



Town of Westminster Annual Report 2012

**IN MEMORIAM
RONALD S. BEDARD
1935-2012**



Ron Bedard was born at the Lucy Helen Hospital in Fitchburg, MA on November 25, 1935. His parents were Ernest & Bertha Bedard, and he was the oldest of five children. He lived in Fitchburg until he joined the U.S. Air Force in 1954, and spent the next four years stationed at military bases in New York, Kansas, Alaska, and Libya.

After the service Ron earned a degree in Mechanical Engineering from Worcester Junior College. He then went to work for General Electric as a Mechanical Engineer, spending his entire working career in the Steam Turbine Division in Fitchburg. It was while attending college that he met Julie LeBlanc. They married on August 26, 1961 at St. Joseph's Church in Fitchburg, and celebrated their 50th

Anniversary in 2011 surrounded by family and friends. Ron and Julie moved from Fitchburg to Westminster in 1977 so their four children could attend the Westminster/Ashburnham school system. Nancy, Peter, Keith, and Mark were all raised at 11 North Common Road, and all went on to complete college educations upon graduation from Oakmont, a fact that brought Ron immense pride.

Ron was active in the community, serving for more than 20 years on the Westminster Advisory Board. In his retirement years he was a consultant for Argo International, where he was considered a national expert on single stage turbine engines. He was always ready to lend a hand on any woodworking project at St. Edward's, and maintained the signage at the church for many years.

He enjoyed skiing, fishing, and traveling, and was never happier than when he was sharing his engineering, construction, and carpentry skills with his family and friends. Ron was always ready to lend a helping hand with anyone's projects, especially for his sons and daughter. He especially loved spending time with his children, grandchildren, and other family and friends through most of his final days.

Ron will be remembered by all who knew him as a true gentleman in every sense of the word. As a highly respected member of the Westminster community, his presence around town will be sorely missed.



**IN MEMORIAM
EDWARD JOSEPH DUBE
1929-2012**

Growing up in Westminster, Ed attended school here till his junior year when he dropped out. He worked in a furniture factory for a year, until his older co-workers convinced him that his decision to quit school was not a smart one; he returned to complete his education. That determination, ambition and exemplary enthusiasm became a strong characteristic in Ed for the rest of his life.

After his retirement from the army Ed received his Associate's Degree from MWCC and a USA Federal Communications Commission General Radiotelephone Operator License.

From 1948 to 1950 he worked for the Westminster Highway Department, and was a volunteer for the Cemetery and Fire Departments. On October 10, 1950 he joined the US Army and retired as a First Sergeant on July 31, 1972. During his service to our country, he fought in the Korean War and two years in the Vietnam War; the first year in combat and the second in an advisory position. He earned the Bronze Star with "V" device, two Purple Hearts, a Master Parachutist Badge and the Army Commendation Medal (First Oak Leaf Cluster), among many others.

Following his retirement, Ed immediately returned to serving the Town of Westminster as a Police Officer until June 30, 2000. He was a member of the Westminster Council on Aging, the Westminster Liquor Commission and the Montachusett Area Regional Transportation Advisory Board. He served one year as a Past Commander of the Westminster VFW Post and was the Town's Veterans' Agent at the time of his passing. For many years, Ed proudly led the Veterans in the annual Memorial Day Parade.

Friends and relatives agree that Ed rarely discussed the many items of recognition he received throughout his military service. He was a decent, kind and courageous warrior. As his ex-commander Colonel Larry Redmond stated, "Ed was one of those rare people one meets along life's path who leaves a memory that one could never forget."



IN MEMORIAM
John L. "Jack" Dube
1944-2012

John L. "Jack" Dube was born and raised in Fitchburg, the eldest son of Louis and Gertrude (Richards) Dube. Jack attended St. Joseph Elementary School and was a graduate of Saint Bernard's High School class of 1961. He was married to Anita (Langlois) at Sacred Heart Church, Fitchburg in 1966.

Jack lived in Westminster since 1972, after building a house on Davis Road for his wife and two daughters, Jennifer and Justine. Both daughters graduated from Westminster Elementary and Oakmont Regional Jr. Sr. High School.

Jack was dedicated to creating a better community for his family; he was active in local civic and political committees, including 14 years on the Ashburnham-Westminster School Committee (1976-1989), ten of those years as Chairman, and more recently, as a member and Chairman of the ORHS Building Renovation Committee.

Jack was a charter member of the Montachusett Area Rotary Club. He served as club President (1986-87) and as Sergeant-at-Arms. He received three Paul Harris Fellow Awards and three Rotarian of the Year awards during his 28 years of perfect attendance. He embodied Rotary International's "Service above Self" motto. Jack was also a third degree knight in the Knights of Columbus #99 and a life-time member of the Lodge of Elks #847, both in Fitchburg.

In addition to his civic and charitable interests, Jack loved home renovation projects, renovating homes in Westminster, Ashburnham, Fitchburg, and Harvard, tending to his ever-expanding home gardens, and traveling the U.S. to learn about bourbon and attend NASCAR races.

Jack had a successful career as an independent manufacturer's representative, to design and sell paperboard packaging; working for the last 25 years with Boutwell Owens & Company in Fitchburg. He was proud to design several boxes for Westminster Crackers from the day the business re-opened in Rutland, VT.

Jack continued to live his life to the fullest, in the unique ways that only Jack could, during his final year. He started and finished several home-renovation projects, and traveled extensively to see family and friends. He worked daily and attended his civic events regularly still smiling and making everyone around him feel great to have known him.



IN MEMORIAM
RICHARD HARRIS LAWRENCE, JR.
1928-2012

Dick Lawrence, who lived in the old farmhouse at 34 Carter Road for nearly 60 years and who was an active participant in town life and affairs, passed away on November 6, 2012.

A naturalist by avocation and long-time Audubon Society and Sierra Club member, Dick will be remembered for his nearly encyclopedic knowledge of local wildflowers, trees, plants and birds. He could cite botanic English and Latin names, classifications, qualities, and the use to which a plant was put by the early settlers or native tribes. He could identify bird species by their call and was especially pleased by the return of a wild turkey population in the town. In his later years, he allowed his extensive vegetable garden to go wild, replaced in the summer by waves of blue and purple lupines.

Throughout Dick's life he served on many boards and committees including the Red Cross, the Regional High School Committee, the 4-H garden club, 1st Police Dept. Building Committee, Post Office Advisory Committee, as treasurer of the Republican Town Committee, and as a fundraiser for the Forbush Library, Christ Church Fitchburg, and Phillips Academy Andover. He regarded the Forbush as key to the cultural life of Westminster, and served there in retirement as a clerk, often sporting a bow tie behind the circulation desk. Dick was a staunch supporter of Westminster joining the Montachusett Regional Vocational Technical School. He felt strongly that each student has the opportunity to develop themselves to their full capacity.

Dick was born in Fitchburg and graduated from Phillips Academy in Andover in 1946 and received his bachelor's degree in chemistry from Amherst College in 1950. After college, he was a product manager of machine knives with Simmons Saw & Steel, in which capacity he traveled all over the country. An expert in wood, he was then engaged in the wholesale lumber business, being president of both Lawrence and Klein Lumber Co. and most recently Dick Lawrence Lumber Co. He also served as past president of the New England Wholesale Lumbermen's Association.

He leaves his wife of 60 years, Elaine M. (Wenzel), three sons Richard H. III and his wife Jian Yang, Roger W. and his wife Sarah Lyon, John C. and his wife Tracy Lawrence, and eight grandchildren whom he loved very much.



IN MEMORIAM
MICHAEL ZAPANTIS, Ed. D.
Superintendent of Schools ~ Devoted Educator
1949-2012

Dr. Michael Zapantis served as Superintendent of Schools with the Ashburnham-Westminster Regional School District from 2003-2011.

Born in Salem, he was the son of the late Thomas and Ethel (Alexopoulos) Zapantis. He grew up in Salem and graduated from Salem High School. He then graduated from the University of Massachusetts at Amherst with a degree in biology and received his Master's from Boston State College which later became UMass Boston. In 2000, Michael earned his Doctorate in Educational Leadership from NOVA Southeastern University.

Passionate about education, Michael began his 24 year career in Beverly 1974 teaching biology and advanced to Curriculum Coordinator and K-12 Director of Mathematics, Science and Technology for Beverly Public Schools, 1996-1998. He served an interim post as Statewide Science Coordinator for the Massachusetts Department of Education from 1993-1996. He later served as Deputy Superintendent for the Pittsfield Public Schools in Pittsfield, MA from 1998-2001, Superintendent for the South Hadley Public Schools from 2001 to 2003 and completed his administrative career as Superintendent with the Ashburnham-Westminster Public Schools.

While in Ashburnham-Westminster, Michael enjoyed spending time getting to know the communities he served and relished his accomplishments in this role. From attending football games, to supporting innovative curriculum in the district, championing the new turf field at Oakmont, working diligently to acquire the necessary funding to get a new Briggs Elementary School built and helping found the Ashburnham-Westminster Foundation for Academic Excellence, Michael cherished his work in this community and it was clear that education was always a priority to him. He was also a member of the Ashburnham-Westminster Rotary Club where he took pride in forging relationships with the community which he truly enjoyed serving.

Upon retirement from the Ashburnham-Westminster School District, he continued his love for education and mentoring by serving as an instructor at the American International College to candidates seeking high level positions in education administration, and also part of a team of consultants developing strategic plans for several school districts.

Michael enjoyed sports and followed the Patriots and Red Sox. He traveled to Florida in winters, enjoyed maintaining and improving his properties and was a member of the Salem Landlord Association. Michael's even temperament, kind manner, willingness to help the people he worked with be successful in their positions and his thoughtful approach to life are the traits for which he will be remembered. He treasured his time spent with family and friends the most, and will be dearly missed by all he touched.

Term Expires

Board of Selectmen Appointments:

* Denotes Chairman

Affordable Housing Committee	Paul	Aldrich	
	Marie	Auger	
	Joseph	Macchia	
	Brenda	Rufiange	
	Ralph	Wegener	
Ag. Com. Jury Committee	Dean	Johnson	
	Al	Magane	
	Laila	Michaud	
	Ann	Patsis	
	Sheryl	Vaillette	
Agricultural Commission	M.L.	Altobelli*	6/30/2014
	Andy	Hertel	6/30/2013
	Dean	Johnson	6/30/2014
	Ann	Patsis	6/30/2015
	Steve	Robinson	6/30/2015
Agricultural Commission - Alternate	Patricia	Glover	
	Susan	Nickerson	
Artifacts Committee	Elizabeth	Hannula	
	Leola	Leger	
	Jessica	Leger*	
	Martha	Rainville	
	Robert	Sampson	
Board of Registrar	Roger	Gerard	6/30/2013
	Sharon	Halloran	6/30/2015
	Denise	MacAloney	
Cable Advisory Committee	John	McCall	6/30/2014
	David	Monty	6/30/2015
	Bill	Ewing	6/30/2015
Capital Planning Committee	Michael	Morin	
	Steve	Rocheleau	
	Donna	Allard	
	Melody	Gallant	
	Karen	Murphy	
	Keith	Harding*	
	Jim	DeLisle	
	Joseph	Flanagan	
Conservation Commission	Daniel	Bartkus*	6/30/2013
	Gregg	Buckman	6/30/2014
	Robert	Gendron	6/30/2013
	John	Regan	6/30/2015
	Tim	Sheehan	6/30/2013
Council on Aging	Gary	Smith, Jr.	6/30/2015
	Don	Barry*	6/30/2015

Council on Aging	Louise	Garland-Wheelen	6/30/2014
	Evelyn	Giammalvo	6/30/2014
	William	Antoniatic	6/30/2013
	Shirley	Lombard	6/30/2015
	Neysa	Miller	6/30/2014
Crocker Pond Rec. Area Comm.	Kimberly	Russell	6/30/2015
	Kathleen	Brennan	6/30/2015
	Heather	Billings	
Cultural Council	Valerie	Antoniatic	6/30/2013
	Karen	Brighenti*	6/30/2015
	Mary	Dunn	6/30/2015
	Juliette	Bedard	6/30/2014
	Marta	Klemetti	6/30/2013
	Nancy	Sampson	6/30/2015
	Sandra	Thibodeau	6/30/2014
	Susan	Yraola	6/30/2013
Economic Development Committee	Norma	Hales	
	Joe	Serio*	
	Richelle	Brown	
	William	Taylor II	
	Jeff	Crowley	
	Joe	Flanagan	
	Heather	Billings	6/30/2015
Energy Advisory Committee	Douglas	Hurley*	6/30/2015
	Kevin	Keena	6/30/2015
	Kerry	Koskinen	6/30/2015
	Elizabeth	Hannula	
Historic District Study Committee	Joan	Longcope	
	Karen	Sargent	
	Peter	Yraola	
	Roni	Beal	6/30/2015
Historical Commission	Elizabeth	Hannula	6/30/2013
	Joan	Longcope*	6/30/2013
	Laurie	Tarr Ellsworth	6/30/2014
	William	Waight	6/30/2014
	Sam	Albert*	
Home Heating Assistance Committee	Tom	Connell	
	Susan	Fisher	
	Betty	Kazan	
	Gene	Sorbo	
	Peter	Munro	6/30/2013
IDC	Nick	Langhart	
Insurance Advisory	Jason	Tamulen	
	Phil	D'Entremont	
	Peter	Martineau	
	Patty	Driscoll	

Insurance Advisory	Sam	Albert	
	Jeannine	LaCoss	
	Darlene	Boucher	
Liquor Commission	Michael	Denzer	6/30/2015
	Gary	McDonald*	6/30/2014
	Allison	Streeter	6/30/2013
MART Advisory Board	Louise	Garland-Wheelen	6/30/2013
	M.L.	Altobelli	
Master Plan Committee	Dean	Johnson	
	Mike	Gallant	
	Heather	Billings	
	Ted	Fiffy	
	Linda	Wiest	
	Laila	Michaud	
	Dan	Bartkus	
	Scott	Ryder	
	Heather	Billings	
	Richelle	Brown	
	Mike	Fortin*	
	William	Taylor	
	Donna	Brownell	
	Lois	Luniewicz	
Memorial Committee	Stan	Skamarycz	
	Walter	Taylor	
	Sammi	Dawley	
	Laurie	Tarr Ellsworth*	
	Mike	O'Brien	
Memorial Committee	Michael	Fortin	
MOC Ashburnham Representative	Nicholas	DeSimone	6/30/2013
Old Town Hall Needs Assessment Committee	Chris	Mossman	
	Betsy	Hannula	
	Brett	Pinkerton	
	Laurie	Tarr-Ellsworth	
	Tom	Connell	
	Andy	Hertel	
	Beth	Donfro	
	Richelle	Brown	6/30/2014
Open Space Committee	Donna	Brownell	6/30/2014
	Joshua	Schonborg	6/30/2014
	Joseph	Flanagan	
	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	6/30/2015
	Andrew	Sears*	6/30/2015

	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	Vance	Butterfield	6/30/2013
	Lorraine	Emerson	6/30/2015
	Scott	Ryder	6/30/2014
Resource Mgt. Plan Committee	Heather	Billings	
Sick Leave Bank Committee	David	Monty	
	Karen	Murphy	
	Ralph	LeBlanc	
	Wayne	Walker	
	Darlene	Boucher	
	Stephen	Hemman	
	Angie	Holcomb	
Solid Waste Advisory Committee	Vance	Butterfield	
	John	Fairbanks	
	Ed	Simoncini	
	Wayne	Walker	
	Lorraine	Emerson	
Senior Center Building Committee	William	Antoniac	
	Peter	Normandin	
	Don	Barry*	
	Daniel	Stango	
	Kevin	Keena	
	Jim	Moriarity	
	Keith	Harding	
	Laila	Michaud	
	Neysa	Miller	
Tree Warden	Joshua	Hall	6/30/2013
Veterans' Graves Officer	Mark	Landry	6/30/2013
Veterans' Services Agent	Stan	Herriott	6/30/2013
Wachusett Mtn. Advisory Council	William	Wintturi	6/30/2013
Wachusett Mtn. Advisory Council Alt.	Chris	Mossman	6/30/2013
Weighers, Sealers & Measurer of Com.	Jason	Tamulen	6/30/2013
Zoning Board - Associate	John	Bowen	6/30/2013
Zoning Board - Member	Donald	Frigoletto, Jr.*	6/30/2014
	Matthew A.	Kotoski	6/30/2015
	Peter	Romano	6/30/2015

Assistant Animal Control Officer	Amanda	Morrissey	6/30/2013
	Andrea	Bergeron	6/30/2013
	Mark	Ransom	6/30/2013
	Monica	Kleber	6/30/2013
Assistant Inspector of Wiring	Richard	Cannavino	6/30/2013
	Harry	Parvianen	6/30/2013
Ass't. Insp. of Plumb. & Gas Piping	Wayne	Little	6/30/2013
Ass't. Veterans' Services Agent	Phillip	Buso	6/30/2013
Building Commissioner	Michael	Gallant	6/30/2013
Election Officials	Valerie	Antoniatic	6/30/2013
	Celia	Burgess	6/30/2013
	Claudette	Casey	6/30/2013
	Brenda	Codding	6/30/2013
	Theresa	Grenier	6/30/2013
	Albert	Hughes	6/30/2013
	Gloria	Hughes	6/30/2013
	Constance	Kotoski	6/30/2013
	Laila	Michaud	6/30/2013
	Gilbert	Parks	6/30/2013
	Joan	Parks	6/30/2013
	Kathy	Pelullo	6/30/2013
	Barbara	Parsons	6/30/2013
	Susan	Yraola	6/30/2013
Emergency Management	Charles	Clarkson	6/30/2013
	Jeffrey	Curtis	6/30/2013
	Bill	Leger	6/30/2013
	Pam	Leger	6/30/2013
	Gilbert	Parks	6/30/2013
Fire Chief, Forest Warden & EM Dir.	Brenton	MacAloney	6/30/2013
Insp. of Plumbing & Gas Piping	Tom	Wiinikainen	6/30/2013
Inspector of Wiring	Loring H.	Barrett	6/30/2013
Local Inspector	David	Lantry	6/30/2013
	Peter	Munro	6/30/2013
Part Time Police Officer	Nicholas	Auffrey	6/30/2013
	Kevin	Boucher	6/30/2013
	Steven	Couture	6/30/2013
	Matthew	Espie	6/30/2013
	Jeffrey	Giles	6/30/2013
	Nathan	Hawkins	6/30/2013
	Andrew	Loescher	6/30/2013
	Joseph	Picariello	6/30/2013
Town Accountant	Donna	Allard	6/30/2013
Town Administrator	Karen	Murphy	6/30/2015
Town Counsel	Kopelman &	Paige	6/30/2013
Full Time Police Officer	Kent	Benson	6/30/2013
	Daniel	Donahue	6/30/2013

Full Time Police Officer	Sgt. Leroy	Hawkins, Jr.	6/30/2013
	Ralph	LeBlanc	6/30/2013
	Lt. Michael	McDonald	6/30/2013
	Richard	Michel	6/30/2013
	Amy	Nelson	6/30/2013
	Nicholas	Auffrey	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	6/30/2013
Police Chief & Special Constable	Salvatore	Albert, Jr.	6/30/2013
Police Matron	Debra	Comiskey	6/30/2013
	Nanette	Pierce	6/30/2013

Town Moderator Appointments:

Advisory Board	James	DeLisle*	6/30/2014
	Burt	Gendron	6/30/2014
	Peter	Normandin	6/30/2013
	Lisa	Rocheleau	6/30/2015
	Brian	Ruland	6/30/2013
	Joseph	Serio	6/30/2015
Personnel Board	M. Clare	Rowland	6/30/2013
	John	Cappellini*	6/30/2014
	Thomas	Connell, Sr.	6/30/2014
	Stephen R.	Hemman	6/30/2013
	Gene	Sorbo	6/30/2015
	Wayne	Walker	
Town Hall Reuse Committee	Walter	Haney*	
	Betsy	Hannula	
	Darlene	Johnson	
	Joseph	Serio	
	Joseph	Flanagan	

Planning Board Appointment:

Montachusett Joint Transportation Committee	Jon	Wyman	6/30/2013
MRPC	Mike	Fortin	6/30/2013

Board of Selectmen, Town Moderator, and Westminster School Committee Appointment:

Monty Tech School Committee Representative	Gary	Candelet	6/30/2014
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BOARD OF SELECTMEN 2012 Annual Report

The Board of Selectmen is pleased to present the following report to the residents of Westminster. Joseph E. Flanagan assumed Chairmanship of the Board in 2012, with Wayne R. Walker serving as Vice-Chairman. Heather M. Billings was elected to the Board in April, replacing Laila M. Michaud, who did not seek re-election.

The Board worked in conjunction with our town boards and departments on a number of initiatives in 2012, with a strong focus on economic development and capital planning matters. In addition to our customary duties, it is the practice of the members of the Board of Selectmen to volunteer as liaison to other boards and committees. This allows us to offer guidance on important issues facing the Town. Board members held the following liaison assignments in 2012:

Capital Planning Committee – Joe Flanagan
Crocker Pond Recreation Area Committee – Heather Billings
Economic Development Committee – Joe Flanagan
Master Plan Committee – Heather Billings
Old Town Hall Needs Assessment Committee – Joe Flanagan
Open Space Committee – Joe Flanagan
Personnel Board – Wayne Walker
Sick Leave Bank Committee – Wayne Walker
Solid Waste Advisory Committee – Heather Billings

PLANNING/ECONOMIC DEVELOPMENT

The Board of Selectmen formed an Economic Development Committee (EDC) in 2012 in recognition of the crucial need to attract new businesses and support and retain existing businesses in Town. The Board is encouraged by the progress made by the EDC. In a short period of time, the Committee has already reached out to existing businesses and has made plans to hold an Economic Development Summit in 2013.

The Board of Selectmen continues to have serious concerns with the proposed construction of a commuter rail layover facility at the Westminster Business Park, most notably with regard to the apparent lack of economic development benefits and the potential negative impact on the surrounding neighborhood. Much time and effort was expended this past year by elected and appointed officials in identifying and evaluating the potential impacts of this project on the immediate neighborhood and the entire Town. The Board has yet to identify any positive impact of such a facility to the residents of Westminster, and has made every effort to assert itself on behalf of the Town to compel the MBTA to provide appropriate mitigation measures. In summary, town officials took the following action in 2012 regarding this project:

- Conducted comprehensive technical reviews and provided comments at the 45%, 60% and 100% design stages of the project;
- Received and accepted the results of a grant-financed peer report commissioned to evaluate the potential impact of the layover station on freight rail service in the Westminster Business Park. The report recommended that the Town request mitigation in the form of the MBTA designing and building a “team track” so that the layover station could indeed be an asset to economic development.

- Commissioned an independent noise study with funds authorized at the May 5, 2012 town meeting; the \$10,000 study projects that the noise resulting from the completed layover facility will exceed DEP requirements and recommends that the Town request mitigation in the form of the MBTA designing and constructing a wall to reduce the noise impact on affected properties.
- Despite the independent findings of the Town's noise study and peer report, the MBTA refused to consider doing anything but perform a post-construction noise analysis. Therefore, the Board of Selectmen formally requested that the Federal Transit Administration, as administrator of the Transportation Investment Generating Economic Recovery (TIGER) grant, obtain concrete answers to the Town's comments and concerns with the project.

(Copies of the Peer Report and Noise Study referred to above are available for review online at www.westminster-ma.gov on the Board of Selectmen's webpage.)

CAPITAL IMPROVEMENTS

Significant progress was made in 2012 toward the construction of a new Senior Center; voters appropriated \$200,000 at the Annual Town Meeting to fund the design of a Center to be located on the 12.4 acre town-owned site at 69 West Main Street. The Selectmen-appointed Senior Center Designer Selection Committee issued a request for qualifications and selected the firm of Reinhardt Associates, Inc. of Agawam MA to provide design drawings. The design for the one-story 7,500 square foot wood-framed building was presented and accepted at the fall Special Town Meeting. The design includes a large multi-purpose room, kitchen, arts and crafts room, game room, lounge, administration office, nurse's office/conference room, and storage areas. An authorization to borrow \$2.5 million for the project was approved at Town Meeting, subject to the passage of a debt exclusion vote; the ballot vote is scheduled for January, 2013.

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The Board encourages residents to utilize the town website at www.westminster-ma.gov. Our website offers up-to-date information on board and committee meetings, allows you to make on-line payments, view local news items and job vacancies, download documents and forms, access the town bylaws, and a wide variety of other departmental information. We also urge the public and our local businesses to subscribe to E-alerts if you would like to receive E-mail notifications of upcoming town events and meetings.

The Board is privileged to represent and serve the residents of our Town. We appreciate your input on all matters concerning the welfare of Westminster. We are sincerely thankful for all the volunteers who serve on our town boards and committees and also gratefully acknowledge the hard work and dedication of our municipal employees.

Joseph E. Flanagan
Wayne R. Walker
Heather M. Billings
BOARD OF SELECTMEN

(The Board of Selectmen meets every other week on Monday evenings at 6:00 p.m. at the Town Hall, with additional meetings scheduled as needed. Meetings are also broadcast live on Cable Channel 9 and are available through video-on-demand on the Ashburnham-Westminster Community Access TV website at www.awcatv.org.)

**TOWN OF WESTMINSTER
Elected Officials
2012**

Moderator-3 yrs		
John A. Bowen	110 Narrows Road	2014
Board of Selectmen-3 yrs		
Joseph E. Flanagan	8 Beech Hill Road	2013
Wayne R. Walker	15 Nichols Street	2014
Heather M. Billings	19 Bacon Street	2015
Board of Health-3 yrs		
Edward J. Simoncini, Jr.	8 Whitney Street	2013
Peter M. Munro	12 Patricia Road	2014
Patricia A. Glover	9 Patricia Road	2015
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		
Robin L. Holm	34 Sunset Road	2013
Darlene Ann Boucher	21A West Hill Drive	2014
Donald L. Frigoletto	16 Notown Road	2015
Library Trustees-3 yrs		
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
Leola M. Leger	8 Kendall Court	2015
Walter M. Haney	164 Worcester Road	2015
Hager Park Commission-3 yrs		
Andrew H. Kaski	63 West Main Street	2013
Timo W. Ojanpera	21 Hager Park Road	2014
Christopher C. Mossman	57 Depot Road	2015
Planning Board-3 yrs		
M. Donald Barry	79 Bathrick 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
Jon C. Wyman	39 Edro Isle Road	2015
Housing Authority-5 yrs		
Brenda M. Rufiange	8 Scenic Drive	2013

Louise M. Wheelen-Garland	27 Colony Road	2014
Peter F. Yraola	15 Bacon Street	2015
State Appointee (Vacant)		2016
Walter C. Taylor	123 Main Street	2017
Constables-3 yrs		
Robert L. Cudak	50 Knower Road	2013
Steven L. Couture	25 Newton Road	2014
Cemetery Commission-3 yrs		
Walter C. Taylor	123 Main Street	2013
Sammi C. Dawley	337 Knower Road	2014
Stanley Skamarycz	50 Edro Isle Road	2015
Regional School Committee (Westminster Members)		
Gwen E. Farley	187 Knower 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
Jeffrey Boudreau	67 North Common Road	2015

ANNUAL TOWN REPORT OFFICE OF THE TOWN CLERK 2012

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

2012 Population	7,765
Births Recorded	48
Deaths Recorded	49
Brought Into Town for Burial	21
Burial Permits Issued	22
Marriage Intentions Recorded	38
Marriage Certificates Recorded	36
Business Certificates Recorded/Renewed	54
Certificates of Registration (Storage Permits)	9
Copies of Vital Records (births, deaths, marriages)	362
Joint Pole Locations Requests	1
Conduit Location Requests	0
Raffle Permits	2

BREAKDOWN OF DOG LICENSES ISSUED

Kennels	6
Male	110
Female	79
Neutered Male	630
Spayed Female	315
TOTAL	1134

MONEY COLLECTED

Sales (Books, Maps, Etc.)	\$ 2,759.00
Fees	22,211.00
TOTAL	\$24,970.00

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 2013 in the Town Clerk's Office.

ELECTION AND REGISTRATION

REGISTERED VOTERS (December 31, 2012)

	Precinct 1	Precinct 2	TOTAL
Democrat	511	515	1026
Republican	424	483	907
Unenrolled	1681	1734	3415
Libertarian	11	9	20
Green-Rainbow	9	5	14
Interdependent 3 rd	2	0	2
Am Independent	1	2	3
Natural Law	2	1	3
TOTAL	2641	2749	5390

MISCELLANEOUS

2012 was an extremely busy year for the Town Clerk's Office. The Presidential Primary in March and State Primary in September were a prelude to the 2012 Presidential Election in November. In November we had record turnout at the polls in addition to a record number of absentee ballots requested and returned. This is the first time we accepted ballots from overseas voters by email and by facsimile.

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.

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. All meeting notices and agendas are also posted on the town's web-site at www.westminster-ma.gov.

Respectfully submitted,

Denise L. MacAloney, CMMC/MMC
Town Clerk

VOTE TAKEN AT PRESIDENTIAL PRIMARY MARCH 6, 2012**DEMOCRAT-89 Ballots Cast
Presidential Preference**

	Precinct 1	Precinct 2	Total
Barack Obama	28	41	69
No Preference	5	7	12
Blanks	2	2	4
Write-In	3	1	4
TOTAL	38	51	89

State Committee Man

	Precinct 1	Precinct 2	Total
Harold P. Naughton Jr.	31	39	70
Blanks	7	12	19
Write-In	0	0	0
TOTAL	38	51	89

State Committee Woman

	Precinct 1	Precinct 2	Total
Mary H. Whitney	34	40	74
Blanks	4	11	15
Write-In	0	0	0
TOTAL	38	51	89

Town Committee

	Precinct 1	Precinct 2	Total
Kimberly D. Brothers-Caisse	26	31	57
Emily R. Bergeron	25	27	52
Celia J. Burgess	26	34	60
Philip N. Burgess	28	35	63
Kenneth D. Marien	23	29	52
Kevin R. Hart	23	29	52
Gregg A. Buckman	25	28	53
Anne M. Fusco	25	29	54
Laila J. Michaud	28	34	62
Kristine A. Haney	23	30	53
Walter M. Haney	23	30	53
Constance M. Dain	23	27	50
Sharon M. Halloran	23	30	53
Joan W. McCall	22	30	52
John J. McCall	23	30	53
Ralph A. Swanson Jr.	27	28	55
Joseph A. Macchia	26	31	57
Patricia Ann Macchia	23	31	54
Peter A. Janhunen	25	30	55
Louise K. Janhunen	22	29	51

Blanks	841	1182	2023
Write-In	0	1	1
TOTAL	1330	1785	3115

REPUBLICAN-672 Ballots Cast
Presidential Preference

	Precinct 1	Precinct 2	Total
Ron Paul	28	47	75
Mitt Romney	217	244	461
Rick Perry	1	3	4
Rick Santorum	33	66	99
Jon Huntsman	0	0	0
Michele Bachman	0	0	0
Newt Gingrich	11	19	30
No Preference	2	0	2
Blanks	0	0	0
Write-In	0	1	1
TOTAL	292	380	672

State Committee Man

	Precinct 1	Precinct 2	Total
Lance D. May	125	136	261
Thomas F. Ardinger	123	167	290
Blanks	43	77	120
Write-In	1	0	1
TOTAL	292	380	672

State Committee Woman

	Precinct 1	Precinct 2	Total
Susan E. Smiley	212	250	462
Blanks	79	128	207
Write-In	1	2	3
TOTAL	292	380	672

Town Committee

	Precinct 1	Precinct 2	Total
Blanks	10216	13283	23499
Write-In	4	17	21
TOTAL	10220	13300	23520

GREEN RAINBOW-6 Ballots Cast
Presidential Preference

	Precinct 1	Precinct 2	Total
Kent Mesplay	0	0	0
Jill Stein	3	2	5
Harley Mikkelsen	0	0	0
No Preference	1	0	1
Blanks	0	0	0

Write-In	0	0	0
TOTAL	4	2	6

State Committee Man

	Precinct 1	Precinct 2	Total
Blanks	4	2	6
Write-In	0	0	0
TOTAL	4	2	6

State Committee Woman

	Precinct 1	Precinct 2	Total
Blanks	4	2	6
Write-In	0	0	0
TOTAL	4	2	6

Town Committee

	Precinct 1	Precinct 2	Total
Blanks	40	20	60
Write-In	0	0	0
TOTAL	40	20	

VOTE TAKEN AT ANNUAL TOWN ELECTION HELD APRIL 24, 2012

A total of 650 voters (Precinct 1-250 and Precinct 2-400) cast ballots at the Annual Town Election. This represents a 12 percent voter turnout (5,327 total voters). The following are the results:

Board of Selectman-3 years

	Precinct 1	Precinct 2	Total
Heather M. Billings	164	272	436
Brian G. Ruland	85	126	211
Blanks	1	2	3
Write-In	0	0	0
TOTAL	250	400	650

Board of Health-3 years

	Precinct 1	Precinct 2	Total
Patricia Glover	193	304	497
Blanks	57	94	151
Write-In	0	2	2
TOTAL	250	400	650

Assessor-3 years

	Precinct 1	Precinct 2	Total
Donald L. Frigoletto	194	293	487
Blanks	55	104	159
Write-In	1	3	4
TOTAL	250	400	650

Library Trustee (two positions)-3 years

	Precinct 1	Precinct 2	Total
Walter M. Haney	182	276	458
Leola M. Leger	181	285	466
Blanks	133	234	367
Write-In	4	5	9
TOTAL	500	800	1300

Hager Park Commission-3 years

	Precinct 1	Precinct 2	Total
Christopher C. Mossman	198	307	505
Blanks	52	91	143
Write-In	0	2	2
TOTAL	250	400	650

Planning Board-3 years

	Precinct 1	Precinct 2	Total
Jon C. Wyman	181	291	472
Blanks	69	108	177
Write-In	0	1	1
TOTAL	250	400	650

Housing Authority-5 years

	Precinct 1	Precinct 2	Total
Walter C. Taylor	197	304	501
Blanks	53	95	148
Write-In	0	1	1
TOTAL	250	400	650

Cemetery Commission-3 years

	Precinct 1	Precinct 2	Total
Stanley V. Skamarycz	201	329	530
Blanks	47	69	116
Write-In	2	2	4
TOTAL	250	400	650

Regional School Committee-Westminster -3 years

	Precinct 1	Precinct 2	Total
Jeffrey W. Boudreau	190	294	484
Blanks	58	104	162
Write-In	2	2	4
TOTAL	250	400	650

Regional School Committee-Ashburnham -3 years

	Precinct 1	Precinct 2	Total
Keith P. Glenny	178	289	467
Blanks	70	108	178
Write-In	2	3	5

TOTAL	250	400	650
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VOTE TAKEN AT SPECIAL TOWN MEETING MAY 5, 2012

The meeting was called to order by Moderator John Bowen at 1:00 pm. The Town Clerk read the Constable's return of the warrant.

The votes taken are as follows:

ARTICLE 1 Voted to transfer a sum of money from free cash to supplement the amount voted under Article 8 of the May 7, 2011 Annual Town Meeting (department operating budgets) as follows:

Dept. 220 - Fire Department (Shift Coverage) \$43,200.00

ARTICLE 2 Voted to transfer \$14,568 from Water Enterprise Retained Earnings to pay a prior fiscal year bill from the City of Fitchburg.

(9/10 vote required)

Unanimous Vote

ARTICLE 3 Voted to transfer \$10,000 from Free Cash to conduct a noise impact assessment for a proposed Layover Facility to be located at the Westminster Business Park off Bartherick Road.

The meeting was adjourned at 1:12 pm.

VOTE TAKEN AT ANNUAL TOWN MEETING MAY 5, 2012

The Annual Town Meeting was called to order at the Westminster Elementary School at 1:14 pm by Moderator John Bowen, following the closing of the Special Town Meeting business. The Constable's return of the warrant was read by Town Clerk Denise MacAloney. Vance Butterfield and Robert Sampson were sworn in as tellers. A total of 165 voters checked into the town meeting.

A vote was taken to give the following non-residents permission to address the Town Meeting: Joshua Hall, DPW Director; Stephen Wallace, Planner; Karen Murphy, Town Administrator; Wibby Swedberg, Board of Health Agent; Ralph Hicks, Superintendent of Schools; Sherri Kersey, School Financial Director; and Tina Lajoie, Monty Tech Business Manager.

Moderator Bowen recognized outgoing Selectman Laila Michaud and newly elected Selectman Heather Billings.

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.

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 the following committee appointed to act on Town affairs: Advisory Board

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.

Motion to take Article 39, Senior Center Design, out of order, seconded and approved. (Vote recorded after Article 38.)

MISCELLANEOUS SCHOOL-RELATED ARTICLE

ARTICLE 7. Voted to pass over (amend Regional School District Agreement)

OPERATING BUDGETS

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 as follows:

AMOUNT APPROPRIATED

Selectmen	Temporary Labor	4,000
	Expenses	4,000
	Lease Copiers	12,000
	Johnny Appleseed	10,000

Town Administration	Salaries	116,110
	Expenses	1,650
Advisory Board	Expenses	3,185
Reserve Fund	Expenses	40,000
Accountant	Salaries	72,378
	Expenses	21,390
Assessors	Salaries	46,894
	Expenses	17,450
Treasurer/Collector	Stipend	1,000
	Salaries	101,055
	Expenses	9,521
Legal	Expenses	65,000
Personnel Administration	Salaries	53,579
	Expenses	5,700
Data Processing	Expenses	63,900
Town Clerk	Stipend	1,175
	Salaries	76,909
	Expenses	6,575
Elections	Stipend	600
	Salaries	7,312
	Expenses	12,930
Conservation	Salary	19,407
	Expenses	1,250
Town Planner	Salary	61,681
	Expenses	2,250
Planning Board	Expenses	900
Board of Appeals	Salary	1,600
	Expenses	500
Public Bldgs & Prop	Salaries	90,149
	Expenses	216,550
Town Report	Expenses	2,500
Crocker Pond	Salaries	12,800
	Expenses	10,350
Police/Dispatch	Salaries	1,376,780
	Expenses	217,978
Fire	Salaries	769,809

	Expenses	106,882
Ambulance	Salaries	115,883
	Expenses	76,565
Emergency Management	Stipend	1,000
	Expenses	12,770
Building Dept.	Salaries	123,473
	Expenses	12,950
Animal Control	Salary	18,732
	Expenses	16,473
Tree Warden	Expenses	15,600
K-12 Schools	Contr. To Fndn Budget	6,339,100
	Addtl Funds	1,030,675
	Transportation	749,692
	Comm Serv.	4,414
	Mtghse & Overlook Debt	151,922
	WES Bond	335,490
	Oakmont Bond	321,193
	Oakmont Field Bond	67,894
Monty Tech		528,202
Highway Admin	Salaries	246,869
Highway Dept	Salaries	497,578
	Expenses	246,050
Snow & Ice Control	Salaries	52,000
	Expenses	298,100
Street Lighting	Expenses	22,000
Cemetery Department	Salaries	89,374
	Expenses	10,890
Health Department	Salaries	106,715
	Expenses	6,630
Council on Aging	Salaries	24,685
	Expenses	12,050
Veteran's Services	Salaries	4,981
	Expenses	620
Veteran's Assistance	Expenses	10,000
MART	Salaries	69,742
	Expenses	12,250
Library	Salaries	207,113
	Expenses	111,000

Recreation Department	Salaries	15,000
	Expenses	14,215
Concerts	Expenses	3,000
Hager Park Commission	Expenses	250
Historical Commission	Expenses	1,280
Memorial Day	Expenses	1,025
Care of Town Clock	Expenses	250
Town Debt Retirement	Expenses	813,104
Town Debt Interest	Expenses	110,021
Regional Plan Council	Expenses	2,145
Retirement and Pensions		522,194
Group Health Insurance		800,000
Group Life Insurance		4,000
Other Insurance		277,000

And further voted to appropriate the total sum of \$ 18,159,858 as follows:

- Raise and appropriate \$17,964,410
- Transfer \$192,448 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 \$3,000 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.

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

Salaries	91,210
Expenses	714,725
Debt Principal	235,000
(Sewer Ext.)	
Debt Interest	65,802
(Sewer Ext.)	
Reserve Fund	10,000
SUBTOTAL	1,116,737
Shared Costs	138,118
TOTAL	1,254,855

Further, that of said sums, an appropriation of \$1,116,737 be raised as follows:

\$150,000	Retained Earnings
\$150,401	General Fund Subsidy (Tax Levy)
\$816,336	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 8)

ARTICLE 10.

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

Salaries	103,741
Expenses	301,425
Debt Principal	100,000
(water main replacement)	
Debt Interest	7,500
(water main replacement)	
Capital Outlay	100,352
Reserve Fund	<u>10,000</u>
SUBTOTAL	623,018
Shared Costs	<u>172,018</u>
TOTAL	795,036

Further, that of said sums, an appropriation of \$623,018 be raised as follows:

\$ 20,071	General Fund Subsidy (Tax Levy)
\$602,947	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 8)

ARTICLE 11.

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

Salaries	
Expenses	262,425
Reserve Fund	
SUBTOTAL	262,425
Shared Costs	<u>21,269</u>
TOTAL	283,694

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-Article 8)

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 \$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 15. Voted to raise and appropriate \$1,000 to provide grant writing services for the Historical Commission.

ARTICLE 16. 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, 2013.

ARTICLE 17. Voted to raise and appropriate \$6,000 to fund the cost of updating and providing copies of various maps associated with the Master Plan Update process.

ARTICLE 18. Voted to raise and appropriate \$4,000 to repair and refurbish Engine 1, said sum to be spent under the direction of the Fire Chief.

ARTICLE 19. Voted to raise and appropriate \$5,000 to conduct appraisals for insurance purposes of town-owned items located at the Forbush Memorial Library, said items including fine art, musical instruments, antique weapons, and other various artifacts.

ARTICLE 20. Voted to raise and appropriate \$13,600 to purchase police handguns and related equipment.

ARTICLE 21. Voted to transfer \$20,000 from Water Enterprise Retained Earnings for expenses related to rebuilding and/or replacing the water pressure reducing valves and related equipment/appurtenances located on Turnpike Road and Marshall Hill Road.

ARTICLE 22. Voted to transfer \$10,000 from the Information Technology & Telecommunications Stabilization Fund to provide Internet-based town mapping services.

(2/3 vote required)

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

ARTICLE 23. Voted to transfer \$325,000 from Free Cash to reduce the Fiscal Year 2013 tax rate.

CAPITAL EXPENDITURES

ARTICLE 24. Voted to raise and appropriate \$400,000 for oiling, sealing, resurfacing, installing drainage and guardrail, removing trees/brush, or other such activities related to the reconstruction of town roads.

ARTICLE 25. Voted to transfer \$175,500 from the Capital Equipment & Improvements Stabilization Fund to purchase a new 6-wheel dump truck with plow and related equipment for the Highway Department, said appropriation to include the trade-in of a 6-wheel dump truck.

(2/3 vote required)

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

ARTICLE 26. Voted to transfer \$25,000 from the Building Maintenance & Repairs Stabilization Fund for the replacement and installation of the truck lift and related equipment at the Highway Department.

(2/3 vote required)

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

ARTICLE 27. Voted to transfer \$45,000 from the Building Maintenance & Repairs Stabilization Fund for the addition, replacement and installation of ventilation and exhaust systems at the Highway Department buildings.

(2/3 vote required)

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

ARTICLE 28. Passed Over (Purchase used pick-up truck)

ARTICLE 29. Passed Over (Sewer treatment facility feasibility study - \$22,000)

ARTICLE 30. Voted the sum of \$600,000 is hereby appropriated for engineering design and construction services to remove, replace and install water mains, hydrants and valves located on Bacon Street, Elliott Street, and Pleasant Street, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 8(5) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

(2/3 vote required)

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

ARTICLE 31. Voted to raise and appropriate \$34,000 to purchase a police cruiser and related equipment for the Police Department, said appropriation to include the trade-in of a Police Department vehicle.

ARTICLE 32. Voted to raise and appropriate \$40,000 to purchase a new utility vehicle and related equipment for the Fire Department, said appropriation to include the trade-in of a Fire Department vehicle.

ARTICLE 33. Voted the sum of \$550,000 is hereby appropriated for the purchase of a new fire engine and related equipment, said appropriation to include the trade-in of two Fire Department vehicles, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7(9) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

(2/3 vote required)

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

ARTICLE 34. Voted to transfer \$25,000 from the Information Technology & Telecommunications Stabilization Fund to replace and/or upgrade the computer mail servers and related software; 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 35. Voted to raise and appropriate \$30,000 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.

ARTICLE 36. Voted to transfer \$7,325 from the Building Maintenance & Repair Stabilization Fund to be used to purchase a riding floor scrubber at Overlook Middle School; further, that said appropriation is subject to the Town of Ashburnham also voting to fund its share of the cost of this article.

(2/3 vote required)

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

ARTICLE 37. Voted to transfer \$12,207 from the Building Maintenance & Repair Stabilization Fund to be used to fund the replacement of two network controllers for the HVAC system at Oakmont Regional High School; further, that said appropriation is subject to the Town of Ashburnham also voting to fund its share of the cost of this article.

(2/3 vote required)

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

ARTICLE 38. Voted to transfer \$16,646 from the Building Maintenance & Repair Stabilization Fund to be used to fund repairs to storm drains and parking lot pavement at Oakmont Regional High School; further, that said appropriation is subject to the Town of Ashburnham also voting to fund its share of the cost of this article.

(2/3 vote required)

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

ARTICLE 39. Motion taken out of order, after Article 6.
Voted the sum of \$200,000 is hereby appropriated for architectural and engineering services for the development of plans and specifications for the construction of a new Senior Center at 69 West Main Street, and that to meet this appropriation, the sum of \$66,500 is transferred from the balance remaining in Article 7 of the November 30, 2010 Special Town Meeting; further, that the Treasurer, with the approval of the Selectmen, is authorized to borrow the amount of \$133,500 under and pursuant to Chapter 44, Section 7(21) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

(2/3 vote required)

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

ARTICLE 40. Voted to transfer \$50,000 from the Building Maintenance & Repair Stabilization Fund for the purchase and installation of a generator for the Town Hall.

(2/3 vote required)

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

ARTICLE 41. Voted to accept as a public way the roadway known as Mark Newton Road, as heretofore laid out by the Public Works Commission and shown on a plan of land entitled: "Layout Plan of Mark Newton Road in Westminster, MA, November 16, 2011, Szoc Surveyors, 32 Pleasant St., Gardner, MA," with additional details added April 4, 2012, and recorded with the Worcester Northern District Registry of Deeds in Book 493, Page 16, a copy of which is on file with the Town Clerk, and to authorize the Public Works Commission to acquire, on behalf of the Town, by purchase, gift, eminent domain or otherwise, rights sufficient to use said ways for all purposes for which public ways are used in the Town of Westminster.

ARTICLE 42. Did not carry (to accept the provisions of MGL Chapter 41, section 111(m), which provides emergency medical technicians leave without loss of pay for periods of incapacity due to injuries sustained in the performance of their duties)

ARTICLE 43. Passed Over (to accept the provisions of MGL Chapter 41, section 111(n), which authorizes the Town to indemnify emergency medical technicians for medical expenses incurred as a result of injuries sustained in the performance of their duties.

ARTICLE 44. Voted to amend the Westminster Zoning Bylaw by adding a new Section 205.39.3 under Article IX: Special Provisions and amending the Table of Use Regulations to regulate experimental, residential and small-scale commercial wind energy facilities, as printed in the warrant.

A. Purpose:

The purpose of this Section is to:

- 1) Provide a permitting process for wind energy facilities so they may be utilized in a cost effective, efficient and timely manner to reduce the consumption of utility-supplied electricity.
- 2) Integrate these facilities in the community in a manner that does not disrupt the character of existing neighborhoods and minimizes their impacts on nearby property values and on the scenic, historic, and environmental resources of the Town; and
- 3) Protect health and safety of the community, while allowing wind energy technologies to be utilized for citizens' general welfare.

B. Applicability:

This section applies to small wind energy facilities no greater than 750 kilowatts per hour of rated nameplate capacity in total that are proposed to be constructed after the effective date of this section.

For residential wind energy facilities, this section applies to facilities of no greater than 15 kilowatts per hour of measured capacity in total. With the exception of a net metering agreement between the owner of a residential wind energy facility and a utility company, residential wind facilities shall provide electricity only to the lot they are placed on. Experimental wind turbines shall not be tied into the utility electric grid.

C. Definitions:

A-WEIGHTED SOUND LEVEL (dBA): A measure of overall sound pressure level designed to reflect the response of the human ear, which does not respond equally to all frequencies. It is used to describe sound in a manner representative of the human ear's response. It reduces the effects of the low frequencies with respect to the frequencies centered around 1000 Hz. The resultant sound level is said to be A-weighted and the units are dBA.

C-WEIGHTED SOUND LEVEL (dBC): Similar in concept to the A-Weighted sound level (dBA), but C-weighting does not de-emphasize the frequencies below 1000 Hz as A-weighting does. It is used for measurements that must include the contribution of low frequencies in a single number representing the entire frequency spectrum. Sound level meters have a C-weighting network for measuring C-weighted sound levels (dBC) meeting the characteristics and weighting specified in ANSI S1.43-1997 Specifications for Integrating Averaging Sound Level meters for Type 1 instruments.

DAYTIME SOUND: The ambient sound level heard during the daytime between the hours of 7:00 AM and 7:00 PM.

EXPERIMENTAL WIND FACILITY: A wind turbine and associated equipment that is used for experimental, demonstration, educational and/or research purposes that does not have a rated nameplate and is not connected to the electrical grid. Experimental wind facilities that are not anchored to an existing structure shall be considered temporary structures for the purposes of this Bylaw.

FALL ZONE: An area surrounding the wind turbine into which the turbine and/or turbine components might fall due to inclement weather, poor maintenance, faulty construction methods, or any other condition causing turbine failure that shall remain unobstructed and confined within the property lines of the primary parcel where the turbine is located at, the purpose being that if the turbine should fall or otherwise become damaged, the falling structure will be confined to the primary parcel and will not fall onto dwellings, accessory buildings, and will not intrude onto a neighboring property. The fall zone area shall be the circumference of the area around the turbine equal to the height of the turbine as measured from the bottom of the base of the tower to the tip of the wind turbine blade at its highest point.

HEIGHT: The height of a wind turbine measured from natural grade to the tip of the rotor blade at its highest point, or blade tip height.

HERTZ: Frequency of sound expressed by cycles per second.

LOW FREQUENCY SOUND (LFN): Refers to sounds with energy in the lower frequency range of 20 to 200Hz. LFN is deemed to be excessive when the difference between a C-weighted sound pressure level and an A-weighted sound pressure level is greater than 20 decibels at any measurement point outside or inside a sound sensitive receptor.

MEASURED CAPACITY: The maximum rated output of electric power production equipment. This output is typically measured by mathematical extrapolation of mean wind over voltage multiplied by resistance or test meters connected to the equipment.

NIGHT-TIME SOUND: The ambient sound level heard during the nighttime between the hours of 7:00 PM and 7:00 AM.

QUALIFIED INDEPENDENT ACOUSTICAL CONSULTANT: Qualifications for persons conducting baseline and other measurements and reviews related to a small wind energy facility application or for enforcement action against operational wind facilities include demonstration of competence in the specialty of sound testing and full membership in the Institute of Sound Control Engineers.

RATED NAMEPLATE CAPACITY: The maximum rated output of electric power production equipment. This output is typically specified by the manufacturer with a "nameplate" on the equipment.

RESIDENTIAL WIND ENERGY FACILITIES: All equipment, machinery and structures utilized in connection with the conversion of wind to electricity. This includes, but is not limited to, storage, electrical collection and supply equipment, transformers, service and access roads, and one or more wind turbines, which have a measured capacity of 15kW or less.

SENSITIVE RECEPTOR: Places or structures intended for human habitation, whether occupied or not, public parks, institutional uses (places of public assembly, churches, schools, health care facilities), state and federal wildlife areas, recreation areas used by the public.

SMALL WIND ENERGY FACILITIES: All equipment, machinery and structures utilized in connection with the conversion of wind to electricity. This includes, but is not limited to, storage, electrical collection and supply equipment, transformers, service and access roads, and one or more wind turbines, which have a rated nameplate capacity of 750 kW or less.

SPECIAL PERMIT: A permit provided by the Special Permit Granting Authority for small wind energy facilities.

SPECIAL PERMIT GRANTING AUTHORITY: The Special Permit Granting Authority shall be the Planning Board, for the issuance of Special Permits to construct and operate small wind energy facilities.

WIND MONITORING OR METEOROLOGICAL TOWER (MET TOWERS): A temporary tower equipped with devices to measure wind speeds and direction, used to determine how much wind power a site can be expected to generate.

WIND TURBINE: A device that converts kinetic wind energy into rotational energy that drives an electrical generator. A wind turbine typically consists of a tower, nacelle body, and a rotor with two or more blades.

D. General Siting Standards: Note moved to bylaw from regulations.

1) Height:

Residential wind energy facilities shall be no higher than 35 feet above the current grade of the land to the tip of the wind turbine blade or 10 feet above the building structure which it is mounted to, including the tip of the wind turbine blade.

Small wind energy facilities shall be no higher than 225 feet above the current grade of the land, as measured from the bottom of the base of the tower to the tip of the wind turbine blade at its highest point.

The Planning Board may allow for a height up to 300 feet if all of the following conditions are met:

- a. The applicant demonstrating by substantial evidence that a greater height reflects industry standards for a similar sited wind facility.
- b. Demonstration that a greater height is necessary for the facility to be technically and financially feasible, to prevent financial hardship to the applicant, and
- c. The facility satisfies all other criteria for the granting of a Special Permit and Site Plan approval.

2) Setbacks:

a. Small wind facilities shall be setback a distance at least three times the total height of the wind turbine (as measured from the bottom of the base of the tower to the tip of the wind turbine blade at its highest point) from all inhabited structures, overhead utility lines, public road or right of way and properties boundaries, provided that no setback shall be required from building or buildings which are on the same parcel and which are served by the wind energy facility. The SPGA may reduce the minimum setback distance if written permission is granted by the entity with care and control over the affected asset.

b. Residential wind facilities shall setback a distance equal to the total height of the wind turbine plus twenty-five (25) feet from all inhabited structures, overhead utility lines, public road or right of way and property boundaries, provided that no setback shall be required from building or buildings which are on the same parcel and which are served by the wind energy facility. No wind energy facility shall be erected within the front yard setback restriction of any residentially zoned parcel.

E. Maintenance and Removal: Note: moved to bylaw from regulations.

1) Maintenance:

The owner shall maintain the wind energy facility conversion system in good condition. Maintenance shall include, but not be limited to, painting, structural repairs, and security measures.

2) Abandonment or Decommissioning:

Any wind energy facility conversion system which has reached the end of its useful life or has been abandoned shall be removed. A wind energy facility conversion system shall be considered abandoned when it fails to operate continuously for one year (excluding periods of shutdown for the purpose of flicker control) and the turbine owner has not notified the SPGA of the need to temporarily suspend operation for a period of time lasting past one year.

3) Removal Plan:

The applicant shall submit a detailed plan for the removal of the wind facility and restoration of the site to its pre-existing condition upon abandonment or decommissioning. The removal plan shall be prepared by a qualified professional and include a detailed estimate of the anticipated removal and site restoration costs that includes a mechanism to account for inflation. Upon a Notice of Abandonment issued by the Building Commissioner, the wind energy system owner will have 30 days to provide sufficient evidence that the system has not been abandoned.

F. Temporary Wind Monitoring Towers (Met Towers):

Wind monitoring or meteorological towers shall be permitted in all zoning districts subject to issuance of a Building Permit for a temporary structure and shall be limited to eighteen (18) months after construction has commenced.

G. Approved Wind Turbines:

Small wind turbines must be approved under an Emerging Technology program such as the California Energy Commission, International Electrotechnical Commission, or any other small wind certification program recognized by the American Wind Energy Association (AWEA) or the U.S. Department of Energy.

H. Special Permit Criteria for Small Wind Energy Facilities:

Special Permits shall be granted by the SPGA only upon its written determination that the proposed use or structure(s) shall not cause substantial detriment to the neighborhood, or the town, taking into account the characteristics of the site and the proposal in relation to the site. In addition to any specific factors that may be set forth elsewhere in this bylaw and its associated regulations, such determination shall include consideration of each of the following:

- 1) Social, economic, or community needs which are severed by the proposal;
- 2) Traffic flow and safety, including parking and loading;
- 3) Adequacy of utilities and other public services;
- 4) Neighborhood character;
- 5) Impacts on the natural environment; and
- 6) Potential fiscal impact, including impact on Town services, tax base and property values.

The SPGA's determination for each of the six criteria shall be set forth in the Special Permit Decision as Findings of Fact.

I. Expiration and Renewal:

- 1) Special Permits and/or Building Permits issued pursuant to this bylaw shall expire if:
 - a. The wind energy system is not installed and functioning within 24-months from the date the permit is issued; or,
 - b. The wind energy system is abandoned (failure to continuously operate for one year, excluding periods of shutdown for the purpose of flicker control), and the owner has not notified the SPGA of the need to temporarily suspend operation.
- 2) Special Permits for small wind energy facilities shall automatically expire after five years from the date of SPGA approval. Current owners wishing to renew the Special Permit must seek approval from the SPGA before the use is allowed to continue.

J. Regulations:

The SPGA may periodically adopt or amend rules and regulations for the implementation of this section by majority vote for the purpose of setting forth performance standards for sound levels and shadow flicker, as well as requirements for sureties and insurance for small wind energy facilities.

K. Severability:

The provisions of this bylaw are severable, and the invalidity of any section, subdivision, paragraph, or other part of this bylaw shall not affect the validity or effectiveness of the remainder of the bylaw.

205a Table of Use Regulations

Use	Residential			Commercial			Industrial	
H. Other principal uses	R-I	R-II	R-III	C-I	C-II	C-III	I-I	I-II
(7) Residential Wind Energy Facilities	Y	Y	Y	Y	Y	Y	Y	Y
(See §205.39. 3)								

Use	Residential			Commercial			Industrial	
H. Other principal uses	R-I	R-II	R-III	C-I	C-II	C-III	I-I	I-II

 (8) Small Wind Energy Facilities

N SP-PB N N N N N N

 (See §205.39.3)

(2/3 vote required)

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

ARTICLE 45. To amend the Westminster Zoning Bylaw by deleting the existing Lot Area definition from Article II from Article II (Definitions), Section 205-4 of the Westminster Zoning Bylaw and adding a new footnote (#16) to Section 205, Attachment 2 (Land Space Requirements), as follows:

Note #16: With the exception of the C-III district, each lot shall have at least half of its minimum lot size required by zoning consists of contiguous upland. The upland area shall be exclusive of any resource area as defined by Massachusetts Wetland Protection Act Regulations 310 CMR 10.00 or Chapter 202 of the Westminster General Bylaws.

(2/3 vote required)

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

The meeting was adjourned 5:23 pm.

VOTE TAKEN AT STATE PRIMARY HELD SEPTEMBER 6, 2012

A total of 348 voters cast their ballots at this election. This represents 6.5 percent of the total number of voters (5,403).

Break down of Voters by Party

	Precinct 1	Precinct 2	Total
Democrat	44	66	110
Republican	102	136	238
Green/Rainbow	0	0	0
TOTAL	146	202	348

The votes are as follows:

DEMOCRAT

Senator in Congress

	Precinct 1	Precinct 2	TOTAL
Blanks	4	6	10
Elizabeth Warren	39	57	96
Write-In	1	3	4
TOTAL	44	66	110

Representative in Congress

	Precinct 1	Precinct 2	TOTAL
Blanks	5	1	6
Nicola S Tsongas	39	64	103
Write-In	0	1	1
TOTAL	44	66	110

Councillor

	Precinct 1	Precinct 2	TOTAL
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Blanks	42	66	108
Write-In	2	0	2
TOTAL	44	66	110

Senator in General Court

	Precinct 1	Precinct 2	TOTAL
Blanks	4	5	9
Jennifer L Flanagan	40	61	101
Write-In	0	0	0
TOTAL	44	66	110

Representative in General Court (2nd Worcester District-Precinct 1 only)

	Precinct 1	Precinct 2	TOTAL
Blanks	7	0	7
Jonathan D Zlotnik	37	0	37
Write-In	0	0	0
TOTAL	44	0	44

Representative in General Court (1st Worcester District-Precinct 2 only)

	Precinct 1	Precinct 2	TOTAL
Blanks	0	66	66
Write-In	0	0	0
TOTAL	0	66	66

Clerk of Courts

	Precinct 1	Precinct 2	TOTAL
Blanks	4	9	13
Dennis P McManus	40	56	96
Write-In	0	1	1
TOTAL	44	66	110

Register of Deeds

	Precinct 1	Precinct 2	TOTAL
Blanks	4	8	12
Kathleen R Daigneault	39	58	97
Write-In	1	0	1
TOTAL	44	66	110

REPUBLICAN**Senator in Congress**

	Precinct 1	Precinct 2	TOTAL
Blanks	4	7	11
Scott P Brown	98	129	227
Write-In	0	0	0
TOTAL	102	136	238

Representative in Congress

	Precinct 1	Precinct 2	TOTAL
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Blanks	6	11	17
Jonathan A Golnik	55	71	126
Thomas J M Weaver	40	54	94
Write-In	1	0	1
TOTAL	102	136	238

Councillor

	Precinct 1	Precinct 2	TOTAL
Blanks	17	32	49
Jennie L Caisse	85	104	189
Write-In	0	0	0
TOTAL	102	136	238

Senator in General Court

	Precinct 1	Precinct 2	TOTAL
Blanks	102	136	238
Write-In	0	0	0
TOTAL	102	136	238

Representative in General Court (2nd Worcester District-Precinct 1 only)

	Precinct 1	Precinct 2	TOTAL
Blanks	2	0	2
Richard Bastien	77	0	77
Scott J Graves	23	0	23
Write-In	0	0	0
TOTAL	102	0	102

Representative in General Court (1st Worcester District-Precinct 2 only)

	Precinct 1	Precinct 2	TOTAL
Blanks	0	17	17
Kimberly N Ferguson	0	119	119
Write-In	0	0	0
TOTAL	0	136	136

Clerk of Courts

	Precinct 1	Precinct 2	TOTAL
Blanks	102	133	235
Write-In	0	3	3
TOTAL	102	136	238

Register of Deeds

	Precinct 1	Precinct 2	TOTAL
Blanks	101	134	235
Write-In	1	2	3
TOTAL	102	136	238

GREEN RAINBOW**Senator in Congress**

	Precinct 1	Precinct 2	TOTAL
Blanks	0	0	0
Write-In	0	0	0
TOTAL	0	0	0

Representative in Congress

	Precinct 1	Precinct 2	TOTAL
Blanks	0	0	0
Write-In	0	0	0
TOTAL	0	0	0

Councillor

	Precinct 1	Precinct 2	TOTAL
Blanks	0	0	0
Write-In	0	0	0
TOTAL	0	0	0

Senator in General Court

	Precinct 1	Precinct 2	TOTAL
Blanks	0	0	0
Write-In	0	0	0
TOTAL	0	0	0

Representative in General Court(2nd Worcester District-Precinct 1 only)

	Precinct 1	Precinct 2	TOTAL
Blanks	0	0	0
Write-In	0	0	0
TOTAL	0	0	0

Representative in General Court (1st Worcester District-Precinct 1 only)

	Precinct 1	Precinct 2	TOTAL
Blanks	0	0	0
Write-In	0	0	0
TOTAL	0	0	0

Register of Probate

	Precinct 1	Precinct 2	TOTAL
Blanks	0	0	0
Write-In	0	0	0
TOTAL	0	0	0

VOTE TAKEN AT PRESIDENTIAL ELECTION HELD ON NOVEMBER 6, 2012

A total of 4,310 out of a possible 5,532 voters cast their ballots. This represents a 78 percent voter turnout. The results are as follows:

President/Vice President

	PRECINCT 1	PRECINCT 2	TOTAL
Johnson & Gray	28	21	49
Obama & Biden	961	986	1947
Romney & Ryan	1061	1187	2248
Stein & Honkala	11	31	42
Blanks	7	9	16
Write-In	3	5	8
TOTAL	2071	2239	4310

Senator in Congress

	PRECINCT 1	PRECINCT 2	TOTAL
Scott P Brown	1260	1380	2640
Elizabeth A Warren	796	842	1638
Blanks	13	15	28
Write-In	2	2	4
TOTAL	2071	2239	4310

Rep in Congress

	PRECINCT 1	PRECINCT 2	TOTAL
Nicola S Tsongas	1116	1169	2285
Jonathan A Golnik	867	972	1839
Blanks	85	95	180
Write-In	3	3	6
TOTAL	2071	2239	4310

Councillor

	PRECINCT 1	PRECINCT 2	TOTAL
Jennie L Caissie	1520	1615	3135
Blanks	531	605	1136
Write-In	20	19	39
TOTAL	2071	2239	4310

Senator in General Court

	PRECINCT 1	PRECINCT 2	TOTAL
Jennifer L. Flanagan	1538	1577	3115
Blanks	506	626	1132
Write-In	27	36	63
TOTAL	2071	2239	4310

Representative in General Court (Second Worcester District-Precinct 1 Only)

	PRECINCT 1	PRECINCT 2	TOTAL
Richard Bastien	1055	0	1055
Jonathan D Zlotnik	855	0	855
Blanks	160	0	160

Write-In	1	0	1
TOTAL	2071	0	2071

Representative in General Court (First Worcester District-Precinct 2 Only)

	PRECINCT 1	PRECINCT 2	TOTAL
Kimberly N Ferguson	0	1664	1664
Blanks	0	557	557
Write-In	0	18	18
TOTAL	0	2239	2239

Clerk of Courts

	PRECINCT 1	PRECINCT 2	TOTAL
Dennis P McManus	1415	1471	2886
Blanks	637	743	1380
Write-In	19	25	44
TOTAL	2071	2239	4310

Register of Deeds

	PRECINCT 1	PRECINCT 2	TOTAL
Kathleen Reynold Daigneault	1096	1088	2184
Patricia Buckley Malcolmson	640	736	1376
Blanks	328	403	731
Write-In	7	12	19
TOTAL	2071	2239	4310

Question 1 (Small Businesses in Repairing Motor Vehicles)

	PRECINCT 1	PRECINCT 2	TOTAL
YES	1593	1760	3353
NO	282	288	570
BLANKS	196	191	387
TOTAL	2071	2239	4310

Question 2 (Marijuana Policy)

	PRECINCT 1	PRECINCT 2	TOTAL
YES	920	1032	1952
NO	1073	1115	2188
BLANKS	78	92	170
TOTAL	2071	2239	4310

Question 3(Death With Dignity)

	PRECINCT 1	PRECINCT 2	TOTAL
YES	1204	1346	2550
NO	780	801	1581
BLANKS	87	92	179
TOTAL	2071	2239	4310

VOTE TAKEN AT SPECIAL TOWN MEETING HELD NOVEMBER 29, 2012

Moderator John Bowen called the meeting to order at 7:35 p.m. Town Clerk Denise MacAloney read the Constable's return of the warrant. Tellers Stanley Skamarycz and Robert Sampson were sworn in. A total of 114 voters were in attendance.

A vote was taken to give the following non-residents permission to address the town meeting: Joshua Hall, DPW Director; Stephen Wallace, Planner; Karen Murphy, Town Administrator; Wibby Swedberg, Board of Health Agent; Ralph Hicks, Superintendent of Schools; Sherri Kersey, School Financial Director; Brian Riley, Town Counsel; and Myron Hatchet, Architect for the proposed Senior Center.

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.

Before taking up the business on the warrant the following was noted:

A standing ovation was given for the Westminster firefighters who recently assisted in fighting a five alarm fire in Leominster and in particular warm wishes were extended to Kyle Butterfield and Brett Duncan who are recovering from injuries received while fighting that fire.

The sudden passing of Michael Zapantis, retired Superintendent of Schools.

Keith Harding was recognized for his years on the Advisory Board. His position is now vacant and Moderator Bowen is looking for volunteers to serve.

ARTICLE 1. Voted to amend the vote on Article 8 of the May 5, 2012 Annual Town Meeting (department operating budgets) by appropriating an additional \$70,300 for the fiscal year beginning July 1, 2012, as follows:

Dept. #	Department/Account Name	Increase
192	Public Buildings – Building Maintenance (Old Town Hall rodent control, mold remediation)	\$2,000
220	Fire Department – Shift Coverage	\$19,800
231	Ambulance Service – Equipment Maintenance	\$3,500
544	Veterans' Assistance	\$35,000
750	Interest – Short-term interest	\$10,000
	TOTAL	\$70,300

And to meet that appropriation:

Transfer \$21,800 from free cash

Transfer \$3,500 from Ambulance Receipts

Raise and appropriate \$35,000

Transfer \$10,000 from Overlay Surplus

ARTICLE 2. Voted to amend the vote on Article 10 of the May 5, 2012 Annual Town Meeting by transferring an additional \$6,308 from Water Enterprise Retained Earnings to increase expenses for the operation of the Water Enterprise for the fiscal year beginning July 1, 2012.

ARTICLE 3. Voted to pay the following unpaid bills from Fiscal Year 2012, totaling \$13,509.70:

Bill/(Department)	Amount	Pay From
City of Fitchburg (Water Dept.)	\$3,731.00	Water Enterprise Retained Earnings
DigSafe (Highway/Sewer/Water)	\$93.00	\$31.00 – Free Cash \$31.00 – Sewer Ent. Retained Earnings \$31.00 – Water Ent. Retained Earnings
National Grid (Water Dept.)	\$8.53	Water Enterprise Retained Earnings
Verizon (Sewer and Water Depts.)	\$158.82	\$127.06 Sewer Ent. Retained Earnings \$31.76 Water Ent. Retained Earnings
Tom Wiinikainen (Building Dept.)	\$167.05	Free Cash
National Grid (Cemetery Dept.)	\$50.15	Free Cash
Poland Spring (Council on Aging)	\$14.93	Free Cash
Earthlink Business (Public Bldgs.)	\$1,262.48	Free Cash
Oce Imagistics (Selectmen)	776.97	Free Cash
Pitney-Bowes Inc. (Public Bldgs.)	\$421.28	Free Cash
Verizon (Public Bldgs.)	\$825.49	Free Cash
IRS (Retirement)	\$6,000.00	Free Cash

**Motion carries by Unanimous Vote
(9/10 vote required)**

ARTICLE 4. Voted to pass over this article. (Sewer Enterprise prior year unpaid bills; included in Article 3.)

ARTICLE 5. Voted to pass over this article. (Water Enterprise prior year unpaid bills; included in Article 3.)

ARTICLE 6. Voted to transfer \$42,000 from Overlay Surplus to the FY2009 Overlay Account.

ARTICLE 7. Voted to transfer \$10,000 from the Ambulance Receipts Reserved Account to supplement the amount voted under Article 6 of the November 15, 2011 Special Town Meeting to purchase patient care reporting software for the Town's ambulances, with any unused balance from this transfer reverting to that account.

ARTICLE 8. Voted to transfer \$31,500 from free cash to reimburse the Ashburnham-Westminster Regional School District for costs incurred for repairs to the windowsills at the Westminster Elementary School.

ARTICLE 9. Voted the sum of \$2,500,000 to construct, equip and furnish a new Senior Community Center and to defray all costs associated therewith including but not limited to construction costs, project supervision, any and all professional legal, engineering, and architectural services, materials and the cost of preparing, issuing and insuring any bonds or notes, and that to meet this appropriation, the Treasurer/Collector, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, §7 of the General Laws, or pursuant to any other enabling authority and to issue bonds and notes therefor; and to authorize the Board of Selectmen to enter into any and all contracts and agreements associated with this project on such terms and conditions as are in the best interest of the Town; provided, however, that no funds voted under this article shall be expended unless the Town has

first voted by ballot at an election to approve a debt exclusion referendum question in accordance with General Laws Chapter 59, §21C(k) to exempt such expenditures from the provisions of Proposition 2 ½, so-called.

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

ARTICLE 10. Voted to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain or otherwise a permanent easement located on North Common Road, at the rear of property located at 100 Town Farm Road, owned by John and Diane Walters, identified on Westminster Assessors' Map 79, Parcel 35, upon such terms and conditions as the Board of Selectmen deem appropriate, for the purpose of locating a water meter pit, and; b) to transfer \$10,000 from free cash to pay for such acquisition, for appraisals, for legal expenses and for any other costs or expenses associated therewith.

Motion carries by Unanimous Vote
(2/3 vote required)

ARTICLE 11. Voted to accept as a public way the roadway known as Sawin Drive, as heretofore laid out by the Public Works Commission and shown on a plan of land entitled: "Sawin Drive Harrington Heights Subdivision Roadway Acceptance Plan of Land in Westminster, Massachusetts," dated July 12, 2012 with additional details added September 14, 2012, Prepared for: Willoughby Farms, LLC, prepared by Hannigan Engineering, Inc., Civil Engineers & Land Surveyors, 8 Monument Square, Leominster, Massachusetts, and recorded with the Worcester Northern Registry of Deeds in Plan Book 495, Plan 4, a copy of which is on file with the Town Clerk.

ARTICLE 12. Voted to amend the Westminster Zoning Bylaw by amending Article IX, Section 205-39.2, Item B-1: (Wireless Communications Towers and Facilities - Applicability) to modify item a, and add new items c and d, as follows (New text appears as underlined.)

B. Applicability; terminology.

(1) Applicability.

(a) The requirements of this section shall apply to all wireless communications facilities, as well as any material change or proposed change to an existing facility, except where federal or state law or regulations exempt certain users or uses from all or portions of the provisions of this section, and except for public safety providers as set forth in (c) below, and is intended to repeal and supersede any section of the Zoning Bylaw which may conflict with the provisions of this section as they apply to wireless communications towers and facilities, as defined herein.

(b) No wireless communications facility shall be considered exempt from this section by sharing a tower or other structure with such exempt uses.

(c) Waivers: For wireless communication facilities intended for use by local, regional, state and/or federal public safety providers, the Special Permit Granting Authority may waive strict adherence to the requirements of this section (with the exception of the height limitations and required fall zones).

(d) Exemptions: Facilities used by a federally-licensed amateur radio operator ("ham radio"), as referred to in MGL Chapter 40A, Section 3.

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

ARTICLE 13. Voted to amend the Westminster Zoning Bylaw by adding new language to Article IX, Section 205-39.2, Item B-2: (Wireless Communications Towers and Facilities - Terminology), that will govern the modification of an existing facility, as follows (new text appears as underlined),

MODIFICATION OF AN EXISTING FACILITY — Any material change or proposed change to an existing facility, including but not limited to power input or output, number of antennas, change in antenna type or model, repositioning of antenna(s), removal or replacement of transmission equipment, co-location of new transmission equipment, or change in number of channels per antenna above the maximum number approved under an existing permit or special permit.

**Motion carries by Unanimous Vote
(2/3 vote required)**

ARTICLE 14. Voted to amend the Westminster Zoning Bylaw by amending Article IX, Section 205-39.2.C-1, Item a.4 (Wireless Communications Towers and Facilities – Location of Facilities) to reference three types of locations, not four, as follows (new text appears as underlined, deleted text appears as ~~striketrough~~),

[4] If adequately demonstrated to the ZBA in the special permit process that each of the ~~four~~ three types of location is not feasible, erection of a new facility which complies with the other requirements of this section and where visual impact can be minimized and mitigated.

**Motion carries by Unanimous Vote
(2/3 vote required)**

ARTICLE 15. Voted to amend the Westminster Zoning Bylaw by amending Article IX, Section 205-39.2.B-2 (Wireless Communications Towers and Facilities - Terminology) to reference an updated map of the Wireless Communications Facilities Overlay District, as follows (new text appears as underlined),

WIRELESS COMMUNICATIONS FACILITIES OVERLAY DISTRICT – All parcels of land shown on the map entitled “Wireless Communications Facilities Overlay District Map”, dated August 2012.

**Motion carries by Unanimous Vote
(2/3 vote required)**

ARTICLE 16. Voted to amend the Westminster Zoning Bylaw by amending Article XII, Section 205-50 (Special Permits) to delete incorrect special permit language and add the correct special permit language as follows (new text appears as underlined, deleted text appears as ~~striketrough~~),

B. A special permit granted by the Board shall lapse within two years, ~~including such time required to pursue an appeal if one is taken,~~ which shall not include such time required to pursue or await the determination of an appeal if one is taken, from the grant thereof, if a substantial use thereof has not sooner commenced except for good cause or, in the case of permit for construction, if construction has not begun by such date, except for good cause.

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

(2/3 vote required)

ARTICLE 17. Voted to amend the Westminster Zoning Bylaw by amending Article IX, Section 205.39.3, Item C (Wind Power Bylaw - Definitions) to add a definition for the term “shadow flicker” as follows,

C. Definitions:

SHADOW FLICKER: a repeating cycle of changing light intensity that occurs when shadows caused by the rotating blades of a wind turbine pass over an object or across a window.

Motion carries by Unanimous Vote
(2/3 vote required)

ARTICLE 18. Voted to transfer \$70,000 from free cash to the Stabilization Fund.

Motion carries by Unanimous Vote
(2/3 vote required)

ARTICLE 19. Voted to pass over this article. (Transfer to Information Technology and Telecommunications Stabilization Fund.)

ARTICLE 20. Voted to transfer \$500,000 from free cash to the Capital Equipment and Improvements Stabilization Fund.

Motion carries by Unanimous Vote
(2/3 vote required)

ARTICLE 21. Voted to transfer \$230,000 from free cash to the Building Maintenance and Repair Stabilization Fund.

Motion carries by Unanimous Vote
(2/3 vote required)

ARTICLE 22. Voted to transfer \$100,000 from free cash to the Other Post-Employment Benefits (OPEB) Stabilization Fund.

Motion carries by Unanimous Vote
(2/3 vote required)

ARTICLE 23. Voted to transfer \$100,000 from free cash to the Road Maintenance Stabilization Fund.

Motion carries by Unanimous Vote
(2/3 vote required)

ARTICLE 24. Voted to pass over this article. (Transfer to balance budget)

The meeting adjourned at 8:47 pm.

(2/3 vote required)

ARTICLE 17. Voted to amend the Westminster Zoning Bylaw by amending Article IX, Section 205.39.3, Item C (Wind Power Bylaw - Definitions) to add a definition for the term “shadow flicker” as follows,

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**Motion carries by Unanimous Vote
(2/3 vote required)**

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(2/3 vote required)**

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**Motion carries by Unanimous Vote
(2/3 vote required)**

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**Motion carries by Unanimous Vote
(2/3 vote required)**

ARTICLE 23. Voted to transfer \$100,000 from free cash to the Road Maintenance Stabilization Fund.

**Motion carries by Unanimous Vote
(2/3 vote required)**

ARTICLE 24. Voted to pass over this article. (Transfer to balance budget)

The meeting adjourned at 8:47 pm.

2012 ANNUAL REPORT OF THE CONSTABLES

Warrants served for:	Election for Town Affairs	April 24, 2012
	Election Presidential Primary	March 6, 2012
	Election for State Primary	September 6, 2012
	Election for State Affairs	November 6, 2012
	Annual Town Meeting	May 05, 2012
	Special Town Meetings	May 05, 2012 November 29, 2012

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

It is my pleasure to present the Westminster Police Department Annual Report for 2012, the twelfth 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 Administrative aid. 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 \$35,000.00 in money and equipment during 2012. We received two grants through the State 911 for staffing and allocation of dispatch personnel and training of all public safety dispatchers, and Governors Highway Safety grants for car seats and traffic enforcement. We are currently professionalizing our communications center by sending our public safety dispatchers to a five week dispatch academy.

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, 2012 marks the tenth anniversary of Officer Larry Jupin's death. August 21st, 2012 marks the 23rd 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 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) scheduled another National Prescription Drug Take Back Day which took place on Saturday, April 28, 2012, from 10:00 a.m. to 2:00 p.m. Westminster Police Department again participated 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 for destruction

2011 – 4 boxes for destruction

2012 – 2 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

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 six year old German Shepard named “Caesar”.

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 are 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 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 provide insight into the consequences of narcotic use and 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 law 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.

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 silinitich@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.

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.

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 2012

<u>Call Reason</u>	<u>Total</u>
209A VIOLATION	7
258E VIOLATION (HARASSMENT)	4
911 UNINTENTIONAL	49
911 ABANDONDED	33
ATTEMPTED B&E	8
ADVICE	189
ASSAULT W/ DANGEROUS WEAP	2
ABANDONDED MOTOR VEHICLE	3
ANIMAL COMPLAINT	243
ANIMAL PROBLEM	91
AREA CHECK	951
ALARM SYSTEM LOG	31
ASSIST THE POLICE	4
ASSAULT	7
ASSIST OTHER AGENCY	83
BURGLAR ALARM	235
LOCKOUT, BUILDING	9
BUILDING LOCK OUT	1
BOMB SCARE	1
B & E, PAST	30
BUILDING CHECK	2098
CARBON MONOXIDE ALARM	20
COMPLAINT	107
CHILD PASS. SAFETY SEAT	52
COMMERCIAL VEHICLE INSPECTION	36
DRUG DROP OFF	27
DEBRIS IN ROADWAY	14
DIRECTED PATROL	281
DISTURBANCE	42
DRUG LAW VIOLATION	10
DISABLED MV	274
DOMESTIC	36
DRUG RECOGNITION EXPERT CALL O	3
ELECTRICAL PROBLEM	7
ESCORT/TRANSPORT	3
EXPLOSION	1
FIRE ALARM	86
BRUSH FIRE	15
FIREWORKS	11
BUILDING FIRE	21
FOLLOW UP	36

FRAUD	27
GENERAL INFO	2
GUN SHOTS	31
WATER PROBLEM	1
HARRASSMENT	20
HAZARDOUS CONDITION	168
HIT AND RUN	14
IDENTITY THEFT	6
ILLEGAL DUMPING	11
INVESTIGATION	100
JUVENILE OFFENSES	2
K9 DEPLOYMENT	16
KEEP THE PEACE	16
LARCENY /FORGERY/ FRAUD	127
LIFT ASSIST	36
LOG ENTRY	617
LOITERING	1
MEDICAL	499
MISSING PERSON	7
MUTUAL AID	73
MVA NO INJ. OR HAZMAT	219
MVA WITH INJURIES	34
MOTOR VEHICLE COMPLAINT	177
MOTOR VEHICLE FIRE	13
LOCKOUT, MOTOR VEHICLE	56
MOTOR VEHICLE STOP(GRANT)	127
MOTOR VEHICLE STOP	1546
NOISE COMPLAINT	32
OUTSIDE FIRE	7
PARKING COMPLAINT	7
PANIC ALARM/HOLD UP ALARM	1
ANNOYING PHONE CALLS	4
PROPERTY DAMAGE	19
FOUND/LOST PROPERTY	64
PARKING TICKET	15
PROPERTY TRANSFER	18
REPOSSESSION	4
ROBBERY	1
RECOVER STOLEN PROPERTY	1
RUNAWAY	2
SERVE PAPERS	137
SEX OFFENSES	2
SHOPLIFTING	5
ODOR OF SMOKE IN THE AREA	8
MOTOR VEHICLE THEFT	5
SOLICITING	1
SPEEDING COMPLAINT	7
SPEED TRAILER	107
SERVICE CALL	19
TROUBLE ALARM	54
SUICIDE AND/OR ATTEMPT	9
SUSPICIOUS PERSON	41
SUSPICIOUS ACTIVITY	243
THREATS	12
TRANSPORT	30
TRAFFIC CONTROL	6
TRESPASSING	18
UNATTENDED DEATH	3

UNAUTHORIZED BURNING	2
UNWANTED GUEST	13
VANDALISM	47
WARRANT	28
WELFARE CHECK	136
WEAPONS VIOLATION	1
WATER / SEWER ALARM	61
TOTAL	10277

Motor Vehicle Citations

Citation Break Down								
1/1/12-12/31/12								
<u>Law</u>	<u>Fine Total</u>	<u>Civil</u>	<u>Warnings</u>	<u>Verbal</u>	<u>Arrests</u>	<u>Criminal</u>	<u>Municipal</u>	<u>Totals</u>
Minor in Possession of Alcohol	0	0	0	0	4	1	0	5
Resisting Arrest	0	0	0	0	0	1	0	1
Motor Carrier Safety Violation	105	3	3	0	0	0	0	6
Failure to Dim Headlights	0	0	1	0	0	0	0	1
Reg. Sticker Missing	0	0	0	0	0	1	0	1
State Highway - Signal/Sign/Markings Violation	20	1	0	0	0	0	0	1
State Highway - Traffic Violation	80	5	0	0	0	0	0	5
Load Spilling While Operating M/V	200	2	1	0	0	0	0	3
Fail Keep Right	0	1	0	0	0	0	0	1
Improper Passing Or Fail To Keep Left/Fail Give Way To Overtaking M/V	100	1	3	0	0	0	0	4
Fail Obey Rest Markings/Fail Use Caution Passing/Fail Keep Right W/ View Obstructed	0	0	2	0	0	0	0	2
Fail Use Care Passing, Motorcycle, 2 Abreast/Fail Use Care Passing/Fail Stay Within Marked Lanes	1300	18	10	0	5	5	0	38
Unlawfully Operate M/V In Breakdown Lane/Fail Drive Lane Near Right	400	7	29	0	1	1	0	38
Right Turn On Red Light Where Prohibited/Fail to Yield Approaching M/V	0	0	2	0	0	0	0	2
Stop Sign Violation/Red Light Or Traffic Signal Violation	1800	28	36	0	1	2	0	67

Operate M/V W/O License/Operate M/V W/O License, 2nd Offense/License Restriction Violation While Operate M/V	0	0	6	0	1	14	0	21
Reg./License Not In Possession While Operate M/V	525	36	26	0	2	14	0	78
Leave M/V Unattended/Allow Impeded Operation/Operate Truck w/No Chock Blocks/Allow Improper Hired Person Operate M/V	70	2	2	0	0	0	0	4
Seatbelt Violation	300	17	20	0	1	0	0	38
Fail Slow At Intersection, Stop For School Bus, Use Caution, Yield To Pedestrian	35	1	3	0	0	0	0	4
Fail to Signal Before Stop/Turn	0	1	3	0	0	0	0	4
Operate M/V W/Studded Tires,Unnecessary Noise,Unnecessary Smoke/Unlawful Use of Spot/Auxiliary Light	400	7	2	0	2	0	0	11
Speeding	34400	178	283	3	4	9	1	478
Speeding	4150	32	9	0	1	0	0	42
Operate Moped W/O License	60	2	0	0	0	0	0	2
Motorized Scooter Violation	0	0	1	0	0	0	0	1
Fail Display Evidence Trailer Reg./Operate M/V W/No Reg. Sticker	0	0	3	0	0	0	0	3
Inspection Sticker Violation	1825	62	69	2	6	20	0	159
Operate M/V After Revocation of License or Reg./Conceal Identity/Operate M/V After License Revoked For Drunk Drivng/Allow Illegal Use Of Plates/Permit Operation of M/V w/Suspended Reg./Attaching Plates To M/V	0	1	1	0	14	46	0	62

M/V Racing/Unauthorized Use or M/V/Operate M/V Recklessly or Negligently So As To Endanger/False Name or Statement on RMV Application For Reg. or License	0	0	0	0	20	6	0	26
Procure Another's or Altered License/Altering/Falsifying M/V Document/ Using/Possess Altered M/V Document, Altered/Stolen Inspection Sticker/Falsely Impersonate Applicant on License/Permit	0	0	0	0	0	2	0	2
Drinking Alcohol from Open Container While Operate M/V	0	0	0	0	2	0	0	2
Operator of M/V Fail or Refusal to Deliver or Provide License, Reg., Name or Address On Demand/Fail Deliver License To RMV/False Name/Fail to Stop For Police While Operating M/V/Fail Deliver Certif Reg. & Number Plates	0	0	0	0	3	2	0	5
Fail Report Address/Name Change To RMV	70	3	2	0	0	1	0	6
Fail Dim Lights While Operate M/V/Safety Chain Violation/Operate M/V W/O Valid Reg. Sticker	55	2	3	0	0	4	0	9
Operate or Permit Operation of Uninsured M/V/Towing Uninsured M/V	0	0	0	1	4	17	0	22
Fail Keep Plate Legible/Plates Improperly Displayed Or Attached/Obscured Plate Number, Trailer Hitch/Obscured Plate Number/Temporary Plates, No Permit/Fail Display Plates While Operate M/V	105	9	9	0	0	1	0	19

Permit Passenger On Motorcycle W/Inadequate or W/O Headgear/Operate M/C,W/O Headgear, Suitable Guards or Face Protection/Fail Display Rear Lights/Operate M/V W/O Safety Chains or Lights/Fail Display Emblem/Defective Equipment	385	24	26	0	2	8	0	60
Fail Restrain Child 0-13 years old While Oper M/VV	25	1	1	0	0	0	0	2
Red/Blue Light Violation	0	0	0	0	1	0	0	1
Alter Height M/V	35	2	0	0	0	0	0	2
Tire Tread Depth Violation	35	2	1	0	0	0	0	3
Operate M/C - No Permit/Unlawfully Carry Passenger on M/C	25	1	0	0	0	0	0	1
Operate M/V Or Trailer W/O Plates Displayed/Operate Unreg. M/V, Owner Viola, Towing/Allow Unreg. M/V On Public Way/Operating Unreg. Trailer/Towing Unreg. M/V/Allow Operation of Unreg. M/V, Custodian/Operate Or Permit Operation Unreg. M/V or Trailer	600	18	20	1	4	20	0	63
Oper M/V, W/Obst Trans. Window	0	0	2	0	0	0	0	2
Heavy Equipment Exclusion	0	0	0	0	0	1	0	1
	_____	_____	_____	_____	_____	_____	_____	_____
<u>Totals</u>	47105	467	579	7	78	176	1	1308

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

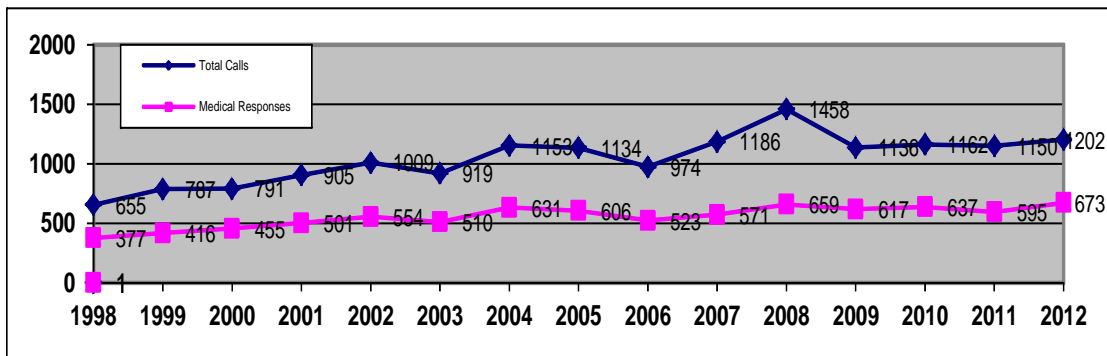
**FIRE DEPARTMENT
2012 Annual Report
(Fire and Ambulance Departments)**



Proudly serving the citizens of the Town of Westminster for 186 years.

Visit us at 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	38	3.2
Overpressure Rupture/Excessive Heat	3	0.2
EMS/MVA Call	673	56.0
Hazardous Condition	68	5.7
Service Call	166	13.8
Good Intent Call	71	5.9
False Call	173	14.4
Severe Weather/Natural Disaster	2	0.2
Special Type/Complaint	8	0.6
TOTAL INCIDENTS	1202	100.0

Permits and Compliance 2012:

Burning Permits	331 (794 Activations)
Smoke / CO Detector Insp.	112
Oil Burner Permits	46
Blasting Permits	3
Fuel Storage	33
Plan Reviews	41
Safety Inspections	62
Fire Drills	15
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 2012. 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 the number of Call Firefighters decreased by 1 due to attrition, bringing us to 14. During 2012 we recruited 3 on-call firefighters that attended the Fire Academy. 1 dropped out in the first month. The 2 remaining recruits completed their training in December of 2012. Recruitment was funded from an article at the Annual Town Meeting in May of 2011. Funds from this article are nearly completed and we will look again at funding a similar article in May of 2013 to help fund another group of call firefighter recruits that will start in July of 2013.

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 for the department. We lack a sufficient level of firefighters to respond and handle incidents from the simple to the complex, that require more than the two duty firefighters. Call Firefighter shortages is a nation-wide problem and the lack of personnel hampers our ability to respond and deliver services in a timely and self-sufficient way.

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

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 a number of years ago 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 2012.

Service Delivery:

A few years ago the Fire Department provided CPR and First Aid to the general public with firefighters paid from department funds. Cutbacks reduced our funding to perform these public services. We are hopeful that at some time in the future we will have funding to allow for these services again.

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 (2005 Boston Globe Report) 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 own land in Whitmanville. The town needs to plan for this eventuality.

EMS:

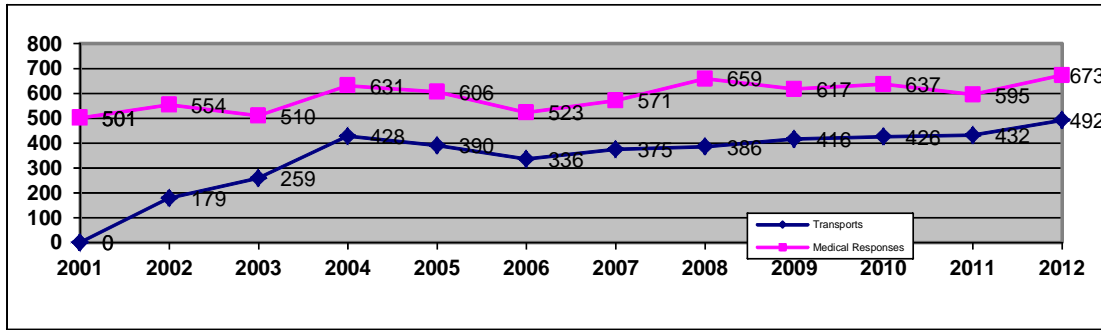
Emergency Medical Services – Over the last year 56% of the Department's responses were Emergency Medical in nature. This includes responding to all 911 calls for in-house medicals as well as personal injury accidents including motor vehicle accidents, which often require the assistance of firefighters 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 standard for response times of Emergency Medical Services (5 minutes). 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. This response time and the level of care at the Paramedic level has paid off for many residents who attribute their survival to the services we deliver. Prior to starting the ambulance we would respond and provide initial care but it would take 12 minutes on average for an ambulance to get on scene.

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

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



Ambulance Statistics 2012:

Transports by vehicle A1 – 87, A2 – 405
 ALS/BLS BLS – 18%, ALS – 82%
 Average Transports/Month 41
 Average Transports/Day 1.35

Ambulance Receipts 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, above what the Fire Department was providing before the ambulance. The Ambulance Budget covers the cost for the ambulance, medical supplies for the Ambulance, Fire Department, Police Department, and First Aid Kits the Town Hall, Parks and Recreation, and Crocker Pond. A detailed ambulance report containing statistics and finances is provided to the Selectmen on a regular basis.

We have not requested increases to our ambulance rates for a few years. I am happy to say that our rates are only set to cover for our expenses to operate the ambulance. This makes our rates one of the lowest in the area. People that use other services can see significantly higher rates for the same services. In many cases the rates that are charged by others are inflated to try to get as much money as possible from the EMS system to cover for other operating costs. I am happy to say that Westminster does not do this and only charges what is needed to deliver a quality service.

Ambulance Service- The Fire Department started in the ambulance service in 2001 by obtaining a service license from the state for our Rescue Truck as a Class V ambulance. A Class V ambulance is one that can be used only when our primary and back up service were not available and waiting for another Class I ambulance would be detrimental to the patient. We did this only for a short time and during Christmas time of 2001, we were approached by a resident who had known that the department had tried for an ambulance in the past and provided information on a free ambulance from Grahamsville, NY. With the approval of the Selectmen we went to Grahamsville to see if the ambulance would be adequate for starting an ambulance service. We determined that although the vehicle was old at a manufacture date of 1985 we could get the ambulance in service without public funds. Using donations we put the ambulance into service and received State approval to operate it as a primary ambulance.

This first 1985 ambulance was only used during daytime hours at the approval of the Selectmen. After a trial the Selectmen allowed further hours to operate the ambulance into the evening. After about 1 year we obtained approval by the Selectmen to operate the ambulance 24x7 with the assistance of the ambulance receipts that paid for firefighter/EMTs to cover the station.

This ambulance was the oldest ambulance in the State and having some funds available from receipts from billing we sought out another used ambulance. We found our second ambulance in Amherst, NY. We drove out to look at it and having determined that it would again meet our

needs, and drove it back to Westminster. Within a couple months we put the newer ambulance into service and donated the original one to the City of Fitchburg to allow them to start an ambulance service. A few years later this ambulance was donated to Afghanistan to assist them in providing ambulance services in that country.

With a continued revenue stream from ambulance billing receipts we finally saved up enough money to purchase our first new ambulance in 2007. At the same time we moved forward with providing Paramedic services. We did this through requiring any new full-time firefighters hired when we first put the ambulance into service to be Paramedics or willing to go to Paramedic school paid from ambulance receipts. In 2007 we also received State approval for operating at the Paramedic level.

In 2012 we purchased our second new ambulance and obtained approval to keep the older ambulance as a backup. Since putting the newest ambulance into service this past spring, we have been able to use both ambulances at the same time for back to back calls.

Ambulance Budget – It has been asked many times about the funding of the ambulance using ambulance receipts. When we started the ambulance the Selectmen set the direction that the operation of the ambulance will not cost the taxpayers any money. This financial condition was applied to the expectation with a few alterations to assist the public. Before we obtained an ambulance the Fire Department responded to all medicals with our rescue truck. We had been doing this since the 1960's. When full-time Chief and firefighters were hired they were required to be EMTs, we published reports, purchased equipment and supplies and paid personnel to respond to the station and go on the call. These costs were not required to have an ambulance and the ambulance did not increase these costs. In fact if we didn't have an ambulance we would have these same costs back in the Fire Department Budget. So the ambulance operating costs are for the ambulance vehicles, paramedic costs, and 10% of the department's administrator for extra work created by the operation of the ambulance. We did cover some fixed taxpayer costs by picking up the medical supplies costs for both the Fire and Police Departments as the Ambulance is obtaining funding that is driven from the use of the supplies so it was felt that these supplies should be funded by Ambulance receipts, but if we didn't have an ambulance these costs would come back to both departments as a taxpayer expense. When we went to operating the ambulance 24x7 we also paid for Firefighter/EMT's to work shifts where there was no second full-time firefighter. Today this allows us to pay for per-diem firefighters on certain shifts saving the town from paying for these shifts with taxpayer funds.

On-call EMT's – During the summer of 2011 we brought back the position of on-call EMT to the department. The Fire Department used to have EMTs that were not Firefighters and this was before our ambulance service. We brought the position back to help in a number of ways. Primarily, they are to fill the gap of assisting with the delivery of EMS Services by responding to medical calls and helping to staff the backup ambulance. Secondly, they are helpful hands during fires and other incidents we respond to. The goal behind this strategy is to augment the lack of on-call firefighters. For example, during a fire and we have a medical call we would not have to pull Firefighters away to respond. The on-call EMT will be able to staff the ambulance leaving the Firefighters to their work. These positions can also assist with some rescues as they can either be trained in the various rescues or they can help in ancillary roles. Since starting with one on-call EMT last year we moved forward with an additional one this year with the hope to attract 5 in total. I sent letters to all EMTs that are registered as living in Westminster and received 2 replies. One that replied was hired this year giving us two on-call EMT's and a second that expressed interest but didn't currently have time. We hope that we can attract others in the future.

Residents interested in being an on-call EMT should contact the Chief to learn more about what it takes to become an EMT and work on-call for the department.

ALS/Paramedics – 2012 was our fifth 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 5 per-diem Firefighter/Paramedics that provide coverage when one of our paramedics is out. Paramedics provide the highest level of medical aid outside of the hospital setting. During the first days of operating at the Paramedic level the Paramedics saved a young person whose airway was closed saving their life. Since this first save for our Paramedics we have had many more, many of them cardiac in nature. Many people have questioned me about the value of having an ambulance service in town. When we first went into business with the ambulance there were very few examples of the value we would provide. Today we have so many excellent stories of people we have helped through our reduced response times and highest level of service. One particular example from 2012 was a patient that was placed on the heart monitor by the Paramedics and they were above observed abnormalities in the EKG that they questioned and made a decision to take the patient to UMass University Hospital where the patient was more fully evaluated and survived a heart attack he was having. This is the type of example that the public does not find out about and not knowing creates the doubt in some minds about the value we provide. I was always neutral about having an ambulance service and shortly after operating it I was sold on its value to the town. I am happy to say that my relatives have benefited from the service as well.

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 off 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 55 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. We expanded the coverage area of the Wireless Alarm System area to now include northern Westminster. Although there are currently no subscribers in this area, we are set for future expansion of our services.

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.

The revolving account had seed money initially from the town, but over time cost increases and poor economy has used up all our funds and we are unable to collect hazardous spills since the summer of 2012. We will seek more seed money at the Annual Town Meeting in May of 2013 to allow the program to continue in FY2014.

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, 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 gets 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 trained firefighters 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.

Our Fire Prevention activities include yearly participation in the State-wide Arson Watch Poster Contest and we were very pleased that 2 of the 3 place winners in Worcester County came from our program at Overlook Middle School. For our efforts we received a donation of \$1500 to continue our work. These funds will be combined with other donations to assist with purchasing safety training materials used with the public, targeting “at risk” populations (elderly and children).

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 businesses, community groups, organizations, and the general public for CPR and First Aid education. We still provide the training to Town of Westminster employees. During 2012 we held a number of 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 looking to purchase their own lock box is encouraged to contact the department.

Halloween Bonfire - Each year the Department partners with the Friends of the Library to provide the Halloween Bonfire 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 utilizes our skills to advising on coordinating 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. Due to the migration of EMS over to a second ambulance we have decided to consolidate the rescue portion of the vehicle into a combined replacement with Engine 4, thus reducing the number of vehicles in the department. We received approval for replacing both R1 and E4 at the Annual Town Meeting in May 2012. The new vehicle will be called Engine 3 and it will be called a Rescue/Pumper

Ambulance 1 (A1) (2007 Ford Ambulance) Horton. It is used as our reserve ambulance to respond to Emergency Medical calls and transport patients to the hospital. The vehicle is in good condition. The ambulance suffered a significant engine problem during 2012 that cost about \$3500 to repair, resulting in a request for additional funds to maintain our ambulance at the fall 2012 Special Town Meeting. We want to continue to use this ambulance until we replace Ambulance 2 in 5 years.

Ambulance 2 (A2) (2012 GMC Ambulance) Braun. It is used to respond to Emergency Medical calls and transport patients to the hospital. The vehicle is in excellent condition and is very similar to Ambulance 1.

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 after continued expenditures to maintain the vehicle.

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. Due to the migration of EMS over to a second ambulance we have decided to consolidate the Engine portion of the vehicle into a combined replacement with Rescue 1, thus reducing the number of vehicles in the department. We received approval for replacing both R1 and E4 at the Annual Town Meeting in May 2012. The new vehicle will be called Engine 3 and it will be called a Rescue/Pumper.

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. The tower suffered a severe accident while fighting a mutual aid fire on Saturday, November 24, 2012 in Leominster at the Columbia Hotel Fire. Two Westminster Firefighters were injured along with the damage to the vehicle when a brick wall collapsed on the truck and firefighters and then a portion of the roof of the building also landed on the bucket with the firefighters in it. The Tower has been out of service since the accident and it is anticipated that it will be back in service in the first quarter of 2013. The cost of repair to the vehicle exceeded \$111K and the SCBA that the firefighters were wearing also needed repair that exceeded \$2.6K. Both were covered by the town's insurance less the deductible.

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 – Good condition) and is designed to be an emergency response vehicle and the primary command vehicle at major incidents. Car 2 (20012, Duty Officer's car excellent condition) and is designed to be an emergency response vehicle and the secondary command vehicle when the Car 1 is not available. Car 3 (2007 utility pick up truck – good condition) This vehicle is planned for replacement funding for FY14

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 they 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. Since last year's report we

have been told that our SCBA Company was bought out and that they will no longer be producing SCBA and related equipment. This will now require the request to replace the SCBAs not just the bottles. This cost is estimated at \$200,000

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 cost of the project to double in cost. We are utilizing some space on the 3rd 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, which 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 as a long term solution that will be addressed by the Public Safety Building Committee.

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

Web page: 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 intensive and the Captain along with the 6 full-time firefighters we currently have working shifts alone cannot 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 2013 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 2012 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. The major event for the year was Tropical Storm/Hurricane Sandy in September. Although there was response by the town during this emergency, 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, work with the public and various town departments to provide information, file paperwork for federal reimbursement, and track reimbursements that cross into additional years.

Hurricane Sandy:

Prior to Hurricane Sandy hitting the east coast there were numerous e-mails and conference calls in preparation of the possible impact from the storm. The storm affected the Town with mostly high winds and some rain. This storm was unlike others in the recent past in that high wind caused the majority of the damage with many trees being uprooted with some falling on houses and others blocking roads and taking power lines and other wires down.

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.

Westminster Emergency Management was heavily involved with working with our power company, National Grid, to prioritize the work that needed to be done. Although we had local support from National Grid there was a general poor support in assigning resources to fix the problems that caused the town the most problem. One example was there was a live wire that was down on Sargent Road with arcing. We requested National Grid to prioritize this issue as we had valuable Fire Department resources that needed to stand by waiting for the power to be cut off. It took 5 hours to get a crew out to shut off the power. Another example was when we had roads closed one being Minott Road and one being RT140 (Worcester Road) we requested the priority to be opening RT140 but National Grid worked on opening Minott Road and then Lovell Street before addressing RT140. Complaints to MEMA Headquarters seemed to have no effect in addressing the priorities that were set.

A Federal disaster was not declared even though the Town processed claims for public damages.

Public Disaster Preparation:

Residents are reminded of the following;

- If you have a wired phone line you should have a phone that does not run on power or batteries or have some way of providing power to these devices.

- Have battery operated portable radios with spare batteries 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.**
 - Including; prescriptions, hearing aid batteries, etc.

Emergency Preparations:

Pending Completion:

- 2011 Funds were voted at Town Meeting to put a generator at Meetinghouse school in the future. The school has not provided a date for completion.
- 2012 Funds were voted at Town Meeting to put a generator at Town Hall in the future. No date for completion has been provided.

Completed:

- Completed agreements with the City of Fitchburg to improve Police and Fire radio communication by consolidating 2 radio voter sites off of Franklin Road.
- Improved video security around the public safety facility and Town Hall.
- Purchased and installed equipment in EOC with grant funds
- Installed remote wireless Fire Alarm radio on Fred Smith Road to expand network coverage to the northern part of town.
- Worked on reconfiguring radios in Ellis Road radio building into new radio cabinet and made steps to move the Fire Department low-band radio back to Ellis Road from Academy Hill Barn
- Worked on back radio system at DPW for Fire, Police and DPW to allow for DPW to be used as an alternate EOC.
- Obtained approval at town meeting for replacement of legacy Reverse 911 system with a web-based system. Moved forward with initiating the service in late 2012

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. Senior Center – Emergency backup power discussed with Senior Center Building Committee

○ **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.

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 Management 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.

Activities:

In addition to Hurricane Sandy and the work described above Emergency Management works yearlong addressing public events, Homeland Security planning, working with dam owners on their emergency response plans (ERP) and many general activities below. Managing communication includes attending meetings, e-mail, US Mail, and phone calls and this consumes 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 a daily activity. 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 activities over the last year

1. Regular meetings between EMD and Deputy EMD
2. Evaluated CERT (Citizen Emergency Response Team) Training, but did not have 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. Participated in utility emergency planning meetings.
10. Continued to provide Reverse 911 public notifications.
11. Maintained communication with State Agencies associated with the HHAN Emergency Notification Network.
12. Answered public questions on emergency preparedness.
13. Answered surveys and requests for information from various agencies.
14. Obtained approval to move forward with replacing our old Reverse 911 system with a new web-based system.

Pending Activities:

The following are recommended activities to 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. Assess EOC communications upgrade and determine future direction.
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 willingness 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 are 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:
 - 1 portable ham radios
 - 1 multi-band ham base radio
 - 1 vhf ham base radio
- Weather Station:
 - A weather station that is on the Fire Department roof. 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.
- EOC startup supplies – There is a large bin at the Elementary School with EOC startup supplies.

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 3rd 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.

As I do yearly, I want to continue to remind the community that;

There is a risk in having the Fire Chief also the Emergency Management Director. The Ice Storm Emergency in 2008 and other disaster declarations since, that seem to happen yearly, highlight this problem. It is during an emergency that you need active management of both the Fire Department and Emergency Management. It has been ineffective trying to handle both rolls at the same time, when staffing of on-call firefighters is too low and there is a lack of volunteers in emergency management. With the Fire Chief's position requiring full time involvement in the Fire Department there is also insufficient time to put into Emergency Management planning and related activities. The town should consider having a separate resource for Emergency Management to eliminate the problems that occurred with insufficient time in managing both in the past.

Respectfully Submitted,

Brenton W. MacAloney, Emergency Management Director

REPORT OF THE DEPARTMENT OF PUBLIC WORKS

We submit the following Annual Report for the year 2012.

HIGHWAY DEPARTMENT

The total snowfall for the 2011/2012 winter season was 49.25". There were 16 storms, 8 snow related, 6 snow/rain mix related and 2 ice related. The heaviest snow fell on October 29 & 30, 2011 which produced 22.0" of heavy wet 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:

Backhoe Loader – 2012 JCB Backhoe Loader purchased from Northland Industrial Truck Co., Inc. of Wilmington, Massachusetts.

Berm installed – Town Farm Road – 3,815 feet.

South Street Reconstruction – Consultant engineering services were performed.

TOWN FUNDS

Full Depth Pavement Reclamation

Bathrick Road (Town Farm Road to 500 feet east) – 500 feet

North Common Road (Oakmont Avenue to Town Farm Road) – 1,440 feet

Syd Smith Road – 400 feet

Town Farm Road – 6,900 feet

Paving

Bathrick Road (Town Farm Road to 500 feet east) – 500 feet, 2 ½-inch dense binder course

Bolton Road – 4,840 feet, 2 ½-inch overlay

Narrows Road – 6,262 feet, 1 ½-inch surface course

N. Common Rd – (Oakmont Ave. to Town Farm Rd) – 1,440 ft, 2 ½-inch dense binder course

Syd Smith Road – 400 feet, 2 ½-inch dense binder base course

Town Farm Road – 6,900 feet, 2 ½-inch dense binder base course

Drainage Improvements

Bolton Road – 520 feet 6-inch Perforated High-density polyethylene (HDPE) pipe

40 feet 12-inch High-density polyethylene (HDPE) pipe

East Gardner Rd. – 420 feet 8-inch Perforated High-density polyethylene (HDPE) pipe

Stone Hill Rd. – 40 feet 12-inch High-density polyethylene (HDPE) pipe

Town Farm Rd. – 340 feet 10-inch High-density polyethylene (HDPE) pipe

Catch Basin/Manhole - Repaired/Replaced/Adjusted

Bolton Rd. – 1 new catch basin, East Gardner Rd. – 2 new catch basins, Town Farm Rd. – 1 new catch basin and 3 new drain manholes.

Traffic Line Markings

Bacon St., Battles Rd., Betty Spring Rd., Depot Rd., Elliott St., Gatehouse Rd., Knower 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.

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., Bathrick Rd., Bean Porridge Hill Road, Betty Spring Rd., Bolton Hill 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., Mile Hill Rd., Minott Rd., Narrows Rd., Newcomb Rd., Nichols St., Notown Rd., Oakmont Ave., Old County Rd., Roper Rd., Fitchburg Rd./Route 31, Pierce Rd., Shady Ave., South St., South Ashburnham Rd., Spruce Rd., Sunset Rd., Town Farm Rd., Turnpike Rd., Village Inn Rd., Waterman Ln., West Main St., West Princeton Rd., Whitmanville Rd., Willard Rd., Worcester Rd., and Wyman Rd.

Article 25 of the May 5, 2012 Annual Town Meeting provided funds to purchase a six (6) wheel dump truck. The truck chassis with trade was purchased from Ballard Mack Sales & Service, Inc. of Worcester, Massachusetts. The dump body from the trade-in truck was refurbished by J.C. Madigan, Inc. of Lancaster, Massachusetts.

Article 26 of the May 5, 2012 Annual Town Meeting provided funds to purchase a truck lift. The lift was purchased from Mohawk Resources, Ltd. of Amsterdam, New York.

South Street Reconstruction – The reconstruction of South Street, from Main Street to Dawley/Carter Road started this year. This is a federal-aid funded project with oversight by the Massachusetts Department of Transportation (MassDOT). The contract was awarded to E.H. Perkins Construction, Inc. of Hudson, Massachusetts. The work consists of reconfiguring the intersection of South Street, Leominster Street and Main Street as well as roadway resurfacing, drainage improvements, and the addition of sidewalks. The project is expected to be completed by the Summer of 2013.

WATER DEPARTMENT

There were 4 new services connected to the distribution system during the year. The number of service connections is now 1,197.

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, sulfate, total dissolved solids (TDS), lead, copper, tetrachloroethylene (PCE), trihalomethanes (THM), haloacetic acids (HAA5), inorganic contaminants and volatile organic contaminants.

There were 2 water main repairs and 11 service leaks/repairs during the year.

There was 1 hydrant replaced during the year.

WATER CONSUMPTION DATA

MONTH	GALLONS	MONTH	GALLONS
January	11,271,784	July	17,623,561
February	9,904,919	August	14,877,613
March	10,904,985	September	13,473,878
April	11,582,156	October	11,179,248
May	12,856,772	November	10,455,418
June	13,984,336	December	9,507,597

TOTAL 2012 CONSUMPTION = 147,622,267 GALLONS

Average Daily Consumption =	403,340 gallons	
Largest Daily Consumption =	July 12, 2012	802,428 gallons
Largest Weekly Consumption =	July 8 – 14, 2012	4,653,740 gallons

WATER DEPARTMENT COMPARATIVE TABLE

CALENDAR YEAR	TOTAL (GALLONS)	LARGEST DAY (GALLONS)	LARGEST WEEK (GALLONS)
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
2011	140,425,825	770,839	4,066,633

Article 27 of the May 1, 2010 Annual Town Meeting provided funds to replace the water main on South Street from Main Street to Carter Road. This work was performed by E.H. Perkins Construction, Inc. of Hudson, Massachusetts.

The Marshall Hill Road pressure reducing valve was rebuilt this year.

SEWER DEPARTMENT

There were 5 new services connected to the collection system during the year. The total number of service connections is now 735.

During the year, 40,718,876 gallons of sewerage passed through our system and into the City of Fitchburg collection system.

SEWER USE COMPARATIVE TABLE

CALENDAR YEAR	GALLONS TO FITCHBURG
2007	53,488,607
2008	53,704,411
2009	71,987,743
2010	67,695,455
2011	60,721,768

SOLID WASTE DEPARTMENT

571 residential vehicle sticker permits were issued during the year.

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

423 drop-off permits to dispose of special fee items were issued totaling \$8,532.00.

DROP-OFF PERMIT COMPARATIVE TABLE

MONTH	DROP-OFF PERMITS ISSUED				
	FREON ITEMS	TIRES	MATTRESS	PROPANE TANKS	CRT's (TV's)
JANUARY	2	-	8	2	7
FEBRUARY	3	-	10	-	5
MARCH	6	-	16	-	11
APRIL	4	5	10	2	10
MAY	2	7	16	-	9
JUNE	5	6	19	1	14
JULY	11	-	10	2	12
AUGUST	3	3	19	2	12
SEPTEMBER	8	3	20	1	18
OCTOBER	17	7	15	3	13
NOVEMBER	5	1	12	3	12
DECEMBER	4	7	8	-	12
TOTALS	70	39	163	16	135

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 2012:

PURPOSE OF PERMIT	# OF PERMITS	CONSTRUCTION VALUE
Residential		
One family dwellings	22	\$ 5,009,280.00
Two family dwellings	0	00.00
Additions & alterations	140	3,770,986.00
Garages	8	428,350.85
Accessory buildings	7	145,086.19
Swimming pools	16	186,433.44
Non-residential additions/alterations	12	149,878.00
Demolition	7	-----
Other	43	94,122.22
TOTAL	255	\$ 9,780,137.48

FEES COLLECTED IN C.Y. 2012

Building permits	255	\$ 101,517.00
Plumbing/Gas permits	217	15,240.00
Wiring permits	215	18,145.00
Other fees	9	880.00
TOTAL	695	\$ 135,702.00

Brenda M Bodanza along with her Service Dog, Liberty, joined our department, as our temporary secretary, bringing along many new ideas and enthusiasm. She has helped to upgrade our Building Permit forms along with many positive changes in our accounting. I want to thank my staff for welcoming the changes, and helping to make the transitions go smoothly. It is a pleasure to work with the outstanding staff within our office and the Town Hall. I want to thank everyone for their expertise within their own field, creating a unity within the departments.

The Building Department continually updates our Town Web-Site at www.westminster-ma.gov, to help make it user friendly. When you go on the Towns Home Page, click on "Departments" then on "Building & Zoning Enforcement" and check out all our features. Some of the features are "Frequently asked questions", "Permit application forms", our Slide Show of *new homes* being built, and much more. We also have the bulletin boards outside our office displays many of the new construction that has been taking place within our community. I believe it is a nice gesture to be able to have a visual instead of just reading about changes.

As of November 2012, The State's Stretch Energy Code was voted in the Fall of 2011 Town Meeting. 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 its efforts to obtain both Federal and State aid assistance. As of July 2012, the Stretch Code came into full effect.

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 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 are also 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.

The Building Commissioners hours are: Monday, Wednesday & Thursday 11:30AM till 4:30PM and Tuesday 10AM till 1:00PM

Respectfully submitted,

Michael A. Gallant
Building Commissioner/
Zoning Enforcement Officer

2012 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:

William C. Taylor, II, chairman	2013
Marie N. Auger, vice chairman	2014
Michael J. Fortin, clerk	2014
M. Donald Barry	2013
Jon Wyman	2015

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. You can review the Planning Board meeting agendas, meeting minutes, and current initiatives on the Town's website: www.westminster-ma.gov (just go to the department heading and click "Planning").

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 developments and wind power facilities. The Planning Board also reviews industrial/commercial and multi-family residential Site Plans. The following is a project update for 2012:

- In January, February and May, representatives of the Planning Board participated in the inter-departmental technical review sessions for the MBTA commuter train layover station.
- In January, the Board signed the Mylar for the Elm Street Extension, a one lot subdivision in the vicinity of town center.
- In January, the Board reviewed the activities of the Westminster Business Park to make sure they were in compliance with the conditions of their subdivision approval.
- In January, the Board hosted a public information meeting on a draft version of the wind power facilities bylaw.
- In February, the Board made a favorable report to the Department of Public Works regarding the layout and acceptance of Mark Newton Road as an official Town road.
- In February, the Board wrote letters to the owners of the two primary Priority Development sites in town (Simplex Drive and the Westminster Business Park), pledging to help them through the permitting process when development activity is proposed on their properties.
- In March, the Board held its required public hearings on two zoning changes, adopting a new lot area definition and a wind power facilities bylaw, both of which were approved by the voters at the Annual Town Meeting in May.
- In April, the Board reviewed and provided comment to the Selectmen on an Earth Removal Permit application filed by Robert Francis for his property located on Oakmont Avenue.
- In May, the Board granted a lot release request made by the Westminster Business Park.
- In June, the Board issued a letter to the Town's other land use boards, Board of Selectmen, Advisory Board and Capital Planning Committee regarding several cost of community services studies that document which types of development contribute the most tax revenue versus their use of municipal services.

- In June, the Board met with the Building Commissioner to discuss the proper way to interpret the various dimensional standards contained in the zoning bylaw.
- In July, the Board reviewed the various bonds in place for the Westminster Business Park.
- In August, the Board made a favorable report to the Department of Public Works regarding the layout and acceptance of Sawin Drive as an official Town road.
- In August, the Board sent a letter to the Town's legislative delegation regarding several wind power facilities siting bills currently before the State Legislature.
- In August, the Board provided comment to the Selectmen regarding the Westminster Business Park's application for an Earth Removal Permit.
- In August, the Board conducted a site plan hearing for Dig & Pour LLC for an industrial use at the end of Rowtier Drive (still in progress).
- In August, the Board heard a presentation from the Montachusett Regional Planning Commission regarding the Wachusett Corridor Smart Growth Study they are working on (Westminster falls within the study area).
- In September, the Board held its required public hearing on a set of housekeeping amendments to the Town's wireless communication facilities that was subsequently approved by the voters at the Special Town Meeting in November.
- In September, the Board met with Paul Aldrich to discuss a potential senior housing project on Adams Street.
- In September, the Board approved a site plan for Bedrock Realty Trust for an addition to an existing building at 25 Theodore Drive.
- In October, the Board held its required public hearing on adding a definition for shadow flicker to the wind power facilities bylaw that was subsequently approved by the voters at the Special Town Meeting in November.
- In October, the Board provided a letter of comments to the Montachusett Regional Planning Commission regarding the transportation element of the Wachusett Corridor Smart Growth Study.
- In October, the Board approved a preliminary subdivision plan to the Harrington Living Trust for a two lot subdivision coming off Worcester Road.
- In November, the Board discussed the town's options for regulating marijuana treatment centers after the passage of the Massachusetts Medical Marijuana Initiative.
- In December, the Board revised its public hearing notification form for abutters.

APPROVAL NOT REQUIRED (ANR) 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 2012:

- Roger Despres, 24 Cross Road (one lot).
- Robert Bourgeois for property located at Bourgeois Terrace (one lot).
- Scott Heimo Sr., Lanes Road (one lot).
- Joseph R. Hollenbeck, Town Farm Road (one lot).
- Clara M. Nadeau, 91 Davis Road (one lot).
- Ray-Tek Construction LLC, Bean Porridge Hill Road (two lots).
- JP Dell LLC, Bean Porridge Hill Road (three lots).
- Carl Langille, 135 Ellis Road (lot line adjustment).
- Eugene LeBlanc, 205 Worcester Road (two land transfers).
- Brian Gemborys, 804 Whitney Road (land transfer).
- Edward Simoncini Jr., 3 Minott Road (land transfer).

GRANTS & RESEARCH

- In September, the Town received a Peer-to-Peer technical assistance grant from the MA Department of Housing and Community Development (DHCD) for a town center design workshop that will be held in June of 2013.
- In July, the Town applied for a \$1 million dollar grant through the MassWorks Infrastructure Program to construct an in-line sewage storage system in lieu of an expensive upgrade of the Whitman River Sewage Treatment Plant, 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 that will fund the cost of a landscape architect participating in the June 2013 town center design workshop. The Town should learn the fate of this grant in early 2012. Unfortunately, the Town's previous Downtown Technical Assistance grant to conduct a needs assessment to reuse the Old Town Hall as a community center was unsuccessful.
- The Town Planner continues to research suitable grant opportunities and passes them on to relevant departments.

OTHER INITIATIVES

- The Town Planner and Treasurer-Collector presented an analysis of tax delinquent properties to the Board of Selectmen. The properties were evaluated for potential municipal use should they ever be acquired by the Town.
- The Town Planner prepared a procedural handbook for the Planning Board members.
- The Montachusett Regional Planning Commission prepared a walkability study for our town center that will be very useful for the June 2013 town center design workshop.
- The Town Planner made a presentation to the Selectmen regarding those Town-owned properties that have never had a management entity assigned to them.
- The Town Planner worked with the other land use boards to prepare a set of fill regulations that were eventually adopted by the Board of Selectmen.
- The Town Planner has begun work on consolidating the Town's earth removal and fill bylaws and regulations.

LONG-RANGE PLANNING

- The State gave final approval of the Town's updated Planned Production Housing Strategy, putting the Town in a better position to deal with multi-family developments proposed under the Comprehensive Permit process.
- Unfortunately, the Town was not able to find a suitable home building lot for our regional chapter of Habitat for Humanity, but is considering other options to help this organization.

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.

Respectfully submitted by:
Stephen Wallace, Town Planner

2012 MASTER PLAN UPDATE COMMITTEE REPORT

In 2012 the Master Plan Committee made great strides in updating the Town's old Master Plan, which was last updated in 2000. Highlights of our activities include:

- Preparing, distributing and tabulating a 21-question Master Plan Citizen Survey. The survey was sent to every household in Westminster and received a response rate of 48%. Master Plan surveys typically receive a response rate of 20% to 30%. That so many households took the time to respond is proof that there are a lot of citizens who really care about the Town and want to make their voices heard.
- Held a Master Plan Citizen Forum at the Westminster Elementary School on the evening of February 9th, 2011. Approximately 40 people attended this forum to discuss how the Master Plan can help the Town plan for its future.
- Prepared a full draft of the Town Government chapter for the Master Plan.
- Prepared a full draft of the Housing chapter for the Master Plan.

You can learn more about the survey, forum and read the draft chapters on the Master Plan Committee's web page, which is located on the Town of Westminster website: www.westminster-ma.gov (just click on the "Boards and Committees" heading and click on the Master Plan Committee).

For the upcoming year, the Master Plan Committee will tackle the Economic Development chapter with help from the Economic Development Committee and the Open Space & Recreation Plan with help from the Open Space Committee. We also plan to hold a Main Street design workshop sometime in June.

The Committee is comprised of the following individuals:

Mike Fortin - Committee Chairman and Planning Board Representative
 William C. Taylor, II - Alternate Planning Board Representative
 Heather Billings – Selectmen's Representative
 Dan Bartkus - Conservation Commission Representative
 Richelle Brown - Open Space 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
 Laila Michaud – Citizen at Large
 Ted Fiffy – Citizen at Large
 Linda Wiest - Citizen at Large

The Committee meets once a month as needed. Master Plan Committee meeting notices are posted on the Committee's web page.

The Master Plan is a two-year effort that should be completed in 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.

WESTMINSTER BOARD OF HEALTH

Dr. Patricia Glover M.D., Ed Simoncini and Peter Munro are the three elected members of the Board of Health. Dr. Glover was away most of the year caring for a family member so Peter Munro was the Acting Chairman. 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 has had yet 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. Health Agents, Wibby and Rita, were asked by the Agricultural Commission to give a seminar on safe and sanitary food preparation, such as offering samples of foods and proper labeling of products, for all those interested in selling food at the Farmer's Market.

New Town Website: www.westminster-ma.gov.

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.

Regionalization: "The Montachusett Public Health Network" (MPHN) has been established using Implementation Grant funds. Eleven local cities and towns including Westminster have been involved in the planning stage. Legal Counsels are reviewing a Memorandum of Agreement for the Network.

Boards of Health will keep their own authority and staff. Members of the MPHN will share centralized utilization of the Massachusetts Virtual Epidemiological Network (MAVEN) for communicable disease surveillance and case management by a public health nurse. In 2012 the Network launched an initiative to promote healthy weight incorporating municipal policy change, a requirement of the grant. The MPHN will develop health promotion and education programs, provide regional flu clinics, pursue partnerships with LUK and other agencies for substance abuse and mental health services.

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. 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, 4 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.

Revolving Account/Flu Clinics:

The purpose of the Board of Health Public Health Clinic and Emergency Response Revolving Account 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 2012 we purchased 150 doses of flu vaccine to supplement the 220 doses received from the state. The after-school flu clinic at Meetinghouse School held on October 18, from 4 to 7 pm, was attended by local families and school faculty and staff resulting in 279 doses administered. 60 doses were administered at the November 1st Flu Clinic held at the Senior Center. For the second year we held a Flu Clinic in conjunction with the Fall Town Meeting on November 29th. 14 doses were administered. The school nurses administered any leftover doses for a grand total of 365 doses of flu vaccine given this season.

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 2012

Septic Installers	32
Sewage Haulers	14
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	2
Outdoor Hydronic Heater	1

Recreational Summer Camps	2
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FOOD PERMITS ISSUED

Food Service/ Restaurants (All Year)	28
Food Service/ Restaurants (Seasonal)	5
Temporary food event vendors permits	60
Temporary food nonprofit events	20
Residential Kitchen/Farmers Mkt Permits	13
Mobile unit permits	7
2012 Total food permits issued	134

WELLS AND SEPTIC SYSTEM APPLICATIONS RECEIVED

Septic systems servicing new construction and repairs	45
Private Well installations	14
Deepening Well	2

TITLE 5 INSPECTIONS

Inspections witnessed by agents	51
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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. This year the beach was kept open on the weekends from Labor Day to Columbus Day. 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:

Massachusetts Public Health Department requires 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. Most Food Establishments are required to post a sign at the point of purchase (the counter), on the menu board or in the menu. If you have an allergy to a particular food product please inform the server when frequenting your favorite food establishment.

The regulations governing **commercial cooking operations** adopted new regulations requiring food establishments to comply with routine grease cleaning schedules; proudly Westminster food establishments are maintaining compliance.

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

Listed below are recommended websites for food safety information as well as food recalls on pet food: www.FDA.gov/safety/recall or www.fsis.usda.gov ; www.foodsafety.gov/recall

Town Events: There were several 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 has established the Massachusetts Virtual Epidemiological Network (MAVEN), an online program for communicable disease surveillance and case management. We used to receive by mail a laboratory confirmed report of a Westminster resident with a disease. We would fill out a confidential case report form for the state by contacting their physician and/or the resident by phone. Now instead of a paper report form it is all done on-line using MAVEN. The state uses the data for surveillance, to monitor outbreaks and in some cases to issue recalls. Most of the cities and towns in the new regional group of Health Departments, the “Montachusett Public Health Network” are having their communicable disease follow-up using MAVEN done by a public health nurse hired by the Network.

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	2012: \$1,472,303.30
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 Town is continuing a prescription drug take-back program. The Westminster Police Department has been active in conducting Take-Back programs sponsored by the federal Drug Enforcement Agency. A Drug-Take-Back Box has been placed inside the Police Station. 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, fluorescent light bulbs, rechargeable batteries, power tool and cell phone batteries as well as button batteries (from hearing aids 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, 2 Oakmont Ave 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: Big Change This Year. For the safe disposal of hypodermic needles, lancets etc at the landfill, it is recommended that people place all contaminated (used) needles and sharps items into a specific sharps container, supplied by the drop-off center and return box for disposal; according to Massachusetts disposal regulations. No other plastic container will be accepted.

Stickers: Vehicle stickers are available for residents from the DPW office. 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.

RABIES CLINIC

The Board of Health sponsored one Rabies Clinic this year, held at the Wachusett Animal Hospital and Pet Retreat, March 3 (the first Saturday in March as has been the tradition). 20 cats and 81 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 2012 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:

Starting with July 2011, these inspections are now being conducted by a federal inspection program. Review of the federal website shows that Westminster tobacco merchants were in compliance with all federal inspections conducted from July 2011-December 2012. We will continue 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	14
Number of Violations	1
Number of Warnings	1
Number of Fines	0
(Violations: 1 missing sign, corrected at the time of the inspection)	

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 2012.

Other:

This year we have conducted an additional store visit to conduct a state mandated pricing survey. All Westminster merchants were within proper pricing protocols. Starting with the July 1, 2012 fiscal 2013 year, we are now funded to conduct one full youth access compliance check and any necessary repeat violator check resulting from the initial check. Westminster is scheduled for the Jan-March 2013 quarter.

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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
Peter Munro, Acting Chair
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 2012 the Town Accountant oversaw financial transactions of \$25,764,552.56 in revenue and receipts and \$24,590,116.09 in expenditures, for a combined total of transactions in the amount of \$50,354,668.65.

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 2012
General Fund Balance Sheet
F01**

Description	Account#	Balance 6/30/2012
BS Balance Sheet		
Petty Cash	1020	100.00
Treasurer's Cash Drawer	1021	100.00
Invested Cash	1040-95	3,331,698.85
Real Estate Taxes Receivable, 2012	1220-12	224,460.88
Personal Property Taxes Receivable 2012	1210-12	6,851.84
Personal Property Taxes Receivable 2011	1210-11	1,065.19
Personal Property Taxes Receivable 2010	1210-10	672.50
Tax Liens Receivable	1240-00	549,105.79
Deferred Property Taxes Receivable	1253-00	65,913.80
Motor Vehicle Excise Receivable 2012	1260-12	55,798.57
Motor Vehicle Excise Receivable 2011	1260-11	12,603.34
Motor Vehicle Excise Receivable 2010	1260-10	4,636.72
Motor Vehicle Excise Receivable 2009	1260-09	3,468.75
Motor Vehicle Excise Receivable 2008	1260-08	3,405.56
Motor Vehicle Excise Receivable 2007	1260-07	3,328.35
Motor Vehicle Excise Receivable 2006	1260-06	2,760.22
Motor Vehicle Excise Receivable 2005	1260-05	3,516.27
Tax Foreclosures	1880-00	1,382.39
TOTAL ASSET		4,270,869.02
Allow. For Abatements & Exemptions 2012	1230-12	303,995.44
Allow. For Abatements & Exemptions 2011	1230-11	106,452.75
Allow. For Abatements & Exemptions 2010	1230-10	192,712.14
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	110,844.03
Federal Income Tax WH Payable	2120-00	0.00
State Income Tax WH Payable	2130-00	0.00
Tufts Medicare Supplement	2150-00	844.00
Insurance Withholdings Payable-HMO Blue	2151-00	(1,778.13)
Insurance Withholdings Payable-Blue Ch	2152-00	0.00
Insurance WH Payable - Medicare	2153-00	0.00
Life Insurance WH Payable	2154-00	633.65
Colonial Insurance WH Payable	2155-00	(608.71)
Insurance Withholdings Payable-Medex	2156-00	(1,509.62)
Insurance Withholdings Payable-Delta D	2158-00	406.50
Insurance Withholdings Payable-AFLAC	2159-00	175.43
Union Dues WH Payable-Police	2170-00	484.00
Union Dues WH Payable-Highway	2172-00	0.00
Employee Annuity WH Payable	2180-00	0.00
Employee Direct Deposit WH	2191-00	0.00

Court Judgments WH Payable	2191-00	(280.00)
Abandoned Property and Unclaimed Items	2520-00	1,342.90
Deferred Revenue-Real & Pers. Prop. Taxes	2610-00	(460,041.60)
Deferred Revenue Tax Liens	2622-00	549,105.79
Deferred Revenue Tax Foreclosures	2623-00	1,382.39
Deferred Revenue Def. Real Estate Taxes	2624-00	65,913.80
Deferred Revenue Motor Vehicle	2630-00	89,517.78
TOTAL LIABILITY		1,049,524.22
Fund Balance Resv for Encumbrances	3211-00	21,322.84
Fund Balance Resv for Expenditures	3240-00	378,200.00
Fund Balance Resv for Articles	3241-00	559,043.28
Fund Balance Resv for Petty Cash	3250-00	200.00
Fund Balance Resv for Special Purpose	3280-00	2,127.25
Undesignated Fund Balance	3590-00	2,260,451.43
TOTAL FUND BALANCE		3,221,344.80
TOTAL LIABILITY AND FUND EQUITY		4,270,869.02

**Town of Westminster
Fiscal Year 2012
Highway Fund Balance Sheet
F23**

Description	Account#	Balance 6/30/2012
BS Balance Sheet		
Invested Cash	23-1040	120,820.50
TOTAL ASSET		120,820.50
Warrants Payable	23-2010	3,582.41
Highway Anticipation Notes Payable	23-2730	124,500.00
TOTAL LIABILITY		128,082.41
Fund Balance Designated for State Chapter 90	23-3590	(7,261.91)
TOTAL LIABILITY AND FUND EQUITY		120,820.50

**Town of Westminster
Fiscal Year 2012
Special Revenue Fund Balance Sheet
F24**

Description	Account#	Balance 6/30/2012
BS Balance Sheet		
Invested Cash	24-1040	662,119.47
Departmental Receivable Fire	24-1341	261,801.49
TOTAL ASSET		923,920.96
Warrants Payable	24-2010	248.07
Deferred Revenue Departmental	24-2654	261,801.49
TOTAL LIABILITY		262,049.56
250th Anniversary	122-501	24,778.70
Selectman Cable Access	122-502	36,651.41
Agricultural Commission 53E1/2	122-884	4,558.43
Insurance Recovery	123-503	3,087.47
Conservation Commission/Wetlands	171-505	15,454.10
Town Earth Day Fund	171-506	890.82
Planning Board 53G Consultants	175-507	36,965.90
Zoning Board 53G Consultants	176-508	4,218.55
Clean Energy Grant	192-621	890.84
Simplex Donation	210-532	750.00
EMS Equipment	220-510	114.00
Fire Haz Mat 53E1/2	220-512	210.00
Fire Donation	220-513	22,207.57
Ambulance Revolving	220-514	454,979.08
Emergency Management Donation	220-530	220.00
Simplex Donation	220-531	750.00
Recycling Committee	433-516	14,111.03
Cemetery Hearse House	491-517	1,796.82
Cemetery Sale of Lots	491-518	4,155.00
Cemetery Urn Garden Gift	491-519	305.00
Cemetery Gift	491-520	1,070.00
53E1/2 Flu Clinics	510-885	4,015.35
BOH 53G	510-886	4,501.01
Council On Aging Gift	541-521	5,185.42
Library Building & Renovation	610-522	190.55
Library Preservation	610-523	18.44
Altobelli Memorial	610-524	4,764.95
Aalto/Salo Memorial	610-525	2,820.52
Library Endowment	610-526	4,794.99
Library Gift	610-527	5,250.45
Historical Comm. Gift	691-528	2,165.00
TOTAL FUND BALANCE		661,871.40
TOTAL LIABILITY AND FUND EQUITY		923,920.96

**Town of Westminster
Fiscal Year 2012
Federal Grants Fund Balance Sheet
F25**

Description	Account#	Balance 6/30/2012
BS Balance Sheet		
Invested Cash	25-1040	(351.67)
Due From Federal Government	25-1720	3,223.45
TOTAL ASSET		2,871.78
Warrants Payable	25-2010	0.00
Deferred Revenue Intergovernmental	25-2670	3,223.45
TOTAL LIABILITY		3,223.45
Police Traffic Enforcement	25-210-620	(351.67)
TOTAL FUND BALANCE		(351.67)
TOTAL LIABILITY AND FUND EQUITY		2,871.78

**Town of Westminster
Fiscal Year 2012
State Grants Fund Balance Sheet
F26**

Description	Account#	Balance 6/30/2012
BS Balance Sheet		
Invested Cash	26-1040	41,735.78
Due From Commonwealth of Mass.	26-1720	8,252.13
TOTAL ASSET		49,987.91
Warrants Payable	26-2010	5,917.69
Def. Revenue Intergovernmental	26-2670	8,252.13
TOTAL LIABILITY		14,169.82
Cultural Council FY 12	123-601	2,945.00
Cultural Council FY 11	123-601	12.79
Cultural Council FY 10	123-601	2,116.90
Economic Development	123-617	11.49
MIIA	123-622	25.20
Old Town Hall	123-691	13.95
Extended Polling Hours FY12	164-602	431.00
Extended Polling Hours FY11	164-602	866.00
Extended Polling Hours FY09	164-602	767.50
Police Bullet Proof Vests FY 10	210-603	458.70
Police Bullet Proof Vests FY 08	210-603	5,880.00
Governor's Highway Safety FY10	210-604	1,004.92
State 911 PSAP FY 12	210-630	2,637.30
State 911 PSAP FY 10	210-618	1,375.81
Fire S.A.F.E. FY 12	220-606	4,665.00
Fire S.A.F.E. FY 11	220-606	40.06
Ambulance Task Force	231-607	1,313.18
10-19/WCG DPW	422-658	(15,280.24)
Home Compost Bins FY 09	433-608	1.22
Home Compost Bins FY 08	433-608	205.08
Board of Health PHER	510-659	101.10
Elder Affairs Grant	541-610	0.00
Library State Aid FY 12	610-611	8,643.97
Library State Aid FY 11	610-611	8,820.88
Library State Aid FY 10	610-611	7,156.28
Library Documentary	610-612	1,605.00
TOTAL FUND BALANCE		35,818.09
TOTAL LIABILITY AND FUND EQUITY		49,987.91

**Town of Westminster
Fiscal Year 2012
Sewer Enterprise Fund Balance Sheet
F27**

Description	Account#	Balance 6/30/2012
BS Balance Sheet		
Invested Cash	27-1040	1,210,291.60
Sewer Usage Receivable 2012	27-1310	59,021.88
Sewer Services Receivable	27-1320	295.29
Sewer Liens Added To Taxes	27-1330	17,365.61
2012 Sewer Betterments Apportioned	27-1445	-
Apportioned Sewer Betterments Not Yet Due	27-1450	440,457.84
Amounts To Be Provided Bond Payments	27-1996	1,635,000.00
TOTAL ASSET		3,362,432.22
Warrants Payable	27-2010	45,883.90
Deferred Revenue Sewer User Charges	27-2650	59,021.88
Deferred Revenue Other Service	27-2652	295.29
Deferred Revenue Apportioned	27-2663	440,457.84
Deferred Revenue Sewer Liens	27-2653	17,365.61
Sewer Construction/Outside Debt	27-2946	1,635,000.00
TOTAL LIABILITY		2,198,024.52
Retained Earnings-Unreserved	27-3190	506,760.37
Fund Balance reserved For Encumbrances	27-3211	914.17
Fund Balance Reserved for Expenditures	27-3240	150,000.00
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	4,591.67
TOTAL FUND BALANCE		1,164,407.70
TOTAL LIABILITY AND FUND BALANCE		3,362,432.22

**Town of Westminster
Fiscal Year 2012
Water Enterprise Fund Balance Sheet
F28**

Description	Account#	Balance 6/30/2012
BS Balance Sheet		
Invested Cash	28-1040	725,046.75
Water Usage Receivable 2012	1310-12	83,152.08
Water Usage Receivable 2006	1310-06	12,223.65
Water Services Receivable	28-1320	1,315.09
Water Liens Added to Taxes 2012	1330-12	15,475.49
Water Receipts Reserved	28-1360	200.00
Lien Interest Receivable	28-1430	4,448.41
TOTAL ASSET		841,861.47
Warrants Payable	28-2010	17,442.71
Deferred Revenue Water User Charges	28-2650	95,375.73
Deferred Revenue Other Service	28-2652	1,515.09
Deferred Revenue Water Liens	28-2653	15,475.49
Deferred Revenue Lien Interest	28-2664	4,448.41
TOTAL LIABILITY		134,257.43
Retained Earnings-Unreserved	28-3190	681,739.87
Fund Balance Reserved for Encumbrances	28-3211	864.17
Fund Balance Reserved for Expenditures	28-3240	20,000.00
Fund Balance Reserved for Articles	28-3241	5,000.00
TOTAL FUND BALANCE		707,604.04
TOTAL LIABILITY AND FUND EQUITY		841,861.47

**Town of Westminster
Fiscal Year 2012
Capital Projects Fund Balance Sheet
F31-39**

Description	Account#	Balance 6/30/2012
BS Balance Sheet		
Invested Cash	31-9-1040	951,870.18
TOTAL ASSET		951,870.18
Bond Anticipation Notes Payable	31-9-2720	1,140,319.30
TOTAL LIABILITY		1,140,319.30
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	(186,578.05)
Forest Legacy	38-123	(89,389.95)
South St. Recon	39-123	(113,346.06)
TOTAL FUND BALANCES		(188,449.12)
TOTAL LIABILITY AND FUND BALANCES		951,870.18

**Town of Westminster
Fiscal Year 2012
Transfer Station Fund Balance Sheet
F40**

Description	Account#	Balance 6/30/2012
BS Balance Sheet		
Invested Cash	40-1040	320,878.36
TOTAL ASSET		320,878.36
Warrants Payable	40-2010	128.57
TOTAL LIABILITY		128.57
Retained Earnings Unreserved	40-3190	288,324.79
Fund Balance Reserved For Expenditure		32,425.00
TOTAL FUND BALANCE		320,749.79
TOTAL LIABILITY AND FUND EQUITY		320,878.36

**Town of Westminster
Fiscal Year 2012
Non Expendable Trust Funds Balance Sheet
F81**

Description	Account#	Balance 6/30/2012
BS Balance Sheet		
Invested Cash	81-1040	387,238.52
TOTAL ASSET		387,238.52
Forbush Worthy Poor Fund	81-123	23,177.66
Fred Smith Poor Fund	81-123	49,692.84
Charles F. Giles Fund	81-123	33,529.41
Westminster Grange Farmer's Cemetery Perpetual Care	81-123	566.89
D.W. Sanders Fund	81-491	165,443.48
Florence B. Rice Fund	81-491	2,000.00
J.R. Barrell Fund	81-491	300.00
Laurie F. Dobb Fund	81-491	150.00
M.A. Creed Fund	81-491	1,000.00
Elizabeth Rose Fund	81-491	1,000.00
Sarah M. Barnes Fund	81-491	64,079.70
M.A. Farnsworth Fund	81-610	200.00
Graham Fund	81-610	525.00
Bigelow Child Books Fund	81-610	3,944.28
Agnes M. Bigelow Fund	81-610	2,000.00
Otto & Hilda Huusari Fund	81-610	1,010.63
Lucy Childs Fund	81-610	10,000.00
Preston Ellis Fund	81-610	150.00
Fred S. Whitman Fund	81-610	500.00
Adelaide W. Berry Fund	81-610	300.00
Minnie F. Dexter Fund	81-610	100.00
A.R. Hager Fund	81-610	1,000.00
C.A. Forbush Fund	81-610	600.00
M.D. Haws Fund	81-610	500.00
Westminster Fund	81-610	1,000.00
D.W. Sanders Fund	81-610	1,800.00
Joseph W. Forbush Fund	81-610	2,000.00
Charles Wyman Fund	81-610	1,500.00
Universalist Society	81-610	6,000.00
George A. Miller Fund	81-610	200.00
Henrietta Gates Fund	81-610	1,901.16
Mossman Memorial Fund	81-610	1,067.47
TOTAL FUND BALANCE		10,000.00
TOTAL LIABILITY AND FUND EQUITY		387,238.52

**Town of Westminster
Fiscal Year 2012
Expendable Trust Funds Balance Sheet
F82**

Description	Account#	Balance 6/30/2012
BS Balance Sheet		
Invested Cash	82-1040	2,702,523.92
TOTAL ASSET		2,702,523.92
Forbush Worthy Poor Fund	123-801	55,147.27
Fred Smith Poor Fund	123-802	69,998.40
Charles F. Giles Fund	123-803	87,673.96
Westminster Grange Farmer's	123-804	2,666.80
Upton School Fund	147-812	1,882.03
Stabilization-General	147-815	937,903.92
Stabilization-Repair and Maintenance Buildings	147-816	423,308.08
Stabilization-Capital Equipment	147-817	566,199.68
Stabilization-Info Tech	147-818	269,416.92
Stabilization-Opeb	147-819	86,781.81
Stabilization-Road Maint.	147-820	86,781.81
Conservation Fund	171-821	8,594.66
Aina E. Stein Conservation Fund	171-822	2,453.61
Police L.E. Trust	210-831	26,084.65
Cemetery Trusts	491-3590	53,084.95
Library Trusts	610-3590	24,545.37
TOTAL FUND BALANCE		2,702,523.92

**Town of Westminster
Fiscal Year 2012
Agency Fund Balance Sheet
F83**

Description	Account#	Balance 6/30/2012
BS Balance Sheet		
Invested Cash	83-1040	239,916.37
Leino Park Water Receivable	83-1370	310.00
TOTAL ASSET		240,226.37
Warrants Payable	83-2010	6,678.00
Deferred Revenue Leino Park Water District	83-2657	310.00
Planning Board Cash Performance Deposits	175-2550	103,045.76
Board of Selectmen Cash Performance Dep.	122-2550	157,002.98
Police Detail	210-2553	(30,011.47)
Fire Detail	220-2555	3,201.10
TOTAL LIABILITY		240,226.37
TOTAL LIABILITY AND FUND EQUITY		240,226.37

**Town of Westminster
Fiscal Year 2012
Long Term Debt Group
F90**

Description	Account#	Balance 6/30/2012
BS Balance Sheet		
Amounts to be Provided for Payment of Bond	116-1996	2,346,130.00
TOTAL ASSET		2,346,130.00
Wastewater Plan-WPAT	90-2959	146,130.00
New Town Hall	90-2960	1,850,000.00
Crocker Pond Land	90-2961	350,000.00
TOTAL LIABILITY		2,346,130.00
TOTAL LIABILITY AND FUND EQUITY		2,346,130.00

ISSUE DATE	DUE DATE	DESCRIPTION	RATE	DEBT LIMIT	OUTSTANDING 7/1/2011	ISSUED	RETIRED	OUTSTANDING 6/30/2012	INTEREST PAID
State Grant Anticipation Notes:									
05/09/11	11/01/11	Highway State Aid-CH 90	1.08%	I	52,809.20	0.00	52,809.20	0.00	279.70
05/25/12	11/02/12	Highway State Aid-CH 90	0.50%	I	0.00	124,500.00	0.00	124,500.00	0.00
		Sub-total			52,809.20	124,500.00	52,809.20	124,500.00	279.70
Bond Anticipation Notes:									
01/13/12	01/11/13	Library Repair/Renovation	0.80%	I	357,000.00	196,000.00	357,000.00	196,000.00	3,738.09
05/25/12	05/24/13	Land Acquisition/Forest Legacy	0.50%	I	216,899.30	94,319.30	216,899.30	94,319.30	3,389.52
03/22/12	03/22/13	South Street Redesign	0.60%	I	350,000.00	350,000.00	350,000.00	350,000.00	3,640.00
06/15/12	06/14/13	South Street Water Main Repair	0.50%	I	0.00	500,000.00	0.00	500,000.00	0.00
		Sub-total			923,899.30	1,140,319.30	923,899.30	1,140,319.30	10,767.61
		Sub-total Short Term Debt			976,708.50	1,264,819.30	976,708.50	1,264,819.30	11,047.31
General Obligation Bonds:									
04/15/04	04/15/19	Sewer Extension	3.75%	I	1,870,000.00	0.00	235,000.00	1,635,000.00	75,201.25
05/01/07	05/01/17	Town Hall	3.78%	I	2,220,000.00	0.00	370,000.00	1,850,000.00	96,200.00
05/01/07	05/01/14	Crocker Pond	3.61%	I	530,000.00	0.00	180,000.00	350,000.00	22,950.00
		Sub-total			4,620,000.00	0.00	785,000.00	3,835,000.00	194,351.25
11/16/05	08/01/20	Water Pollution Abatement Trust:							
		Wastewater Management Plan	0.825%	I	180,872.00	0.00	34,742.00	146,130.00	3,515.27
		Sub-total Long Term Debt			4,800,872.00	0.00	819,742.00	3,981,130.00	197,866.52
		Total All Debt			5,777,580.50	1,264,819.30	1,796,450.50	5,245,949.30	208,913.83

**Town of Westminster
Appropriation/Expenditure Report
Fiscal Year 2012**

Appropriation Accounts

General Fund

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
Moderator				
Personal Services	\$ -	\$ -	\$ -	
Subtotal - Moderator	\$ -	\$ -	\$ -	
Board of Selectmen				
Personal Services	\$ 4,000.00	\$ 1,836.31	\$ 2,163.69	
Expenses	\$ 35,750.00	\$ 34,373.44	\$ 1,376.56	
Subtotal - Selectmen	\$ 39,750.00	\$ 36,209.75	\$ 3,540.25	*
Town Administration				
Air Conditioner - Art.#4	\$ 5,000.00	\$ 4,441.50	\$ 558.50	
Automatic Door - Art.#5	\$ 5,000.00	\$ 4,918.00	\$ 82.00	
Senior Center - Art.#7	\$ 66,717.00	\$ 117.80	\$ 66,599.20	
South St. Damages/Morris	\$ 85,000.00		\$ 85,000.00	
Supplemental Utilities	\$ 34,319.43	\$ 7,422.73	\$ 26,896.70	
Subtotal - Town Administration	\$ 196,036.43	\$ 16,900.03	\$ 179,136.40	
Town Administrator				
Personal Services	\$ 113,093.00	\$ 113,050.14	\$ 42.86	*
Expenses	\$ 800.00	\$ 648.50	\$ 151.50	
Subtotal - Coordinator	\$ 113,893.00	\$ 113,698.64	\$ 194.36	*
Advisory Board				
Expenses	\$ 3,185.00	\$ 1,509.45	\$ 1,675.55	
Subtotal - Advisory Board	\$ 3,185.00	\$ 1,509.45	\$ 1,675.55	*
Reserve Fund				
Transfers (Memo)	\$ 30,000.00	\$ 19,915.00	\$ 10,085.00	*
Town Accountant				
Personal Services	\$ 70,456.00	\$ 70,411.96	\$ 44.04	
Expenses	\$ 25,833.00	\$ 23,481.78	\$ 2,351.22	
Subtotal - Accountant	\$ 96,289.00	\$ 93,893.74	\$ 2,395.26	*
Board of Assessors				
Personal Services	\$ 45,514.00	\$ 42,493.27	\$ 3,020.73	
Expenses	\$ 16,327.00	\$ 12,302.78	\$ 4,024.22	
Subtotal - Assessors	\$ 61,841.00	\$ 54,796.05	\$ 7,044.95	*
Revaluation				
Revaluation Consultant - Art.#15	\$ 26,795.50	\$ 26,795.50	\$ -	
Revaluation Consultant - Art.#16	\$ 50,000.00	\$ 44,787.10	\$ 5,212.90	
Subtotal - Revaluation	\$ 76,795.50	\$ 71,582.60	\$ 5,212.90	
Town Treasurer/Collector				
Personal Services	\$ 99,284.00	\$ 97,357.43	\$ 1,926.57	
Expenses	\$ 9,731.00	\$ 8,084.03	\$ 1,646.97	
Subtotal - Treasurer/Collector	\$ 109,015.00	\$ 105,441.46	\$ 3,573.54	*
Legal				
Expenses	\$ 65,000.00	\$ 58,999.91	\$ 6,000.09	
Subtotal - Legal	\$ 65,000.00	\$ 58,999.91	\$ 6,000.09	*

**Town of Westminster
Appropriation/Expenditure Report
Fiscal Year 2012**

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
Personnel Administration				
Personal Services	\$ 50,971.00	\$ 50,971.00	\$ -	
Expenses	\$ 5,700.00	\$ 5,555.39	\$ 144.61	
Subtotal - Personnel	\$ 56,671.00	\$ 56,526.39	\$ 144.61	*
Data Processing				
Expenses	\$ 59,500.00	\$ 59,049.59	\$ 450.41	
Subtotal - Data Processing	\$ 59,500.00	\$ 59,049.59	\$ 450.41	*
Tax Title Foreclosure				
Tax Title Foreclosure - Art.#14	\$ 5,000.00	\$ -	\$ 5,000.00	
Tax Foreclosures - Art.#14	\$ 9,941.48	\$ 3,165.66	\$ 6,775.82	
Subtotal - Tax Title Foreclosure	\$ 14,941.48	\$ 3,165.66	\$ 11,775.82	
Town Clerk				
Personal Services	\$ 76,204.00	\$ 74,137.86	\$ 2,066.14	
Expenses	\$ 6,575.00	\$ 5,147.11	\$ 1,427.89	
Subtotal - Town Clerk	\$ 82,779.00	\$ 79,284.97	\$ 3,494.03	*
Elections & Registration				
Personal Services	\$ 6,420.00	\$ 3,206.75	\$ 3,213.25	
Expenses	\$ 9,880.00	\$ 7,093.51	\$ 2,786.49	
Subtotal - Election & Registration	\$ 16,300.00	\$ 10,300.26	\$ 5,999.74	*
Conservation Commission				
Personal Services	\$ 18,941.00	\$ 17,577.34	\$ 1,363.66	
Expenses	\$ 1,250.00	\$ 1,112.87	\$ 137.13	
Subtotal - Conservation Commission	\$ 20,191.00	\$ 18,690.21	\$ 1,500.79	*
Town Planner				
Personal Services	\$ 58,527.00	\$ 58,527.00	\$ -	
Expenses	\$ 2,000.00	\$ 1,679.36	\$ 320.64	*
Layover Noise Study - Art#3	\$ 10,000.00	\$ -	\$ 10,000.00	
Subtotal - Town Planner	\$ 70,527.00	\$ 60,206.36	\$ 10,320.64	
Planning Board				
Personal Services	\$ -		\$ -	
Expenses	\$ 1,000.00	\$ 610.73	\$ 389.27	
Subtotal - Planning Board	\$ 1,000.00	\$ 610.73	\$ 389.27	*
Zoning Board of Appeals				
Personal Services	\$ 1,600.00	\$ 295.00	\$ 1,305.00	
Expenses	\$ 500.00	\$ 90.00	\$ 410.00	
Subtotal - Zoning Board	\$ 2,100.00	\$ 385.00	\$ 1,715.00	*
Public Buildings & Properties Maintenance				
Personal Services	\$ 87,348.00	\$ 82,374.47	\$ 4,973.53	*
Expenses	\$ 216,736.90	\$ 187,936.53	\$ 33,773.90	*
Computer Updates - Art.#28	\$ 3,680.54	\$ 3,680.54	\$ -	
Computer Updates - Art.#32	\$ 25,000.00	\$ 46.71	\$ 24,953.29	
Computer Updates - Art.#21	\$ 11,124.01	\$ 9,859.51	\$ 1,264.50	
Telephone Service Upgrade - Art#31	\$ 35,000.00	\$ -	\$ 35,000.00	
Subtotal - Public Buildings & Prop. Maint.	\$ 378,889.45	\$ 283,897.76	\$ 94,991.69	
Printing Of Town Reports				
Expenses	\$ 2,500.00	\$ 1,297.79	\$ 1,202.21	
Subtotal - Printing of Town Reports	\$ 2,500.00	\$ 1,297.79	\$ 1,202.21	*

**Town of Westminster
Appropriation/Expenditure Report
Fiscal Year 2012**

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
Crocker Pond				
Personal Services	\$ 12,800.00	\$ 12,005.59	\$ 794.41	
Expenses	\$ 10,350.00	\$ 2,514.56	\$ 7,835.44	
Subtotal Crocker Pond	\$ 23,150.00	\$ 14,520.15	\$ 8,629.85	*
Police/Dispatch Department				
Personal Services	\$ 1,337,152.00	\$ 1,267,838.75	\$ 69,313.25	*
Expenses	\$ 219,479.00	\$ 206,514.10	\$ 12,964.90	*
Overhead Door - Art.#20	\$ 91.00	\$ -	\$ 91.00	
Cruisers/Related Equip. - Art.#22	\$ 4,654.70	\$ 1,994.95	\$ 2,659.75	
Mobile Radios - Art.#28	\$ 50,000.00	\$ 43,351.02	\$ 6,648.98	
External Defibs - Art.#24	\$ 2,537.14	\$ -	\$ 2,537.14	
Digital Recorders -Art#29	\$ 57,000.00	\$ 51,383.91	\$ 5,616.09	
Cruisers/Related Equip. - Art.#27	\$ 78,000.00	\$ 41,435.00	\$ 36,565.00	
Subtotal - Police/Dispatch Dept.	\$ 1,748,913.84	\$ 1,612,517.73	\$ 136,396.11	
Fire Department				
Personal Services	\$ 789,356.00	\$ 729,058.71	\$ 60,297.29	*
Expenses	\$ 119,047.00	\$ 111,363.02	\$ 7,683.98	*
Rescue 1 Refurb/Repair - Art#25	\$ 3,354.62	\$ -	\$ 3,354.62	
Training Call Fire Fighters	\$ 615.95	\$ 615.95	\$ -	
Refurbish Engine 4 - Art.#24	\$ 1,914.00	\$ -	\$ 1,914.00	
Call Firefighters -Art#16	\$ 4,500.00	\$ 26.05	\$ 4,473.95	
Led Lights - Art#5	\$ 5,000.00	\$ 4,660.54	\$ 339.46	
Subtotal - Fire Dept.	\$ 923,787.57	\$ 845,724.27	\$ 78,063.30	
Ambulance Service				
Personal Services	\$ 101,325.00	\$ 49,006.86	\$ 52,318.14	**
Expenses	\$ 75,115.00	\$ 70,154.52	\$ 4,960.48	**
New Ambulance - Art#30	\$ 185,000.00	\$ 179,634.75	\$ 5,365.25	
Patient Care Reporting -Art#6	\$ 25,000.00	\$ -	\$ 25,000.00	
Subtotal - Ambulance Service	\$ 386,440.00	\$ 298,796.13	\$ 87,643.87	
Building Department				
Personal Services	\$ 126,115.00	\$ 109,374.55	\$ 16,740.45	
Expenses	\$ 12,950.00	\$ 9,026.59	\$ 3,923.41	
Subtotal - Building Dept.	\$ 139,065.00	\$ 118,401.14	\$ 20,663.86	*
Animal Control				
Personal Services	\$ 18,168.00	\$ 12,429.60	\$ 5,738.40	
Expenses	\$ 16,473.00	\$ 10,740.71	\$ 5,732.29	
Subtotal - Animal Control	\$ 34,641.00	\$ 23,170.31	\$ 11,470.69	*
Tree Warden				
Personal Services				
Expenses	\$ 15,600.00	\$ 15,600.00	\$ -	
Subtotal - Tree Warden	\$ 15,600.00	\$ 15,600.00	\$ -	*
Emergency Planning				
Personal Services	\$ 1,000.00	\$ -	\$ 1,000.00	*
Expenses	\$ 9,580.00	\$ 5,822.24	\$ 3,757.76	*
Reverse 911 - Art.#1	\$ 2,500.00	\$ -	\$ 2,500.00	
Other Equipment - Art.#17	\$ 2,388.25	\$ -	\$ 2,388.25	*
Subtotal - Emergency Planning	\$ 15,468.25	\$ 5,822.24	\$ 9,646.01	
Regional School District				
K-12 Assessment	\$ 8,725,957.00	\$ 8,725,957.00	\$ -	
Vocational School Assessment	\$ 460,264.00	\$ 460,263.00	\$ 1.00	*
Turf Field Groomer - Art.#28	\$ 7,111.00	\$ -	\$ 7,111.00	
Elevator/Overlook - Art.#28	\$ 5,170.00	\$ -	\$ 5,170.00	
Servers Switches Oakmont - Art.#28	\$ 9,299.00	\$ -	\$ 9,299.00	

**Town of Westminster
Appropriation/Expenditure Report
Fiscal Year 2012**

Boiler Meetinghouse - Art.#29	\$ 15,000.00	\$ -	\$ 15,000.00	
Turf/Oakmont - Art#33	\$ 18,657.00	\$ -	\$ 18,657.00	
Grade 8 Lockers -Art#33	\$ 15,225.00	\$ -	\$ 15,225.00	
Overlook Roof -Art#33	\$ 3,806.00	\$ -	\$ 3,806.00	
Generator Meetinghouse - Art#34	\$ 36,000.00	\$ -	\$ 36,000.00	
Freeze Stats Meetinghouse - Art#34	\$ 6,500.00	\$ -	\$ 6,500.00	
HVAC/WES - Art.#29	\$ 15,000.00	\$ -	\$ 15,000.00	
Subtotal - Regional School District	\$ 9,317,989.00	\$ 9,186,220.00	\$ 131,769.00	
Highway Administration				
Personal Services	\$ 239,752.00	\$ 238,853.20	\$ 898.80	
Subtotal - Highway Administration	\$ 239,752.00	\$ 238,853.20	\$ 898.80	*
Highway Department				
Personal Services	\$ 485,962.00	\$ 483,325.60	\$ 2,636.40	*
Expenses	\$ 224,922.00	\$ 224,838.16	\$ 83.84	*
Oil and Seal Roads - Art.#21	\$ 500,000.00	\$ 492,362.87	\$ 7,637.13	
Pick Up Truck - Art.#23	\$ 31,000.00	\$ 31,000.00	\$ -	
Trench Safety Equipment - Art.#26	\$ 1,102.00	\$ -	\$ 1,102.00	
Shingle Roof Garage - Art#22	\$ 20,000.00	\$ -	\$ 20,000.00	
Easement - Art.#4	\$ 39,161.50	\$ -	\$ 39,161.50	*
Fuel Pump - Art#24	\$ 30,000.00	\$ -	\$ 30,000.00	
Subtotal - Highway Dept.	\$ 1,332,147.50	\$ 1,231,526.63	\$ 100,620.87	
Snow & Ice Removal				
Personal Services	\$ 52,000.00	\$ 43,009.11	\$ 8,990.89	
Expenses	\$ 298,100.00	\$ 218,017.33	\$ 80,082.67	
Subtotal - Snow & Ice Removal	\$ 350,100.00	\$ 261,026.44	\$ 89,073.56	*
Street Lighting				
Expenses	\$ 21,863.10	\$ 21,863.10	\$ -	
Subtotal - Street Lighting	\$ 21,863.10	\$ 21,863.10	\$ -	
Cemetery Department				
Personal Services	\$ 86,766.00	\$ 74,689.01	\$ 12,076.99	*
Expenses	\$ 10,890.00	\$ 7,952.79	\$ 2,937.21	*
Columbarium - Art#7	\$ 47,000.00	\$ 46,272.00	\$ 728.00	
Subtotal - Cemetery Dept.	\$ 144,656.00	\$ 128,913.80	\$ 15,742.20	
Health Department				
Personal Services	\$ 101,487.00	\$ 100,532.64	\$ 954.36	
Expenses	\$ 5,930.00	\$ 4,844.91	\$ 1,085.09	
Subtotal - Health Dept.	\$ 107,417.00	\$ 105,377.55	\$ 2,039.45	*
Council On Aging				
Personal Services	\$ 19,770.00	\$ 15,666.55	\$ 4,103.45	
Expenses	\$ 9,257.16	\$ 7,558.74	\$ 1,698.42	
Subtotal - Council on Aging	\$ 29,027.16	\$ 23,225.29	\$ 5,801.87	*
MART (Other Special Programs)				
Personal Services	\$ 68,395.19	\$ 67,941.08	\$ 454.11	
Expenses	\$ 9,899.65	\$ 9,899.65	\$ -	
Subtotal - MART	\$ 78,294.84	\$ 77,840.73	\$ 454.11	*
Veterans Services				
Personal Services	\$ 4,859.00	\$ 4,859.00	\$ -	
Expenses	\$ 620.00	\$ 204.92	\$ 415.08	
Subtotal - Veterans Services	\$ 5,479.00	\$ 5,063.92	\$ 415.08	*
Veterans Assistance				
Expenses	\$ 16,700.00	\$ 13,834.84	\$ 2,865.16	
Subtotal - Veterans Assistance	\$ 16,700.00	\$ 13,834.84	\$ 2,865.16	*
Library				
Personal Services	\$ 197,807.00	\$ 194,098.24	\$ 3,708.76	
Expenses	\$ 112,450.00	\$ 112,187.15	\$ 262.85	
Subtotal - Library	\$ 310,257.00	\$ 306,285.39	\$ 3,971.61	*

**Town of Westminster
Appropriation/Expenditure Report
Fiscal Year 2012**

	Appropriations/ Transfers	Expenditures	Unexpended Balances
Parks & Recreation			
Personal Services	\$ 15,000.00	\$ 14,481.55	\$ 518.45
Expenses	\$ 13,515.00	\$ 13,511.82	\$ 3.18
Custodial Coverage - Art.#18	\$ 9,000.00	\$ 8,960.00	\$ 40.00
Subtotal - Parks & Recreation	\$ 37,515.00	\$ 36,953.37	\$ 561.63 *
Care Of Town Clock			
Expenses	\$ 250.00	\$ 250.00	\$ -
Subtotal - Care of Town Clock	\$ 250.00	\$ 250.00	\$ -
Historical Commission			
Expenses	\$ 1,280.00	\$ 1,035.61	\$ 244.39 *
Grant Writing Services - Art.#16	\$ 1,000.00	\$ -	\$ 1,000.00
Grant Writing Services - Art.#18	\$ 1,000.00	\$ -	\$ 1,000.00
Grant Writing Services - Art.#17	\$ 1,000.00	\$ -	\$ 1,000.00
Subtotal - Historical Commission	\$ 4,280.00	\$ 1,035.61	\$ 3,244.39
Memorial Day Celebration			
Expenses	\$ 1,025.00	\$ 981.13	\$ 43.87 *
Subtotal - Memorial Day	\$ 1,025.00	\$ 981.13	\$ 43.87 *
Band Concerts			
Expenses	\$ 3,000.00	\$ 3,000.00	\$ -
Subtotal - Band Concerts	\$ 3,000.00	\$ 3,000.00	\$ -
Retirement of Debt:			
Principal:			
Wastewater Management Plan	\$ 34,742.00	\$ 34,742.00	\$ -
New Town Hall	\$ 370,000.00	\$ 370,000.00	\$ -
Forest Legacy	\$ 122,580.00	\$ 122,580.00	\$ -
Crocker Pond	\$ 180,000.00	\$ 180,000.00	\$ -
Library Repair	\$ 161,000.00	\$ 161,000.00	\$ -
Subtotal - Principal	\$ 868,322.00	\$ 868,322.00	\$ -
Interest:			
Town Hall B.A.N.	\$ 96,200.00	\$ 96,200.00	\$ -
Short Term Interest	\$ 10,000.00	\$ 279.70	\$ 9,720.30
Library Repair	\$ 3,739.00	\$ 3,738.09	\$ 0.91
Wastewater Management Plan	\$ 3,516.00	\$ 3,515.27	\$ 0.73
Forest Legacy	\$ 3,423.00	\$ 3,389.52	\$ 33.48
South Redesign	\$ 3,640.00	\$ 3,640.00	\$ -
Crocker Pond Land	\$ 22,950.00	\$ 22,950.00	\$ -
Subtotal - Interest	\$ 143,468.00	\$ 133,712.58	\$ 9,755.42 *
Hager Park Commission			
Expenses	\$ 250.00	\$ -	\$ 250.00 *
Trail Maps -Art#19	\$ 400.00	\$ -	\$ 400.00
Subtotal - Hager Park Commission	\$ 650.00	\$ -	\$ 650.00
Montachusett Regional Planning Commission Assessment			
Regional Planning Council Assessment	\$ 2,050.00	\$ 2,046.17	\$ 3.83
Subtotal - Planning Commission	\$ 2,050.00	\$ 2,046.17	\$ 3.83 *

**Town of Westminster
Appropriation/Expenditure Report
Fiscal Year 2012**

	Appropriations/ Transfers	Expenditures	Unexpended Balances
State Assessments			
County Tax			
Air Pollution Control	\$ -	\$ 2,099.00	\$ -
MBTA (Extended Area)	\$ -	\$ 15,178.00	\$ -
Regional Transit Authority	\$ -	\$ 31,371.00	\$ -
RMV Non-Renewal Surcharge	\$ -	\$ 6,280.00	\$ -
Subtotal - State Assessments	\$ -	\$ 54,928.00	\$ (54,928.00)
County Retirement Assessment			
County Retirement Assessment	\$ 465,780.00	\$ 456,988.00	\$ -
Subtotal - County Retirement	\$ 465,780.00	\$ 456,988.00	\$ 8,792.00 *
Group Health Insurance			
Group Health Insurance	\$ 685,000.00	\$ 687,261.42	\$ (2,261.42)
Medicare	\$ 55,000.00	\$ 52,404.07	\$ 2,595.93
Subtotal - Group Health Insurance	\$ 740,000.00	\$ 739,665.49	\$ 334.51 *
Group Life Insurance			
Expenses	\$ 4,000.00	\$ 2,447.95	\$ 1,552.05
Subtotal - Group Life Insurance	\$ 4,000.00	\$ 2,447.95	\$ 1,552.05 *
All Other Insurance			
Expenses	\$ 272,000.00	\$ 239,509.35	\$ 32,490.65
Subtotal - Other Insurance	\$ 272,000.00	\$ 239,509.35	\$ 32,490.65 *
Interfund Transfers	\$ -	\$ 263,640.72	\$ (263,640.72)
General Fund Totals	\$ 19,278,950.48	\$ 18,483,074.51	\$ 795,875.97

*Balance closed to Undesignated Fund Balance

**Balance closed to Ambulance Receipts Reserved

All other balance carried forward to fiscal 2013

**Town of Westminster
Appropriation/Expenditure Report
Fiscal Year 2012**

Sewer Enterprise Fund

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
Sewer Department				
Personal Services	\$ 80,934.00	\$ 75,119.62	\$ 5,814.38	*
Expenses	\$ 777,565.00	\$ 557,948.20	\$ 219,616.80	*
Debt Service	\$ 310,202.00	\$ 310,201.25	\$ 0.75	*
Trench Safety Equipment - Art.#26	\$ 5,000.00	\$ -	\$ 5,000.00	
Water Meters - Art.#25	\$ 25,000.00	\$ 25,000.00	\$ -	
Inflow/Infiltration	\$ 16,072.32	\$ 11,486.48	\$ 4,585.84	
Rate Study- Art.#26	\$ 7,500.00	\$ 7,500.00	\$ -	
Interfund Transfers	\$ -	\$ 130,771.00	\$ (130,771.00)	
Sewer Enterprise Fund Totals	\$ 1,222,273.32	\$ 1,118,026.55	\$ 104,246.77	

*Balances closed out to Retained Earnings,
all other balances carried forward to fiscal 2013

Water Enterprise Fund

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
Water Department				
Personal Services	\$ 97,165.00	\$ 91,160.09	\$ 6,004.91	*
Expenses	\$ 311,925.00	\$ 292,001.28	\$ 19,923.72	*
Capital Outlay	\$ 99,139.00	\$ 89,138.97	\$ 10,000.03	*
Trench Safety Equipment - Art.#26	\$ 5,000.00	\$ -	\$ 5,000.00	
Water Meters - Art.#25	\$ 25,000.00	\$ 25,000.00	\$ -	
Rate Study -Art#26	\$ 7,500.00	\$ 7,500.00	\$ -	
Prior Year Bill -Art#2	\$ 14,568.00	\$ 14,567.17	\$ 0.83	*
Interfund Transfers	\$ -	\$ 143,212.00	\$ (143,212.00)	
Water Enterprise Fund Totals	\$ 560,297.00	\$ 662,579.51	\$ (102,282.51)	

*Balances closed out to Retained Earnings,
all other balances carried forward to fiscal 2013

Transfer Station Enterprise Fund

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
Solid Waste Department				
Expenses	\$ 262,425.00	\$ 245,963.29	\$ 16,461.71	*^
Interfund Transfers	\$ -	\$ 21,192.00	\$ (21,192.00)	
Transfer Station Enterprise Fund Totals	\$ 262,425.00	\$ 267,155.29	\$ (4,730.29)	

*Balances closed out to Retained Earnings,
All other balances carried forward to fiscal 2013

**Town of Westminster
Activity Report
Fiscal Year 2012**

Non-Appropriation Accounts

Highway Improvements Fund

	Receipts	Expenditures	Balances
State Highway Reimbursement	\$ 399,595.37	\$ -	\$ -
Highway Anticipation Notes (Memo)	\$ 124,500.00	\$ 52,809.20	\$ 124,500.00
Borrowed from Stabilization Fund (Memo)	\$ 386,309.20	\$ 386,309.20	\$ -
2012 Chapter 90 All Projects	\$ -	\$ 353,600.50	\$ -
Highway Improvements Fund Totals	\$ 910,404.57	\$ 792,718.90	\$ 124,500.00

Other Special Revenue Fund

	Receipts	Expenditures	Balances
Selectmen (Cable Access)	\$ 6,769.69	\$ -	\$ 36,651.41
250Th Anniversary	\$ 59.58	\$ 3,990.00	\$ 24,778.70
Agricultural Commission	\$ 2,035.00	\$ 1,677.30	\$ 4,558.43
Insurance Recovery	\$ 14,675.21	\$ 21,962.98	\$ 3,087.47
Wetlands Protection Act	\$ 5,488.50	\$ 4,200.00	\$ 15,454.10
Town Earth Day Fund	\$ -	\$ -	\$ 890.82
Planning Board- 53G Consultants	\$ 16.88	\$ -	\$ 36,965.90
Zoning Board - 53G Consultants	\$ 1.97	\$ -	\$ 4,218.55
Clean Energy	\$ -	\$ 30.00	\$ 890.84
Police Simplex Donation	\$ 750.00	\$ -	\$ 750.00
Fire Hazmat Revolving	\$ 530.98	\$ 3,003.89	\$ 210.00
Fire Donation Account	\$ 3,276.00	\$ 1,100.17	\$ 22,207.57
Fire Ambulance Rec. Res.	\$ 298,919.77	\$ 386,440.00	\$ 454,979.08
EMS Equipment	\$ -	\$ -	\$ 114.00
Fire Simplex Donation	\$ 750.00	\$ -	\$ 750.00
Emergency Management Donation	\$ -	\$ -	\$ 220.00
Recycling Committee Gift	\$ -	\$ -	\$ 14,111.03
Cemetery Donation Account	\$ -	\$ -	\$ 1,070.00
Cemetery Hearse House Gift	\$ 0.82	\$ -	\$ 1,796.82
Cemetery Sale of Lots	\$ 3,400.00	\$ 17,000.00	\$ 4,155.00
Cemetery Urn Garden Gift	\$ -	\$ -	\$ 305.00
53E1/2 BOH Flu Clinics	\$ 1,213.92	\$ 2,100.19	\$ 4,015.35
BOH 53G Consultants	\$ 4,501.01	\$ -	\$ 4,501.01
Council on Aging Gift	\$ 1,788.00	\$ 811.15	\$ 5,185.42
Library Gift	\$ 1,820.44	\$ 6,141.36	\$ 5,250.45
Library Building & Renovation Account	\$ 0.12	\$ -	\$ 190.55
Library Preservation Fund	\$ 0.16	\$ 357.00	\$ 18.44
Altobelli Memorial	\$ 2.84	\$ 931.81	\$ 4,764.95
Aalto/Salo Memorial	\$ 1.29	\$ -	\$ 2,820.52
Library Endowment Fund	\$ 2.18	\$ -	\$ 4,794.99
Historical Commission Gift	\$ 2,000.00	\$ -	\$ 2,165.00
Other Special Revenue Fund Totals	\$ 348,004.36	\$ 449,745.85	\$ 661,871.40

**Town of Westminster
Activity Report
Fiscal Year 2012**

Federal and State Grants Fund

	Receipts	Expenditures	Balances	
FEMA Storm 12/11/08	\$ 243,018.00	\$ 243,018.00	\$ -	*
FEMA Reimbursable Grant	\$ 3,304.80	\$ 3,304.80	\$ -	
Highway Fed Fluoride	\$ 6,799.28	\$ -	\$ -	
FEMA Flooding	\$ 5,856.08	\$ 5,856.08	\$ -	
Traffic Enforcement	\$ -	\$ 351.67	\$ (351.67)	
Cultural Council	\$ 4,969.56	\$ 10,143.50	\$ 5,074.69	
Extended Polling Hours	\$ 431.00	\$ -	\$ 2,064.50	
EDF Wachusett Animal Hospital	\$ 3,606.00	\$ 3,606.02	\$ 11.49	
MIIA	\$ -	\$ -	\$ 25.20	
Old Town Hall	\$ -	\$ -	\$ 13.95	
Peer to Peer	\$ 990.90	\$ 990.90	\$ -	
Police Bullet Proof Vests	\$ -	\$ -	\$ 6,338.70	
Governor's Highway Safety	\$ -	\$ -	\$ 1,004.92	
PD State 911 PSAP	\$ 40,661.28	\$ 17,916.70	\$ 4,013.11	
Fire S.A.F.E.	\$ 4,665.00	\$ 5,777.40	\$ 4,705.06	
VFA DCR Grant Fire Dept	\$ 1,100.00	\$ 1,100.00	\$ -	
Ambulance Task Force	\$ -	\$ 363.21	\$ 1,313.18	
CIP-52 Grant	\$ 7,500.00	\$ -	\$ -	
DPW 10-19 WCG	\$ 4,779.85	\$ 20,060.09	\$ (15,280.24)	
BOH H1N1	\$ 1,669.00	\$ 1,568.04	\$ 101.10	
Recycling Comm. Sale of Compost Bins	\$ 0.12	\$ -	\$ 206.30	
Board Of Health Bio Terrorism	\$ -	\$ 232.33	\$ -	
Ready Kids	\$ 500.00	\$ 500.00	\$ -	
Elder Affairs	\$ 4,281.50	\$ 4,423.83	\$ -	
Library State Aid	\$ 8,652.54	\$ 1,409.97	\$ 24,621.13	
Library Documentary	\$ -	\$ -	\$ 1,605.00	
Federal and State Grants Fund Totals	\$ 342,784.91	\$ 320,622.54	\$ 35,466.42	

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
South Street Water Main	\$ 500,000.00	\$ -	\$ -
New Town Hall (Art.#24 11/4/03)	\$ -	\$ -	\$ 38,939.82
New Ambulance (Art.#3 5/1/2007)	\$ -	\$ -	\$ 1,963.12
Library Renovation	\$ 196,000.00	\$ 196,000.00	\$ (186,578.05)
Forest Legacy	\$ 291,218.60	\$ 291,218.60	\$ (89,389.95)
South St. Recon	\$ 350,000.00	\$ 463,346.06	\$ (113,346.06)
Capital Projects Fund Totals	\$ 1,337,218.60	\$ 950,564.66	\$ (188,449.12)

Agency Fund

	Receipts	Expenditures	Balances
Planning Board/Selectmen Performance Bonds	\$ 693.65	\$ 56,345.31	\$ 260,048.74
Leino Park Water District	\$ 31,256.00	\$ 31,256.00	\$ -
Holmes Park Water District	\$ 2,336.57	\$ 2,336.57	\$ -
Police Detail	\$ 332,004.57	\$ 351,749.86	\$ (30,011.47)
Fire Detail	\$ 3,031.60	\$ 2,436.00	\$ 3,201.10
Cable Access Charges	\$ 91,505.84	\$ 91,505.84	\$ -
Agency Fund Totals	\$ 460,828.23	\$ 535,629.58	\$ 233,238.37

**Town of Westminster
Activity Report
Fiscal Year 2012**

Expendable Trust Fund

	Receipts	Expenditures	Balances
Forbush Worthy Poor Fund	\$ 1,537.50	\$ -	\$ 55,147.27
Fred Smith Poor Fund	\$ 2,553.49	\$ 10,000.00	\$ 69,998.40
Chartes F. Giles Fund	\$ 2,379.18	\$ -	\$ 87,673.96
Westminster Grange	\$ 63.67	\$ -	\$ 2,666.80
Upton School Fund	\$ 126.61	\$ -	\$ 1,882.03
Stabilization Fund	\$ 401,768.38	\$ 471,309.20	\$ 937,903.92
Stabilization Fund - Repair of Buildings	\$ 3,462.68	\$ 262,500.00	\$ 423,308.08
Stabilization Fund - Capital Equip.& Improve.	\$ 202,661.89	\$ 98,688.00	\$ 566,199.68
Stabilization Fund - Info Tech / Telecomm Sys	\$ 12,065.08	\$ 167,000.00	\$ 269,416.92
Stabilization Fund - OPEB	\$ 7,177.85	\$ -	\$ 86,781.81
Stabilization Fund - Road Maint.	\$ 7,177.85	\$ -	\$ 86,781.81
Conservation Fund	\$ 1,151.09	\$ -	\$ 8,594.66
Aina E. Stein Conservation Fund	\$ 1.12	\$ -	\$ 2,453.61
Police Law Enforcement Fund	\$ 761.00	\$ 501.50	\$ 26,084.65
Elizabeth Rose Cemetery Fund	\$ 855.59	\$ -	\$ 21,605.88
D.W. Sanders Cemetery Fund	\$ 910.54	\$ -	\$ 2,282.76
Florence B. Rice Cemetery Fund	\$ 10.03	\$ -	\$ 210.33
J.R. Barrell Cemetery Fund	\$ 54.31	\$ -	\$ 2,616.33
Laurie F. Dobb Cemetery Fund	\$ 32.43	\$ -	\$ 651.31
M.A. Creed Cemetery Fund	\$ 40.25	\$ -	\$ 1,051.06
Cemetery Perpetual Care Fund	\$ 3,709.02	\$ -	\$ 24,667.28
Sarah M. Barnes Library Fund	\$ 4.14	\$ -	\$ 11.43
M.A. Farnsworth Library Fund	\$ 18.84	\$ -	\$ 434.39
Graham Library Fund	\$ 113.37	\$ -	\$ 1,821.93
Bigelow (Children's Books) Library Fund	\$ 44.91	\$ -	\$ 266.73
Agnes M. Bigelow Library Fund	\$ 21.27	\$ -	\$ 59.23
Otto & Hilda Huusari Library Fund	\$ 503.54	\$ -	\$ 15,644.49
Lucy Childs Library Fund	\$ 5.38	\$ -	\$ 124.06
Preston P. Ellis Library Fund	\$ 16.90	\$ -	\$ 361.02
Fred S. Whitman Library Fund	\$ 7.12	\$ -	\$ 61.08
Adelaide W. Berry Library Fund	\$ 2.15	\$ -	\$ 6.91
Minnie F. Dexter Library Fund	\$ 21.09	\$ -	\$ 58.86
A.R. Hager Library Fund	\$ 17.58	\$ -	\$ 295.71
C.A. Forbush Library Fund	\$ 13.01	\$ -	\$ 144.95
M.D. Haws Library Fund	\$ 23.44	\$ -	\$ 198.83
Westminster Library Fund	\$ 42.48	\$ -	\$ 405.48
D.W. Sanders Library Fund	\$ 47.04	\$ -	\$ 414.37
Joseph W. Forbush Library Fund	\$ 49.56	\$ -	\$ 1,027.09
Charles Wyman Library Fund	\$ 143.80	\$ -	\$ 1,281.71
Universalist Society Library Fund	\$ 4.96	\$ -	\$ 48.65
George A. Miller Library Fund	\$ 44.51	\$ -	\$ 379.09
Henrietta Gates Library Fund	\$ 24.99	\$ -	\$ 213.72
Mossman Memorial	\$ 218.14	\$ -	\$ 1,285.64
Expendable Trust Fund Totals	\$ 649,887.78	\$ 1,009,998.70	\$ 2,702,523.92
Total Expenditures/Transfers All Funds	<u>\$ 24,590,116.09</u>		

**Town of Westminster
Fiscal Year 2012
Receipts**

General Fund

Taxes:

Personal Property Taxes	\$ 848,795.72	
Real Estate Taxes	\$ 13,286,544.25	
Tax Liens.	\$ 67,583.72	
Roll Back Taxes	\$ -	
Motor Vehicle Excise	\$ 926,125.41	
Other Excise	\$ -	
		\$ 15,129,049.10

Penalties & Interest:

Property Taxes	\$ 41,498.75	
Motor Vehicle	\$ 44,067.43	
Tax Lien Redemptions	\$ 14,877.93	
In Lieu of Taxes	\$ 58,939.66	
		\$ 159,383.77

Charges for Services:

Contracted Landfill Fees	\$ 1,842,639.94	
Council on Aging MART Fares	\$ 79,959.65	
		\$ 1,922,599.59

Other Departmental Revenue:

Police Department	\$ 644.00	
Fire Department	\$ 3,394.00	
Library	\$ 1,048.81	
Town Clerk	\$ 2,968.40	
Assessors	\$ 373.75	
Treasurer/Collector	\$ 8,950.00	
Cemetery Department	\$ 15,325.00	
C.O.A. Mart Fares	\$ 3,623.25	
		\$ 36,327.21

Licenses & Permits:

Alcoholic Beverages Licenses	\$ 9,490.00	
Town Clerk	\$ 14,940.00	
Police Department	\$ 4,912.50	
Fire Department	\$ 8,050.00	
Building Department	\$ 93,920.56	
Board of Health	\$ 24,480.00	
Other Licenses & Permits	\$ 3,736.00	
		\$ 159,529.06

Revenue From The State:

State Owned Land	\$ 207,737.00	
Abatements to Elderly	\$ 40,349.00	
Lottery, Beano and Charity	\$ 553,703.00	
Room Tax	\$ 41,777.84	
Veterans Benefits	\$ 3,093.00	
		\$ 846,659.84

Fees:

Misc. Admin Fees	\$ 25.67	
Treasurer/Collector Misc.	\$ -	
Town Clerk.	\$ 5,680.19	
Planning Bd Hearings	\$ 1,975.00	
Appeals Bd Hearings	\$ 4,000.00	
Police Dept.	\$ 23,373.69	
Fire Dept.	\$ 50.00	
Health Dept.	\$ 15,465.00	
Library	\$ -	
		\$ 50,569.55

**Town of Westminster
Fiscal Year 2012
Receipts**

Fines & Forfeitures:

Parking Violations	\$ 1,471.74	
Civil Motor Vehicle Infractions	\$ 44,045.00	
PD Restitution/Court Fines	\$ 5,560.85	
Dog Fines	\$ 4,255.00	
Library Fines	\$ 4,925.27	
		\$ 60,257.86

Miscellaneous Revenues:

Earnings on Investments	\$ 11,505.59	
Other Miscellaneous Revenue	\$ 38,723.57	
		\$ 50,229.16

Interfund Transfers:

\$ 1,389,797.06

Total General Fund Receipts

\$ 19,804,402.20

Highway Improvements Fund (F23)

Highway Anticipation Notes	\$ 124,500.00	
Borrowed from Stabilization Fund	\$ 386,309.20	
State Reimbursements	\$ 399,595.37	
		\$ 910,404.57

Total Highway Improvements Fund Receipts

\$ 910,404.57

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

Selectmen (Cable Access)	\$ 6,769.69	
250th Anniversary	\$ 47.00	
Conservation Commission - Wetland	\$ 5,488.50	
Police Dept.	\$ 750.00	
Fire Dept.	\$ 4,026.00	
Cemetery - Sale of Lots	\$ 3,400.00	
Council on Aging Gift Account	\$ 1,788.00	
BOH - 53G Consultants	\$ 4,500.00	
Historical Gifts and Donations	\$ 2,000.00	
Library	\$ 1,820.44	
		\$ 30,589.63

Reserved For Appropriation:

Insurance Refund over 20,000.00	\$ 14,675.21	
Ambulance	\$ 241,641.15	
		\$ 256,316.36

Revolving Funds:

Agricultural Commission	\$ 2,035.00	
BOH Flu Clinics	\$ 1,213.92	
Fire Hazmat 53E1/2	\$ 530.98	
		\$ 3,779.90

Earnings On Investments:

250th Anniversary	\$ 12.58	
Zoning Board - 53G Consultants	\$ 1.97	
Planning Board-53G Consultants	\$ 16.88	
BOH - 53G Consultants	\$ 1.01	
Cemetery/Hearse House	\$ 0.82	
Library Building & Renovation Fund	\$ 0.12	
Library Preservation Fund	\$ 0.16	
Altobelli Memorial	\$ 2.84	
Aalto/Salo Memorial	\$ 1.29	
Library Endowment Fund	\$ 2.18	
		\$ 39.85

Interfund Transfers:

Ambulance	\$ 57,278.62	
		\$ 57,278.62
Total Fund 24 Special Revenue Receipts		\$ 348,004.36

Town of Westminster

Fiscal Year 2012

Receipts

Federal and State Grants Fund

Federal Grants:

FEMA Storm	\$	243,018.00	
FEMA Flooding	\$	5,856.08	
FEMA EMPG	\$	3,304.80	
Highway Dept. Fluoride	\$	6,799.28	
	\$		258,978.16

State Grants:

Cultural Council LLC	\$	3,870.00	
Extended Poll Hours	\$	431.00	
Planning Peer to Peer	\$	990.90	
Police Dept.	\$	40,661.28	
Fire Dept.	\$	5,765.00	
EDF Block	\$	3,606.00	
Board of Health	\$	2,169.00	
Council on Aging Formula Grant	\$	4,281.50	
DPW Grants	\$	12,279.85	
Library State Aid Grant	\$	8,643.97	
	\$		82,698.50

Misc. Receipts Sale of Tickets Cultural Council	\$	95.00	\$	95.00
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Earnings On Investments:

Cultural Council	\$	4.56	
Sale of Compost Bins	\$	0.12	
Library State Aid Grant	\$	8.57	
	\$		13.25

Interfund Transfers:

From General Fund/Cultural Council	\$	1,000.00	
	\$		1,000.00

Total Federal & State Grants Fund Receipts	\$	342,784.91
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Capital Projects Fund

Bond Anticipation Notes/Library Renovation	\$	196,000.00	
Bond Anticipation Notes/Forest Legacy	\$	291,218.60	
South Street Water Main	\$	500,000.00	
South Street Reconstruction	\$	350,000.00	

Total Capital Projects Fund Receipts	\$	1,337,218.60
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Sewer Enterprise Fund

Enterprise Receipts:

Sewer Usage Charges	\$	489,155.63	
Sewer Inspection & Connection Fees	\$	46,225.00	
Miscellaneous Sewer Charges	\$	12,487.21	
Sewer Liens	\$	17,912.47	
Committed Interest Added To Taxes	\$	25,974.05	
Sewer Services	\$	5,008.11	
Earnings on Investments	\$	6,743.13	
	\$		603,505.60

Sewer Betterment Assessments:

Receipts	\$	82,286.69	
Betterments Interest/Pay Offs	\$	355.59	
	\$		82,642.28

Inflow/Infiltration Repair:

Earnings on Investments	\$	5.83	
	\$		5.83

Interfund Transfers:

Transfer From General Fund	\$	155,101.00	
	\$		155,101.00

Total Sewer Enterprise Fund Receipts	\$	841,254.71
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**Town of Westminster
Fiscal Year 2012
Receipts
Water Enterprise Fund**

Enterprise Receipts:

Water Usage Charges	\$ 714,428.14	
Water Service Connection Fees	\$ 8,000.00	
Water Receipts Reserve Charges	\$ 6,000.00	
Miscellaneous Water Charges	\$ 4,026.68	
Water Liens	\$ 29,550.46	
Lien Interest	\$ 8,681.84	
Water Services	\$ 15,573.47	
Earnings on Investments	\$ 2,660.93	
		\$ 788,921.52

Interfund Transfers:

Transfer From General Fund	\$ 17,828.00	
		\$ 17,828.00

Total Water Enterprise Fund Receipts \$ **806,749.52**

Transfer Station Enterprise Fund

Trash Hauler Fees	\$ 8,152.00	
Contracted Landfill Fees	\$ 249,969.96	
Earnings on Investments	\$ 1,495.72	
		\$ 259,617.68

Total Landfill Enterprise Fund Receipts \$ **259,617.68**

Non-Expendable Trust Fund**Contributions:**

Cemetery Perpetual Care	\$ 3,400.00	
		\$ 3,400.00

Total Non-Expendable Trust Fund Receipts \$ **3,400.00**

Expendable Trust Fund**Earnings On Investments:**

Town Administration	\$ 6,479.32	
Stabilization Funds	\$ 18,131.14	
Conservation Funds	\$ 152.21	
Cemetery Funds	\$ 5,612.17	
Library Funds	\$ 1,388.22	
		\$ 31,763.06

Miscellaneous Revenue:

Interfund Transfers to Stabilization Funds	\$ 616,309.20	
Transfers From General Fund	\$ 54.52	
PD Law Enforcement Trust	\$ 761.00	
Conservation Fund - Appropriation	\$ 1,000.00	
		\$ 618,124.72

Total Expendable Trust Fund Receipts

Agency Fund**Agency Receipts:**

Fish & Game Licenses		
Planning Board / Selectmen Performance Bonds	\$ 693.65	
Leino Park Water Collections	\$ 31,256.00	
Holmes Park Water Collections	\$ 2,336.57	
Police Detail	\$ 332,004.57	
Fire Detail	\$ 3,031.60	
Cable Access Charges	\$ 91,505.84	
		\$ 460,828.23

Total Agency Fund Receipts \$ **460,828.23**

Total Receipts ---- All Funds \$ **25,764,552.56**

TOWN TREASURER'S REPORT
PERIOD ENDED JUNE 30, 2012

GENERAL FUND

Town Clerk's Cash Drawer	100.00
Treasurer/Collector's Cash Drawer	100.00
Citizens Bank	1,384,093.16
Eastern Bank	878,585.66
Fidelity Bank	931,148.48
Massachusetts Municipal Depository Trust	251,720.06
Peoples United Bank	502,885.70
Rollstone Bank	891,394.21
UniBank for Savings	1,828,830.70
United Bank	1,009,083.22

SPECIAL FUNDS

Citizens Bank

1856 Hearse House Building Fund	1,796.82
250th Anniversary Fund	24,778.70
Aalto/Salo Memorial	2,820.52
Altobelli Memorial	4,764.95
Board of Health/53G	4,501.01
Compost Bin Sales	206.30
Conservation Commission/Stein Fund	2,453.61
Cultural Council	5,074.69
Forbush Library Building & Renovation Fund	190.55
Forbush Memorial Library Endowment Fund	4,794.99
Inflow & Infiltration	4,591.67
Law Enforcement Trust	26,084.65
Library Preservation Fund	18.44
Library State Grant	24,621.13
Planning Board Escrow	5,926.43
Planning Board Escrow/Brookside	8,901.58
Planning Board Escrow/Harrington	576.40
Planning Board Escrow/Overlook	2,700.86
Planning Board Escrow/Rte 31 Business Park	34,370.57
Planning Board Escrow/Woods/53G	4,514.01
Rebanna Road Development	4,917.62
ZBA Cell Tower/53G	325.61
Zoning Board/Kingsbury Arms/53G	768.51
Zoning Board/Mountainview Estates/53G	3,124.43
Westminster Business Park 53G	20,849.45

TOWN TREASURER'S REPORT PERIOD ENDED JUNE 30, 2012

SPECIAL FUNDS

Massachusetts Municipal Depository Trust

Planning Board Escrow/Westminster Business Park	157,002.98
Planning Board Escrow/Escrow of R. Lehtola	57,254.74

Rollstone Bank & Trust

Stabilization Fund	937,903.92
Stabilization Fund/Building Maintenance	423,308.08
Stabilization Fund/Capital Equipment	566,199.68
Stabilization Fund/Technology	269,416.92
Stabilization Fund/OPEB	86,781.81
Stabilization Fund/Road Maintenance	86,781.81

UniBank

Community Development Block Grant	11.49
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TRUST FUNDS

Bartholomew & Company

Charles F. Giles Fund	121,203.37
Conservation Fund	8,594.66
Fred W. Smith Poor Fund	119,636.72
Joseph Forbush Worthy Poor Fund	78,324.93
Westminster Grange Fund	3,233.69

CEMETERY FUNDS

Bartholomew & Company

Expendable Funds	53,084.95
Non-Expendable Funds	233,448.18

LIBRARY FUNDS

Bartholomew & Company

Expendable Funds	24,545.37
Non-Expendable Funds	46,298.54

TOTAL ALL FUNDS	11,144,646.53
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**TOWN COLLECTOR'S REPORT
PERIOD ENDED JUNE 30, 2012**

	FISCAL YEAR	COMMITTED OR FORWARDED	COLLECTED	ABATED OR LIENED	REFUNDED OR ADJUSTED	BALANCE
REAL ESTATE TAX	2010	910.98	910.98	0.00	0.00	0.00
	2011	180,375.98	158,940.22	22,174.36	738.60	0.00
	2012	13,580,156.02	13,179,531.32	208,750.10	32,586.28	224,460.88
PERSONAL PROPERTY TAX	2010	1,126.51	278.19	175.82	0.00	672.50
	2011	4,465.98	3,158.75	242.04		1,065.19
	2012	861,893.73	853,986.75	9,733.54	8,678.40	6,851.84
ROLL BACK TAXES	all years	0.00	0.00	0.00	0.00	0.00
STUMPAGE TAX	all years	0.00	0.00	0.00	0.00	0.00
TAXES IN LITIGATION	all years	0.00	0.00	0.00	0.00	0.00
MOTOR VEHICLE EXCISE	2003	5,047.94	41.25	5,006.69	0.00	0.00
	2004	6,141.06	138.75	6,002.31	0.00	0.00
	2005	3,554.82	38.55	0.00	0.00	3,516.27
	2006	2,876.47	116.25	0.00	0.00	2,760.22
	2007	3,728.04	399.69	0.00	0.00	3,328.35
	2008	3,668.79	263.23	0.00	0.00	3,405.56
	2009	4,845.44	1,376.69	0.00	0.00	3,468.75
	2010	13,426.79	8,434.96	701.36	346.25	4,636.72
	2011	147,842.08	135,256.11	9,307.60	9,324.97	12,603.34
	2012	866,679.70	799,169.75	21,429.78	9,718.40	55,798.57

**TOWN COLLECTOR'S REPORT
PERIOD ENDED JUNE 30, 2012**

	FISCAL YEAR	COMMITTED OR FORWARDED	COLLECTED	ABATED OR LIENED	REFUNDED OR ADJUSTED	BALANCE
WATER USAGE	2006	12,223.65	0.00	0.00	0.00	12,223.65
	2011	82,637.48	34,932.74	47,938.22	233.48	0.00
	2012	842,182.56	680,337.42	79,301.60	608.54	83,152.08
WATER LIENS	2011	994.27	994.27	0.00	0.00	0.00
	2012	48,288.22	28,556.19	4,256.54	0.00	15,475.49
WATER SERVICES	all years	17,247.15	15,344.93	587.13	0.00	1,315.09
WATER RECEIPTS RESERVED	all years	6,250.00	6,000.00	50.00	0.00	200.00
HOLMES PARK WATER ASSESSMENT	2012	2,438.16	2,336.57	101.59	0.00	0.00
LEINO PARK WATER ASSESSMENT	2011	310.00	310.00	0.00	0.00	0.00
	2012	31,256.00	30,946.00	0.00	0.00	310.00
SEWER USAGE	2011	63,955.38	26,445.23	37,510.15	0.00	0.00
	2012	583,960.22	463,601.63	62,227.94	891.23	59,021.88
SEWER LIENS	2012	37,510.15	17,912.47	2,232.07	0.00	17,365.61
SEWER SERVICES	all years	5,348.96	4,907.29	146.38	0.00	295.29

**TOWN COLLECTOR'S REPORT
PERIOD ENDED JUNE 30, 2012**

	FISCAL YEAR	COMMITTED OR FORWARDED	COLLECTED	ABATED OR LIENED	REFUNDED OR ADJUSTED	BALANCE
APPORTIONED SEWER BETTERMENT NOT YET DUE	2005	522,780.33	10,777.08	71,545.71	0.00	440,457.54
APPORTIONED SEWER BETTERMENTS	2011	500.97	500.97	0.00	0.00	0.00
	2012	71,545.41	71,008.64	536.77	0.00	0.00
COMMITTED INTEREST	2011	197.19	201.43	0.00	4.24	0.00
	2012	25,991.57	25,776.86	214.71	0.00	0.00

**TREASURER'S REPORT
PERIOD ENDED JUNE 30, 2012**

	FISCAL YEAR	COMMITTED OR FORWARDED	SUBSEQUENT TAXES ADDED	COLLECTED	ABATED OR TRANSFERRED	BALANCE
TAX LIENS RECEIVABLE	all years	455,657.07	161,047.44	67,598.72	0.00	549,105.79
TAX POSSESSIONS	all years	1,382.39	0.00	0.00	0.00	1,382.39
DEFERRED TAXES	all years	40,825.74	25,088.06	0.00	0.00	65,913.80

TOWN OF WESTMINSTER

**AGGREGATE ANNUAL REMUNERATION
OF ALL TOWN EMPLOYEES
INCLUDING ELECTED AND APPOINTED OFFICIALS
FOR THE YEAR ENDING DECEMBER 31, 2012**

Abare, Jennifer	Personnel Clerk					4,613.73
Ahearn, William D.	Hwy. Superintendent	Reg	77,326.36			77,326.36
Albert, David J.	Highway	Reg.	53,898.80	O/T	3,576.85	57,475.65
Albert Jr. Salvatore	Chief of Police	Reg	115,240.44			115,240.44
Albert, Emily	Parks & Rec.					552.00
Allard, Donna	Town Accountant					55,587.40
Amendola, Dana M.	Fire					7,713.09
Anderson, Hoyt W.	Council on Aging					1,623.00
Arsenault, Steven	Highway	Reg.	41,631.43	O/T	2,709.85	44,341.28
Auffrey, Nicholas R.	Communications, Police					4,872.87
Barrett, Alan R.	Fire					2,812.65
Barrett, James A.	Highway	Reg.	49,961.76	O/T	4,543.94	54,505.70
Barrett Sr, Loring H.	Wire Inspector					23,450.44
Beaton, Callie	Asst. Accountant					15,530.47
Beauregard, Brandon	Crocker Pond					3,333.34
Bedard, Claire I.	Assessors - Clerk					1,620.05
Bell, Seamus	Parks and Rec.					624.00
Benson, Kent M.	Police	Reg.	54,906.58	O/T	3,159.08	58,065.66
Berube, James J.	Highway	Reg.	41,758.80	O/T	2,468.29	44,227.09
Bettez, Matthew	Fire					447.72
Blessington, Bruce A.	Fire					18,717.29
Bodanza, Brenda	Building Dept. Secretary					11,551.80
Boivin Jr., Francis W.	Fire					15,815.81
Bouchard, Christopher	Communications					1,465.00
Boucher, Darlene	Personnel Administrator					44,157.00
Boucher, Kevin	Police PT					2,567.34

Bourgeois, Paul R.	Fire					23,389.50
Bowen Jesse	Communications					27,647.24
Brandon Douglas	Fire					58.00
Brunell, Robert	Crocker Pond					6,487.66
Burgess, Celia	Zoning Clerk					144.55
Buso, Phillip	Veterans Agent					3,028.04
Butterfield, Kyle S.	Fire	Reg.	55,423.20	O/T	14,046.05	69,469.25
Cavanaugh, Jason P.	Library					30,801.40
Chamberlain, Debra	Police Clerk					1,427.86
Chapman, Susan M.	Maintenance	Reg.	36,924.40	O/T	608.22	37,532.62
Chatigny, Scott	Communications					169.96
Chevarie, Michelle	Police Clerk					8,787.57
Cloutier, Adam	Crocker Pond					4,243.78
Comiskey, Debra K.	Communications	Reg.	36,031.12	O/T	5,393.07	41,424.19
Couture, Steven L.	Police					1,667.08
Cramm, Robert J.	Maintenance	Reg.	35,836.40			35,836.40
Cringan, Ryan	Fire					8,487.29
Davis, Jason	Parks & Rec.					1,236.00
Dean Jr, Daniel	Fire					6,155.84
Deloge, Daniel	Fire					182.66
Delorey, Meaghan	Parks & Rec					504.00
D'Entremont, Phillip G.	Fire FT	Reg.	50,180.84	O/T	10,533.41	60,714.25
Devoll, Andrew A.	Fire					21,333.52
Donahue, Daniel M.	Police	Reg.	65,844.79	O/T	9,077.82	74,922.61
Donnelly, Colby	Fire					34.80
Driscoll, Patricia A	DPW Secretary					38,702.40
Dube, Edward J.	Veterans Agent					1,830.96
Duncan, Brett M.	Fire					18,567.25
Durfee, Samantha L	Communications	Reg.	31,495.45	O/T	785.16	32,280.61
Erickson, Lisa A.	Library					10,855.30
Espie, Matthew P.	Communications					3,628.68

Farley, Daniel G.	Fire					3,163.04
Feeley, Corey P	Fire					52.41
Fisher, Susan	Council on Aging					35,407.40
Flynn, Gary	Fire					5,977.40
Forest, Kyle	Fire					5,783.72
Forsyth Glenn T.	Council on Aging	Reg.	31,343.65	O/T	82.90	31,426.55
Gallant, Melody L.	Treasurer/Collector					58,990.60
Gallant, Michael	Building Inspector					30,078.00
Gerde, Anne C.	Library					6,812.42
Giles Jeffery	Communications					4,510.05
Glover, Faith A.	Communications	Reg.	9,630.00	O/T	1,042.50	10,672.50
Goguen, Robert R.	Council on Aging					3,471.77
Gronroos, John T.	Cemetery Superintendent					42,494.80
Haley-Cormier, Marybeth	Asst. Town Clerk					9,360.04
Hall, Joshua W.	Director of Public Works					99,505.60
Hamm, Robert H.	Fire					2,280.82
Hartford, Benjamin	Fire					3,524.00
Hawkins, Nathan D.	Police					7,645.10
Hawkins, Jr. Leroy A.	Police	Reg.	69,978.14	O/T	27,011.27	96,989.41
Henry, David J	Fire					4,397.93
Hill, Bruce	Sub Van Driver					223.38
Hill, Robert N.	Water & Sewer	Reg.	53,871.61	O/T	13,998.58	67,870.19
Holcomb, Angela	Personnel Assistant					6,556.87
Holm, Robin L.	Admin. Assessor					34,804.20
Hurd, Timothy E.	Highway, Fire	Reg.	53,741.40	O/T	3,958.21	57,699.61
Hurlbut, David D. Jr.	Fire					1,187.84
Illinitch, Shawn M	Communications					11,380.95
Johnson, Michelle	Assessor - Clerk					10,062.13
Kalagher, Susan H.	Conservation Clerk					4,642.13
Kazan, Betty A.	Executive Assistant					34,718.56
Keena, Jeanne A.	Treasurer/Collector-Clerk					11,160.13

LaBrie, Audrey	Farmers Market					495.00
Landry, Clayton A.	Fire	Reg.	49,780.74	O/T	9,525.52	59,306.26
Langelier, Richard H.	Highway	Reg.	53,804.56	O/T	5,806.20	59,610.76
Langhart, Nicholas	Library Director					55,597.50
LeBlanc, Ralph W.	Police	Reg.	66,035.80	O/T	23,171.82	89,207.62
Leahy, Shannon	Parks & Rec.					432.00
Lebel, Andrew	Fire					3,249.71
LeBlanc, David	Communications					10,967.36
LeBlanc, Eric P	Water & Sewer	Reg.	43,818.70	O/T	6,814.05	50,632.75
Leger, Kathryn	Parks & Rec					448.00
Loescher, Andrew R.	Communications Super	Reg.	33,619.36	O/T	4,758.37	38,377.73
Long, Karen	Dept. Administrator	Reg.	37,980.80	O/T	1,757.71	39,738.51
Lucander, Joyce M.	Board of Health					29,412.00
Lucier, Dale A	DPW Clerk					31,987.20
Lucier, Susan M	Library					16,975.20
MacAloney, Brenton W.	Fire Chief					111,843.40
MacAloney, Denise L.	Town Clerk, E&R					53,385.00
Magee, Erin	Parks & Rec.					528.00
Robert Maki	Conservation Agent					13,246.02
Malnati, Nicholas A.	Communications					581.40
Manning, Geraldine M	Library					38,579.01
Martineau, Peter R.	Highway	Reg.	41,289.92	O/T	3,054.53	44,344.45
Mazyck, Leann M.	Parks & Rec.					3,850.00
McConville, Rita M	Board of Health					19,715.92
McDonald, Michael R.	Police	Reg.	90,336.52	O/T	5,667.58	96,004.10
McEvoy, John T.	Fire	Reg.	50,210.74	O/T	9,421.79	59,632.53
McIntyre, John K	Highway	Reg.	49,464.00	O/T	3,590.05	53,054.05
Michel, Richard H.	Police	Reg.	55,402.44	O/T	10,291.87	65,694.31
Monty, David B.	Fire FT	Reg.	68,031.31	O/T	16,235.65	84,266.96
Munro, Peter M.	Local Building Inspector					11,097.20
Murphy, Karen M.	Town Administrator					80,821.00

Murphy, Ruth A	Library					2,468.30
Muscara, Mackenzie	Parks & Rec.					504.00
Nelson, Amy N.	Police	Reg.	63,274.99	OT	22,850.34	86,125.33
Nivala, Kevin D.	Fire FT	Reg.	79,391.23	O/T	11,256.85	90,648.08
Noonan, Brian L.	Fire					971.34
Pappas, Gregg	Cemetery					2,385.33
Perior, Jayne V.	Council on Aging					7,049.28
Pierce, Nanette E.	Police-Secret., Matron	Reg.	39,900.48	O/T	229.11	40,129.59
Powderly, Michael	Parks & Rec.					360.00
Quaye, Rachel	Parks & Rec.					576.00
Racine, Mickey A	Highway	Reg.	39,807.76	O/T	2,301.53	42,109.29
Rathier, Michael	Cemetery					5,192.80
Rathier, Raymond	Cemetery					9,232.87
Reed Joann	Crossing Guard/Police					5,302.60
Rinquist Jr. James E.	Cemetery					8,668.33
Robbins, Edward S.	Police	Reg.	72,065.46	O/T	15,227.30	87,292.76
Rogowski, Robert A	Fire					5,260.48
Root, Diane	Library					8,308.86
Roy, Patrick J.	Fire					4,876.78
Roy Renee	Assessors clerk					6,158.87
Rufiange, Craig A.	Parks & Rec.					2,200.00
Rufiange, Todd B.	Parks & Rec.					600.00
Seidl Jessica H.	Fire					5,254.28
Scarale, Frank	Cemetery					8,400.25
Shampine, Jeffrey G.	Police	Reg.	58,595.73	O/T	8,331.45	66,927.18
Sheehan, Ellen M.	Town Clerk-Clerk					14,156.72
Sheehan, Michael	Fire					358.56
Sheehan, Maura C.	Parks & Rec.					600.00
Simon, Robert	Communications					1,120.00
Smith, Scott	Water & Sewer	Reg.	48,477.19	O/T	13,797.99	62,275.18
Sowders, Benjamin	Parks & Rec.					1,576.00

Streeter, Patricia	Council on Aging					3,388.63
Suomala, Joyce A.	Treasurer/Collector-Clerk					30,146.40
Sutela, Thomas E.	Highway, Fire	Reg.	49,818.00	O/T	3,243.31	53,061.31
Swedberg, Elizabeth E	Board of Health Agent					54,022.20
Swenor, Clay F.	Fire FT	Reg.	54,249.79			54,249.79
Tamulen, Jason A.	Police	Reg.	58,200.49	O/T	28,809.46	87,009.95
Thorell, Marcia L.	Building Secretary					19,535.69
Vacarelo, Judith A	Library					11,440.07
Wallace, Stephen	Planning Director					60,741.60
Wetherbee, Jason	Police	Reg.	57,316.31	O/T	17,711.07	75,027.38
Wiinikainen, Tom J.	Gas, Plumbing Inspector					14,693.50
Wong, Abygail	Parks & Rec.					600.00
Yost, Linda	Communications					696.86
Yraola, Susan E.	Library, E&R					16,209.60

BOARD OF ASSESSORS

The Board of Assessors respectfully submits their annual report for 2012. The Board held 8 posted meetings.

The following is information compiled during the calendar year 2012:

# Of motor vehicle bills processed	9452
\$ Amount committed to collector	949,436.97
# Of motor vehicle abatements granted	345
\$ Amount of abatements granted	30,154.72

During 2012, 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 like to take this time to thank Andrew Hertel for his 12 years served on the Board of Assessors. We would also like to thank Michelle Johnson for her years worked as a clerk in this office. We welcome Donald Frigoletto, our newest elected member and Renee Roy our newest clerk. 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,

Darlene Boucher, Chairman
Robin L. Holm
Donald Frigoletto

**THE FOLLOWING WERE CALCULATED ON A
FISCAL YEAR 2012
(JULY 1, 2011– JUNE 30, 2012)**

Fiscal year 2012 tax rate \$17.24 per thousand dollars of valuation

	<u>VALUE</u>	<u>TAX</u>
Real Estate	676,664,470	\$11,665,695.46
Commercial	57,695,930	\$994,677.83
Industrial	53,351,500	\$919,779.86
Personal Property	<u>49,996,756</u>	<u>\$861,944.07</u>
Totals	837,708,656	\$14,442,097.22

<u>EXEMPTIONS GRANTED</u>	<u>NUMBER</u>	<u>AMOUNT</u>
Widow/widower		
Clause 17D	21	\$3,855.18
Veterans:		
Clause 22	51	\$20,400.00
Clause 22E	9	\$9,000.00
Paraplegic	1	\$3,148.03
Blind:		
Clause 37A	5	\$2,500.00
Elderly:		
Clause 41B	18	\$9,441.00

ZONING BOARD OF APPEALS

The year of 2012 was again a typical year for the Board. The Zoning Board of Appeals meets regularly on the third Thursday of the month. In 2012 the ZBA held approximately 8 hearings on various petitions. 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 consists of 3 members, 1 alternate and a recording secretary. The ZBA has room for 2 more alternates and has been unable to fill the 2 vacancies for several years.

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. 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

Forbush Memorial Library **2012 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 and availability of technological resources both at the library and remotely. The library also provides access to programming and serves as a community gathering space for people of all ages.”

-from the new Long Range Plan, 2012-2017

Contact

Ph: 978-874-7416 Website: www.forbushlibrary.org email: askalibrarian@westminster-ma.gov

Hours: Tuesday-Thursday, 10am – 8pm; Friday, 10am – 6pm; Saturday, 9am – 1pm

Highlights of 2012

- In May, we introduced new Evergreen software provided by our network, C/W MARS, Inc. It is less expensive, more flexible and gives access to the holdings of many more libraries in Massachusetts. Now items can be reserved with a library card through any computer with Internet access and picked up at any designated library.
- In July, the Curatorial Committee worked with James B. Hand and Skinner, Inc. to conduct appraisals of all the historical collections and paintings housed in the library. This was authorized at the May Town Meeting and is required every 10 years for insurance purposes. We are pleased to have accurate and up-to-date records of these important artifacts.
- In September, the Board of Trustees approved a new Long Range Plan for the library for the years 2012 through 2017. After a year of meetings, interviews and a community-wide survey, the Plan was drafted, adopted and submitted to the Massachusetts Board of Library Commissioners. It will guide changes in technology, programming and outreach for years to come.

Personnel

The library's governing board is composed of six publicly elected trustees and meets in the second week of each month at 5:00 pm at the library. In the May election, Walter Haney was elected to his fourth term and Leola Leger to her seventh term on the board. In June, Walter Haney was chosen as chair; Beth D'Onfro, vice-chair; Kimberly Samson, recording secretary and

Leola Leger, corresponding secretary. Robert Hynes chairs the Long Range Planning Committee and Jim Eagle, the Building & Grounds Committee.

There are currently five full time and six part time employees. Geraldine Manning supervises the children's department ably assisted by Lisa Erickson and Anne Gerde; the adult services and 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 manager. 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 George and Christa Aiken through the senior tax write-off program. This year, we note with sadness the passing of Richard Lawrence, Jr., employed at the Forbush from 1996 to 2006 and respected by all who knew him, as evidenced by the substantial donations received in his memory.

Volunteers are a vital component of library activity, and it is a pleasure to acknowledge their important service. Many are members of the Friends of the Library and work on Friends-sponsored events such as the Ice Cream Social and Book Sale in June, ably assisted by the help of the Boy Scouts, Halloween events and the annual visit of Santa Claus to the library: they include Stanley Skamarycz, our Santa for 46 years, Marta Klemetti, head of the Friends, assisted by Tiffany and Dana Altobelli, Joanne Curtin, Beth D'Onfro, Lillian Gamble, Louise Garland-Wheeler, Leola Leger and Jeannette Tremblay. Children's room volunteers include Cathy Phelps, Cathy McDonald and Mary Dauphinais. Carol Young expertly repairs aged and damaged books. We rely on the hundreds of hours of service these volunteers have so cheerfully given. *Thank you all.*

Programs

The library again hosted the Foreign Policy Association's Great Decisions discussion group led by retired Ambassador George Lane and Dr. Kevin Hart for 10 weeks during the winter. This year 30 participants, the largest registration ever, joined in the lively presentations and discussions. Special acknowledgement must be given to George Lane who has led the annual Great Decisions seminar since 1999, but recently he and his wife have moved out of state. Although his expertise in diplomacy and knowledge of foreign affairs will be missed, the library has accepted a gift of a portion of his personal library concentrating on the Middle East numbering over 1,100 volumes.

Adult programming also included regular monthly meetings of the Mystery Book Club and the Friendship Book Club, and the screening of popular movies during the school vacation week in February. We hosted author book-signings in May and August and had an engaging evening with an impersonator of Paul Revere's mother-in-law in April.

Collections

In 2012 library holdings grew by 3,600 items to 54,425. 77,342 items were circulated during the year (22,124 were through inter-library borrowing), an increase from 72,083 the year before. 34,199 transactions were recorded at the two circulation desks. Additional shelving was installed for the growing large-print fiction collection, as demand continues to grow for these books.

Town-owned fine art and historical artifacts housed in 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 June we held a reception to mark the return of Deacon Robert Peckham's *View of Westminster in 1831* from the Williamstown Art Conservation Center after restoration funded by the Dawley family. We granted permission for the reproduction of three images of Peckham paintings to the National Gallery of Art in

Washington, D.C. for their exhibit *Deacon Peckham's Hobby Horse*. This show brought Peckham's work to a national audience through the on-line catalogue available at www.nga.gov/exhibitions/hobbyhorse. As a result we have been in contact with several other previously unknown owners of Peckham portraits. The Committee also created two new displays in the Eloranta Room, one on Peckham's life in Westminster and the other on historic currency from our collections. The Committee's major work was the object appraisal project conducted last summer which correlated correct records and current values with every historic object housed in the library.

We thank the curatorial volunteers for their dedication to the preservation of our legacy.

Children's Department

2012 was an active year for the Children's Room in spite of the absence of Children's Librarian Geri Manning for the third quarter of the year. Assistants Lisa Erickson and Anne Gerde filled in very capably and we appreciate their extra service. 100 programs were held for 2,085 children and adults during the year. The two highlights of the year were the huge attendance at the New England Aquarium's tide pool demonstration in April and the Summer Reading Program (SRP) which enrolled 119 young people who enjoyed 15 programs between July 4th and mid-August. Blinkee the Clown closed the SRP in her usual style. Story times have consistently been booked to capacity and many children from surrounding towns have been drawn by the quality of the storytelling and crafts. Visits of pre-school and kindergarten classes from local schools have been increasing.

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

Support

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

-For the Board of Trustees:

Beth D'Onfro

Jim Eagle

Walter Haney

Robert Hynes

Leola Leger

Kimberly Samson

- Nicholas Langhart, Director



MONTY TECH

2012 ANNUAL REPORT

Overview

The year 2011-2012 was an exciting one at Monty Tech, marked by student achievement, faculty and staff distinctions, and leadership development. I am honored to serve as Superintendent-Director of Monty Tech, a school that continues to transform 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 good education is all about.

A Monty Tech education is grounded in workforce preparedness, 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. Each year Monty Tech conducts a *One-Year-Out Survey*, measuring “positive placements,” as defined by the Carl D. Perkins Vocational and Technical Education Act. By tracking students who have enrolled in post-secondary education programs, secured employment aligned to their vocational training, or are serving our country in the United States military, we are better able to inform potential students, advise current students, and deliver vocational-technical programs that are relevant to today’s workforce trends and labor market needs. One year after leaving Monty Tech, the graduates of 2011 reported the following:

- 33% are currently employed in a field related to their Monty Tech trade
- 12% are employed in a field unrelated to their vocational education
- 45% are currently pursuing a higher education, and
- 8% have elected to serve in the United States military

Compiling information for the Annual Report has provided me with an opportunity to reflect on the achievements and activities of our students, faculty and staff. I am fortunate to work closely with a talented leadership team, many of whom have contributed to this report, and given great insight into some of the more notable highlights of the 2011-2012 academic year, including:

- 95% of our students scored Advanced or Proficient in the state’s English Language Arts exam, up from 87% in 2010-2011.
- 88% of our students scored Advanced or Proficient in the state’s mathematics exam, up from 87% in 2010-2011.
- Class of 2012 graduate Victoria Holbert served as the National SkillsUSA President, traveling across the country and abroad to advocate for vocational-technical education. She participated in the “Education Nation Summit,” engaging in high-level discussions on the state of the American Education system.
- Seven 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 national delegation was awarded four gold medals and two bronze medals.
- For the third consecutive year, the Monty Tech Marine Corps JROTC program was awarded the distinction of “Naval Honor School,” in recognition of exemplary community service.
- One outstanding JROTC Cadet was awarded the Naval Reserve Officers Training Corps Scholarship, receiving full tuition, fees, books, uniforms, summer experiences, as well as monthly stipends. She is now attending Norwich University.
- Monty Tech continues to participate in the highly selective Student Spaceflight Experiment Program, representing the only vocational school in the nation to have a student science experiment launch into space, and providing students with an opportunity to study the effects of gravity on their science project.

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, this school has been able to maintain our high standards of academic success, while presenting a budget that is fiscally conservative. Our FY12 Annual Budget was unanimously accepted by each of the eighteen member communities, and reflected a 2.4% increase over the 2010-2011 Educational Plan. We deeply appreciate the public’s support for Monty Tech. We recognize that we are in the midst of some of the most difficult economic times faced by residents of our member cities and towns. As a result, we will continue to strive to seek creative ways to keep down costs to our 18 member communities.

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
Ashby
Athol
Barre
Fitchburg
Gardner

Harvard
Holden
Hubbardston
Lunenburg
Petersham
Phillipston

Princeton
Royalston
Sterling
Templeton
Westminster
Winchendon

Leadership

The leadership team at Montachusett Regional Vocational Technical School is comprised of ten talented administrators whose varied educational backgrounds, professional experiences, and areas of expertise contribute to the success of the school. Working collaboratively, and under the direction of the Superintendent and Principal, the team has been able to transform the school into one of the most sought-after high schools in North Central Massachusetts.

Nicholas DeSimone, Principal

Francine Duncan, Director of Technology

Christina Favreau, Director of Academic Programs

James Hachey, Dean of Admissions

Richard Ikonen, Director of Facilities

Tammy Lajoie, Business Manager

Richard Nutt, Director of Vocational Programs

Steven C. Sharek, Superintendent-Director

Katy Whitaker, Development Coordinator

Victoria Zarozinski, Director of Student Support Services

Enrollment

On October 1, 2011, student enrollment at Monty Tech included 1,435 students in grades nine through twelve. Students are represented from every community in the district: Ashburnham (58), Ashby (37), Athol (110), Barre (39), Fitchburg (376), Gardner (173), Harvard (4), Holden (60), Hubbardston (56), Lunenburg (72), Petersham (8), Phillipston (17), Princeton (14), Royalston (24), Sterling (58), Templeton (110), Westminster (70), and Winchendon (127).

Throughout 2011-2012, Monty Tech offered a variety of opportunities for students, parents, and community members to learn about and visit the school. In October 2011, approximately 1,000 district eighth graders participated in the annual "Tour Day" event. Students toured our twenty vocational/technical areas and learned about the school's challenging academic offerings and exciting athletic and extracurricular programs. Career Awareness Night offered interested students the opportunity to return in the evening with their family members, to further explore the facilities and talk with staff members.

Each year, the Dean of Admissions conducts school visits, student interviews, and accepts applications for admissions. 2011-2012 proved to be an exceptionally busy year for him, as the school received a record 823 applications for admission. Of those, 773 were from students hoping to enter our incoming freshman class. The balance of the applications came from students hoping to enter the school as upperclassmen. Because there are only a limited number of students the school can accept each year, 380 freshmen and 24 upperclassmen were admitted.

The Vocational Interest Program (V.I.P.) offers area seventh and eighth grade students the chance to visit Monty Tech after school, and participate in hands-on learning experiences across a variety of vocational/technical areas. The program continued to attract a large number of students during the 2011-2012 school year, serving approximately 675 area students.

Class of 2012 Awards

Members of the Class of 2012 were awarded approximately \$50,000 in scholarships. The Monty Tech Foundation generously 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 financial donations. The School Committee, administration, faculty, and graduates themselves, are grateful for this support.

Articulation Agreements with local colleges also play an important role in helping reduce the cost of higher education. Qualified Monty Tech students are eligible to receive college credits through a number of articulation agreements with public and private colleges across the country. Just over 70% of the graduating class of 2012 reported plans to enroll at either a 2-year college, 4-year college/university, or a technical/trade school upon graduation. By earning college credits while still in high school, these students will benefit by saving both time and money as they pursue advanced educational programs.

Financial Report

Numerous challenges were faced during the development of the fiscal year 2011-2012 budget, including rising health insurance and student transportation costs. Considerable effort was put forth by the School Committee, administration, and staff to develop a cost-effective budget. The final fiscal year 2011-2012 Educational Plan totaled \$22,744,779, which represents a \$2.4% increase over the 2010-2011 Educational Plan.

The District was audited in August 2012 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 2012, state and federal grant sources provided the school with \$1,407,959. 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 \$20,918. For Fiscal Year 2012, Monty Tech received \$13,251 in grant funds from the Community Foundation of North Central Massachusetts, to support the Student Spaceflight Experiment Program. The Massachusetts Space Grant Consortium and Nypro also contributed to this ground-breaking program, by adding an additional \$7,667 in grant funds.

Grants totaled \$1,428,877 for fiscal year 2012.

Academic Achievement











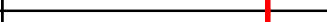

Montachusett Regional Vocational Technical School continued to see significant improvement in MCAS scores in English Language Arts, Mathematics, and Biology. In the spring of 2012, Monty Tech's passing rate on the English Language Arts exam was 100%, Mathematics 99%, and Biology 98%.

English Language Arts	2010	2011	2012
Students Tested	351	358	361
Passing	99.9%	100%	100%
Advanced/Proficient	83%	87%	95%
Needs Improvement	17%	13%	5%
Failing	.0001%	0%	0%

Mathematics	2010	2011	2012
Students Tested	351	358	360
Passing	97%	98%	99%
Advanced/Proficient	80%	86%	87%
Needs Improvement	17%	12%	12%
Failing	3%	2%	1%

Biology	2010	2011	2012
Students Tested	383	362	361
Passing	95%	97%	98%
Advanced/Proficient	68%	71%	73%
Needs Improvement	27%	27%	24%
Failing	5%	3%	2%

The district continues to make progress toward narrowing proficiency gaps. Students in all subgroups have met their progress and performance targets, moving the school into a Level 1 Status.

Student Group	On Target = 75 or higher	Performance	Progress
All Students		85	Met Target
High Needs		75	Met Target
Low Income		79	Met Target
ELL and Former ELL		-	-
Students with Disabilities		76	Met Target
American Indian/Alaska Native		-	-
Asian		-	-
African/American/Black		-	-
Hispanic/Latino		84	Met Target
Multi-Race, Non-Hispanic/Latino		-	-
Native Hawaiian/ Pacific Islander		-	-
White		91	Met Target

Vocational Projects in the District Communities

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 2011-2012 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 2011-2012, the program was fortunate to receive equipment upgrades including new tool boards and hand tools. The program also introduced students to a virtual 3-D spray system, designed to provide students with the opportunity to practice the technique of painting without using any materials. The program's waterborne paint spray booth continues to provide students with training with more efficient waterborne paint systems. Throughout the year, the program received over one hundred requests for service and repair work, including a number of requests from local school, police and fire departments. Students and instructors refinished a Fitchburg police cruiser and two bumper covers, repaired the Fitchburg Firefighter's Association Mack fire truck, and repaired the back of a damaged Cushing Academy student bus. (Total enrollment: 63; 44 males, 19 females)

Automotive Technology: Two of our top students were asked to compete in the underclass division at the state level in the Mass Tech Competition. Juniors Hunter Manley and Mike Pauplis (Class of 2013) represented Monty Tech, and placed 2nd in the state. Hunter Manley was also recognized for receiving the highest written score in the state. The program also supported three students in the Co-Operative Education program. These students gained valuable workplace experience, applying the skills they learned in the rigorous automotive technology program, and received high praise from their employers. The program performed over four hundred services, and was fortunate to receive a new air conditioning station, providing students with an opportunity to be trained in this updated equipment/technology. Total enrollment: 63; 52 males, 11 females)

Business Technology: Students and instructors in the Business Technology continue to enjoy an increased presence in the school community, providing assistance to shops and offices throughout the school by coordinating bulk mailing, labeling, organizing, and 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 Hager. 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. (Total enrollment: 76; 17 males, 59 females)

Cabinetmaking: Cabinetmaking students spent a great deal of time building and installing cabinetry in a number of public offices throughout the Monty Tech district. During the 2011-2012 school year, students and instructors were particularly busy renovating the Gardner Mayor's office. Using quarter sewn red oak, students carefully tried to match the architectural details of the building with the new cabinetry, creating a beautiful wall unit for the office. Work continued in Gardner at the Fire Station, where solid cherry cabinetry was built and installed to update the facility. Building podiums, storage units, and all of the gifts for the annual Superintendent's Dinner kept the students and instructors extremely busy throughout the remainder of the year. Finally, the program was also fortunate to receive a dovetailing machine, capable of dovetailing a drawer box in under one minute. Monty Tech is the only vocational school in the state to provide education and training on such technology. (Total enrollment: 73; 44 males, 29 females)

Cosmetology: Providing students with educational space that closely reflects industry trends and a typical workplace environment are paramount in the cosmetology program. In September 2011, students

returned from summer vacation to find their shop space renovated to more accurately reflect industry. The clinic floor was remodeled, twenty-three stations were replaced, sound tiles were recovered, and the shop area was reconstructed to increase the visibility of the students and provide an “open concept” layout. Each of the twenty-two graduating seniors successfully obtained their cosmetology license before graduation- the largest number of licensed cosmetologists per graduating class in Monty Tech’s history! In April the students gained invaluable experience, travelling with the instructors to New York City to attend the International Beauty Show. Monty Tech cosmetology instructors continued to promote community service, encouraging all students to participate in meaningful activities at the Gardner High Rise. Students provide free hair and nail services to the elderly once a month, a program that began in 1998. (Total enrollment: 91; 1 male, 90 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 provided breakfast, luncheon and dinner, as well as support staff, for a number of events for public organizations, including the Fitchburg Rotary Club, Nashua River Watershed Association, Senate Ways and Means Committee, and the Fitchburg City Council. (Total enrollment: 100; 36 males, 64 females)

Dental Assistant: 2011-2012 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. One went on to compete at the state level, where she earned a silver medal. Monty Tech welcomed Community Health Connections, a school-based dental hygiene program whose goal is to provide dental services to students in need. Through this initiative, approximately thirty-nine 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 program received new equipment, including a model trimmer, whip mix, an X-ray developer, and instrument cassettes. (Total enrollment: 57; 4 males, 53 females)

Drafting Technology: The Drafting program is proud to announce that out of ten seniors, seven were offered (and accepted) full-time employment in the drafting and design trade prior to high school graduation. We expect these students will be extremely successful applying skills they acquired through their vocational training at local companies, including the following: Aubuchon, Process Cooling, Nypco, Inc., and Essco Manufacturing. 2011-2012 brought new equipment and technology to the program, and students particularly enjoyed working with the new Dimension Elite Printer. 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 2011-2012 year came in the form of developing plans for a much-needed school reconfiguration. The Student Support Services Department was relocated, centralizing all offices the public visits frequently. Students and instructors worked closely with administration, instructors, and officials to design a more efficient and modernized space. (Total enrollment: 41; 28 males, 13 females)

Early Childhood Education: The Early Childhood Education program at Monty Tech proudly graduated sixteen students, 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 2011-2012, 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. Four students from the program represented Monty Tech at the SkillsUSA National Skills and Leadership Conference in Kansas City, MO. Whether the students were competing, singing the national anthem, or receiving a volunteer service award, each of these young ladies represented the school and the Early Childhood Education program very well. The Monty Tech Childcare Center continues to operate at full capacity, serves as a co-operative education site for two students, and

successfully prepares their young students for transition into Kindergarten. The Center's Director, Ms. Kelley Booth, visits with prospective parents almost daily and handles frequent calls for Fall placement. (Total enrollment: 66; 4 males, 62 females)

Electrical: The Electrical program at Monty Tech continues to be one of the busiest trades in the school. During the 2011-2012 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 Ashburnham Bresnahan Scouting Center, all electrical work (including wiring and installation) for the Mayor's Office in the City of Gardner, and work in Winchendon Public Schools, including installing new outside lighting, installing new hand dryers in bathrooms, installing and wiring new stage lighting, and performing a number of energy saving upgrades to benefit our local partners in education. The Electrical program is particularly proud to have trained a top student included in the Team Works competition for SkillsUSA. The Monty Tech Team Works unit won a gold medal at the state level and then travelled to Kansas City, MO to compete with other teams from across the country. There, the Monty Tech Team Works unit was awarded the gold medal, receiving the highest honor in the country for their outstanding building and teamwork skill. (Total enrollment: 86; 81 males, 5 females)

Engineering Technology: The Monty Tech Engineering program has undergone a great transformation over the course of the past four years. During the 2010-2011 exploratory process, the process was changed to attract the interest of more students, and the exploratory project was changed from a robot to an IPOD stereo amplifier. The exploratory project for 2011-2012 remained the same, and as a result, eighteen listed this program as their top choice. Seven of the eight graduating seniors report positive placements; six graduates enrolled at 2- or 4-year institutions, while one graduate is now serving in the U.S. Coast Guard. The instructors were pleased with the addition of new equipment, including scopes, signal generators, and computers, aiding students as they continue to complete numerous repairs for faculty, staff and students, including: in excess of one-hundred fifty headphones, video game systems, iPods, phones, and other electronic devices. (Total enrollment: 52; 43 males, 9 females)

Graphic Communications: The Monty Tech Graphic Communications program is pleased to have graduated twenty-two students, all of whom were accepted at a variety of colleges, including 2-year, 4-year, public, and private institutions. Throughout the 2011-2012 school year, the shop continued to produce large quantities of print projects for district towns and community service organizations. This year, the shop produced approximately three hundred forty projects, billing in excess of \$15,000. This may be calculated as a savings of up to \$65,000. The shop also produced yearbooks for local institutions, saving each school approximately \$8,000 - \$10,000, as the billing only reflects cost of materials. In our student-operated copy center, over three million black and white copies, two hundred fifty thousand color copies, and over five hundred wide format prints were completed. The program was fortunate to receive a number of equipment upgrades and pieces of new technology, including: booklet maker, spiral binder, wide format printer, color proofing machine, folding/perforating machine, computer-to-plate system, paper cutter, shrinkwrap machine, automatic creaser, four new Macintosh computers, and new student chairs. (Total enrollment: 93; 27 males, 66 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. Instructors have also approached offices at Heywood Hospital, to discuss expanded opportunities for students to gain more acute care experience. The program, which boasts an enrollment of over one hundred students, continues to participate in community service programs, including the annual Red Cross Blood Drive, Pediatric Day (in conjunction with students from the Early Childhood Education program), and a "baby shower" for women living in a local battered women's shelter. The program was also instrumental in bringing a powerful guest speaker, Chris Herren, to the school to discuss drug addiction and recovery. (Total enrollment: 101; 6 males, 95 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 2011-2012 school year include: beginning work on the Bresnahan Scouting Center (Ashburnham), leading renovation efforts at the offices of the Mayor of the City of Gardner, constructing and installing kiosks for the Ashburnham Conservation Trust, constructing and installing a set of exterior stairs to train dogs to walk with blind individuals (Fitchburg), constructing, painting and installing eight flower boxes for the Fitchburg Rotary Club (Fitchburg), and building a number of sheds on location. (Total enrollment: 68; 51 males, 17 females)

Industrial Technology: Students and instructors in the Monty Tech Industrial Technology program are called on for “a little bit of everything.” Whether busy on campus or off, these students contribute to the educational community in countless ways. During 2011-2012, some of the more notable accomplishments include: stripping and shingling 6,000 square feet of roofing at the Princeton Light and Power Company, the installation of storage sheds at the Briggs Elementary School (Ashburnham), and working closely with the school’s House Carpentry program to construct the Bresnahan Scouting Center (Ashburnham). In-house projects included the creation and construction of décor for the annual Superintendent’s 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. Student experience in the program was enhanced with the purchase of two pieces of equipment, a power equipment lift and heavy-duty band saw. (Total enrollment: 58; 48 males, 10 females)

Information Technology: While 2011-2012 proved to be a year marked by many changes for the Information Technology program, including large-scale relocation efforts, curriculum and instruction remained steady. 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 program, students and instructors performed in excess of two hundred hours of repair, upgrading, and troubleshooting computer problems for Monty Tech community members. Thirty-one 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 and Spring Programming competition at Fitchburg State University, as well as the local, district and state levels of the SkillsUSA competitions. Eight students travelled to the Massachusetts SkillsUSA state competition to compete in three categories: Internetworking, Mobile Robotics, and 3-D Animation. Monty Tech Information Technology students were awarded bronze medals in all three categories. (Total enrollment: 68; 59 males, 9 females)

Machine Technology: The Monty Tech Machine Technology program saw several key improvements during the 2011-2012 school year. The program benefited from new technology, including: a surface grinder, three tabletop CNC simulators, and a CNC laser engraver. Two students advanced from the SkillsUSA district competition to compete at the state level, one in Precision Machining and the other in CNC Milling. The program is particularly proud of student efforts in CNC Milling at the state SkillsUSA competition, where Monty Tech students placed 1st, 3rd, 4th, and 5th! Three 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 brass plaques to mark projects within the school and outside projects in Monty Tech communities, laser engraving over three hundred Superintendent’s Dinner gifts, laser engraving over three hundred eighty ball markers for the school’s annual golf tournament, laser engraving the town seal on a podium built by Cabinetmaking (Town of Holden), laser engraving plaques for the school’s annual car show, and machining parts for the school’s maintenance department including pins for the backhoe, shafts for the rooftop heating system, and rebuilding the sander unit. (Total enrollment: 60; 51 males, 9 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 2011-2012 school year. Community services included: designing and installing the stone patio at Coggeshall Park (Fitchburg), restoring a local

cemetery garage (Fitchburg), brick restoration at a local senior center (Fitchburg), tiling the bathroom in the Mayor's Office (Gardner), tiling the kitchen at the fire station (Gardner), ensuring handicap accessibility by installing ramps and new sidewalks at Lunenburg High School, repointing the brickwork on Pearl Street, Cross Street, and Ipswich Street for the Winchendon Housing Authority, and repointing the brick basement at an area senior center (Winchendon). When students weren't busy in our district communities, they were preparing for and competing in the Massachusetts Trowel Trades Association (MTTA) competition, where our students placed 1st in Hardscape, were recognized with the following distinctions: Seniors – 1st place, Juniors – 2nd place and 3rd place, Sophomores – 1st place and 3rd place. Students and instructors also worked to beautify our own campus by installing a rainwater recovery system and waterfall, constructing three planters in front of the school, and pouring concrete for the school's new MART bus station. (Total enrollment: 58; 50 males, 8 females)

Plumbing: The Monty Tech Plumbing program, like others throughout the school, is committed to community service, and as a result, during the 2011-2012 school year, students and instructors participated in the construction of a new community function center for the William T. Bresnahan Scouting and Community Center, Inc. in Ashburnham. Students and instructors also worked to complete rough plumbing, radiant floor heating, and radon mitigation systems in a new commercial building in Ashburnham. On our own campus, students worked daily on fixing leaks, cleaning drains, and repairing and maintaining the plumbing system in the school. The Plumbing program is particularly proud to have trained one student included in the Team Works competition for SkillsUSA. The Monty Tech Team Works unit won a gold medal at the state level and then travelled to Kansas City, MO to compete with other teams from across the country. There, the Monty Tech Team Works unit was awarded the gold medal, receiving the highest honor in the country for their outstanding building and teamwork skill. The Monty Tech Plumbing program proudly graduated seventeen students in the Class of 2012. Two students, in particular, received prestigious trade awards/recognitions: Jon Sweeney of Ashby won the Central Massachusetts Plumbing & Gasfitting Inspectors Association scholarship, and Vinny Acito of Petersham won the New England Plumbing, Gas, and Mechanical Inspectors Association scholarship. Several graduates of the class of 2012 have been hired as plumbing apprentices at local plumbing companies. (Total enrollment: 70; 65 males, 5 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: fabricating and installing one hundred twenty feet of guard rail for Barre Municipal Building, repairing an antique hand rail for Barre Municipal Building, fabricating and installing over one hundred feet of handicap railing for Lunenburg High School, and fabricating a stainless steel backsplash for the Gardner Fire House. The program benefited from the addition of new equipment, including a Millermatic® 211 Auto-Set Mig Welder and a four foot box & pan brake. The program was pleased to place three top students in Co-Operative Education work experiences across the district. (Total enrollment: 55; 52 males, 3 females)

Special Services

During the 2011-2012 school year, Montachusett Regional Vocational Technical School District provided special services to over three hundred students – measuring progress of approximately two hundred students on Individual Education Plans (IEPs) and just over one hundred students adhering to individualized 504 plans. While the Student Support Services (SSS) Department encompasses special education, the department provides support and is available to all Monty Tech students.

The department includes a full-time nursing staff that administers medications, performs state-mandated health screening exams, and provides, when necessary, health information to the special education team for a student's IEP meeting. The department is fortunate to be able to support a full-time school social worker who participates in departmental meetings and assists students who have needs concerning

finances, family issues, homelessness, maternity, health issues, and proper food and clothing. The school is fortunate to 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. Our students also have access to the services of a full-time adjustment counselor and part-time school psychologist. All of these individuals are available for scheduled counseling sessions and mental health emergency treatment, as well as crisis intervention.

The school's Director of Student Support Services oversees the district's Special Education Program, which is reviewed annually in May, in accordance with regulatory requirements. This comprehensive review and evaluation is done in collaboration with the Parent Advisory Council, and the results of the evaluation are used to improve the special education procedures and programs in place at Montachusett Regional Vocational Technical School.

Technology

In the area of technology, Montachusett Regional Vocational Technical School continues to move forward. iPads are being used by students utilizing ASSISTments, a software program designed to identify student strengths and weaknesses and to improve student achievement in mathematics. SmartBoards have been added to the Information Technology program, and computers have been replaced in accordance with the district's computer replacement plan.

Monty Tech launched a new website in January 2012. The website includes many new features designed to improve communication with Monty Tech students and parents, as well as the public. Web pages can be translated into several languages, and content has been added to provide more information about the school. School Committee and Subcommittee meeting notices and agendas have also been added to the school website.

In an effort to promote effective communication with parents of our students, school administration has encouraged the teaching staff to use the student information system online gradebook, which provides up-to-date information about student grades, attendance, and conduct. Participation on the part of staff and parents continues to increase.

SkillsUSA

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

The 2011-2012 school year was an extraordinary one for our chapter of SkillsUSA. The students met the challenges of district competitions, performed well at the state level, and took back to Monty Tech five national medals. Another first for the Monty Tech SkillsUSA chapter – class of 2012 graduate, Victoria Holbert, was elected National SkillsUSA President, representing the school and the Commonwealth of Massachusetts respectfully at a number of high profile engagements. Serving as advisors for the 2011-2012 school year were Timothy Gately (English Instructor), Anne Marie Cataldo (Early Childhood Education Instructor), and Dan Starr (Graphic Communications Instructor).

Highlights of the year included:

- Victoria Holbert served as National SkillsUSA President.
- In the fall of 2011, the Monty Tech SkillsUSA chapter led a "Change for Children" campaign to benefit a Holiday Party for disadvantaged children. Throughout the year, the chapter continued to

focus their efforts on disadvantaged children, raising over \$500 for the Doug Flutie Foundation for Autism.

- In November, thirteen students traveled to the three-day Annual Fall State Leadership Conference where they developed leadership skills and performed community service at an area YMCA Day Camp.
- In March 2012, a total of fifty-seven medals were captured at the District Competition hosted by Bay Path Regional Vocational Technical School: 20 gold medals, 15 silver medal, and 22 bronze medals. Also, two students qualified to run for the State Executive Council.
- Class of 2013 student, Russell Holbert, was selected to serve on the State Advisory Committee to aid in the planning of the State Conference.
- In April 2012, more than seventy students traveled to Blackstone Valley Regional Vocational Technical High School to participate in the State Leadership and Skills Conference, where seventeen students were awarded medals for their outstanding achievements. Among the medalists were seven students who earned gold medals in their competition, qualifying them for the annual National Leadership & Skills Conference held in Kansas City, Missouri, in late June.
- Several students were invited to participate in the National Leadership conference for outstanding personal achievements. Suzanne Sanford was recognized for winning State Pin Design Contest, Shawna Babineau was selected to sing the National Anthem at the Opening General Session and at the Kansas City Royals Game, and Jessica Shattuck was presented with the President's Volunteer Service Award.
- Six students returned from the annual National Leadership & Skills Conference with awards. *TeamWorks*: consisting of James Grenier (Carpentry), Aaron Beals (Plumbing), Max Hitchcock (Electrical), and Allen Bourgeois (Masonry), earned a gold medal. In *Power Equipment Technology*: Troy Jollimore (Industrial Technology) earned a bronze medal and in *CNC Milling Technology*: Jeremy LeBlanc (Machine Technology) earned a bronze medal.

Marine Corps Junior ROTC

The 2011-2012 school year was a strong, effective and rewarding year for the Monty Tech Marine Corps Junior ROTC program. The year started with our July 4th parades, where our Color Guard detail was in high demand. The Color Guard remained busy throughout the year, presenting Colors at more than fifty ceremonies that varied in size and location, from small town ceremonies, professional sporting events, and even within the Senate chambers at the Massachusetts State House.

In addition to leadership exercises, the Cadets were actively engaged in community service activities, raising funds for deserving charitable organizations in the area. The Cadet Corps selected "Canine's For Combat Veterans" from Princeton, Massachusetts as its primary recipient for their fundraising efforts. Efforts led by 1st Sgt. Paul Jornet, the Cadet Corps, and a few friends, resulted in a record donation of just over \$21,000 dollars to support this very worthy cause.

For the third consecutive year, the Monty Tech MCJROTC Cadet Corps was awarded the distinction of Naval Honor School, in recognition of exemplary performance. Other notable highlights for the year include:

- Ten-mile March-A-Thon to support "Canine's for Combat Veterans"
- Annual raffle to support leadership trips
- Veterans' Day Ceremonies hosted by Monty Tech
- National High School Cyber Defense Competition, 4th place overall.
- National High School Cyber Defense Competition, Best Marine Corps Team
- Military airlift to Camp Shelby, Mississippi, for a seven day training package
- One deserving Cadet awarded a full National Reserve Officers Training Corps Scholarship
- Memorial Day Observation in five sending communities

- Five Cadets attended advance leadership training in Boswell, Pennsylvania
- Unit conducted in excess of six thousand hours of community service

Women in Technology

This year, the Women In Technology Program (WIT) observed its 10th anniversary of providing opportunities for young women from high schools located throughout the district to learn firsthand about careers in high-tech and business. Qualified applicants spent two days a month working on real-world work projects under the mentorship of company managers at SimplexGrinnell and Tyco Safety Products, subsidiaries of Tyco International, a Fortune 500 company.

Students from six area high schools - Monty Tech, Leominster's Center for Technical Education, Oakmont, Quabbin, Gardner and Narragansett - participate in the program, working on a wide variety of projects. Their projects are unveiled at an annual end-of-the-year presentation held in Monty Tech's Performing Arts Center. Corporate sponsors, along with families, friends and teachers, are invited to attend and see what the students have accomplished.

This long-standing program continues to offer opportunities to young ladies interested in gaining work experience in a corporate setting. Affiliation with the program and skills acquired through participation in the Women in Technology program will open doors to career opportunities not otherwise available to high school students. Graduates of the program are also equipped with a foundation to better meet the challenges of an ever-changing and demanding work force.

A number of Monty Tech students who have completed the program have gone on to rewarding and well-paying careers, made possible by this unique experience.

Student Athletics

The Monty Tech athletic program continues expand in scope and skill each year. More students and teams compete every season. In the fall of 2011, Monty Tech was well-represented by eighteen teams. In the winter months, there were twelve teams, and wrapping up the year, spring saw nine teams come together at Monty Tech.

Last fall, the Varsity Football team was 3-8, but they lost three very close games. The team produced five Colonial Athletic League All-Stars. The Freshman Football team was 3-3 and had twenty-seven players finish the season. The Varsity Boys Soccer team finished at 10-6-1, qualifying for the post-season tournament, where they lost to Blackstone Valley Tech, 2-1, in a very tight game. They had two players named to the Colonial Athletic League All-Star team. The JV Boys Soccer team was 4-5-2, an improvement over the last year. The Varsity Golf team was 8-8 overall, playing in the Central Mass Division 3 Tournament. They also played in the State Vocational Tournament and finished 3rd in the CAL Tournament. Three Monty Tech golfers were named to the Colonial Athletic League All-Star team. The Field Hockey team was 9-5-1, qualifying for the Central Mass Tournament for only the third time in the program's history. There they lost to Auburn 3-1. The JV Field Hockey team finished at 4-2-1. The Boys Cross Country team was 7-3 and finished 2nd in the CAL with a 6-1 record.

The Varsity Girls Volleyball team went 4-16, but continued to play hard throughout the season. They organized their annual Bump-Set-Spike competition, to fight Breast Cancer, in October and raised a large sum of money. Two players were named to the Colonial Athletic League All-Star team. The JV Girls Volleyball team was 6-8 and the Freshman Girls team continued to improve each match. The Varsity Girls Soccer team was 7-7-1, and qualified for a post-season berth. While the team lost to Oakmont High School, 4-1 to finish the season, two stand-outs were named to Colonial Athletic League All-Star team. The JV Girls Soccer team finished at 5-7-1. With most of the girls moving up next fall, our girls program looks very promising.

The Girls Varsity Basketball finished at 8-12 on the season. With only two seniors on the team, they look to improve next year. They had two players named to the Colonial Athletic League All-Star team. The JV Girls were 10-11 and the Freshmen Girls were 9-5, as they prepared to move up to the JV and Varsity programs next year. The Varsity Boys Basketball team finished at 7-13. Two players represented Monty Tech on the Colonial Athletic League All-Star team. The JV Boys Basketball team was 14-8 and played with a lot of desire and pride. The Freshmen Boys were 6-10. The Co-op Wrestling team participated in many dual meets and tournaments finishing at 2-10. 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 to Auburn. The JV Ice Hockey team played very well, as the younger players look to improve their skills. Monty Tech also participated in a Co-op Swim team with Leominster and North Middlesex and again it went very well. The program benefits from area facilities, swimming 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 11-9 record, losing to Uxbridge. The JV Softball team was 4-4, due to a very wet May. The Varsity Boys Volleyball team was 7-10 and the new JV Boys Volleyball team was 6-6. The Varsity Baseball team finished at 7-13. The JV Baseball team was 10-5 and the Freshmen Baseball team was 1-10. Due to a wet season, the Monty Tech baseball program proved to be flexible, travelling to the Westminster Babe Ruth field for many of their home games. The Boys Track & Field team was 7-3, placing second in the Colonial Athletic League with a 5-2 record. The Girls Track & Field team finished with an overall 5-5 record, 3-3 in the Colonial Athletic League.

Congratulations to the Outstanding Male and Female athletes for 2011-2012, Korey Wilson and Meredith Carrier.

Postgraduate and Continuing Studies

The Postgraduate & 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 the Fall of 2011, there were 108 postgraduate and continuing education courses offered, with approximately 954 seats sold. There were 106 courses offered during the Spring 2012 semester, with over 960 seats sold.

In March 2012 the postgraduate program successfully graduated our first class of fifteen Emergency Medical Technicians. The students took their practical exam at Monty Tech and proceeded to take their written exam at a state-designated facility. Several graduates have already found employment in their chosen field.

The Director of the Postgraduate & Continuing Studies Program actively seeks information to develop new (and expand existing) certificate and licensure programs that align with regional workforce needs and employment trends.

Practical Nursing Program

The Practical Nursing Program is a post-secondary licensure program, offered through the Postgraduate & Continuing Studies Department. The widely popular program is designed to prepare graduates to practice safely, ethically and in a caring manner for patients who are experiencing common variations in health status in diverse health care settings.

In October 2010, Monty Tech's Practical Nursing Program was reviewed by the Massachusetts Board of Nursing and received full approval status. The program has since maintained that accreditation, and in June 2011 the program became a candidate for accreditation by the Council on Occupational Education (COE). The Practical Nursing Program is scheduled for a full review and site visit by COE in November 2012.

In June 2012, the Practical Nursing Program graduated twenty-eight students bound for the nursing profession. Upon completion of the program, the cohort achieved an initial NCLEX pass rate of 94%, up from 87.5% in 2011. The program is pleased to announce that over one third of our graduates have elected to continue their education, in pursuit of a bachelor's degree in nursing through the LPN to BSN Bridge program at Fitchburg State University.

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 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
Thomas J. Conry, Jr., Fitchburg
Helen Lepkowski, Gardner
Eric D. Commodore, Gardner
Joann Sueltenfuss, 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
Gary Candelet, Westminster
Burton E. Gould, Jr., Winchendon

Terri Hillman, Winchendon
Secretary

Norman J. LeBlanc
District Treasurer

Looking Ahead

While the Montachusett Regional Vocational Technical School District educational community is certainly proud of the achievements of our talented students, faculty, and staff, we remain ever-focused on improvement. As we look ahead, there are a number of programs and initiatives that we expect will have a positive impact on our school and students for years to come.

Increasing Collaboration with Area Colleges

In recent years, Monty Tech has enjoyed increased collaboration with post-secondary partner, Mount Wachusett Community College. The college has been instrumental in our efforts to ensure students are college and career ready, and our students have benefited from this partnership by participating in early college placement testing, early intervention strategies to ensure college preparedness, and dual enrollment courses for only \$30. In the coming years, we expect to expand our dual enrollment offerings, to include courses such as Introduction to Sociology, Introduction to Psychology, Introduction to Criminal Justice, and Introduction to Biotechnology, making a college education more affordable and attainable.

Implementing the Recently Revised Curriculum Frameworks

During the summer of 2012, Monty Tech led statewide efforts to revise some thirty-four career vocational technical education frameworks. Working with educators from across the state, Monty Tech instructors were instrumental in designing curriculum frameworks that will define Chapter 74 educational programs for years to come. We look forward to implementing the new frameworks.

Collecting Data on Our Advanced Placement (AP) Pilot Program

Monty Tech launched our first Advanced Placement courses in September 2012. Today's vocational programs are rigorous, technical and complex; such programs, then, must be balanced by academic programs that are defined by rigor and relevance. Monty Tech will continue to examine best practices in academic offerings. As the first year of the AP Pilot Program comes to an end, district educators and administrators will collect and analyze achievement data to determine program effectiveness, and if/when to roll out additional Advanced Placement offerings.

Undertaking a Performance Contracting Project

In light of pending federal and state budget cuts, it is imperative that we continue to seek creative ways to pay for large capital expenses, such as the replacement of the roof and rooftop HVAC units. After a great deal of research and data collection, Monty Tech has elected to pursue performance contracting measures that would allow the school to perform much-needed updates to the school facility. After selecting an approved Energy Service Company (ESCO), the school will undergo a comprehensive audit, identifying energy and conservation projects. We are hopeful that in the coming months, performance contracting will prove to be a viable tool to fund capital improvements, minimizing up-front costs, while improving operational efficiencies.

Renovating the School's Library

In my view, a school is not truly a school without a vibrant, well-utilized library, and so the school's administration, faculty, and staff have come together to develop plans to update our existing facility. This library renovation project will be undertaken by Monty Tech students and staff, thus saving thousands of dollars for taxpayers of the district. We look forward to the library's grand re-opening in the Fall of 2013, providing the Monty Tech educational community with a library that reflects the learning and research needs of today's 21st Century vocational-technical student. Monty Tech students will have access to a wide range of electronic and audio books as the library undergoes this major transformation and renovation.

Implementing the New Educator Evaluation System

Because Montachusett Regional Vocational Technical School District is not a Race to the Top district, district officials have been given until the Fall of 2013 to negotiate and implement a new educator evaluation system. Throughout the 2012-2013 school year, district administrators were scheduled to

participate in workshops and professional development coursework to develop a broad understanding of the scope of the state's new model evaluation system. When an evaluation system has been agreed upon, teachers and administrators will work collaboratively to implement it. The new system will be designed to promote personal growth, improve professional practice, and increase student achievement. Implementing this new system effectively will be a huge undertaking, but I am confident that we can do it successfully, working together.

Respectfully submitted,

Steven C. Sharek
Superintendent-Director
Montachusett Regional Vocational Technical School
Fitchburg, Massachusetts
November 30, 2012

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 one foot above ground.

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

Academy Hill Road, Bolton Road, Carter Road, Depot Road, Ellis Road, Fitchburg Road, Knower Road, Leominster Street, Minott Road, Newcomb Road, Newton Road, Overlook Road, Pierce Road, South Street, Turnpike Road, West Princeton Road, and Worcester 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, 2012. 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, 24 Orders of Conditions, 2 Extensions for Orders of Conditions, 14 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



HAGER PARK COMMISSION 2012 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 2nd 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. Trail maps can be downloaded from the website.

The following is a summary of major activities during 2012:

- The budget was cut nearly 17% in 2010. The Commission budget was level funded again this year and all activities continue to operate within this reduced budget.
- 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.
- The roof of the gatehouse building at the Smith Reservoir dam on the east side of Worcester Road was re-shingled in June of 2012. (see photograph above) This roof was in very bad condition and we are glad a concerned citizen brought it to our attention.

Activities planned for 2013 include:

- The Commission is really hoping to conduct a timber sale this year. We want to have a cutting plan in place this spring and timber harvest in the summer or fall. We think we will

be able to do the clear cut on the Rambler and salvage cut on an adjacent part of Hager Park. Cutting would also be done on the 18 acres on the west side of Route 140 and on the Smith Reservoir properties.

- The Commission is still working on updated trail maps. The property line shapes of all the park parcels and town layout of Hager Park Road have been entered into a database. Work continues locating the trails and other important features using the Board of Health's GPS unit. The town did commit some funds to match a possible DCR grant for these trail maps. At this point, it is probable that a new map could be produced in house without grant monies.
- 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 identifies local historic and cultural resources and advises townspeople on historic preservation matters so that historic preservation is a community –wide effort.

Laurie Tarr Ellsworth continues to represent the Historical commission on the Memorials committee.

Roni Beale serves as chairman of the sign project. There have been no new requests this year for signs for historic homes.

The Local Historic Study committee had no chairman this year. The committee has been inactive. The Historic Commission has asked the selectmen to advertise for new members so that this committee can be reactivated.

The Old Town Hall Reuse committee has been reformed. Betsy Hannula and Laurie Tarr Ellsworth serve on this committee.

Community preservation projects of WHC this year include assuming management of the Farmer's Co-op Building. Windows have been repaired there, and volunteers replaced the roof. WHC made a contribution to the preservation of the clock on the Baptist Church steeple. We are also looking into removing plaques from two trees at the old town hall so that these can be better preserved. WHC is beginning discussion of the feasibility of a demolition-delay bylaw for Westminster.

Requests from the community have included wanting an opinion about the communication tower for Wachusett Mountain parking lot. We were also asked to comment about any historic significance at the proposed senior center site.

The Historical Commission members are: Roni Beale, Laurie Tarr Ellsworth (Secretary), Betsy Hannula, Joan Longcope (Chairman), William Waight (Treasurer).

Respectfully submitted,

Joan Longcope

Chairperson

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 1671 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 second 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 1820 meals, the Congregate Meal site moved to the Senior Center on March 14, 2011. The Meals on Wheels Program delivered 2924 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 4944 seniors for year 2012.

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 58 meals to shut-ins for Thanksgiving Day.

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 6 couples, and 22 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 3377 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.

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.

After several meetings and hours of review, the committee hired "Reinhardt Associates" to design Community/Senior Center at the Fall Town Meeting. Voters approved 2.5 million, pending voter approval on January 29, 2013.

Respectfully submitted,

Susan Fisher
Council on Aging/Senior Center Director

The Westminster Council on Aging members would like to thank 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
Peter Normandin, Co-chair
Kevin Keena, Secretary
Neysa Miller, Member
Jim Moriarty, Member
Dan Stango, Member
Keith Harding, Member
William Antoniac, Member
Laila Michaud, Member

Don Barry, Chair
Neysa Miller, Co-chair
Evelyn Giammalvo, Member
Louise Garland-Wheelen, Member
Shirley Lombard, Secretary
William Antoniac, Member

Architect Committee compromises of:

Peter Normandin-Chair
William Antoniac
Don Barry
Kevin Keena
Laila Michaud

VETERANS' SERVICES**VETERANS' SERVICE OFFICER: Stanley W. Herriott****ASSISTANT VETERANS' OFFICER: Philip D. Buso**

In the 18th century, towns in the Massachusetts Bay Colony provided assistance for veterans of the French and Indian War which was between Great Britain and France and was fought in North America. The Commonwealth of Massachusetts began providing benefits to veterans immediately following the Revolutionary War, and at the start of the Civil War in 1861. The state legislature formalized the assistance by establishing Massachusetts General Law Chapter 115. Today Chapter 115 requires every city and Town to maintain a Department of Veterans Services and establish a Veterans Service Officer to assist in dispensing these benefits. Today across the Commonwealth we dispense benefits to approximately half a million veterans and their families.

Chapter 115 enables every eligible Massachusetts veteran to receive certain financial, medical, educational, employment, and other benefits earned by military service. As the Veterans Service Officer, it is my responsibility to be the chief advocate for the local veterans and their families to insure that they receive the benefits to which they are entitled under this law.

As the needs of veterans become more and more pronounced there is an ever increasing cost associated with delivering these benefits. The state of Massachusetts understands this and is reimbursing cities and towns at the rate of 75% of their out of pocket costs to help insure this program does not become a burden. I am pleased to say that Westminster has recognized the need to support this program and has steadfastly appropriated the necessary funding to insure our hometown veterans are cared for.

I would like to thank the Selectmen and the people of Westminster for supporting our veterans and allowing me to serve in the capacity of the Westminster Veterans Service Officer.

Respectfully submitted,

Stanley W. Herriott

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 22 cremation burials, last year compared to 15 full burials and 7 cremation burials in 2011. Fifteen burials were during the week, 13 cremation burials during the week, with 9 on Saturday. We offer our services for the convenience of the families we serve. Fees collected from the sale of lots were \$4,950.50 which went to the Perpetual Care Fund principal; Perpetual Care Fund principal as of 12/31/12 is \$170,543.48.

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 is happy to announce that the Columbarium has been installed and dedicated in the Cremation Urn Garden in Mt. Pleasant Cemetery.

Respectfully Submitted,

CEMETERY COMMISSIONERS

SAMMI DAWLEY

WALTER TAYLOR

STANLEY SKAMARYCZ

JOHN T. GRONROOS, Superintendent

Westminster Agricultural Commission
Meets every 2nd and 4th Wednesday of the Month
6:30pm - at the Westminster Town Hall

The Agricultural Commission is the newest part of Westminster's Town Government. It's composed of 5 appointed town residents – and, currently, 2 alternates.

Westminster is a “Right to Farm” town. This provides notification to all residents that agricultural activities are allowed throughout the town and the Westminster Agricultural Commission provides active support for both new and existing farmers within town borders. Local food production is on a lot of people's minds and Westminster wants to support anyone whose goal is to produce food either for their family or for the greater community.

The Westminster Ag Com sponsors and manages the Farmers' Market held on Friday afternoons, 3:00-6:30pm from the first Friday in May until the last Friday in October. It also sponsors a Holiday Market before Thanksgiving. The 2012 market averaged 15 vendors per market and ranged from 2-3 (on torrential rain days) to 28 during the Peak of the Harvest Festival on the third Friday in August. Almost all kinds of food are available from local producers. Crafters provide many different kinds of useful objects and the market highlights the talents of local singers, dancers, musicians and puppeteers who come and provide entertainment in exchange for tips.

The 2013 season starts on May 3 and there are three events planned: Planters' Party – May 17, How Does Your Garden Grow – July 12, and the second anniversary of The Peak of the Harvest – August 23. During the season many community activities are scheduled at the farmers' market including blacksmithing demonstrations and children's cooking demonstrations.

This will be the fourth year that the Ag Com creates and staffs an agricultural table at the Young Children's Festival held at Overlook School in April. Various micro-greens are grown and presented on the day of the festival and many of Westminster's youth nibble on these fresh vegetables – and find that they like them! This year there will be lemons on a lemon tree and other plants to work with.

The Agricultural Commission is introducing a new educational series in 2013– Backyard Growing. The first one – Beginning with Bees was held on 1/15 at the Westminster Library and had 35 people in attendance. Three other topics, Nutrient Dense Food Production, Backyard Poultry and Fruits and Berries are planned.

And finally – the Ag Com is starting up a newsletter and farmers market report to help keep people who are interested in the Ag Com's projects up to date. We're looking for writers and reporters to work on this project with one of our volunteers.

Help is always needed and anyone who's interested in agriculture, horticulture - or growing any kind of plant or animal is encouraged to check out an Agricultural Committee meeting (not too boring!) or, at least, check out the Farmer's Market or one of the scheduled events.

M.L. Altobelli, Chairman
Andy Hertel , Vice-Chairman
Dean Johnson, Treasurer
Ann Patsis
Steve Robinson
Sue Nickerson, Secretary, (alternate)
Dr. Patricia Glover, M.D., (alternate)

LIQUOR COMMISSION

6	All Alcohol Common Victualler licenses	\$750.00	\$4,500.00
1	Innkeeper license	\$750.00	\$ 750.00
3	All Alcohol Retail Pkg. Goods licenses	\$600.00	\$1,800.00
1	All Alcohol Club license	\$500.00	\$ 500.00
38	One day licenses	\$ 15.00	\$ 570.00
3	Beer & Wine Retail Pkg. Goods licenses	\$400.00	\$1,200.00

Total			\$9,320.00
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Expenditures: None

Regular meetings held: 5

Violations for 2012: 4 – Under age Guilty
1 – DUI No finding

Regular meetings are held as needed in the Town Hall.

Respectfully submitted,

WESTMINSTER LIQUOR COMMISSION

Gary McDonald, Chairman

Memorial Committee

The Memorial Committee reviews for the Board of Selectmen any requests for placement of Memorials on town property. The committee meets on an as needed basis. 2012 was a quiet year with no requests for memorials.

Members are: Acting Chair for Tom Maeder (on active military duty and a Veteran Representative) Laurie Tarr Ellsworth (Historical Commission Representative), Sammi Dawley (Cemetery Commission Representative), Mike Fortin (Planning Board Representative), Mike O'Brien (Parks & Recreation Representative), Stanley Skamarycz (Cemetery Commission Representative), and Walter Taylor (Citizen at Large).

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 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 Town Planner Steve Wallace and Janet Morrison of 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)

**ASHBURNHAM-WESTMINSTER REGIONAL SCHOOL DISTRICT
2012 ANNUAL TOWN REPORT
Report of the Superintendent of Schools**

Dear Residents of Ashburnham and Westminster:

Our MCAS scores continue to be among the best in the area. Three of our schools' Progress and Performance Index are at Level 2 while Oakmont Regional High School scored in the top Level 1, meeting their proficiency gap narrowing goals for both the aggregate and high needs students. (PPI levels 1-5) At Level 2, John R. Briggs School, Westminster Elementary School and Overlook Middle School were slightly below meeting their target to narrowing these goals and are working to also attaining Level 1 status.

The addition of two elementary teachers (Grade 3 at Westminster Elementary School and Kindergarten at the John R. Briggs School) help us to continue to bridge the gap to success in these schools. Furthermore, we are working jointly with the Ashburnham-Westminster Teacher Association in developing a new teacher evaluation instrument and process, which is mandated by law that will help our teacher to improve their teaching skills. We are also busy working to transfer our curriculum over to the Common Core Curriculum that will eventually be taught in 46 of the 50 states.

We also reinstituted the four core subject department heads at Oakmont Regional High School. This has been most helpful as we transfer our curriculum over to the Common Core Curriculum. With the high school facing a full reaccreditation visit within the next two years these positions have proven most valuable.

Progress on the construction of the John R. Briggs Elementary School continues. Consigli Construction of Milford, MA is 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. The project is presently on time and on budget. The project is to be completed in time for the opening of the 2013-2014 school year.

In conclusion, I would like to take a moment to remember Michael Zapantis. Dr. Zapantis was Superintendent of Schools for the Ashburnham-Westminster Regional School District for eight years prior to my arrival. In November, 2012, he passed away unexpectedly. He was dedicated to public education and the children of Ashburnham and Westminster.

Respectfully Submitted,

Ralph E. Hicks, Ed. D.
Superintendent of Schools

**ASHBURNHAM-WESTMINSTER REGIONAL SCHOOL DISTRICT
2012 ANNUAL TOWN REPORT**

***BUDGETS
2012-2013***

ACCOUNT	NUMBER	DESCRIPTION	AUDITED EXPENSE 2011-2012	CURRENT BUDGET 2012-2013
FUND 01	GENERAL			
Totals	Function 1000	Administration	\$710,614	\$770,811
Totals	Function 2000	Instruction	\$14,283,287	\$14,718,298
Totals	Function 3000	Other School Services	\$2,703,364	\$2,854,104
Totals	Function 4000	Operation & Maintenance of Plant	\$2,484,291	\$2,399,866
Totals	Function 5000	Fixed Charges	\$2,953,684	\$3,707,409
Totals	Function 6000	Miscellaneous	\$8,000	\$8,000
Totals	Function 7000	Capital Outlay	\$215,391	\$206,265
Totals	Function 8000	Debt Service: Principal Interest	\$1,790,000 \$429,878	\$1,440,000 \$368,496
Totals	Function 9000	Tuition and Other Costs	\$1,352,536	\$1,522,822
<u>GRAND TOTALS</u>			\$26,934,045	\$27,996,071

~~~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 2012 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, WBZ 1030 AM, WGAW 1340 AM, WRKO 680 AM, WTAG 580 AM, WSRS 96.1 FM, 94.9 FM, WPKZ 105.3 FM, WXLO 104.5 FM, CBS Channel 4 TV, WCVB Channel 5 TV, Channel 7 TV, Fox 25, and Channel 56.

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. 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 for updated information of the schools, budget information and events. General information can be e-mailed to info@awrsd.org.

ASHBURNHAM-WESTMINSTER REGIONAL SCHOOL DISTRICT

2012 ANNUAL TOWN REPORT

Ashburnham-Westminster Regional School District MONTHLY STUDENT COUNT REPORT

DATE: 10/01/12

Grade	Ashburnham	Westminster	School Choice	Sped (i.e.–day program; residential)		Other (exchange student)	Total
				Ash.	West.		
PRE-K	26	37			1		64
K	79	73					152
1	58	104	3				165
2	86	88					174
3	88	63					151
4	79	106	1	1			187
5	75	92	2	1	1		171
6	70	97	13		1		181
7	89	107	12				208
8	90	114	5				209
9	86	73	19		1		179
10	77	90	8		2		177
11	61	69	12	2			144
12	59	89	12		1		161
Students above grade 12		4		2	1		7
Totals	1023	1206	87	6	8	0	2330
GRAND TOTAL – ALL STUDENTS							2330

ASHBURNHAM-WESTMINSTER REGIONAL SCHOOL DISTRICT 2012 ANNUAL TOWN REPORT Oakmont Regional High School



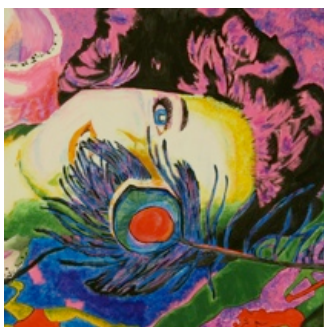
Oakmont Regional High School is comprehensive high school, meant to serve the needs of all the students, to prepare them for whatever they choose to do after graduation. We have a tremendously dedicated and professional faculty and staff. Our students and parents are committed to success and have made academic growth a priority. And the community has been supportive despite the realities of limited resources.

We are extremely proud of our accomplishments in many areas of our school. We were ranked a Top Ten school by *GoLocalWorcester.com*. The criteria considered each school's MCAS scores, SAT scores, student/teacher ratio, per pupil spending, and graduation rate. They cited our proficiency rate in English, our strong graduation rate, and SAT scores which are above the state average. In addition they cited our successful co-curricular programs.

Our 2012 MCAS Results we among the best in the region. In English Language Arts, 93% of our students reached the Proficient or Advanced standard, which is 5% higher than the state average. Oakmont's Advanced and Proficient percentage has increased 6% since 2009. Perhaps more importantly, 55% of our students scored at the Advanced level, which represents a 5% increase from last year's results. Ninety-four percent of our students scored Advanced or Proficient in Math. This is a 2% increase from last year and exceeds the state average by 16%. Our Advanced and Proficient Math scores have improved by 5% since 2009. The Boston *Globe* ranked Oakmont as the 44th top school in the state for MCAS Math performance, out of a field of 348 high schools. In Science and Technology, 84% of our students scored at the Advanced or Proficient level, which tops the state average by 15%. Since 2009 the number of Oakmont students scoring at Advanced and Proficient has improved by 16%. Our percentage of students scoring Advanced in Science and Technology increased to 30%, which is 6% better than last year.



A number of our students were recognized for academic and artistic achievement. One of our seniors was named as a National Merit Scholarship Finalist and another student was presented the College Board's National Hispanic Recognition Program Award for her performance on the PSAT. Our students fared well in the **Fitchburg State Writing Contest and Boston Globe's prestigious Will McDonough Writing Contest.**



Our students were also recognized for their excellence in the visual and performing arts. The art work of our art students was showcased at the Fitchburg Art Museum, the Black Diamond Restaurant at the Wachusett Village Inn and at the Anna Maria College Art Center Gallery in Paxton. The Marble Collection, a Massachusetts High School Magazine of the Arts, published a dozen pieces of art, prose and poetry created by our students. Two of our students were invited to perform at the 2012 Senior High Concert Festival at Mechanics Hall in Worcester and two others won TAMY Awards for their performances in last year's spring musical. The Marching band and Winter Percussion ensembles also had successful competition seasons.

Last summer we adopted a new summer reading program: One Book, One School Summer Reading. On Friday, September 14, school-wide discussions and activities were centered on the summer reading assignment of Robert Cormier's *I Am the Cheese*.



Our athletic teams and athletes continued Oakmont's tradition of excellence. Last spring, the Baseball, Softball, Boys and Girls Lacrosse, and Boys and Girls Tennis teams qualified for district tournaments, the first time all six teams qualified during the same season. The Girls Tennis Team 2012 was also awarded the Mid-Wach C Sportsmanship Award. The Girls Basketball team qualified for districts. The Field Hockey and Girls Soccer both won their league championships. The Field Hockey team also won their second consecutive District Championship and advanced to the State Final. Individually, one of our students qualified for the State Swim Meet competing for the Gardner HS

Coop Team, a football player was selected to play in Shrine Chowder Bowl Classic, and a female track and field athlete qualified for the state track meet in the javelin.

In other co-curricular activities, the Oakmont Bowling Team qualified for the State Bowling Championship and two of our bowlers competed in the State Singles Tournament. The Oakmont Environmental Association ranked sixth in the state in the Recycle Bowl. They were presented the 2012 Secretary's Award for Excellence in Energy and Environmental Education, a Certificate of Achievement from Bag2School, and a Certificate of Recognition from the Massachusetts Department of Environmental Protection. They also were the Starter Award Recipient from the Alliance for Climate Education for Biggest Loser Energy Competition. OEA also won the Great ACE Race from the Alliance for Climate Education and the State of Massachusetts Award for Education in Environmental Excellence.

The theme of Harmony Week 2012 was Building a Community. It occurred, April 30-May 4. Our student leaders from the Student Advisory Council, Student Council, Peer Leaders, National Honor Society and SADD planned a week of activities designed to break down barriers that separate us and appreciate the value of diversity. Peer Leaders raised over \$550 for UNICEF, the funds went toward the purchase of a water filtration system for an African school, and organized the annual Toys for Tots campaign.

We also hosted a number of guest speakers and special programs. Noted author and speaker Ed Gerrety spoke to our students about gratitude and kindness. Worcester County Sheriff [Lew Evangelidis](#) spoke to Oakmont students about the dangers of drug abuse. Congresswoman Niki Tsongas spoke to students and guests at Oakmont Regional High School. She was the first sitting member of Congress to visit Oakmont. Students were trained in suicide signs recognition and prevention as part of the SOS (Signs of Suicide) program. A replica statue of Oakmont alumnus, Mike Kuszewski, was presented to the school and is displayed in the Nims Library. Lt. Col. Kuszewski was killed in a helicopter accident in 1996. The Marine Corps has named an award for him given to the Intelligence Officer of the Year annually and the statue was erected in Quantico, VA. We established monthly Focus Groups: Topics have included the dangers of texting and driving and the new nutrition regulations and food services.



Phil Hanno (Science), Bob Denny (Guidance), and Russ Goodwin (Custodial) retired. We were saddened by the death of our longtime librarian, Tom Anderson, and former Superintendent, Dr. Michael Zapantis.

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 by
David Uminski, Principal

Oakmont Regional High School School Nurse Report for 2012

OAKMONT HEALTH OFFICE ENCOUNTERS: ~ 1/1/2012- 12/31/2012

Student: Health Maintenance Activities*	4,541
Student: Injury and First Aid:	631
Student: Behavioral Health Support:	241
Student Miscellaneous**	2,032
Staff Visits:	371
EMS Activations:	4
GRAND TOTAL HEALTH OFFICE ENCOUNTERS 2012:	7,820
***CALCULATED RETURN TO CLASS RATE: 94%	

Health Maintenance Activities include the following professional nursing activities: illness and injury assessment, planning and intervention; medications dispensed (to include over-the-counter, both scheduled and “as needed” prescription medications and emergency medications); scheduled procedures (to include diabetes monitoring and pump care, catheterizations, ear, eye, throat and lung assessments and blood pressure monitoring). All student and staff encounters with the nurse also include a significant degree of health-related teaching.

Miscellaneous activities refers to nursing case management, such as the development of detailed care plans for students with serious chronic health issues; communication with parents, health care providers, external agencies/clinics and internal communications with OHS teaching staff, guidance staff, special education department and administration. This category also includes maintaining and auditing student health records for compliance with State immunization and health screening requirements.

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 causes.

State-mandated vision, hearing and postural screenings were conducted in March and April with the assistance of a nurse funded by the Essential School Health Services (ESHS) grant.

It is my continued pleasure to serve the communities of Ashburnham and Westminster as the School Nurse here at Oakmont Regional High School.

Respectfully Submitted,
Susan M. Lofquist, RN (BSN), NCSN.

Overlook Middle School 2012 Annual Town Report



Overlook Middle School services a population of just over 600 students in the 6th, 7th, and 8th grades. Overlook academics include the disciplines of Math, English, Science, and Social Studies with enrichment classes that cover Art, Music, Language, Technology, Health, Careers, and Physical Education. The school also offers “specials” that are aimed at improving students’ skills regardless of their ability level. Some of these specials include math lab, writing lab, robotics, computers, careers, engineering, historical perspectives, Spanish, and others. Overlook also offers an afterschool homework workshop that students may attend.

Along with a rigorous academic schedule students are also exposed to a wide variety of extracurricular and co-curricular activities. Athletic offerings include winter track and football for grade 8 students, soccer, basketball, spring track, cross country, baseball, field hockey and softball. Some of our clubs include drama, intramurals, student council, marching band, jazz band, project write, yearbook, and S.O.A.R. School-wide activities are also held on a regular basis supported by individual teacher teachers, teams, or groups.

Communication is an area that we are constantly trying to improve. Parents can receive communication through our website or via our OneCall automated messaging system. New this school year families will also receive copies off our student run newspaper. The school’s PTO also plays a critical role in parent communication and hosts a Facebook page with information about our school.

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 2012

The Overlook Middle School Health Room is the site where primary nursing care, preventive care and education of health problems occur for students grades six through eight.

Postural screenings were done on 456 students in grades six through eight. In the seventh grade, 195 students were tested for vision and hearing difficulties. 195 Seventh grade students were also measured for height and weight growth - BMI (Body Mass Index).

Overlook Middle School hosted a Signs of Suicide “S.O.S” program for seventh grade students this year. The program was led by the guidance office and the health office. The seventh grade students were educated on signs of depression and high risk behaviors to watch for to identify friends in need.

72 students participated in the Caring for Kids Dental Program and were provided dental screenings, cleanings and fluoride treatments.

Each year several student nurses from Fitchburg State University are hosted at the Overlook Middle School. These students present a health related topic to the entire school population under the school nurse guidance, assistance and mentoring.

The number of times health room services were provided totaled 4,138 for the 2012 calendar year. This number indicates when students and staff were seen for first aid, health status evaluations, medication administration and daily procedures. 3,809 of these visits resulted in the student or staff returning to the classroom which is a return to class rate of 92.05%. The recommended state return to class rate is 92-93%.

Respectfully submitted,
Heidi Williams, RN, BSN

Meetinghouse School/Westminster Elementary School 2012 Annual Town Report

School(s) Information:

Principal: Patricia Marquis

Assistant Principal: Kathy Taylor

Faculty and Staff:

Classroom Teachers:	26	School Adjustment Counselor:	1(part time)
Special Education Teachers:	4	Nurses:	2
Speech & Language:	2	Secretaries:	3
Title I Reading Teacher:	1	Custodians:	4
Paraprofessionals:	26		

Student Enrollment:

MHS

Preschools:	62
Kindergarten:	75
First Grade:	<u>104</u>

Total: 241

WES

Grade 2:	89
Grade 3:	63
Grade 4:	109
Grade 5:	<u>90</u>
	351

This calendar year was marked with a number of exciting events and projects, as usual!

During the fall, our schools welcomed Artist in Residence, Bren Bataclan. This Cambridge-based artist is known for creating paintings and leaving them in public spaces (such as park benches or steps to buildings) with a note saying that the painting is free for the taking. He also sometimes includes a message such as “promise to smile at others more”, or “things will get better”. He calls this his “Smile Boston” project, and Bren has given away over 800 paintings in places all over the world over the last nine years, and has received national attention for doing so. He has made a positive difference in the lives of hundreds of people that he has never met.



Bren spent one week at Westminster Elementary School in October, 2012. After presenting his inspirational message to all students, he worked closely with our fifth graders to create cartoon



characters that reflected values of acceptance, diversity and togetherness. Bren went on to use the characters in painting a large mural for the office lobby at Westminster Elementary School.



His days with us were so valuable that we had to bring him back to spend time with our youngest students at Meetinghouse School. Bren returned about a month later to transform the lobby of Meetinghouse School with a colorful painting in the rotunda of the lobby. Many lessons were learned as a result of this talented artist's

interactions with the children and staff at both schools.



Another exciting project that our students worked on this year had to do with learning about two famous Americans, Abraham Lincoln and Martin Luther King. We have two large paintings of these men in the lobby outside of the Joseph Aveni Library located on the second floor of Westminster Elementary School. An extension of our "Power of Words" quotation project that was started in 2011 had the entire student population vote for their favorite quotation to accompany the paintings. The next two pictures illustrate the most popular choices.



The final happening around here this year that I'd like to include in this report has to be that of the windowsill dilemma. On March 12, 2012 a huge concrete block located under a window on the second floor of the school, crashed to the ground in an area typically overflowing with children. Make no mistakes about it...this was a miracle that no one was hurt. The location of impact marks the exact spot where hundreds of children typically line up each day after recess.



While the problem was being investigated and then corrected, our playground area has been off limits to all. Hopefully, the locks will be coming off the fences soon, as repairs have been made and inspections are pending.



Although I enjoy summarizing special events such as those found in this report, the true meaning of our work each day is all about the learning that takes place for every child that enters through our doorways. The faculty and staff are deeply committed to making sure that students feel welcomed, safe, and academically challenged during their years with us.

Respectfully Submitted,

Patricia Marquis, Principal

Westminster Elementary School School Nurse Report for 2012

The Westminster Elementary School nurse provides nursing care to students and staff in grades 2 through 5 as well as students and staff in the ABA and CAPS programs.

For the calendar year 2012 there were 6449 visits to the nurses' office. This number indicates visits by students (6373) and staff (76) for first aid, health assessments, health instruction, medication administration and daily procedures.

In addition to nurse visits, 360 students had health screenings done, BMI calculations were done on 109 fourth grade students, with results sent to parents, and postural screenings were done on 90 fifth grade students.

Dental services were offered by Community Health Connections. Twenty four children were screened, all received cleanings and over half received sealants.

During the fall of 2012, a senior nursing student from Fitchburg State College spent one day weekly from September through November with me to obtain clinical experience in a community setting.

Puberty classes were presented to fifth grade classes in the spring of 2012. Health and hygiene information including the presentation of "My Plate" was presented to fourth grade classes in November 2012.

The WES school community assisted 5 families at Christmas.

Respectfully submitted,
Sue Quigley-Belliveau, RN

Meetinghouse School School Nurse Report for 2012

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.

Mandated screenings were done on 180 students in kindergarten and grade one. All students were tested for vision and hearing difficulties. First grade students were also measured for height and weight growth.

Pediculosis screenings were done on 180 students in September and continued throughout the year as needed.

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 using the new My Plate nutrition guide that was published by the United States Department of Agriculture in June 2011 as a guideline.

The number of times health room services were provided totaled 3515. This number indicates when students and staff were seen for first aid, health status evaluations, medication administration and daily procedures. 3379 of these visits resulted in the student or staff returning to the classroom which is a return to class rate of 96.1%. 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

District-Wide School Nurse Report for 2012

- ✓ All student and staff records were reviewed for compliance of the Massachusetts Board of Health regulations.
- ✓ 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 School Nutrition Law and Emergency Response Planning.
- ✓ 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 500 children and adults were vaccinated.
- ✓ Pediculosis screenings were done on several students throughout the school year.
- ✓ Our district is still involved with the Massachusetts Department of Public Health Essential School Health Services and receives grant funds. We have begun working within the frameworks of this grant. We will be developing a portfolio of work and goals to define my career path as a school health nurse. 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 as needed per the demands of student needs, staff needs or the ever changing recommendations of the American Academy of Pediatrics.
- ✓ During the school year, senior nursing students from Fitchburg State University and high school seniors from Oakmont interested in a nursing major interned in the health office. The students from FSU were here as part of their community health rotation and participated in direct student health care under the supervision of the school nurse. Each student also did a lesson in the classroom on various health care topics.

ASHBURNHAM-WESTMINSTER REGIONAL SCHOOL DISTRICT
2012 Annual Town Report
Employee Salaries 2011-2012

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 23.1%
 Westminster Contribution 31.7%
 Other 2.2%

Andrea McGrath	\$89,000.00	A	Patricia Flinkstrom	\$34,869.60	D
David Uminski	\$106,862.00	A	Wendy Higgins	\$36,393.84	D
Eric Dehays	\$64,500.00	A	Anika Hertel-Therrien	\$2,346.00	E
Kathleen Taylor	\$81,120.00	A	Ann Wetzonis	\$2,100.00	E
Kathleen Veroude	\$90,000.00	A	Ashley Erskine	\$2,036.00	E
Marah Ruble	\$82,400.00	A	Ashley Mathieu	\$4,941.90	E
Patricia Marquis	\$95,000.00	A	Ashley White	\$905.76	E
Paul Gregory Smith	\$84,534.00	A	Ashley Zierle	\$2,668.00	E
Phillip Saisa	\$99,000.00	A	Barron Hiltz	\$6,340.32	E
Ralph Hicks	\$140,000.00	A	Brian Murphy	\$7,428.15	E
Sandra Rehler	\$85,490.00	A	Candy Savoie	\$6,859.00	E
Sherry Kersey	\$100,995.00	A	Cody Woodward-Wallace	\$832.32	E
Kimberly Gauvin	\$47,460.24	B	Cole Theriault	\$1,776.60	E
Donna Swaney	\$38,732.40	C	Coraley Gallagher	\$19,208.55	E
Francisco Robles	\$41,683.20	C	Danielle Leblanc	\$2,351.10	E
James Parenteau	\$50,205.60	C	Diane Bedard	\$11,812.60	E
Jim Baer	\$49,109.76	C	Dorene Francis	\$47,278.40	E
Joseph Francis	\$41,683.20	C	Elizabeth Spencer	\$1,151.87	E
Karl Lahtinen	\$38,376.00	C	Jamie Whitney-Deaver	\$4,906.00	E
Paul Engman	\$48,713.04	C	Jennifer Coviello	\$9,429.82	E
Robert Axelson	\$43,388.80	C	Julia Padilla	\$1,842.12	E
Robert Mei	\$44,241.60	C	Karen Dewick	\$7,744.35	E
Russell Goodwin	\$41,522.88	C	Karen Landry	\$34,320.00	E
Stephen Blanchard	\$40,257.60	C	Katelyn Duffy	\$2,345.08	E
Steven Allen	\$41,724.80	C	Katherine Niles	\$2,661.69	E
Steven Bennett	\$36,900.00	C	Kelly Hansen	\$433.50	E
Steven Contois	\$50,571.36	C	Kelly Maclachlan	\$1,258.00	E
Timothy Gould	\$40,123.20	C	Kristen Farley	\$2,482.68	E
Brian Beaton	\$38,533.00	D	Louise Farley	\$423.08	E
Debra Sargent	\$37,124.64	D	Lucinda Racine	\$19,428.27	E
Elaine Niedermeier	\$54,246.24	D	Mandie Sullivan-Flynn	\$3,702.60	E
Elizabeth Maillet	\$12,230.40	D	Marc Theriault	\$6,591.84	E
Ina Carey	\$14,187.50	D	Marcia Aho	\$18,402.50	E
Inga Morin	\$34,869.60	D	Margaret Bennett	\$20,776.27	E
Jeanne Erickson	\$34,869.60	D	Mark Brillon	\$31,824.00	E
Kathi Theriault	\$35,663.04	D	Marykate Erickson	\$1,890.00	E
Kathleen McCarthy	\$34,869.60	D	Michael Dewick	\$4,602.10	E
Margaret Deshayes	\$37,124.64	D	Miranda Hamel	\$5,387.27	E
Michele St. Cyr	\$17,048.52	D	Patrick O'Connell	\$1,730.00	E

Ryan Monaghan	\$8,501.70	E	Ashley Mcdonald	\$18,803.00	P
Sherri Toomey	\$13,415.38	E	Becky Pilsbury	\$10,330.80	P
Susan Leblanc	\$6,696.30	E	Beth Wojnas	\$21,296.00	P
Zachary Marquis	\$7,341.08	E	Brenda Brown	\$19,707.00	P
Zachary Mcdermott	\$1,594.00	E	Carlene Comeau	\$25,873.00	P
Ann Franklin	\$13,854.65	F	Cathy Kane	\$18,691.00	P
Christine Visconti	\$8,077.13	F	Cheryl Barron	\$28,804.00	P
Cynthia Pawelski	\$5,674.35	F	Christina Sicard	\$9,736.00	P
Diane Cook	\$6,706.05	F	Christine Gauthier	\$5,768.92	P
Janet Peterson	\$13,509.84	F	Claudia Ewing	\$21,678.00	P
Kathleen Richards	\$7,868.07	F	Cynthia Ruschioni	\$25,226.00	P
Madeline Clinton	\$7,711.96	F	Danielle Berger	\$26,169.00	P
Margaret Bennett	\$7,275.38	F	Danielle Leblanc	\$25,793.00	P
Michelle Phyfe	\$6,190.20	F	David Douglas	\$17,218.00	P
Patricia Barron	\$14,466.43	F	Deborah Miller	\$28,841.00	P
Rachel Pikkarainen	\$633.42	F	Diane Fiorentino	\$23,181.00	P
Roseanne Richard	\$9,231.00	F	Donielle Thompson	\$8,919.50	P
Sandra Munnis	\$12,115.69	F	Elizabeth Dolan	\$17,827.87	P
Sharon Tufts	\$8,077.13	F	Erin Hurley	\$21,095.00	P
Thea Hanks	\$3,884.26	F	Gretchen Lafferty	\$21,296.00	P
Tina Costa	\$18,558.38	F	Gretchen Schlier	\$5,126.83	P
Tracey Wessels	\$6,190.20	F	Guerlain Bayard	\$8,162.35	P
Amy Dubovick	\$75,811.00	G	Heather Marsh	\$275.00	P
Catherine Keene	\$77,985.00	G	Jane Johnson	\$19,707.00	P
Danielle Pinkes	\$23,136.75	G	Janelly Osborne	\$4,541.87	P
Julie Gagnon	\$60,207.00	G	Jeanne Fleming	\$22,994.00	P
Katherine Mariani	\$50,674.00	G	Jennifer Klahre	\$7,496.26	P
Lauren Badolato	\$64,244.00	G	Jennifer Landine	\$19,993.00	P
Lori Malnati	\$31,290.50	G	Jennifer Marlborough	\$24,420.39	P
Robert Denny	\$71,728.00	G	Jennifer Warren	\$800.00	P
Robin Ewell	\$75,811.00	G	Joann Reed	\$5,599.69	P
Robin Peirce	\$35,864.00	G	Joanne Dibattista	\$21,402.00	P
Sandra Thibodeau	\$12,481.18	GR	Joanne Stowell	\$14,603.01	P
Chris Lapointe	\$68,998.00	H	Juana Stone	\$19,707.00	P
Kathleen Carlin	\$77,985.00	H	Juliet O'Brien	\$27,476.00	P
Kimberly Bubnowicz	\$55,198.40	H	Juneanne O'Donovan	\$17,999.00	P
Michele Rogacz	\$71,728.00	H	Karen Dewick	\$5,705.61	P
Edward Fitzgerald	\$29,341.00	I	Karen Greenwood	\$3,170.48	P
Charles Barnard	\$50,648.00	K	Katelyn Baron	\$19,759.00	P
Jeffrey Aubuchon	\$39,669.79	L	Katharine Sparks	\$26,169.00	P
Julie Farrell	\$68,998.00	L	Kathryn Pioli	\$22,807.00	P
Thomas Anderson	\$77,985.00	L	Kathy Allen	\$28,841.00	P
Richard Dzwilewski	\$42,304.21	M	Kathy Bitter	\$2,968.46	P
Ann-Lee Fredette	\$53,234.00	N	Kayla Robillard	\$477.00	P
Krista Penning	\$47,809.00	N	Kelly Hansen	\$16,936.00	P
Marcia Sharkey	\$66,234.00	N	Kristina Sylvester	\$25,489.00	P
Nancy Taylor	\$43,744.50	N	Krystina Fleck	\$4,491.00	P
Susan Lofquist	\$50,198.00	N	Lavaun O'Connell	\$19,707.00	P
Susan Quigley-Belliveau	\$51,034.00	N	Lee Haschig	\$10,625.37	P
Gail Gourlay	\$60,802.56	O	Leslie Capone	\$21,262.00	P
Andrea Arsenault	\$20,571.90	P	Linda Marlborough	\$20,795.00	P
April Marlborough	\$26,776.00	P	Lori Decosta	\$3,795.55	P
Ashley Mathieu	\$15,052.31	P	Lorraine Mendoza	\$21,402.00	P

Louise Farley	\$19,868.00	P	Cynthia Robbins	\$65,168.00	T
Maria Robles	\$21,402.00	P	Dana Altobelli	\$71,728.00	T
Mary Egan	\$26,169.00	P	Daniel Dufour	\$53,485.00	T
Meghan Coullahan	\$2,241.00	P	Danielle Kasprzak	\$59,982.00	T
Meghan Wallace	\$16,516.50	P	David Lantry	\$68,998.00	T
Melinda Perez	\$24,236.00	P	David Laroche	\$12,193.76	T
Melissa King	\$19,759.00	P	Dayna Mongelli	\$53,619.00	T
Michele St. Cyr	\$12,375.50	P	Debra Fleck	\$71,728.00	T
Michelle Robichaud	\$5,592.90	P	Debra Perrett	\$68,998.00	T
Nancy Davis	\$21,095.00	P	Diane Davolio	\$60,079.00	T
Nancy Kochan	\$20,328.00	P	Diane Erickson	\$77,985.00	T
Nicole Perko	\$17,003.12	P	Donna Crowley	\$75,811.00	T
Peter Werner	\$621.00	P	Doris Matthews	\$71,728.00	T
Richard Terrio	\$15,865.97	P	Douglas Potter	\$48,968.00	T
Samuel Parker	\$1,489.99	P	Edwin Mccaffrey	\$46,228.66	T
Sandra Svenson	\$5,768.92	P	Elizabeth Clabaugh	\$63,711.00	T
Sarah Burks	\$26,169.00	P	Elizabeth Foster	\$77,985.00	T
Sarah Hoover	\$26,889.00	P	Elizabeth Lilly	\$75,811.00	T
Sheryl Beland	\$26,668.00	P	Elizabeth Woollacott	\$55,922.00	T
Susan Berger	\$21,091.00	P	Eric Dawley	\$75,391.00	T
Susan Kalagher	\$22,807.00	P	Eric Sifert	\$68,998.00	T
Talia Baril	\$18,430.00	P	Erynn Mcdavitt	\$31,087.50	T
Tanya Leblanc	\$20,469.06	P	Gerard Jones	\$63,711.00	T
Wendy Maillet	\$18,202.00	P	Gregory Barry	\$75,811.00	T
Wendy Wilder	\$24,237.00	P	Gregory Secino	\$65,181.00	T
Zachary Marquis	\$5,126.83	P	Gretchen Moorman-Smith	\$68,998.00	T
Linda Mcclenahan	\$50,634.00	R	Heather Marsh	\$41,450.00	T
Aimee Vera	\$62,581.00	T	Heidi Hertel-Therrien	\$68,998.00	T
Alana Archangelo	\$56,538.00	T	Jaclyn Couture	\$59,021.00	T
Amy Kendall	\$65,181.00	T	Jana Harrison	\$60,693.13	T
Amy Phillips	\$65,168.00	T	Jane Leamy	\$65,168.00	T
Amy Stukuls	\$68,998.00	T	Jane Stafford	\$68,998.00	T
Ann Thornburg	\$42,920.00	T	Jared Quinn	\$68,998.00	T
Anne Banning	\$65,168.00	T	Jason Young	\$68,998.00	T
Anne Cariglia	\$53,619.00	T	Jean Correia	\$71,728.00	T
Anthony Gleason	\$75,811.00	T	Jean Girouard	\$68,998.00	T
Audrey Phelps	\$71,728.00	T	Jennifer Collins	\$54,561.00	T
Beth Campagna	\$46,163.00	T	Jennifer Jensen	\$59,982.00	T
Bonnie Leary	\$68,998.00	T	Jennifer Perkins-Cote	\$46,228.66	T
Brenda Giannetti	\$59,982.00	T	Joann Mossman	\$71,728.00	T
Brett Duncan	\$57,511.00	T	John Decicco	\$75,811.00	T
Brian Beaudoin	\$65,168.00	T	John Losordo	\$59,982.00	T
Brian Sargent	\$82,768.40	T	Joy Weiss	\$65,278.00	T
Brittany Smeltekop	\$43,892.00	T	Judith Cummings	\$68,998.00	T
Carol-Ann Fitzgerald	\$71,728.00	T	June Lantry	\$68,998.00	T
Carolyn Tobia	\$68,998.00	T	Karen Fortin	\$63,711.00	T
Caron Goodwin	\$64,244.00	T	Karen Perrett	\$63,711.00	T
Carrie Marion-Cox	\$68,998.00	T	Karsa Hirons	\$47,290.00	T
Charlotte Moran	\$63,711.00	T	Katherine Bennett	\$71,728.00	T
Cori Litalien	\$49,305.00	T	Kathleen Grossman	\$68,998.00	T
Craig Cucchiara	\$51,415.00	T	Kathryn Miville	\$75,811.00	T
Cynthia Cringan	\$68,998.00	T	Katrina Sinclair	\$59,982.00	T
Cynthia Jackson	\$65,181.00	T	Kellie Robichaud	\$68,998.00	T

Kelly Lamberto	\$35,623.60	T	Paula Parker	\$71,728.00	T
Kelly Seager	\$68,998.00	T	Paula Stefanakos	\$68,998.00	T
Kenneth Jepson	\$68,998.00	T	Peter Romano	\$68,998.00	T
Kerry Volke	\$53,619.00	T	Philip Hanno	\$71,728.00	T
Kevin Hart	\$77,985.00	T	R Lincoln Stiles	\$75,811.00	T
Kimberly Normile	\$67,986.00	T	Randall Jepson	\$65,168.00	T
Kris Demoura	\$68,998.00	T	Rebecca Brogna	\$48,123.00	T
Kris Lucander	\$63,711.00	T	Regina Deaver-Whittier	\$68,998.00	T
Kristi Disalle	\$59,982.00	T	Renee Caldwell	\$42,917.00	T
Kristin Belkin	\$65,181.00	T	Robert Myette	\$68,998.00	T
Kristin Burke	\$68,998.00	T	Robin Murphy	\$68,998.00	T
Laura Rainville	\$68,998.00	T	Russell Foster	\$65,168.00	T
Lauren Jones	\$49,127.00	T	Ruth Crowley	\$71,728.00	T
Laurie Lenart	\$55,922.00	T	Ryan Lambert	\$51,176.00	T
Laurie Munroe	\$63,711.00	T	Samuel Parker	\$7,007.99	T
Laurie Rheault	\$68,998.00	T	Sandra Fowke	\$44,859.00	T
Lawrence Szalay	\$55,922.00	T	Sarah Duncan	\$53,619.00	T
Leanne Roy	\$66,724.00	T	Sharon Decicco	\$63,711.00	T
Leeann Lamsa	\$77,985.00	T	Shirley Griffin	\$14,000.00	T
Linda Daniels	\$68,998.00	T	Stacie Brown	\$72,331.02	T
Linda Perla-Mullins	\$77,985.00	T	Sue Brogan	\$60,207.00	T
Lori Shattuck	\$68,998.00	T	Susan Alario	\$53,485.00	T
Lynne Courtemanche	\$67,986.00	T	Theresa Barry	\$59,982.00	T
Madonna Larson	\$68,998.00	T	Theresa Gusek	\$71,728.00	T
Mark Nevard	\$68,998.00	T	Theresa Miller	\$68,998.00	T
Mary Gagnon	\$71,728.00	T	Thomas Erickson	\$75,811.00	T
Mary Laroche	\$63,711.00	T	Tiffany Davis	\$72,020.45	T
Mary Romano	\$68,998.00	T	Timothy Douglas	\$63,711.00	T
Maureen Vanderhoof	\$65,168.00	T	Tracy Fluet	\$20,725.00	T
Melissa Martin	\$75,811.00	T	Tracy Jette	\$63,711.00	T
Michael Fitzgerald	\$77,985.00	T	Troy Berg	\$48,968.00	T
Michele Feinsilver	\$75,811.00	T	Wendy Leblanc	\$68,998.00	T
Michelle Faneuff	\$49,305.00	T	Wendy Thomas	\$71,728.00	T
Michelle Rogalski	\$42,920.00	T	William Manser	\$12,428.03	T
Nancy Bacon	\$49,769.05	T	Kenneth Caron	\$10,500.00	U
Nancy Gera	\$71,728.00	T	Virginia Koski	\$59,448.00	X
Nancy Morgan	\$24,507.49	T	Frank Vargo	\$77,985.00	Y
Pamela Terry	\$55,198.40	T	Richard Judah	\$77,985.00	Y
Patricia O'Brien	\$65,168.00	T			

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- Keith Harding (citizen at large), Vice Chair- Mike Morin, (citizen at large) Secretary- Steve Rocheleau (citizen at large), Joe Flanagan (representing Board of Selectmen) and Jim DeLisle (representing the Advisory Board). 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.

The table below shows the committee's recommendations:

Annual Town Meeting, Saturday May 5, 2012 Capital Planning Committee Recommendations Fiscal Year 2013

Department	Project	Proposed Funding Sources							
		Total Estimated Expenditures	Raise & Appropriate	Building Maint Stabilization	Capital Equip Stabilization	Technology Stabilization	Sewer Enterprise	Transfer from Articles	Borrowing Authorization
Department of Public Works	Road Maintenance	400,000	400,000						
Department of Public Works	Ventilation System for DPW Garages	45,000		45,000					
Department of Public Works	New 6-Wheel Dump Truck with Plow and Equipment	175,500			175,500				
Department of Public Works	Truck Lift for DPW Garage	25,000		25,000					
Department of Public Works	Sewer Treatment Plant Feasibility Study	22,000					22,000		
Department of Public Works	Water Main Replacement Bacon, Elliott, Pleasant St.	600,000							600,000
Fire Department	New Fire Engine and Equipment (Engine 4 Replacement)	550,000							550,000
Fire Department	New Utility Vehicle and Equipment (Captain)	40,000	40,000						
Police Department	(1) Police Cruiser	34,000	34,000						
Public Buildings	Generator for Town Hall	30,000		30,000					
Public Buildings	Senior Center Design	250,000						66,000	184,000
Data Processing	Replace and/or Upgrade Computer Mail Servers	25,000				25,000			
Data Processing	Computer System Updates for Various Departments	30,000	30,000						
	Totals	2,226,500	504,000	100,000	175,500	25,000	22,000	66,000	1,334,000

Special Town Meeting, November 29, 2012 Capital Planning Committee Recommendations Fiscal Year 2013

Department	Project	Proposed Funding Sources							
		Total Estimated Expenditures	Raise & Appropriate	Building Maint Stabilization	Capital Equip Stabilization	Technology Stabilization	Sewer Enterprise	Free Cash	Borrowing Authorization
Public Buildings	Senior Center Construction	2,500,000							2,500,000
Regional School Department	Westminster Elementary School Sill Repair/Consultant	30,000						30,000	

Animal Control

Animal Control Officer:

July 2012 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. Currently the communities have sent out a bid to contract with an outside vendor.

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 / Ashburnham Police Departments.

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>.

Approximate number of dogs licensed:

Ashburnham:	Westminster:
Year 2008: 964	Year 2008: 1,255
Year 2009: 1,097	Year 2009: 1,268
Year 2010: 1,102	Year 2010: 1,287
Year 2011: 1,130	Year 2011: 1,297

The animal control office also falls under the control of the police department; Mark Ransom has been in this position for the past 2 years.

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 Officer for his devotion and professionalism.

Respectfully submitted,

Chief Salvatore Albert

2012 ECONOMIC DEVELOPMENT COMMITTEE REPORT

Established by the Board of Selectmen in the summer of 2012, the newly formed Economic Development Committee (EDC) was given the broad charge of attracting new businesses and visitors to Town, retaining existing businesses, and evaluating the Town's options for future economic development. The EDC is comprised of the following voting members:

Joe Flanagan, Selectmen's Representative
William C. Taylor, II, Planning Board Representative
Joseph Serio
Norma Hales
Richelle Brown
Jeff Crowley

The EDC met for the first time in July 2012 and has decided to focus its immediate efforts on three projects:

- Outreach to existing business owners.
- Working with the Master Plan Committee on the Master Plan's economic development chapter and hosting an Economic Development Summit for local business owners, local officials, our State and regional partners, and interested citizens (to be held in early 2013).
- Starting work on a map/brochure that will market Westminster's assets to the outside world. The map/brochure will cover the following categories: town & civic events, recreation resources, historic resources, dining, lodging, health & wellness, arts & crafts, and agriculture. The EDC will be working on this project throughout 2013.

You can learn more about the EDC on the Committee's web page, which is located on the Town of Westminster website: www.westminster-ma.gov (just click on the "Boards and Committees" heading and click on the Economic Development Committee).

The Committee meets once a month as needed. EDC meeting notices are posted on the Committee's web page.

Any questions or comments for the EDC may be directed to the Town Planner Stephen Wallace at (978) 874-7414 or swallace@westminster-ma.gov.

Energy Advisory Committee

During 2012 the Energy Advisory Committee's primary focus was attaining Green Community status. We are pleased to announce that as of December 2012, Westminster is now a Designated Green Community. The Massachusetts Department of Energy Resources has awarded the Town initial grant funding of \$141,500 which will be used for energy efficiency projects in many of the Town buildings. We estimate that the first set of projects will save the town over \$30,000 per year in energy costs to heat, light, and cool our library, town hall, public safety, and public works buildings. Through the effort of the volunteers on the committee, these projects will come at no cost to the Town.

It has been nearly a three year process to complete the five necessary criteria to become a Green Community. From the beginning, the Committee felt that each of the criteria had stand alone merit and took methodical steps to ensure that we were not chasing a grant, but rather suggesting policies that were right for the town. Those five criteria are:

- Adopt as-of-right permitting for renewable energy manufacturing or research and development facilities.
- Adopt an expedited permitting process for the above.
- Adopt a 20% energy reduction plan for all of the Town's energy use.
- Adopt a Fuel Efficient Vehicle Purchase Policy.
- Adopt the Stretch Building Code, which focuses on residential and commercial buildings that are more comfortable to occupy and less expensive to operate

The Committee's other primary efforts were upon a new multi-year electricity contract for town buildings, and evaluating numerous offers for participation in solar net-metering projects. Both efforts could save the town tens of thousands of dollars each year in reduced electricity costs and get that energy from cleaner sources. That work is still underway, and we expect to complete it in early 2013.

The current members of the Energy Advisory Committee are Doug Hurley (Chairman), Kerry Koskinen (Secretary), Kevin Keena, and Heather Billings. The committee would like to thank recently retired Chair Joseph Macchia for his tireless work on all of our projects.

CROCKER POND AREA RECREATION COMMITTEE

The Crocker Pond Recreation Area Committee is pleased to report the following activities for 2012. The one mile long mountain bike trail is complete and open. Portions of the trail are very steep and narrow, and other parts are flat and wider, more geared towards recreational biking. Miles of hiking trails continue to be popular as well. In 2012 there were 800 stickers issued for access to the recreational area.

New committee members; Kimberly Russell, Kathleen Brennan and Heather Billings would like to thank the previous members; Karl Cudak, Mike Dauphinais, Laura Delorey and Joseph Macchia for their hard work and dedication to the Crocker Pond Recreation Area over many years. Longtime volunteer Tom Torrans, and supervisor Bob Brunell continue to provide guidance and assistance at the pond and nearly all of the sticker checkers will be returning in 2013.

With new committees come different ideas and a few which are being discussed are adding a bocce court, a self contained bicycle pump track, expanded kayaking opportunities, rainy day activities, cross country skiing and snowshoeing, court lines, equipment and instruction for Pickle ball and Foursquare, and launching a website blog for nature photos and observations. The committee is working with the Conservation Commission and Board of Selectmen on these ideas as per their charge. Meetings are held once or twice a month and the public is welcome to attend and contribute.

Operating hours and dates for 2013 are expected to be the same as 2012. Stickers and seasonal information will be available starting in May.

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, accounting for about 80% of our total expenditures. We offer this program FREE to the children of Westminster residents(those going into kindergarten to those just completing 8th grade). The program runs for 6 weeks starting the week after the 4th 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 16 people working under our supervision along with 2 grounds crew to help maintain the fields. The program averaged 180 children per day, representing a 5% increase from 2011. 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. We are looking to add new programs every year and are currently trying to put together a speed and agility course for the kids. This year we were once again able to offer the “Tween” program for 6th -9th 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 70 children in 2012. 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 2012, 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 added an outdoor score board for 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 11pm. We extended the time the courts are open from 10pm to 11pm based on requests from the public. We coordinated a summer basketball travel league that used the courts in 2012 and hosted more than 60 games on the courts. We had teams come from Townsend all the way to Waltham to play this year.

We held our 2nd annual Easter Egg Hunt this year at the Town Hall and Westminster Little League Fields. We hosted over 200 children who were greeted by the Easter Bunny and searched for over 1,500 Easter eggs that were scattered throughout the fields. Coffee and hot cocoa was available for all that attended. This was our second of what hopes to be many more Easter egg hunts in years to come. The residents have sent in several emails and letters commending the efforts and asked for it to be continued 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

CULTURAL COUNCIL

In 2012 the Westminster Cultural Council was allocated \$3,870 from the Massachusetts Cultural Council. At the Annual Town Meeting the WCC received \$1000.00 from the town.

Seventeen applications were received and the following proposals were awarded funds by the Westminster Cultural Council:

Westminster Cultural Comm. for entertainment at the Farmer's Market	\$600
Council on Aging program of "A Musical Journey Through the Years"	\$225
A/W Community Partnership for Children	\$480
Council on Aging program "Music is Love"	\$200
Circle of Artists Annual Art Show	\$500
The Great Decisions Seminar at Forbush Memorial Library	\$350
"Gothic Ghost Tales" at Forbush Memorial Library	\$450
"Council on Aging program of "War of 1812; Dolley Tells All"	\$345
Mid State Trail art project	\$300
Oakmont High School Drama program	\$200
Overlook Middle School performance of the Afro-Brazilian Ensemble	\$470
Overlook Middle School storyteller	\$319
Council on Aging performance of "Atticus" from <i>To Kill A Mockingbird</i>	\$350

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 strongly 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.

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	Sandra Thibodeau, Vice Chair
Susan Yraola, Secretary	Julie Bedard Nancy Sampson
Valerie Antoniac, Treasurer	Mary Dunn Marta Klemetti

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