

The Open Space Committee makes recommendations to the Town for the acquisition of new lands for conservation and recreational purposes. Criteria for protected land include areas of sensitive watershed resources, wildlife habitat and connections to other existing greenways while other areas are sought to promote passive recreation, nature study and general enjoyment of the great outdoors.

We continue to advise landholders to investigate available compensations through conservation restrictions, agricultural preservation restrictions and outright sale for conservation purposes. Many of these parcels are in critical resource areas adjoining the Whitman River, Wyman Lake, Mare Meadow Reservoir, Muddy Pond and other environmentally precious areas.

To date, including land owned by the Town, the State and by water-supply interests, the Town of Westminster contains 7,771 acres of protected open space land (32.5% of Westminster's 23,872 acres are protected). The Westminster Open Space Committee is charged with the promotion and completion of the land-protection goals outlined by the Town's Master Plan and Open Space & Recreation Plan. Through the invaluable help of Janet Morrison and the North County Land Trust, we have secured grant money and the legal expertise to complete many of the land-protection goals set by Town government.

Respectfully submitted,

Gregg Buckman, Chair (representing Conservation Commission)

Marie Auger, Clerk (representing Planning Board)

Joe Flanagan (representing Board of Selectmen)

### MEMBERS AT LARGE

Richelle Brown

Donna Brownell

Josh Schonborg

### ADVISOR

Janet Morrison, Esq. (Executive Director, North County Land Trust)

**PARKS & RECREATION COMMISSION**

The Parks and Recreation Commission meets once a month in the Town Hall. Meetings are posted in the Town Hall lobby.

The Summer Recreation Program is the largest portion of our budget, account for about 75% of our total expenditures. We offer this program FREE to the children of Westminster residents (those going into kindergarten to those just completing 8<sup>th</sup> grade). The program runs for 6 weeks starting the week after the 4<sup>th</sup> of July (rain or shine). The program is run out of the Meetinghouse School and utilizes the playgrounds, baseball fields and basketball courts. The program hours are from 9am to 12pm Monday through Friday. We hire staff every year to run the program and coordinate the games, crafts and events over the course of the 6 weeks. This year we had 15 people working under our supervision along with 2 grounds crew to help maintain the fields. The program averaged 160 children per day, representing a 5% increase from 2010. The program offers indoor and outdoor activities for all children. We have arts and crafts for younger children or for rainy days. We offer ping pong, indoor floor hockey, dodge ball and many other fun safe activities for the children to keep them active during the program. Outdoor activities such as kickball, capture the flag, basketball, playground and tag are just a few of the activities the children take part in. This year we were once again able to offer the “Tween” program for 6<sup>th</sup> -9<sup>th</sup> grade Westminster boys and girls. The program ran from noon – 3pm Monday through Friday. These children were separated from the younger children and had their own activities that included trips to Crocker Pond on Tuesdays and Thursdays. The Swim program is held at Mount Wachusett Community College Fitness & Wellness Center and served 110 children in 2011. We were not able to offer the RAD (Rape Aggression Defense) kids program this year due to budget cut backs in both parks dept and police dept.

In 2011, we continued the repairs on the infields for the Little League on the minor and major fields along with continued upgrades to the small “Green” Field. We made repairs to the basketball courts fences and added benches for the players on the courts.

We secured funding from the Town for all of our basketball programs at Town Meeting. These funds are critical to the youth basketball leagues. The school district mandates that a janitor has to work the hours that the gyms are open on the weekends. The basketball court located next to the Town Hall had the light installation completed. The basketball courts are open from 8am to 10pm. We coordinated a summer basketball travel league that used the courts in 2011 and hosted more than 50 games on the courts. We had teams come from Townsend all the way to Concord come to play this year.

We secured a long term lease with the simplex and Waterstone LLC. to have use of the baseball field located off overlook rd. The lease is a use lease and will not cost the Town any money to use the fields. We are currently working on converting the field from a baseball field to a lacrosse / soccer field to help support the growing lacrosse and soccer programs, funded entirely through volunteer efforts. The Field is 90% complete and we hope that with the help of dedicated volunteers we will host our first games on the fields in 2012.

We held our 1<sup>st</sup> annual Easter Egg Hunt this year at the Town Hall and Westminster Little League Fields. We hosted over 150 children who were greeted by the Easter Bunny and searched for over 1,000 Easter eggs that were scattered throughout the fields. This was our first of what hopes too many more Easter egg hunts in years to come.

We would like to thank the Fire Department for lending their walkie-talkies so that we can stay in touch with the staff all over the fields and in the school and for coming out on those hot summer days and spraying kids down with the fire hoses. Thank you to all the Oakmont High School Peer Leaders for their help with our Easter Egg Hunt. Thank you to all of the Town Hall staff who offer tremendous support to our commission through the course of the year. Special thanks to the Meeting House and Westminster Elementary school staff for all your continued support.

Respectfully submitted,

Andrew Sears, Chairman  
Mike O'Brien, Vice Chairman  
Mark Dellasanta, Secretary  
Craig Cole  
Sam Albert



**ASHBURNHAM-WESTMINSTER REGIONAL SCHOOL DISTRICT**  
**2011 ANNUAL TOWN REPORT**  
**Report of the Superintendent of Schools**

Dear Residents of Ashburnham and Westminster:

As you know effective June 30, 2011, Dr. Michael Zapantis retired as Superintendent of Schools following eight year tenure.

As Superintendent of Schools, I am pleased to submit my first annual report to the citizens of Ashburnham and Westminster. Since becoming Superintendent of Schools on July 1, 2011 I continue to be impressed with the dedication of our employees and the education our students are receiving. When I visit our schools, I see a lot of enthusiasm and hard work going on throughout the District. The variety of courses offered at Oakmont Regional High School gives our students an excellent selection to choose from at the appropriate academic level. However, the recession and persistent economic slowdown has taken its toll on the district budget. We continue to reduce our number of teachers at a rate higher than our decline in enrollment. This trend needs to be reversed so that we can maintain reasonable class sizes and course offerings.

Our MCAS scores are among the best in the area. With the exception of grade 7 Math scores being two points shy of the statewide average, we met or exceeded the statewide average in all subject areas in grades 6-10. The elementary schools continue to have mixed results with some grades and subjects surpassing state averages and others missing the mark. We have taken a number of steps to improve our position so that our students will be in a better position when they take MCAS later this school year.

Progress on the construction of the John R. Briggs Elementary School continues. Consigli Construction of Milford, MA was selected as the general contractor joining our architects, Lamoureux and Pagano Associates of Worcester and STV Construction, a nationally known construction management firm, who serves as the district's Owner's Project Manager (OPM) rounding out the "professional team" that are heavily involved in this important project. At present we are scheduled to open the sub-contractor bids on January 18, 2012. We anticipate the project to be completed in time for occupancy during the summer of 2013.

Respectfully Submitted,

Ralph E. Hicks, Ed. D.  
Superintendent of Schools

**ASHBURNHAM-WESTMINSTER REGIONAL SCHOOL DISTRICT  
2011 ANNUAL TOWN REPORT**

***BUDGETS  
2011-2012***

<b>ACCOUNT</b>	<b>NUMBER</b>	<b>DESCRIPTION</b>	<b>AUDITED EXPENSE 2010-2011</b>	<b>CURRENT BUDGET 2011-2012</b>
<b>FUND 01</b>	<b>GENERAL</b>			
Totals	Function 1000	Administration	\$639,451	\$778,693
Totals	Function 2000	Instruction	\$14,250,417	\$13,874,219
Totals	Function 3000	Other School Services	\$2,558,720	\$2,704,822
Totals	Function 4000	Operation & Maintenance of Plant	\$2,271,442	\$2,489,130
Totals	Function 5000	Fixed Charges	\$2,882,636	\$3,421,902
Totals	Function 6000	Miscellaneous	\$8,000	\$8,000
Totals	Function 7000	Capital Outlay	\$171,880	\$149,835
Totals	Function 8000	Debt Service: Principal Interest	\$1,755,000 \$496,009	\$1,790,000 \$429,878
Totals	Function 9000	Tuition and Other Costs	\$1,675,996	\$2,044,811
<b><u>GRAND TOTALS</u></b>			<b>\$26,709,551</b>	<b>\$27,691,290</b>

**~~~PLACE OF ATTENDANCE; DISCRIMINATION~~~**

Every person shall have the right to attend the public schools of the town where he/she actually resides, subject to the following section. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses or study of such public school on account of race, color, sex, religion, national origin or sexual orientation.

*Mass. General Law Chapter 76, Section 5*

*Amended by St.1971, c.622, c.l.; St. 1973, c.925, s.9A; St. 1993, c282.*

## **ASHBURNHAM-WESTMINSTER REGIONAL SCHOOL DISTRICT 2011 ANNUAL TOWN REPORT**

### **~~~HOURS OF SCHOOL SESSIONS~~~**

Meetinghouse School	8:30 AM – 2:55 PM
Westminster Elementary School	8:30 AM – 2:55 PM
John R. Briggs Elementary School	8:30 AM – 2:55 PM
Overlook Middle School	7:45 AM – 1:50 PM
Oakmont Regional High School	7:30 AM – 1:55 PM

The “No School” signal for Oakmont Regional High School and Overlook Middle School will be sounded on the Fire Alarm at 7:00 AM.

The “No School” signal for elementary schools will be sounded on the Fire Alarm at 7:30 AM.

The “No Afternoon School” signal will be sounded on the Fire Alarm System at 11:30 AM.

“No School” or early dismissal notices will be broadcast over radio stations WEIM 1280 AM, WTAG 580 AM, WSRS 96.1 FM, WBZ 1030 AM, CBS Channel 4 TV, WXLO 104.5 FM, WGAW 1340 AM, WCVB Channel 5 TV, WRKO 680 AM, Fox 25 and Channel 7 TV.

School openings may be delayed two hours on occasion. The radio stations will air this notice.

Safeguard the health and welfare of your child by keeping him/her at home when, in your judgment as a parent, conditions warrant.

### **~~~SCHOOL COMMITTEE MEETINGS~~~**

The Ashburnham-Westminster Regional School Committee holds its regular business meetings Tuesdays at 7:00 PM at Overlook Middle School Library. You can view meeting dates, the agenda, past minutes and meeting locations on our webpage at [www.awrsd.org](http://www.awrsd.org). School Committee meetings.

### **~~~SUPERINTENDENT/BUSINESS OFFICE and WEBSITE~~~**

The Superintendent / Business Office is located at Oakmont Regional High School between the cafeteria and new gym. Our address is 11 Oakmont Drive, Ashburnham, MA 01430. We are open Mon-Fri from 8AM-4PM. You can reach us at 978-827-1434 or fax us at 978-827-5969.

You can view the Ashburnham-Westminster Regional School District’s website at [www.awrsd.org](http://www.awrsd.org) for updated information of the schools, budget information and events. General information can be e-mailed to [info@awrsd.org](mailto:info@awrsd.org).

## Ashburnham-Westminster Regional School District MONTHLY STUDENT COUNT REPORT

Grade	Ashburnham	Westminster	School Choice	Sped (i.e.–day program; residential)		Other (exchange student)	Total
				Ash.	West.		
PRE-K	16	48					<b>64</b>
K	51	94					<b>145</b>
1	78	85					<b>163</b>
2	85	66					<b>151</b>
3	78	100					<b>178</b>
4	67	90	1	1	1		<b>160</b>
5	69	95	1		1		<b>166</b>
6	82	104	2				<b>188</b>
7	86	109	2				<b>197</b>
8	109	89	1		2		<b>201</b>
9	81	90	7		1		<b>179</b>
10	60	74	11	2	1		<b>148</b>
11	61	89	13	1	2		<b>166</b>
12	80	100	10	2	4		<b>196</b>
Students above grade 12	3	2	1	2	1		<b>9</b>
Totals	<b>1006</b>	<b>1235</b>	<b>49</b>	<b>8</b>	<b>13</b>	<b>0</b>	<b>2311</b>
GRAND TOTAL – ALL STUDENTS							<b>2311</b>

**ASHBURNHAM-WESTMINSTER REGIONAL SCHOOL DISTRICT  
2011 ANNUAL TOWN REPORT  
OAKMONT REGIONAL HIGH SCHOOL**



Oakmont Regional High School is comprehensive high school, meant to serve the needs of all the students. Our community is fortunate to have a high school like Oakmont Regional. We have a tremendously dedicated and professional faculty and staff. Our students and parents are committed to success and have made academic growth a priority. And the community has been supportive despite the realities of limited resources.

Our outcomes still remain one of the best in the state. No Oakmont student has failed to receive a diploma because of MCAS, continuing an amazing run of Oakmont students since the inception of the MCAS requirement. Our students achieved record high scores on the Spring 2011 MCAS test. Ninety six percent of Oakmont students scored at the Advanced or Proficient level in English Language Arts, while ninety one percent reached Advanced or Proficient in Mathematics. On the Science subtest, eighty eight percent of Oakmont students scored at the Advanced or Proficient level. These high scores are the results of hard work by our students, outstanding teaching by our faculty, and solid academic support from our parents. We are also grateful for the excellent foundation that our students receive at the district's elementary schools and at the middle school. One of our graduating seniors was named a National Merit Scholarship Finalist and was offered the prestigious BU President's Scholarship.

Since 2006, we have been struggling with limited resources. In that time we have reduced our faculty by nearly 10 positions, not including 2 special education paraprofessionals and 2 custodians. Despite the limitation of resources we have continued to make changes to our curriculum to improve student learning and meet the needs of all students. In the fall of 2011, we offered a new course in forensic science. We also created two courses for our special needs students: Biology Essentials and Basic Personal Finance/Computers in Workplace.



Dr. Shirley Griffin (Science) and Mr. Gary Caouette (Math) retired in January 2011. Ms. Barbara Marshall (Special Education) retired in June 2011. We welcomed two new Special Education teachers, Ms. Heather Marsh and Ms. Britany Smeltekop.

In athletics, the 2011 field hockey team won the Division II district championship and fell just short of the state championship losing to Watertown HS in the state final. The 2011 baseball team won the league championship, only the second in school history. The ice hockey, girls basketball, boys and girls lacrosse, football and girls soccer teams all qualified for the district tournament. Individual players qualified for the state golf tournament and track meet. We were most proud of the 2011 boys track team which was honored with the MIAA Sportsmanship Award. Coach Dan Dufour was named the 2010-11 Central Massachusetts Boys Indoor Track Coach of the Year by the Massachusetts State Track Coaches Association.

Oakmont students continued to demonstrate excellence in many co-curricular areas. Oakmont's production of *Les Miserables* earned 21 Theatre at the Mount (TAMY) nominations, leading all area schools. Erin Glenn (Fantine) won BEST FEATURED ACTRESS, Kris Demoura won



BEST MUSICAL DIRECTOR, Mary Ann Allen won for BEST COSTUMES and JRB student, Zach Uminski (*Gavroche*) won the RISING STAR AWARD. The Marching Band had another outstanding season. Our art students continued their dominance at the Anna Maria College and Boston *Globe* shows. One of our more active co-curricular activities is the Oakmont Environmental Association (OEA). OEA won the Great ACE Race from the Alliance for Climate Education

and the State of Massachusetts Award for Education in Environmental Excellence as well as a grant (from Alliance for Climate Education) to create a mural.

The inaugural year for the National Art Honor Society was also active and successful. Thirty-one students were inducted. The members of the NAHS painted the mural in the new gym, helped the Education Foundation with their museum event, and participated in the Diversity Through the Arts – community outreach Martin Luther King Jr. Mural Project art project.

Our school nurse was involved in the AWRSD Bullying Prevention and Intervention Plan, volunteered at Influenza vaccination clinics in both Ashburnham and Westminster, participated in the "Let's Get Crackin'" after-school fitness and nutrition programs for grades K-2 in early 2011. She was also the school liaison for the NEXT Generation Health Study, a 3 year research study conducted by the US Department of Health and Human Services.

Our faculty has continued their professional development. Members of our science department completed a six month class on GIS and GPS at UMass Amherst, BioTeach learning, and will be attending workshops last summer at the Museum of Science. Two of our art teachers presented at a national conference in Seattle. Five of our teachers attended AP workshops, our tech/engineering teachers attended the STEM Conference, and a math teacher attended assessment workshops at WPI. Other teachers attended Moodle, Project Adventure, Adobe, MCAS, and Digital Classroom workshops.



On May 18, 2011, the Bill Webber Conference Room was dedicated. Mr. Webber has served the Ashburnham-Westminster School District and community for nearly 50 years as a coach, teacher and department head and association leader. He was a member of Oakmont's first faculty, fifty years ago in 1960. He "retired" in 1993, but was still a presence at Oakmont serving as short and long-term substitute in the Math department. He has also served the town of Ashburnham as Town Moderator for many years.

Former Celtic and co-author of *Basketball Junkie: A Memoir*, Chris Herren, spoke to the entire student body at Oakmont on September 13, 2011 about his struggles with addiction.

September 22, 2011 was designated by the United Way of Central Massachusetts as a "Day of Caring." A team of volunteers from Tyco/SimplexGrinnell braved the wet weather and planted perennial gardens at the entrance of Oakmont Regional High School and the Ashburnham-Westminster Regional School District's Superintendent's Office.



Seven Oakmont students completed the first Military Exploratory Group which was conducted by the Army, Marine Corps, and Army National Guard recruiters. Students participated in a six-week after school program that introduced them to the military. Activities included physical training, land navigation, self-defense, building security, patrolling, and military drill.

Tom Anderson has been the librarian at Oakmont Regional High School since 1996. As our librarian he has helped teachers and students, maintained the school website, and facilitated an afterschool book club. More

importantly, Mr. Anderson has instilled a love of literature and reading on our students. For that reason, the Tom Anderson Collection was established. The collection will include books recommended by Mr. Anderson. He will also establish a criterion for future additions to this collection.

We are extremely proud of our students and their accomplishments in and out of the classroom. They are clearly a reflection of their parents, with the help and support of the professional faculty and staff at Oakmont.

Respectfully submitted  
David Uminski  
Principal

## Oakmont Regional High School School Nurse Report for 2011

*OAKMONT HEALTH OFFICE ENCOUNTERS: ~ 1/1/2011- 12/31/2011*

Student: Health Maintenance Activities*	5,446
Student: Injury and First Aid:	697
Student: Behavioral Health Support:	257
Student: Miscellaneous**	1,243
Staff Encounters:	419
EMS Activations (student & staff):	3

**GRAND TOTAL: HEALTH OFFICE ENCOUNTERS IN 2011: = 8,062**  
**RETURN TO CLASS RATE: = 92% \*\*\***

\* Health Maintenance Activities include the following professional nursing activities: illness assessment; medications dispensed (to include OTC, prescription and emergency medications); scheduled procedures: (to include diabetes monitoring, catheterization, tube feedings; ear, throat and lung assessments and blood pressure monitoring. All student encounters with the nurse also include a significant degree of health-related teaching.

\*\*Miscellaneous refers to other Nursing case management activities, such as developing detailed care plans for students with serious health issues; communication with parents, health care providers, external agencies/clinics and internal consultations with OHS teaching staff, Guidance department, Adjustment Counselors, Special Education Department and Administrators. This category also includes auditing student health records for compliance with State immunization and



health-screening requirements, as well as data entry into the student electronic health record database (MMS).

\*\*\*This statistic is provided to emphasize the importance of having a professional registered nurse present in the school building. Skilled nursing assessment, treatment and case management of illnesses and injuries in the school setting increases a student's potential for educational success by decreasing the amount of class time lost to treatable discomfort caused by minor illness or injury.

#### **OTHER ACTIVITIES:**

I recently successfully passed the National Certification Exam for School Nurses, reflecting my commitment to better serve the students and staff of the Ashburnham-Westminster Regional Schools through increasing my personal expertise in school health issues. I also continue to pursue my Master's in Public Health (MPH) at the University of Massachusetts, taking graduate classes in Epidemiology and Public Health Ethics in 2011.

State-mandated vision, hearing and postural screenings of ninth grade students was conducted in March and April, with the assistance of a second nurse funded through the Extended School Health Services (ESHS) Grant.

The Health Office also hosted two senior nursing interns from Fitchburg State University, who were studying Community Health Nursing as a requirement toward a Bachelor of Science in Nursing (BSN).

An immunization clinic for seasonal influenza was held here at Oakmont on Nov. 17, 2011 with the Nashoba Associated Boards of Health assisted by myself and other AWRSD nurses.

Finally, I once again had the pleasure of welcoming a research team from the U.S. Department of Health and Human Services for phase 2 of their three-year study concerning lifestyles, behaviors, attitudes and health of today's high school-aged students. Several Grade 10 students were randomly selected in 2010 to participate in this research study, which is scheduled to continue for through their senior years. These visits by the research team require a great deal of coordination efforts and "legwork" from the OHS Health Office, but this groundbreaking research may provide insight into predictors of teen health-related behaviors.

Again, it is my continued pleasure to serve the community of Ashburnham as the School Nurse here at Oakmont Regional High School.

Respectfully submitted,

Susan M. Lofquist, RN (BSN), NCSN.

### **Overlook Middle School 2011 Annual Town Report**



Overlook Middle School services a population of around 600 students in the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades. This year the staff at Overlook has dedicated a great deal of time and resources to improving our communication with the school community. In September of 2011 Overlook launched a revamped interactive website that we hope will be more user friendly. Along with the introduction of the new website the district has employed



the services of One Call, an automated notification system. This new system allows the school to send home notifications and school information as an email attachment.

The Overlook staff consists of dedicated, highly competent teachers willing to go the extra mile for our students. We welcome parental involvement and support of our programming and view it as a critical component to student success.

As always, we strongly encourage feedback about our performance. The phone number for the school is 978-827-1425 and the office hours are from 7 a.m. to 3 p.m., Monday through Friday. Interested persons may also find information about the school <http://oms.awrsd.org/>.

### **Overlook Middle School School Nurse Report for 2011**

The mission of the School Health Office at Overlook Middle School is to provide preventative health screenings, primary nursing care and intervention for medical and mental health issues for Overlook's 620 students. The implications for public schools that serve children with chronic diseases are vast and growing each year. We continue to communicate to the school community urgent health issues and changes in state laws affecting student health in our schools. The office also provides preventative health counseling to staff members, and 30 members participated in the annual flu vaccine clinic last winter.

Insulin management, diabetic education, mental health screenings, asthma treatments, blood pressure monitoring along with daily medications, ongoing illness assessment, and related parental communication occupies a substantial part of the average day.

Overlook's School Health Office also hosted nursing students from Fitchburg University for several months of their training in community health. Nursing students participated in screenings, teaching, illness assessment and treatment.

In 2011, nutritional improvements continued to be implemented that were consistent with the District's Health & Wellness Policy. Nursing policies and protocols were revised throughout the District to promote more consistency and continuity.

Each year, student and staff records are updated to assure compliance with the regulations adopted by the Department of Public Health. This includes postural screening, vision, and hearing on all students. Body Mass Index calculations were also completed on 7<sup>th</sup> grade students.

The Ashburnham Westminster School District continued to receive funding from the Department of Public Health - Enhanced School Health Grant. Working within this grant we are able to provide additional nursing time among the various schools in the district to help complete required screenings and immunizations. Compiling data and statistical reports were sent to the Department of Public Health each month. The grant also provides funding for continuing education and recertification to all those interested in Basic CPR, as well as additional supplies for the nursing office.

I want to thank Overlook Administration, nurse leader Marcia Sharkey, and Dr. Lisa Rembetsy-Brown for their support and help this past year.

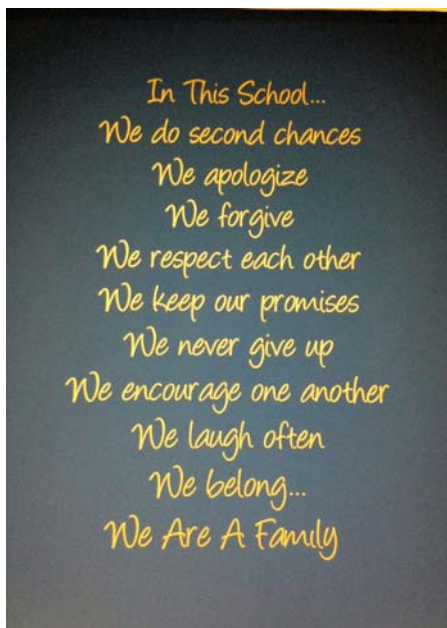
Respectfully Submitted,  
Ann Lee Fredette RN

## Meetinghouse School/Westminster Elementary School 2011 Annual Town Report

Meetinghouse School and Westminster Elementary School have opened their doors and welcomed close to 600 students again this year. At Meetinghouse School we have 241 children in Preschool, Kindergarten, and First Grade. At Westminster Elementary School we have 355 students in Grades 2 through 5. Our working population between the two buildings is supervised by one Principal, Mrs. Patty Marquis and an Assistant Principal, Mrs. Kathy Taylor. We have a faculty of 23 classroom teachers, 9 Special Education teachers, 1 Reading Specialist, 2 school nurses, 3 office secretaries, 5 custodians, 4 Special Subject Teachers, and 34 paraprofessionals.

Both school buildings are open year round, although the office staff has reduced hours in July and August. During the school year, September through June, office hours are 7:30 am – 3:30 pm. With the limited number of custodians on staff, Meetinghouse School closes up before 6:00 pm on Mondays, Wednesdays, and Fridays. Westminster Elementary School closes early on Tuesdays and Thursdays. All efforts are made to help accommodate the need for space by Extended Day, civic groups, recreational groups, and Town Hall. Our gyms and cafeterias are busy places!

This year our students and teachers have taken part in three new and exciting projects.



With the help of a financial grant made available through the Ashburnham Westminster Foundation for Academic Excellence, Mrs. Lee Lamsa has spearheaded the “Words to Live By” initiative. The walls of Westminster Elementary School needed some “sprucing up” and Mrs. Lamsa came up with the idea of displaying famous quotes throughout the building. The first four quotes were completed in the fall of 2011. Plans are underway to involve all teachers and students in the selection of additional quotations for the school building.

This project has indeed added splashes of color and placed meaningful words in plain sight for all. Beyond that,

each of the quotes has provided interesting discussions and authentic writing opportunities for the students.



Another “first” for us this year has been the introduction of the Apple iPad to our kindergarten students at Meetinghouse School. What started out as a somewhat controversial idea, being proposed by our Technology Director, Eric Dehays, has turned into a powerful learning project.



Our four kindergarten classrooms share forty eight Apple iPads. A variety of educational “apps” have been selected by the kindergarten teachers and downloaded on each iPad for the students to use in class. All of the programs support the kindergarten curriculum. They have provided additional ways for the children to learn letter identification, phonetic sounds of letters, number values, addition of numbers, and many other skills! The teachers have embraced the idea of integrating technology into their classrooms, and the children handle the iPads with care and much ease.

The MHS community is hopeful that additional iPads will be purchased by the AWRSD in order to allow the children continued opportunities to work with them.

During the month of December the students and staff at both schools rallied support for a local marine, former student, Lt. Jared Streeter. Jared is presently serving in Afghanistan and has communicated with his parents about the need for some basic supplies and communication from home. The children of Westminster sent out more than 500 cards to the soldiers serving so far away. Over the course of three weeks, hundreds of items were brought to the schools to be sent to Jared and his troops. It was with great pride that we packaged up 50 boxes filled with many different items such as; peanut butter, candy, gum, hand warmers, hand sanitizer, stamps, envelopes, protein bars, games, books, and much more! As more and more kept coming in we were challenged with the task of paying for all of this to be shipped to the marines. On Thursday, December 15<sup>th</sup>, we held a “Camo Day” encouraging all to wear their favorite camouflage for the small price of \$1.00. It was amazing to see the variety of camo that came through our doors. Many students wore red, white and blue as an alternative to the camouflage idea. Within two days we had raised nearly \$600.00...enough to send out the many care packages to those serving for our country.



The town of Westminster should be very proud of the children that live here. We have great kids and extremely supportive parents!

It is our vision to continue to educate all children to their highest potential. In addition to their academic progress, we make every effort to also address their social and emotional educational needs.

Respectfully Submitted,  
Patricia Marquis, Principal

**Westminster Elementary School  
School Nurse Report for 2011**

The Westminster Elementary School Nurses' office provides care to students and staff in grades 2 through 5.

For the calendar year 2011 there were a total of 6290 visits to the nurse's office. This number includes visits by students (6225) and staff (65) for first aid, health assessments, health education, medication administration, and daily procedures.

In addition to nurse visits identified above, 360 students had screenings done. BMI calculations were done on 87 students with results sent to parents and postural screenings were done on 98 fifth grade students.

Once again, dental services were offered resulting in 24 students being screened. Twenty three students received cleanings and 20 received sealants.

I was worked as a nurse at the flu clinic offered in October by the Board of Health which provided free flu vaccine to students and their families.

A senior nursing student from Fitchburg State University spent one day per week during her 2011 fall semester in the WES nurses' office to obtain clinical experience in a community setting. She provided health classes to fifth grade students regarding the health hazards of sports drinks.

Myself and Dr. Rembetsey-Brown, MD (our school physician) presented puberty classes to fifth grade students in May 2011.

I was able to attend 2 educational offerings presented during the fall of 2011.

Respectfully submitted,  
Sue Quigley-Belliveau, RN WES School Nurse

**Meetinghouse School  
School Nurse Report for 2011**

The Meetinghouse School Health Room continues to be the site where primary nursing care as well as preventive and early interventions of health problems occur to student in pre-kindergarten, kindergarten and first grades.

All student and staff records were reviewed for compliance of the Massachusetts Board of Health regulations.

Mandated screenings were done on 176 students in kindergarten and grade one. All students were tested for vision and hearing difficulties. Children who did not meet the minimum requirements mandated by the State for vision and hearing were referred to their primary care physician for further evaluation. First grade students were also measured for height and weight growth; BMI (Body Mass Index) calculations were done and letters were sent home to parents with these results. Referrals were also made to parents of students without health insurance or a primary physician.

Pediculosis screenings were done on 179 students in September and continued throughout the year as needed.

Our district is still involved with the Massachusetts Department of Public Health Essential School Health Services and receives grant funds. The nurse leader and all the school nurses are working within the frameworks of this grant. Besides monthly activity reports and a yearly status report that are submitted to the Department of Public Health, we have continually updated protocols and policies. This year's projects included writing a head injury protocol and a healthy nutrition protocol due to the new laws regarding these topics. Also, initial discussions for the formation of an emergency triage plan as well as individual professional portfolios took place.

Meetinghouse School hosted an afterschool program "Let's Get Crackin" for students in grades kindergarten through two. The diet and fitness program aimed at fighting childhood obesity by getting the children moving and teaching healthy eating habits. Each of the 5 weekly classes consisted of an exercise segment, a healthy snack segment and a lesson about the basic food groups. The nurses volunteered their time each week.

As chairperson of our Safety committee, periodic meeting are held with staff members of Meetinghouse and Westminster elementary Schools as well as representatives from the Police and Fire Departments. Our goal is to ensure proper safety practices are being done. A building evacuation drill was performed with all students and staff participating. The nurse leader is also a representative on the school district safety committee. The nurse leader is a member of the Home Health Activation network (HHAN) and has participated in several emergency drills.

The nurses are members of the Massachusetts School Nurse Organization and are certified with the Department of Elementary and Secondary Education and participate in continuing education offerings that the organizations offer. They also participate in clinical programs offered by Northeastern University's School Health Institute and the Department of Public Health.

As members of the School Health Advisory Committee (SHAC), the nurses attend quarterly meetings to discuss any health concerns/issues in our school district as well as to promote health education/physical education in all grades. Implementation of programs according to the results of our district's yearly Youth Risk Behavior Survey (given to middle and high school students) continue to be discussed and done. Important topics under discussion this year include the head injury/concussion legislative mandates and the School Nutrition Law.

Collaboration with the Caring for Kids Dental Program provided dental screenings, cleanings and fluoride treatments for some of our children who do not have access to those services.

CPR and First Aid classes were offered to staff members in the entire district, certifying them using the American Red Cross standards.

Dr. Lisa Rembetsy-Brown continues to serve as our school physician and consultant whenever needed.

Flu clinics were hosted by the district working in conjunction with the Westminster Board of Health and the Nashoba Board of Health and over 250 children and adults were vaccinated. The school nurses volunteered their time at these clinics.

The number of times health room services were provided totaled 3009. This number indicates when students and staff were seen for first aid, health status evaluations, medication administration and daily procedures. 2891 of these visits resulted in the student or staff returning to the classroom which is a return to class rate of 96%. The recommended state return to class rate is 92-93%.

Respectfully submitted,  
Marcia Sharkey RN BSN Nurse Leader  
Nancy Taylor RN BSN  
Meetinghouse School Nurses

**ASHBURNHAM-WESTMINSTER REGIONAL SCHOOL DISTRICT**  
**2011 Annual Town Report**  
**Employee Salaries 2010-2011**

Note: The operating budget for the Ashburnham-Westminster Regional School District is supported by funding from the Commonwealth of Massachusetts; the Town of Ashburnham and the Town of Westminster. The percent of payment is:

State Contribution 43.0%  
 Ashburnham Contribution 24.2%  
 Westminster Contribution 30.6%  
 Other 2.2%

Candace Wright	\$98,420.00	A	Margaret Deshayes	\$36,221.76	D
David Uminski	\$102,752.00	A	Maryann Demarco	\$13,856.02	D
Eric Dehays	\$62,400.00	A	Patricia Flinkstrom	\$31,483.68	D
Kathleen Taylor	\$78,000.00	A	Wendy Higgins	\$35,494.40	D
Kathleen Veroude	\$82,500.00	A	Michele St. Cyr	\$31,843.22	D/P
Marah Ruble	\$80,000.00	A	Adreanne Tabales	\$17,628.30	E
Michael Zapantis	\$77,926.00	A	Ashley Mathieu	\$5,971.40	E
Patricia Marquis	\$91,000.00	A	Ashley Zierle	\$278.00	E
Paul Gregory Smith	\$80,282.60	A	Barron Hiltz	\$2,792.60	E
Phillip Saisa	\$90,480.00	A	Caitlin Reck	\$1,056.25	E
Sandra Rehler	\$82,202.00	A	Candy Savoie	\$17,676.28	E
Sherry Kersey	\$97,110.00	A	Cody Woodward-Wallace	\$1,871.32	E
Kimberly Gauvin	\$45,468.80	B	Cole Theriault	\$1,962.90	E
Bruce Collins	\$73,020.02	C	Coraley Gallagher	\$16,442.67	E
Donna Swaney	\$42,908.03	C	Danielle Leblanc	\$1,785.55	E
Francisco Robles	\$41,846.48	C	Diane Bedard	\$11,186.20	E
James Parenteau	\$43,808.06	C	Dorene Francis	\$46,765.84	E
Jim Baer	\$56,810.14	C	Elizabeth Spencer	\$2,574.90	E
Joseph Francis	\$41,641.80	C	Heather Fletcher	\$660.00	E
Karl Lahtinen	\$16,633.40	C	Jennifer Coviello	\$5,598.72	E
Kenneth Morand	\$23,543.19	C	Karen Landry	\$33,750.03	E
Paul Engman	\$58,443.01	C	Katherine Niles	\$4,752.55	E
Robert Axelson	\$43,430.63	C	Kelly MaClachlan	\$674.00	E
Robert Mei	\$44,648.59	C	Lucinda Racine	\$19,376.50	E
Russell Goodwin	\$43,615.02	C	Marcia Aho	\$11,929.77	E
Stephen Blanchard	\$42,640.24	C	Mark Brillon	\$29,667.52	E
Steven Allen	\$42,656.33	C	Michael Dewick	\$5,554.16	E
Steven Bennett	\$18,779.22	C	Rebekah Williams	\$710.68	E
Steven Contois	\$64,931.95	C	Sherri Toomey	\$12,372.90	E
Timothy Gould	\$40,217.57	C	Susan Leblanc	\$6,594.05	E
Brian Beaton	\$34,805.12	D	Karen Dewick	\$11,518.79	E/P
Clara Hannula	\$32,246.31	D	Ann Franklin	\$14,096.32	F
Debra Sargent	\$36,927.36	D	Christine Visconti	\$6,480.17	F
Elaine Niedermeier	\$52,367.04	D	Cynthia Pawelski	\$3,974.68	F
Ina Carey	\$11,935.00	D	James Arcangeli	\$670.89	F
Inga Morin	\$25,006.57	D	Janet Peterson	\$13,512.54	F
Jeanne Erickson	\$34,704.64	D	Kathleen Richards	\$7,523.43	F
Kathi Theriault	\$35,508.96	D	Lauren Humphrey	\$2,166.00	F
Kathleen McCarthy	\$35,155.54	D	Madeline Clinton	\$8,336.69	F



Michelle Phyfe	\$4,377.88	F	Danielle Leblanc	\$25,086.00	P
Patricia Barron	\$14,434.30	F	David Douglas	\$16,021.00	P
Rachel Pikkarainen	\$5,232.55	F	Deborah Miller	\$27,993.00	P
Roseanne Richard	\$9,342.57	F	Diane Ciampi	\$2,319.20	P
Sandra Munnis	\$11,688.59	F	Diane Fiorentino	\$22,447.00	P
Sharon Tufts	\$7,815.30	F	Donielle Thompson	\$4,743.00	P
Tina Costa	\$18,216.65	F	Elizabeth Maillet	\$6,143.72	P
Tracey Wessels	\$5,021.64	F	Erin Hurley	\$20,530.34	P
Margaret Bennett	\$23,675.47	F/E	Gretchen Lafferty	\$19,949.00	P
Amy Dubovick	\$72,028.00	G	Gretchen Schlier	\$3,296.41	P
Catherine Keene	\$77,213.00	G	Heather Marsh	\$15,524.93	P
Julie Gagnon	\$58,648.00	G	Jane Johnson	\$19,027.00	P
Katherine Mariani	\$39,454.57	G	Jeanne Fleming	\$9,601.89	P
Lauren Badolato	\$62,691.00	G	Jennifer Landine	\$15,700.63	P
Lori Malnati	\$29,991.00	G	Jennifer Marlborough	\$26,668.00	P
Robert Denny	\$71,018.00	G	Joann Reed	\$5,269.36	P
Robin Peirce	\$35,509.00	G	Joanne Dibattista	\$21,091.00	P
Robin Romanelli	\$75,060.00	G	Juana Stone	\$19,027.00	P
Sandra Thibodeau	\$21,483.70	GR	Juliet O'Brien	\$26,559.00	P
Ann Murphy	\$71,018.00	H	Juneanne O'Donovan	\$17,719.00	P
Kathleen Carlin	\$77,213.00	H	Karen Connolly	\$21,401.00	P
Kimberly Bubnowicz	\$54,652.00	H	Karen Greenwood	\$25,177.40	P
Michele Rogacz	\$71,018.00	H	Katelyn Beaudoin	\$20,654.05	P
Edward Fitzgerald	\$29,341.00	I	Katharine Sparks	\$14,340.60	P
Charles Barnard	\$50,602.56	K	Kathryn Pioli	\$20,018.73	P
Julie Farrell	\$65,181.00	L	Kathy Allen	\$27,993.00	P
Lynne Pinsonneault	\$29,653.21	L	Kathy Bitter	\$18,732.00	P
Thomas Anderson	\$77,213.00	L	Kimberly Brown	\$17,022.35	P
Richard Dzwilewski	\$38,287.47	M	Kristina Sylvester	\$24,612.00	P
Ann-Lee Fredette	\$51,870.00	N	Lavaun O'Connell	\$19,027.00	P
Joann Fisher	\$6,378.00	N	Lee Haschig	\$8,999.50	P
Krista Penning	\$47,049.00	N	Leslie Capone	\$20,635.00	P
Marcia Sharkey	\$65,707.00	N	Linda Marlborough	\$20,508.00	P
Nancy Taylor	\$38,247.20	N	Lorraine Mendoza	\$21,091.00	P
Susan Lofquist	\$49,401.00	N	Louise Farley	\$19,587.00	P
Susan Quigley-Belliveau	\$50,198.00	N	Maria Robles	\$21,116.00	P
Gail Gourlay	\$58,240.00	O	Mary Egan	\$25,793.00	P
Andrea Arsenault	\$16,727.00	P	Matthew Brough	\$12,645.46	P
April Marlborough	\$25,873.00	P	Meghan Coullahan	\$2,929.50	P
Becky Pilsbury	\$5,440.10	P	Melinda Perez	\$23,529.00	P
Bedard Valencia	\$9,418.92	P	Melissa King	\$15,709.76	P
Beth Wojnas	\$20,528.45	P	Nancy Davis	\$20,415.00	P
Betsy Johnston	\$450.00	P	Nancy Kochan	\$19,664.00	P
Brenda Brown	\$19,027.00	P	Nicole Boucher	\$18,287.70	P
Brittany Marinelli	\$5,068.68	P	Nicole Perko	\$15,709.76	P
Carlene Comeau	\$25,489.00	P	Peter Legere	\$3,911.54	P
Cathy Kane	\$14,560.26	P	Renee Caldwell	\$20,170.00	P
Cheryl Barron	\$28,397.00	P	Samuel Welch	\$6,332.01	P
Christina Sicard	\$5,823.50	P	Sandra Svenson	\$5,640.24	P
Christine Gammell	\$5,892.81	P	Sarah Burks	\$25,793.00	P
Claudia Ewing	\$20,974.00	P	Sarah Hoover	\$27,188.00	P
Cynthia Ruschioni	\$24,863.00	P	Sheryl Beland	\$18,341.03	P
Danielle Berger	\$20,974.52	P	Susan Berger	\$20,820.00	P



Susan Kalagher	\$22,477.00	P	Eric Sifert	\$68,315.00	T
Tanya Leblanc	\$24,018.00	P	Gary Caouette	\$34,157.50	T
Tracy Fluet	\$10,239.54	P	Gerard Jones	\$63,080.00	T
Wendy Wilder	\$23,482.00	P	Gregory Barry	\$83,091.06	T
Kelly Hansen	\$11,201.73	P/E	Gregory Secino	\$62,581.00	T
Lori Decosta	\$6,082.74	P/E	Gretchen Moorman-Smith	\$68,315.00	T
Mandie Sullivan	\$29,036.50	P/E	Heidi Hertel-Therrien	\$68,315.00	T
Linda McClenahan	\$52,505.60	R	Jaclyn Couture	\$56,538.00	T
Aimee Cote	\$59,982.00	T	Jana Harrison	\$50,064.80	T
Alana Archangelo	\$54,951.00	T	Jane Leamy	\$64,523.00	T
Amy Kendall	\$62,581.00	T	Jane Stafford	\$68,315.00	T
Amy Phillips	\$61,615.00	T	Jared Quinn	\$65,181.00	T
Amy Stukuls	\$68,315.00	T	Jason Young	\$65,181.00	T
Ann Thornburg	\$41,450.00	T	Jean Correia	\$67,986.00	T
Anne Banning	\$64,523.00	T	Jean Girouard	\$68,315.00	T
Anne Cariglia	\$51,415.00	T	Jennifer Collins	\$44,374.85	T
Anthony Gleason	\$75,060.00	T	Jennifer Jensen	\$56,538.00	T
Audrey Phelps	\$64,523.00	T	Jennifer Perkins-Cote	\$45,771.05	T
Barbara Marshall	\$68,315.00	T	Joann Mossman	\$71,018.00	T
Beth Arsenault	\$42,920.00	T	John Decicco	\$75,060.00	T
Bonnie Leary	\$68,315.00	T	John Losordo	\$57,511.00	T
Brenda Giannetti	\$57,511.00	T	Joy Weiss	\$62,687.00	T
Brett Duncan	\$55,922.00	T	Judith Cummings	\$68,315.00	T
Brian Beaudoin	\$64,523.00	T	Juliana Fredette	\$64,523.00	T
Brian Sargent	\$84,157.80	T	June Lantry	\$68,315.00	T
Carol-Ann Fitzgerald	\$68,315.00	T	Karen Fortin	\$63,080.00	T
Carolyn Tobia	\$68,315.00	T	Karen Perrett	\$63,080.00	T
Caron Goodwin	\$62,691.00	T	Katherine Bennett	\$68,315.00	T
Carrie Marion-Cox	\$65,181.00	T	Kathleen Bastille	\$64,523.00	T
Charlotte Moran	\$63,080.00	T	Kathleen Grossman	\$68,315.00	T
Cori Litalien	\$47,290.00	T	Kathryn Miville	\$75,060.00	T
Craig Cucchiara	\$49,305.00	T	Katrina Gaidanowicz	\$57,511.00	T
Cynthia Cringan	\$68,315.00	T	Kellie Robichaud	\$68,315.00	T
Cynthia Jackson	\$62,581.00	T	Kelly Lamberto	\$27,771.50	T
Cynthia Robbins	\$64,523.00	T	Kelly Seager	\$65,181.00	T
Dana Altobelli	\$71,018.00	T	Kenneth Jepson	\$68,315.00	T
Daniel Dufour	\$51,176.00	T	Kerry Volke	\$51,415.00	T
Daniel Macconnell	\$12,709.93	T	Kevin Hart	\$77,213.00	T
Danielle Kasprzak	\$57,511.00	T	Kimberly Normile	\$64,523.00	T
David Lantry	\$68,315.00	T	Kris Demoura	\$65,181.00	T
Debra Fleck	\$71,018.00	T	Kris Lucander	\$63,080.00	T
Debra Perrett	\$68,315.00	T	Kristi Disalle	\$54,561.00	T
Diane Davolio	\$58,178.00	T	Kristin Belkin	\$62,581.00	T
Diane Erickson	\$77,213.00	T	Kristin Burke	\$68,315.00	T
Donna Crowley	\$75,060.00	T	Laura Rainville	\$68,315.00	T
Doris Matthews	\$68,315.00	T	Lauren Jones	\$43,892.00	T
Douglas Potter	\$46,869.00	T	Laurie Lenart	\$53,619.00	T
Edwin McCaffrey	\$45,771.05	T	Laurie Munroe	\$60,160.00	T
Elizabeth Clabaugh	\$63,080.00	T	Laurie Rheault	\$65,181.00	T
Elizabeth Foster	\$77,213.00	T	Lawrence Szalay	\$53,619.00	T
Elizabeth Lilly	\$75,060.00	T	Leanne Roy	\$64,244.00	T
Elizabeth Woollacott	\$53,619.00	T	Leeann Lamsa	\$77,213.00	T
Eric Dawley	\$58,178.00	T	Linda Daniels	\$68,315.00	T

Linda Jengo	\$63,080.00	T	Robert Myette	\$68,315.00	T
Linda Perla-Mullins	\$77,213.00	T	Robin Murphy	\$68,315.00	T
Lori Shattuck	\$68,315.00	T	Russell Foster	\$64,523.00	T
Lynne Courtemanche	\$65,278.00	T	Ruth Crowley	\$71,018.00	T
Madonna Larson	\$68,315.00	T	Ryan Lambert	\$48,968.00	T
Margret Richard	\$36,679.63	T	Sandra Fowke	\$42,920.00	T
Mark Nevard	\$68,315.00	T	Sarah Duncan	\$51,415.00	T
Mary Gagnon	\$68,315.00	T	Sharon Decicco	\$60,160.00	T
Mary Laroche	\$63,080.00	T	Shirley Griffin	\$52,580.99	T
Mary Kate Romano	\$65,181.00	T	Stacie Brown	\$68,315.00	T
Maureen Vanderhoof	\$64,523.00	T	Sue Brogan	\$58,648.00	T
Melissa Martin	\$75,060.00	T	Susan Alario	\$51,176.00	T
Michael Fitzgerald	\$77,213.00	T	Theresa Barry	\$57,511.00	T
Michaelina Quarella-Nussey	\$68,315.00	T	Theresa Gusek	\$71,018.00	T
Michele Feinsilver	\$75,060.00	T	Theresa Miller	\$68,315.00	T
Michelle Faneuff	\$31,684.30	T	Thomas Erickson	\$75,060.00	T
Michelle Rogalski	\$41,450.00	T	Tiffany Davis	\$54,297.55	T
Nancy Bacon	\$34,157.50	T	Timothy Douglas	\$63,080.00	T
Nancy Gera	\$71,018.00	T	Tracy Jette	\$63,080.00	T
Nancy Morgan	\$68,315.00	T	Troy Berg	\$46,869.00	T
Pamela Terry	\$52,144.80	T	Vivian Killoran	\$71,018.00	T
Patricia O'Brien	\$64,523.00	T	Wendy Leblanc	\$68,315.00	T
Paula Parker	\$71,018.00	T	Wendy Thomas	\$71,018.00	T
Paula Stefanakos	\$68,315.00	T	William Manser	\$75,060.00	T
Peter Romano	\$68,315.00	T	Zachary Hertel-Therrien	\$35,232.50	T
Philip Hanno	\$71,018.00	T	John Paaanen	\$27,927.35	T/P
R Lincoln Stiles	\$90,372.00	T	Marc Theriault	\$48,677.16	T/P/E
Randall Jepson	\$63,080.00	T	Kenneth Caron	\$10,000.00	U
Rebecca Brogna	\$43,892.00	T	Virginia Koski	\$57,200.00	X
Regina Deaver-Whittier	\$68,315.00	T	Frank Vargo	\$77,213.00	Y
Robert McGowan	\$12,338.40	T	Richard Judah	\$77,213.00	Y

A=Administrator

B=Payroll/Benefits

C=Custodial

D=Admin. Assistant

E=Extended Day

F=Cafeteria

G=Guidance

GR=Grants Assistant

H=Speech Pathologist

I=In-House Supervisor

K=Groundskeeper

L=Librarian

M=Maintenance

N=Nurse

O=Accountant

P=Paraprofessional

R=Personnel/Grants

T=Teacher

U=Treasurer

X=Registrar

Y=Psychologist

## Annual Report of the Capital Planning Committee

The committee consists of the following voting members: Chair- Jeff Schutt (citizen at large), Vice- Chair- Michael Morin, (citizen at large) Secretary-Keith Harding, (representing advisory board), Laila Michaud (representing board of selectmen). The committee also consists of the following ex-officio members: Donna Allard (town accountant), Melody Gallant (treasurer/collector) and Karen Murphy (town administrator).

The purpose of the committee is to study capital (tangible assets and projects) spending requests with a dollar value greater than \$15,000. The committee is charged with preparing annual capital spending recommendations to be submitted to the board of selectmen and advisory board and to be published in the advisory board booklet. The committee is also charged with developing a long range capital plan of at least five years.

### Annual Town Meeting May 7, 2011 Capital Planning Committee Recommendations Fiscal Year 2012

Department	Project	Total Estimated Expenditures	Proposed Funding Sources						
			Raise & Appropriate	Building Maint Stabilization	Capital Equip Stabilization	Technology Stabilization	Ambulance Receipts Rsrvd	Water Enterprise	Sewer Enterprise
Department of Public Works	Road Maintenance	500,000	500,000						
Department of Public Works	Pickup Truck	31,000			31,000				
Department of Public Works	Fuel Pump and Fuel Mgmt System	30,000			30,000				
Department of Public Works	(250) Water Meter Replacements	50,000						50,000	
Department of Public Works	Front Garage Rear Roof/Highway Barn	20,000		20,000					
Department of Public Works	Water/Sewer CIP Program/Rate Study	15,000						7,500	7,500
Fire Department	Purchase of 2nd Ambulance	185,000					185,000		
Police Department	(2) Police Cruisers	78,000	78,000						
Police Department	(6) Digital Video Recorders	57,000				57,000			
Police Department	(20) Portable Radios/Equipment	50,000				50,000			
Public Buildings	Upgrade Telephone System/Town Hall & Public Safety Bldg	35,000				35,000			
Public Buildings	Computer Hardware/Software Upgrades	25,000				25,000			
School Department	Meetinghouse School/Generator & Freeze Stat Vent	42,500		42,500					
School Department	Overlook 8th Grade Lockers/Oakmont Turf Field Fencing/Backstops	33,882			33,882				
	<b>Totals</b>	<b>1,152,382</b>	<b>578,000</b>	<b>62,500</b>	<b>94,882</b>	<b>167,000</b>	<b>185,000</b>	<b>57,500</b>	<b>7,500</b>

## **Animal Control**

### **Animal Control Officer:**

July 2011 represents the completion of two full years that we have regionalized our Animal Control Services with the Town of Ashburnham. Chief Larry Barrett from Ashburnham and I began meeting to analyze the services that are provided under the agreement to determine if they meet the needs of both communities.

The Animal Control Section provides quality enforcement pertaining to public safety, animal control and animal welfare. Our animal control officer is a highly trained, experienced, certified professional.

Animal Control investigates animal abuse and responds to a variety of citizen requests for service. Services include: restraining law enforcement, regulating barking dogs, regulating vicious/dangerous dogs, dog licensing, rabies control, bite quarantines and dead animal removal.

The Animal Control Section falls under the Westminster Police Department.

You may obtain a dog license from the Westminster Town Clerk's Office by furnishing a certification of rabies vaccination and paying the license fees. No tag will be issued unless there is proof that a licensed veterinarian has vaccinated the dog against rabies.

The licenses are available to be purchased any time after January 1 and must be purchased prior to March 31.

Each unneutered or unspayed dog \$10.00

All others \$15.00

By law, dogs that are four (4) months or older must be inoculated against rabies by a licensed veterinarian. For more information regarding low cost rabies clinics, call 978-874-2933.

### **What to Do About Loose Animals**

First try talking with the owner of the dog(s). Should the problem continue, contact the Animal Control Office to report the problem. The Animal Control Officer is unable by law to take any action unless he/she witness' the incident. The officer on patrol will log the information provided for future reference. Just because the officer cannot take immediate action does not mean that nothing can be done. You can take action by making an application for the violation of this section at the Gardner District Court Clerk Magistrate's Office.

### **Be a Responsible Pet Owner**

Comply with the law and think about your neighbors. Make sure your pets' rabies vaccinations are up to date and that your pet has his/her license attached to his collar. And remember, just because there is no leash law in the Town of Westminster, doesn't mean that your neighbor wants you dog in his/her yard. The Town does have a restraining law.

## Emergency and After Hour Calls

Animal Control responds to calls after hours for emergencies only. It is an emergency if a domestic, farm, or wild animal is threatening the life or safety of a human. If an animal is injured and the owner can be located, then the care of the animal is the owner's responsibility. To report emergencies after hours please call the Westminster Police Department at 978-874-2933 or 911.

## Why Is It Important to Spay or Neuter Your Pet

The answer is simple. Every year there are about 30 million puppies and kittens born in the United States. Unfortunately, 4 to 6 million of those adoptable animals are euthanized **every year** because no one will give them a good home. Many unwanted animals suffer terribly without shelter, good food, and worst of all -- a loving human companion. Nationwide, animal shelters report that they take in over 10 MILLION animals every year -- far more than they can possibly adopt out to good owners.

Did you know that a single, unsplayed female cat, her mate and all their offspring can produce, on average, over 1.5 MILLION kittens in as little as 9 years? The good news is that pet overpopulation is a problem that YOU can do something about if you want to end this tragedy. Talk to your vet about spaying and neutering your pet. Prevent a litter and be a part of the solution to the problem.

## Spaying and Neutering is good for Your Pet

It is a fact that spayed and neutered pets live longer, healthier lives. In fact, spaying and neutering can eliminate or reduce the incidence of a number of health problems that can be difficult to treat once they occur. Such health problems include uterine or ovarian cancer, animal breast cancer, testicular cancer, and prostate disease. Spaying a female eliminates its heat cycle and thereby reduces nervous behavior in the female.

It is very common for the pet to become a more affectionate companion following spaying or neutering. Bad behavior (such as biting, fighting, or running away) and temperament problems are less likely to occur.

## Pet Population Control is a Community Responsibility

Communities spend millions of tax dollars every year to control unwanted animals. Animal control officers commonly have to deal with irresponsible breeding which contributes to the problem of dog bites and attacks on people and other animals. Stray pets get into trash containers, defecate in public areas or on private lawns, and frighten or anger people who have no understanding of their misery or needs. Some stray animals also scare away or kill birds and wildlife. A responsible community teaches children the true meaning of responsible pet ownership and love by making sure that all dog and cat pets are sterilized to prevent the birth of more homeless animals.

There is one more thing that you can do as a concerned citizen in your community: **Adopt a homeless pet.** Adoptable pets at your local animal shelter make the best companions you can ever imagine and will likely bring much joy to your life.

## When Should a Pet Be Spayed or Neutered?

Pets can become capable of reproduction as early as 6 months of age. That is why pets should be spayed or neutered by age 6 months. Sterilization can safely be done before that age, as endorsed by the American Veterinary Medical Association. The chief veterinarian of the Humane Society of the United States recommends 4 months as ideal. Older pets can safely be sterilized as well. It should be emphasized that animal sterilization is a routine procedure and does not cause the pet pain or stress. Most pets recover from the procedure within a day.

For more information about spaying and neutering pets you can visit the Human Society of the U.S. at: <http://www.hsus.org>.

The following is a breakdown of Animal complaints:

ANIMAL COMPLAINT:	Total:	303
ANIMAL PROBLEMS:	Total:	81

Grand Total: 384

## Approximate number of dogs licensed

Westminster:

Year 2008: 1,255

Year 2009: 1,268

Year 2010: 1,287

Year 2011: 1,297

The Animal Control Department also falls under the control of the Police Department. Mark Ransom has been providing this service for the past year. I would like to thank Eula Bradley for her many years of service to the Town and wish her luck in her new endeavors.

The animal control officer works closely with the Town Clerk to ensure all dogs are licensed annually and have received their proper vaccinations. I would like to publicly commend our Animal Control Officers for their devotion and professionalism.

Respectfully submitted,  
Chief Salvatore Albert



# INDEX

Agricultural Commission .....	154
Animal Control Officer .....	180
Appointed Officials .....	5
Board of Assessors .....	123
Board of Health .....	70
Board of Selectmen .....	11
Board of Zoning Appeals .....	125
Building Department .....	64
Capital Planning Committee .....	179
Cemetery Commission .....	153
Conservation Commission .....	144
Constables Report .....	33
Council on Aging .....	148
Crocker Pond Committee .....	156
Cultural Council .....	151
Elected Officials .....	13
Emergency Management .....	54
Fire Department .....	44
Forbush Memorial Library .....	126
Hager Park .....	145
Historical Commission .....	147
Liquor Commission .....	155
Master Plan Committee .....	69
Memorial Committee .....	157
Open Space Committee .....	158
Parks & Recreation .....	159
Planner/Planning Board .....	66
Police Department .....	34
Public Works (Highway, Water, Sewer & Solid Waste) .....	60
School Report -	
Ashburnham-Westminster Regional School District .....	161
Meetinghouse/Westminster Elementary School .....	170
Montachusett Regional Vocational Technical School .....	128
Oakmont Regional School District .....	165
Overlook Middle School .....	168
Senior Center Building Committee .....	148
Town Accountant .....	78
Town Clerk .....	15
Vote Taken at Special Town Meeting, March 1, 2011 .....	16
Vote Taken at Annual Town Election, April 26, 2011 .....	17
Vote Taken at Special Town Meeting, May 7, 2011 .....	19
Vote Taken at Annual Town Meeting, May 7, 2011 .....	20
Vote Taken at Special Town Meeting, May 17, 2011 .....	30
Vote Taken at Special Town Meeting, November 15, 2011 .....	30
Town Collector .....	112
Town Treasurer .....	109
Aggregate Annual Remuneration of Town Employees .....	116
Tree Warden .....	143
Veterans' Services .....	152