



**Town of Westminster
Annual Report
2014**

Photo by Mark and Ronelle Adam of Westminster, MA

Photo: Sadie

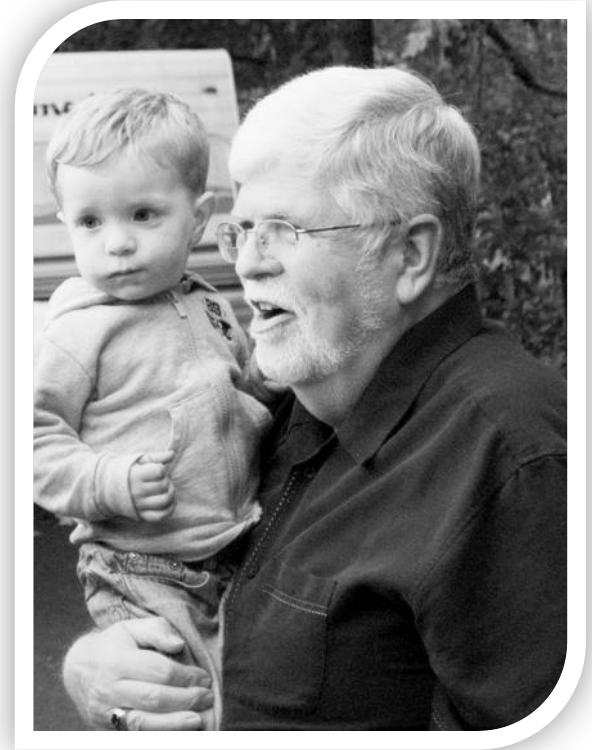


Annual Town Report 2014

IN MEMORIAM

Thomas W. Connell, Sr.
1939 – 2014

Thomas Connell moved to Westminster with his family in 1970. Tom was a Police Officer first serving in Westminster and Ashburnham starting in 1973. He was an active community member serving on the Historical Commission, the Old Town Hall Needs Assessment Committee, and the Home Heating Assistance Committee. Tom was a US Army Veteran and member of the American Legion. He was a long time member of Our Savior Lutheran Church serving for years on the church council and Living Nativity Committee. Tom was active with the Boy Scouts as a youth, starting in 1949, and serving in multiple positions, including Cubmaster, Scoutmaster, and Committee Chair for units in Westminster from 1973 through 2013.



Edward “Rick” Haimila
1944 – 2014

Rick was a long time Westminster resident. He faithfully served his community by working for the Westminster Police Department for twenty years and will be fondly remembered and missed by many.

IN MEMORIAM

Phyllis Henstridge
1919 – 2014

Phyllis was a descendant of one of Westminster's earliest families. She was born and lived in Westminster all of her life where she served as Town Clerk from 1972 – 1984. As Town Clerk, she rarely missed a Town Meeting or a day at work. Phyllis was dedicated to serving the Town of Westminster throughout her life - a Girl Scout Leader, a 4-H Leader, a supporter of school activities, and always a ready car pool driver. Mrs. Henstridge was a member of the First Congregational Church of Westminster.



Karen King
1969 – 2014

Karen King served the Town of Westminster as their IT Consultant. In addition to working for the Town, Karen was also a very active member of the First Congregational Church of Westminster, and was very passionately involved with the local Boy Scout chapter. Karen passed away following a courageous yearlong battle against Ovarian Cancer.

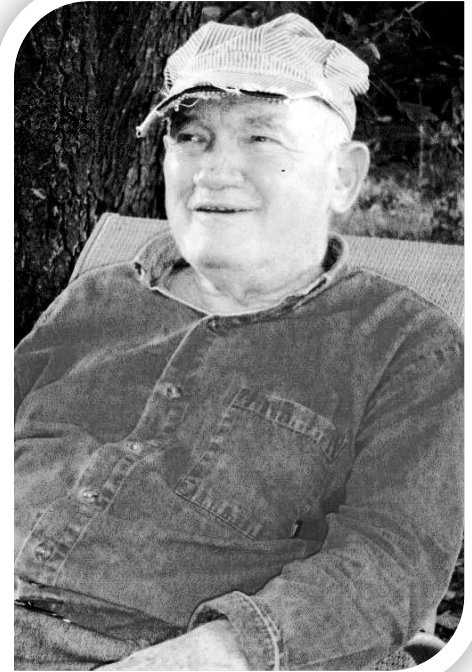


IN MEMORIAM

Robert Carter Mason, Sr.

1927 – 2014

Bob was a longtime resident of Westminister; he served in the US Navy during World War II and the Korean War. Many years ago he owned Mason Logging in town. Bob was a lifetime member of the Westminister Rod and Gun Club, he was best known for telling stories about his life in this town. More recently, Mr. Mason was a member of the Historical Society and was appointed to the Historical Commission of Westminister; he also served on the Westminister Cemetery Commission from 1997-2002.



Lieutenant Colonel John Joseph McCall

1926 – 2014

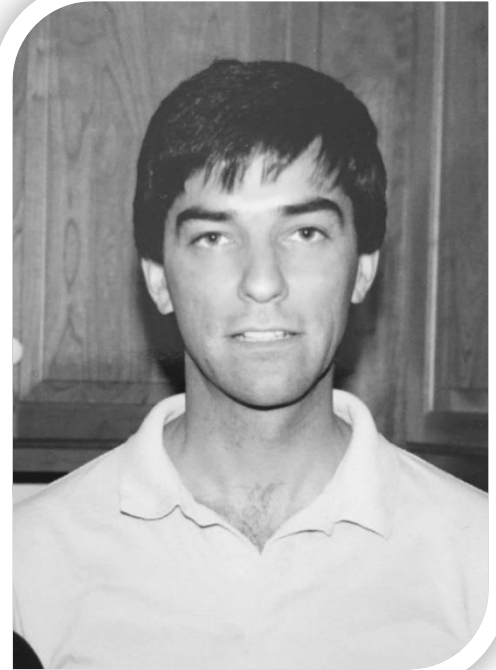
Lt. Col. McCall served in both the US Army and Navy in World War II, the Korean War and the Vietnam War. Upon his retirement from the armed services he and his family moved to Westminister, where he continued his public service on the Board of Registrars for many years. Additionally, Jack was a member of the local V.F.W. as Quartermaster from 1984-88, and the American Legion Post 174, where he was the Commander from 1975-78.

IN MEMORIAM

Anthony “Tony” Tucker

1952 – 2013

Tony was a long time resident of the Town of Westminster. At the time of his appointment to the Advisory Board, he worked for Digital Equipment Corporation. His strong financial background and knowledge of the high tech industry was an asset to the town as Tony is credited with bringing the first desktop computers to Town Hall. Tony loved the Town of Westminster and enjoyed sharing his expertise. He was a member of the Advisory Board from 1988 through 1994 and served as the Chairman for several years. Tony resigned from the Advisory Board after being diagnosed with ALS.



Bruce Vincent

1962 – 2014

Bruce owned and operated Vincent's Country Store since its opening in 1992. It was at the store that Bruce worked and served his community until 2012, when he sold the store to his son. In 2008, Bruce was named Westminster Businessman of the Year.

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Town of Westminster 2014

Board of Selectmen Appointments

*Denotes Chairman

**Term
Expires**

Affordable Housing Committee	Paul	Aldrich	
Affordable Housing Committee	Marie	Auger	
Affordable Housing Committee	Joseph	Macchia	
Affordable Housing Committee	Brenda	Rufiange	
Affordable Housing Committee	Ralph	Wegener	
Ag. Com. Jury Committee	Dean	Johnson	
Ag. Com. Jury Committee	Al	Magane	
Ag. Com. Jury Committee	Laila	Michaud	
Ag. Com. Jury Committee	Ann	Patsis	
Ag. Com. Jury Committee	Sheryl	Vaillette	
Agricultural Commission	Mary-Louise	Altobelli*	6/30/2017
Agricultural Commission	Andy	Hertel	6/30/2016
Agricultural Commission	Dean	Johnson	6/30/2017
Agricultural Commission	Ann	Patsis	6/30/2015
Agricultural Commission	Steve	Robinson	6/30/2015
Agricultural Commission - Alternate	Susan	Nickerson	
Artifacts Committee	Elizabeth	Hannula	
Artifacts Committee	Leola	Leger	
Artifacts Committee	Jessica	Leger*	
Artifacts Committee	Martha	Rainville	
Artifacts Committee	Robert	Sampson	
Assistant Animal Control Officer	Mark	Ransom	6/30/2015
Assistant Animal Control Officer	Kim	Landry	6/30/2015
Assistant Animal Control Officer	Nancy	Daigle	6/30/2015
Assistant Animal Control Officer	Robyn	Southern Inniss	6/30/2015
Assistant Inspector of Wiring	Harry	Parvianen	6/30/2015
Ass't. Insp. of Plumb. & Gas Piping	Wayne	Little	6/30/2015
Ass't. Veterans' Services Agent	Phillip	Buso	6/30/2015
Board of Registrars	Roger	Gerard	6/30/2016
Board of Registrars	Sharon	Halloran	6/30/2015
Board of Registrars	Denise	MacAloney	
Board of Registrars	Kenneth	Marien	6/30/2017
Building Commissioner - Part Time	Michael	Gallant	6/30/2015
Building Commissioner - Part Time (Alternate)	Richard	Reynolds	6/30/2015
Cable Advisory Committee	Robert	Ewing	6/30/2015
Cable Advisory Committee	David	Monty	6/30/2015
Cable Advisory Committee	Joseph	Flanagan	6/30/2016
Capital Planning Committee	Keith	Harding*	
Capital Planning Committee	Michael	Morin	

Town of Westminster 2014

Board of Selectmen Appointments

*Denotes Chairman

**Term
Expires**

Capital Planning Committee	Steve	Rocheleau	
Capital Planning Committee - Ex Officio	Melody	Gallant	
Capital Planning Committee - Ex Officio	Karen	Murphy	
Capital Planning Committee-Advisory Rep	Jim	DeLisle	
Capital Planning Committee-BOS - Voting	John	Fairbanks	
Conservation Commission	Daniel	Bartkus*	6/30/2016
Conservation Commission	Robert	Gendron	6/30/2016
Conservation Commission	Carrie	Monty	6/30/2017
Conservation Commission	John	Regan	6/30/2015
Conservation Commission	Tim	Sheehan	6/30/2016
Conservation Commission	Gary	Smith, Jr.	6/30/2015
Council on Aging	William	Antoniatic	6/30/2016
Council on Aging	Don	Barry*	6/30/2015
Council on Aging	Louise	Garland-Wheelen	6/30/2017
Council on Aging	Evelyn	Giammalvo	6/30/2017
Council on Aging	Shirley	Lombard	6/30/2015
Council on Aging	Neysa	Miller	6/30/2017
Crocker Pond Rec. Area Comm.	Kathleen	Brennan	6/30/2015
Crocker Pond Rec. Area Comm.	Patricia	Streeter	6/30/2016
Crocker Pond Rec. Area Comm.	Mary Ann	Falconer	6/30/2016
Crocker Pond Rec. Area Comm.	Kimberly	Russell	6/30/2015
Crocker Pond Rec. Area Comm.	Heather	Billings*	
Cultural Council	Valerie	Antoniatic	6/30/2016
Cultural Council	Leeann	Lamsa	6/30/2017
Cultural Council	Karen	Brighenti	6/30/2015
Cultural Council	Mary	Dunn	6/30/2015
Cultural Council	Marta	Klemetti	6/30/2016
Cultural Council	Mary	Waight	6/30/2017
Cultural Council	Nancy	Sampson*	6/30/2015
Cultural Council	Janice	Hart	6/30/2017
Cultural Council	Susan	Yraola	6/30/2016
Economic Development Committee	Richelle	Brown	
Economic Development Committee	Jeff	Crowley	
Economic Development Committee	Scott	Aubuchon	
Economic Development Committee	Ralph	LeBlanc	
Economic Development Committee	Joe	Serio**	
Economic Development Committee - BOS	John	Fairbanks	
Election Officials	Ellen	Sheehan	8/15/2015
Election Officials	Claudette	Casey	8/15/2014

Town of Westminster 2014

Board of Selectmen Appointments

*Denotes Chairman

**Term
Expires**

Election Officials	Brenda	Coddington	8/15/2014
Election Officials	Theresa	Grenier	8/15/2014
Election Officials	Albert	Hughes	8/15/2014
Election Officials	Gloria	Hughes	8/15/2014
Election Officials	Constance	Kotoski	8/15/2014
Election Officials	Laila	Michaud	8/15/2014
Election Officials	Gilbert	Parks	8/15/2014
Election Officials	Nancy	Slauenwhite	8/15/2014
Election Officials	Joan	Parks	8/15/2014
Election Officials	Kathy	Pelullo	8/15/2014
Election Officials	Barbara	Parsons	8/15/2014
Election Officials	Susan	Yraola	8/15/2014
Election Officials	MaryBeth	Haley-Cormier	8/15/2015
Emergency Management	Charles	Clarkson	6/30/2015
Emergency Management	Jeffrey	Curtis	6/30/2015
Emergency Management	Gilbert	Parks	6/30/2015
Emergency Management	Robert	Hamm	6/30/2015
Emergency Management	Clay	Swenor	6/30/2015
Emergency Management Radio Operator	Bill	Leger	6/30/2015
Energy Advisory Committee	Heather	Billings	6/30/2015
Energy Advisory Committee	Douglas	Hurley	6/30/2015
Energy Advisory Committee	Kevin	Keena	6/30/2015
Energy Advisory Committee	Kerry	Koskinen	6/30/2015
Fire Chief, Forest Warden & EM Director	Kevin	Nivala	6/30/2015
Full Time Police Officer	Kent	Benson	6/30/2016
Full Time Police Officer	Sgt. Leroy	Hawkins, Jr.	6/30/2016
Full Time Police Officer	Ralph	LeBlanc	6/30/2016
Full Time Police Officer	Lt. Michael	McDonald	6/30/2016
Full Time Police Officer	Richard	Michel	6/30/2016
Full Time Police Officer	Amy	Nelson	6/30/2016
Full Time Police Officer	Sgt. Edward	Robbins	6/30/2016
Full Time Police Officer	Jeffrey	Shampine	6/30/2016
Full Time Police Officer	Jason	Tamulen	6/30/2016
Full Time Police Officer	Jason	Wetherbee	6/30/2016
Full Time Police Officer	Brandon	Amadon	6/30/2017
Full Time Police Officer	Nicholas	Auffrey	6/30/2017
Historic District Study Committee	Elizabeth	Hannula	
Historic District Study Committee	Joan	Longcope	
Historic District Study Committee	Karen	Sargent	

Town of Westminster 2014

Board of Selectmen Appointments

*Denotes Chairman

**Term
Expires**

Historic District Study Committee	Peter	Yraola	
Historical Commission	Roni	Beal	6/30/2015
Historical Commission	Elizabeth	Hannula	6/30/2016
Historical Commission	Joan	Longcope*	6/30/2016
Historical Commission	Carole	Bramante	6/30/2017
Historical Commission	William	Waight	6/30/2017
Home Heating Assistance Committee	Sam	Albert*	
Home Heating Assistance Committee	Sharon	Taylor	
Home Heating Assistance Committee	Susan	Fisher	
Home Heating Assistance Committee	Betty	Kazan	
Home Heating Assistance Committee	Jen	Shenk	
Insp. of Plumbing & Gas Piping	Tom	Wiinikainen	6/30/2015
Inspector of Wiring	Loring H.	Barrett	6/30/2015
Inspector of Wiring - Alternate	Richard	Cannavino	6/30/2015
Insurance Advisory Committee (Library)	Nick	Langhart	
Insurance Advisory Committee (Pol. Union)	Jason	Tamulen	
Insurance Advisory Committee (Fire Union)	Phil	D'Entremont	
Insurance Advisory Committee (Highway NU)	Patty	Driscoll	
Insurance Advisory Committee (Public Safety NU)	Sam	Albert	
Insurance Advisory Committee (Retiree)	Jeannine	LaCoss	
Insurance Advisory Committee (Town Hall)	Julie	Belliveau	
Liquor Commission	Michael	Denzer	6/30/2015
Liquor Commission	Gary	McDonald*	6/30/2017
Liquor Commission	Allison	Streeter	6/30/2016
Local Inspector	David	Lantry	6/30/2015
MART Advisory Board	Heather	Billings	6/30/2015
Master Plan Committee - Agricultural Com. Alter.	M.L.	Altobelli	
Master Plan Committee - Agricultural Com. Rep	Dean	Johnson	
Master Plan Committee - Bldg. Inspector Rep.	Mike	Gallant	
Master Plan Committee - BOS Rep. Voting	Heather	Billings	
Master Plan Committee - Citizen at Large	Ted	Fifty	
Master Plan Committee - Citizen at Large	Linda	Wiest	
Master Plan Committee - DPW Rep.	Scott	Ryder	
Master Plan Committee - Energy Advisory Com.	Heather	Billings	
Master Plan Committee - Open Space Com. Rep.	Richelle	Brown	
Master Plan Committee - Planning Board Rep.	Mike	Fortin*	
Master Plan Committee - Planning Board Alternate	Jon	Wyman	
Master Plan Committee - Selectmen's Designee	Laila	Michaud	
Master Plan Committee - WEST Rep.	Donna	Brownell	

Town of Westminster 2014

Board of Selectmen Appointments

*Denotes Chairman

**Term
Expires**

Master Plan Committee - WEST Rep. Alternate	Lois	Luniewicz	
Memorial Committee	Stan	Skamarycz	
Memorial Committee	Walter	Taylor	
Memorial Committee - Cemetery Rep	Sammi	Dawley	
Memorial Committee - Historical Com. Rep	Laurie	Tarr Ellsworth	
Memorial Committee - Parks & Rec Rep	Mike	O'Brien	
Memorial Committee - Planning Rep	Michael	Fortin*	
MOC Ashburnham Representative	Nicholas	DeSimone	6/30/2015
Old Town Hall Needs Assessment Com. BOS Rep.	John	Fairbanks	
Old Town Hall Needs Assessment Committee	Betsy	Hannula	
Old Town Hall Needs Assessment Committee	Chris	Mossman	
Open Space Committee	Richelle	Brown *	6/30/2017
Open Space Committee	Donna	Brownell	6/30/2017
Open Space Committee	Joshua	Schonborg	6/30/2017
Open Space Committee-BOS Voting	Heather	Billings	
Open Space Committee-Planning Rep	Marie	Auger	6/30/2017
Parks & Recreation	Mark	Dellasanta	6/30/2016
Parks & Recreation	Craig	Cole	6/30/2017
Parks & Recreation	Michael	O'Brien	6/30/2015
Parks & Recreation	Andrew	Sears*	6/30/2015
Parks & Recreation	Sam	Albert	6/30/2017
Part Time Police Officer	Steven	Couture	6/30/2015
Part Time Police Officer	Nathan	Hawkins	6/30/2015
Part Time Police Officer	Andrew	Loescher	6/30/2015
Part Time Police Officer	Joseph	Picariello	6/30/2015
Perambulation Committee	Andrew	Kaski	
Perambulation Committee	Christopher	Mossman	
Perambulation Committee	William	Wintturi	
Police Chief & Special Constable	Salvatore	Albert, Jr.	6/30/2015
Police Matron	Nanette	Pierce	6/30/2015
Police Matron	Michelle	Chevarie	6/30/2015
Public Safety Building Needs Committee	Sam	Albert	
Public Safety Building Needs Committee	Kevin	Nivala	
Public Safety Building Needs Committee	Mike	McDonald	
Public Safety Building Needs Committee	David	Monty	
Public Safety Building Needs Committee (Architect)	David	Turcotte	
Public Safety Building Needs Committee (Engineer)	Chris	Mossman	
Public Safety Building Needs Committee (IT)	Keith	Sullivan	
Public Safety Building Needs Committee(BOS)	John	Fairbanks	

Town of Westminster 2014

Board of Selectmen Appointments

*Denotes Chairman

**Term
Expires**

Public Safety Building Needs Committee(C.A.L.)	Ray	Landry	
Public Works Commission	Vance	Butterfield	6/30/2016
Public Works Commission	Lorraine	Emerson	6/30/2015
Public Works Commission	Scott	Ryder	6/30/2017
Sick Leave Bank Com - Firefighter Un.	David	Monty	
Sick Leave Bank Committee	Karen	Murphy	
Sick Leave Bank Committee - Police Union	Ralph	LeBlanc	
Sick Leave Bank Committee BOS - Voting	Wayne	Walker	
Sick Leave Bank Committee - Personnel	Julie	Belliveau	
Sick Leave Bank Committee - Personnel	Stephen	Hemman	
Sick Leave Bank Committee – Non-Union Employee	Susan	Yraola	
Solid Waste Advisory Committee	Vance	Butterfield	
Solid Waste Advisory Committee BOH	Ed	Simoncini	
Solid Waste Advisory Committee BOS Voting	John	Fairbanks	
Solid Waste Advisory Committee DPW	Lorraine	Emerson	
Sr. Center Bldg. Committee	Don	Barry*	
Sr. Center Bldg. Committee	William	Antoniac	
Sr. Center Bldg. Committee	Keith	Harding	
Sr. Center Bldg. Committee	Jim	Moriarity	
Sr. Center Bldg. Committee	Peter	Normandin	
Sr. Center Bldg. Committee - Voting BOS Designee	Laila	Michaud	
Sr. Center Bldg. Committee	Daniel	Stango	
Sr. Center Bldg. Committee	Kevin	Keena	
Sr. Center Bldg. Committee - COA	Neysa	Miller	
Town Administrator	Karen	Murphy	6/30/2016
Town Counsel	Kopelman &	Paige	6/30/2015
Tree Warden	Joshua	Hall	6/30/2016
Veterans' Graves Officer	Mark	Landry	6/30/2016
Veterans' Services Agent	Tom	Maeder	6/30/2015
Wachusett Mtn. Advisory Council	William	Wintturi	6/30/2016
Wachusett Mtn. Advisory Council Alternate	Chris	Mossman	6/30/2016
Weighers, Sealers & Meas. of Commodities	Jason	Tamulen	6/30/2015
Zoning Board - Associate	John	Bowen	6/30/2016
Zoning Board - Associate	Aime	DeNault	6/30/2017
Zoning Board - Associate	Edwin E.	Kaarela	6/30/2016
Zoning Board - Member	Donald	Frigoletto, Jr.*	6/30/2017
Zoning Board - Member	Matthew A.	Kotoski	6/30/2015
Zoning Board - Member	Peter	Romano	6/30/2015

Town of Westminster 2014

Town Moderator Appointments

			Term Expires
Advisory Board	James	DeLisle	6/30/2017
Advisory Board	Burton	Gendron	6/30/2017
Advisory Board	Joe	Flanagan	6/30/2015
Advisory Board	Peter	Normandin*	6/30/2016
Advisory Board	Lisa	Rocheleau	6/30/2015
Advisory Board	Brian	Ruland	6/30/2016
Advisory Board	Joe	Serio	6/30/2015
Bylaw Review Committee	Karen	Murphy	
Bylaw Review Committee	Denise	MacAloney	
Bylaw Review Committee- Police Dept. Rep.	Sam	Albert, Jr.	
Bylaw Review Committee - DPW Rep.	Joshua	Hall	
Bylaw Review Committee - Citizen-at-large	Brenda	Bodanza	
Personnel Board	M. Clare	Rowland	6/30/2016
Personnel Board	John	Cappellini*	6/30/2017
Personnel Board	David	Schlier	6/30/2017
Personnel Board	Stephen R.	Hemman	6/30/2016
Personnel Board	Gene	Sorbo	6/30/2015
Personnel Board - Ex-officio	Wayne	Walker	

Planning Board Appointment

Montachusett Joint Transportation Committee	Jon	Wyman	6/30/2015
MRPC	Jay	Shenk	6/30/2015

BOS, Town Moderator, Westminster School Committee Appointment

Monty Tech School Committee Representative	Walter	Taylor	6/30/2018
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Town of Westminster 2014

BOARD OF SELECTMEN 2014 Annual Report

The Board of Selectmen is pleased to present the following report to the residents of Westminster. Wayne R. Walker was elected to a second term on the Board in 2014. Heather M. Billings assumed the Chairmanship, with John F. Fairbanks serving as Vice-Chairman and Mr. Walker as Clerk.

The year 2014 was predominantly marked with efforts to further enhance the Town's fiscal position and with the continued development of long-term planning goals. The hard work of our finance team and Capital Planning Committee yielded an upgrade to the Town's bond rating, bringing the Standard & Poor's rating from AA to AA+. This improved rating, which is the next to highest possible, was due in part to the Committee's work in formalizing a set of written financial policies and procedures, establishing a long-term capital plan, and maintaining healthy fund balances in the Town's stabilization accounts. Westminster's tax rate for fiscal year 2014 (\$18.98) and the average single-family tax bill (\$4,364) remain in the median range statewide. Westminster continues to be a very desirable place to live, work and raise and educate a family.

The Board of Selectmen was pleased to see the completion and acceptance of the Town's 2014 Master Plan at the November 18 Special Town Meeting. We would like to express our sincere appreciation to the members of the Master Plan Committee and Town Planner Stephen Wallace for the 3 ½ years of hard work spent in developing a very meaningful and workable planning document to guide the Town into the future. The Board of Selectmen is committed to ensuring the implementation of the plan to the full benefit of the Town. To this end, the Board will appoint a Master Plan Implementation Committee in 2015. The committee will begin working with our town departments to carry out the recommendations contained in the plan to improve our community in the areas of town government, economic development, housing, transportation, and recreation. We encourage you to view our new Master Plan, which can be found on the Planning Board's webpage on the Town website at www.westminster-ma.gov

Current major capital improvement projects include the ongoing construction of the new Senior/Community Center on West Main Street, as well as plans to upgrade the town's sewer infrastructure system. The Senior/Community Center project experienced some unexpected construction cost increases, primarily related to site conditions. The Selectmen were asked to call a special town meeting in July, where voters authorized the borrowing of an additional \$250,000 to complete construction, thus bringing the total project cost to \$2,950,000. The Center is now scheduled to open in late spring of 2015. The Department of Public Works is in the process of applying for a USDA grant and loan to fund the sewer system improvement project, which is anticipated to cost approximately \$2.5 million. This project is expected to go before voters for approval in mid to late 2015.

Town of Westminster 2014

In addition to our customary duties, the members of the Board of Selectmen also volunteer to serve as liaisons to other boards and committees. This allows us to offer guidance and participate more fully on important issues facing the Town. Board members held the following liaison assignments in 2014:

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

* * * * *

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 (including agendas and meeting minutes), 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 CodeRed and our Town E-alert system if you would like to receive E-mail, phone or text messages of important notifications and upcoming town events.

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.

Heather M. Billings
John F. Fairbanks
Wayne R. Walker
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 2014

Elected Officials 2014 Annual Report

Moderator-3 yrs		
John A. Bowen	110 Narrows Road	2017
Board of Selectmen-3 yrs		
Heather M. Billings	19 Bacon Street	2015
John F. Fairbanks	181 Minott Road	2016
Wayne R. Walker	15 Nichols Street	2017
Board of Health-3 yrs		
Andrea L. Crete	112 Main Street	2015
Edward J. Simoncini, Jr.	8 Whitney Street	2016
Peter M. Munro	12 Patricia Road	2017
Town Clerk-3yrs		
Denise L. MacAloney	34 Academy Hill Road	2017
Town Treasurer/Collector-3 yrs		
Melody L. Gallant	35 Knower Road	2017
Assessors-3 yrs		
Donald L. Frigoletto	16 Notown Road	2015
Robin L. Holm	34 Sunset Road	2016
Robert J. Sampson	15 Fenno Drive	2017
Library Trustees-3 yrs		
Leola M. Leger	8 Kendall Court	2015
Walter M. Haney	164 Worcester Road	2015
Robert A. Hynes	4 Patricia Road	2016
Martha A. Rainville	51 Old Oak Avenue	2016
Hee Shee Eagle	6 Frog Hollow Road	2017
Kimberly A. Samson	25 Scenic Drive	2017
Hager Park Commission-3 yrs		
Christopher C. Mossman	57 Depot Road	2015
Andrew H. Kaski	63 West Main Street	2016
Timo W. Ojanpera	21 Hager Park Road	2017
Planning Board-3 yrs		
Jon C. Wyman	39 Edro Isle Road	2015
Joseph E. Flanagan	8 Beech Hill Road	2016
(Resigned November 10, 2014)		
Jay E. Shenk	115 East Road	2016
Marie N. Auger	44 Kent Road	2017
Michael J. Fortin	59 Minott Road	2017

Town of Westminster 2014

Housing Authority-5 yrs

Peter F. Yraola	15 Bacon Street	2015
State Appointee (Vacant)		2016
Walter C. Taylor	123 Main Street	2017
Brenda M. Rufiange	8 Scenic Drive	2018
Cynthia Hastings-Brutvan	313 Knower Road	2019

Constables-3 yrs

Robert L. Cudak	50 Knower Road	2016
Steven L. Couture	25 Newton Road	2017

Cemetery Commission-3 yrs

Stanley Skamarycz	50 Edro Isle Road	2015
Walter C. Taylor	123 Main Street	2016
Shawn O'Leary	25 Nichols Street	2017

Regional School Committee (Westminster Members)

Jeffrey Boudreau	67 North Common Road	2015
Gwen E. Farley	187 Knower Road	2016
Robert W. Ewing Jr.	27 Shady Ave	2016
Leonard F. Beaton	61 South Ashburnham Road	2017
Joshua R. Schonborg	58 State Road West	2017

Town of Westminster 2014

OFFICE OF THE TOWN CLERK 2014 Annual Report

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

2014 Population	7428
Births Recorded	51
Deaths Recorded	51
Brought Into Town for Burial	28
Burial Permits Issued	19
Marriage Intentions Recorded	44
Marriage Certificates Recorded	46
Business Certificates Recorded/Renewed	46
Certificates of Registration (Storage Permits)	9
Copies of Vital Records (births, deaths, marriages)	370
Joint Pole Locations Requests	1
Single Pole Location Requests	1
Raffle Permits	2

BREAKDOWN OF DOG LICENSES ISSUED BY THE TOWN CLERK'S OFFICE

Kennels	7
Male	88
Female	75
Neutered Male	605
Spayed Female	568
TOTAL	1339

MONEY COLLECTED

Sales (Books, Maps, Etc.)	\$ 5,564.00
Fees	19,344.50
TOTAL	\$24,908.50

LIST OF JURORS

Pursuant to the Massachusetts General Laws Chapter 234A, the Town of Westminster adopted the Middlesex County system of Jury Selection. All jury selections and drawings are handled by the Office of the Jury Commissioner for the Commonwealth. A prospective jury list for 2015 is forwarded to this office by the Office of the Jury Commissioner and may be viewed in the Town Clerk's Office.

Town of Westminster 2014

ELECTION AND REGISTRATION

REGISTERED VOTERS (December 31, 2014)

	Precinct 1	Precinct 2	TOTAL
Democrat	504	484	988
Republican	405	448	853
Unenrolled	1634	1695	3339
Libertarian	8	7	15
Green-Rainbow	7	4	11
Interdependent 3 rd	2	0	2
Am Independent	1	2	3
Am Term Limits	2	1	3
Mass Independent	1	0	1
TOTAL	2564	2641	5205

MISCELLANEOUS

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

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 in compliance with the State Open Meeting Law and can be found on the town's web-site at www.westminster-ma.gov.

Respectfully submitted,

Denise L. MacAloney, CMMC/MMC
Town Clerk

Town of Westminster 2014

VOTE TAKEN AT ANNUAL TOWN ELECTION HELD APRIL 29, 2014

A total of 79 voters (Precinct 1-24 and Precinct 2-55) cast ballots at the Annual Town Election. This represents a 1.5 percent voter turnout (5,221 total voters). The following are the results:

Moderator-3 years

	Precinct 1	Precinct 2	Total
John A. Bowen	22	43	65
Blanks	1	12	13
Write-In	1	0	1
TOTAL	24	55	79

Board of Selectman-3 years

	Precinct 1	Precinct 2	Total
Wayne R. Walker	19	40	59
Blanks	5	15	20
Write-In	0	0	0
TOTAL	24	55	79

Board of Health-3 years

	Precinct 1	Precinct 2	Total
Peter M. Munro	18	37	55
Blanks	6	18	24
Write-In	0	0	0
TOTAL	24	55	79

Town Clerk-3 years

	Precinct 1	Precinct 2	Total
Denise L. MacAloney	22	46	68
Blanks	2	9	11
Write-In	0	0	0
TOTAL	24	55	79

Treasurer/Collector-3 years

	Precinct 1	Precinct 2	Total
Melody L. Gallant	23	50	73
Blanks	1	5	6
Write-In	0	0	0
TOTAL	24	55	79

Assessor-3 years

	Precinct 1	Precinct 2	Total
Robert J. Sampson	19	39	58
Blanks	5	16	21
Write-In	0	0	0
TOTAL	24	55	79

Town of Westminster 2014

Library Trustee- (two positions)-3 years

	Precinct 1	Precinct 2	Total
Hee Shee Eagle	17	42	59
Kimberly A. Samson	21	41	62
Blanks	10	27	37
Write-In	0	0	0
TOTAL	48	110	158

Library Trustee -2 years

	Precinct 1	Precinct 2	Total
Martha A. Rainville	19	45	64
Blanks	5	10	15
Write-In	0	0	0
TOTAL	24	55	79

Hager Park Commission-3 years

	Precinct 1	Precinct 2	Total
Timo W. Ojanpera	20	47	67
Blanks	4	8	12
Write-In	0	0	0
TOTAL	24	55	79

Planning Board(two positions)-3 years

	Precinct 1	Precinct 2	Total
Marie N. Auger	18	41	59
Michael J. Fortin	19	37	56
Blanks	11	32	43
Write-In	0	0	0
TOTAL	48	110	158

Planning Board(two positions)-2 years

	Precinct 1	Precinct 2	Total
Joseph E. Flanagan	19	37	56
Jay E. Shenk	19	48	67
Blanks	10	25	35
Write-In	0	0	0
TOTAL	48	110	158

Housing Authority-5 years

	Precinct 1	Precinct 2	Total
Cynthia Hastings-Brutvan	19	40	59
Blanks	5	15	25
Write-In	0	0	0
TOTAL	24	55	79

Town of Westminster 2014

Constable-3 years

	Precinct 1	Precinct 2	Total
Steven L. Couture	22	43	65
Blanks	2	12	14
Write-In	0	0	0
TOTAL	24	55	79

Cemetery Commission-3 years

	Precinct 1	Precinct 2	Total
Shawn O'Leary	19	43	62
Blanks	5	12	17
Write-In	0	0	0
TOTAL	24	55	79

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

	Precinct 1	Precinct 2	Total
Leonard F.X. Beaton	18	43	61
Joshua R. Schonborg	17	43	60
Blanks	13	24	37
Write-In	0	0	0
TOTAL	48	110	158

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

	Precinct 1	Precinct 2	Total
David M. Christianson	19	41	60
B. Ellen Holmes	17	39	56
Blanks	12	30	42
Write-In	0	0	0
TOTAL	48	110	158

VOTE TAKEN AT ANNUAL TOWN MEETING MAY 3, 2014

The Annual Town Meeting was called to order at the Westminster Elementary School at 1:12 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. Stanley Skamarycz and Robert Sampson were sworn in as tellers. A total of 89 voters checked into the town meeting.

A vote was taken to give the following non-residents permission to address the Town Meeting: Karen Murphy, Town Administrator; Joshua Hall, DPW Director; Stephen Wallace, Planner; Wibby Swedberg, Board of Health Agent; Ralph Hicks, Superintendent of Schools; Sherry Kersey, AWRSD Financial Director; Brian Riley, Town Counsel and a later point in the meeting, non-voter Jonathan Tegg of 86 Oakmont Avenue.

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.

Town of Westminster 2014

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. The following committees presented reports to voters:

- Solid Waste Advisory Committee (Lorraine Emerson)
- Master Plan Update (Steve Wallace)
- Cable Advisory Committee (David Monty)
- Advisory Board (Chairman James Delisle on Financial State of Town)

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

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

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

OPERATING BUDGETS

ARTICLE 7. Voted to 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:

Town of Westminster 2014

OPERATING BUDGETS

		AMOUNT APPROPRIATED
Selectmen	Temporary Labor	4,000
	Expenses	4,500
	Lease Copiers	12,000
	Johnny Appleseed	10,000
Town Administration	Salaries	123,046
	Expenses	3,175
Advisory Board	Expenses	3,185
Reserve Fund	Expenses	60,000
Accountant	Salaries	73,827
	Expenses	31,390
Assessors	Salaries	49,290
	Expenses	17,450
Treasurer/Collector	Stipend	1,000
	Salaries	122,426
	Expenses	9,526
Legal	Expenses	67,500
Personnel Admin	Salaries	41,034
	Expenses	9,400
Data Processing	Expenses	71,000
Town Clerk	Stipend	1,175
	Salaries	81,317
	Expenses	7,075
Elections	Stipend	600
	Salaries	4,770
	Expenses	11,930
Conservation	Salary	20,698
	Expenses	1,050
Town Planner	Salary	65,772
	Expenses	3,000
Planning Board	Expenses	1,200
Board of Appeals	Salary	1,600
	Expenses	500

Town of Westminster 2014

Economic Dvlpmnt	Expenses	750
Public Bldgs & Prop	Salaries	94,697
	Expenses	229,550
Town Report	Expenses	2,000
Crocker Pond	Salaries	14,800
	Expenses	7,655
Police/Dispatch	Salaries	1,443,496
	Expenses	227,303
Fire	Salaries	783,334
	Expenses	117,330
Ambulance	Salaries	112,844
	Expenses	81,610
Emergency Mgmt	Stipend	1,000
	Expenses	11,985
Building Dept.	Salaries	137,809
	Expenses	12,950
Animal Control	Expenses	35,205
Tree Warden	Salary	2,000
	Expenses	17,600
K-12 Schools	Contribution to Fndn Budget	6,392,497
	Additional Funds	1,248,946
	Transportation	554,720
	Comm Serv.	4,301
	Stabilization	53,760
	WES Bond	310,353
	Oakmont Bond	296,856
	Oakmont Field Bond	60,540
Monty Tech	Foundation State Minimum	701,665
	Additional Funds	21,475
	Transportation	26,161
	Bonds	12,725
Highway Admin	Salaries	258,731
Highway Dept	Salaries	498,188
	Expenses	248,050
Snow & Ice Control	Salaries	52,000
	Expenses	298,100

Town of Westminster 2014

Street Lighting	Expenses	22,000
Cemetery Dept	Salaries	94,416
	Expenses	12,515
Health Department	Salaries	113,840
	Expenses	6,680
Council on Aging	Salaries	25,711
	Expenses	12,050
Veteran's Services	Salaries	5,182
	Expenses	645
Veteran's Assistance	Expenses	59,000
MART	Salaries	74,364
	Expenses	12,250
Library	Salaries	228,096
	Expenses	113,770
Recreation Dept	Salaries	15,000
	Expenses	14,475
Concerts	Expenses	3,000
Hager Park Comm	Expenses	250
Historical Comm	Expenses	1,280
Memorial Day	Expenses	1,200
Care of Town Clock	Expenses	250
Town Debt Retiremt	Total Expenses	631,090
Town Debt Interest	Total Expenses	83,047
Reg Plan Council	Expenses	2,253
Other Employee Bnft	Salaries	50,000
Retiremt & Pensions	Expenses	528,022
Group Health Ins	Expenses	807,000
Group Life Ins	Expenses	4,000
Other Insurance	Expenses	285,000

Town of Westminster 2014

and voted to appropriate the total sum of \$18,493,808 and to meet that appropriation as follows:

- Raise and appropriate \$18,296,354
- Transfer \$194,454 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 8.
Enterprise:

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

Salaries	93,806
Expenses	717,425
Debt Principal	235,000
(Sewer Ext.)	
Debt Interest	46,708
(Sewer Ext.)	
Reserve Fund	<u>10,000</u>
SUBTOTAL	1,102,939
Shared Costs	<u>140,661</u>
TOTAL	1,243,600

Further, that of said sums, an appropriation of \$1,102,939 be raised as follows:

\$200,000	Retained Earnings
\$140,854	General Fund Subsidy
\$762,085	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 9.
Enterprise.

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

Salaries	106,337
Expenses	321,925
Debt Principal	220,000
(water main replacement)	
Debt Interest	9,000
(water main replacement)	
Capital Outlay	100,658
Reserve Fund	<u>10,000</u>
SUBTOTAL	767,920
Shared Costs	<u>176,301</u>
TOTAL	944,221

Town of Westminster 2014

Further, that of said sums, an appropriation of \$767,920 be raised as follows:

\$150,000	Retained Earnings
\$ 20,132	General Fund Subsidy (Tax Levy)
\$597,788	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 10. 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>21,756</u>
TOTAL	284,181

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

\$262,425	from available departmental receipts, investment earnings, and other revenues of the Solid Waste Transfer Facility Enterprise.
-----------	--

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

CUSTOMARY MONEY ARTICLES

ARTICLE 11. 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 12. Voted to raise and appropriate \$1,000 for the Westminster Cultural Council.

ARTICLE 13. 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.

ARTICLE 14. Voted to raise and appropriate \$25,000 to pay for legal fees, filing fees, court costs, advertising and other related costs of tax titles through foreclosure, including but not limited to the process of foreclosure through the land of low value method.

ARTICLE 15. Voted to transfer \$250,000 from Free Cash to reduce the Fiscal Year 2015 tax rate.

NON-CAPITAL MONEY ARTICLES

ARTICLE 16. Voted to raise and appropriate \$9,500 to be spent under the direction of the Treasurer/Collector to upgrade the Treasurer's Cash Management System software.

Town of Westminster 2014

ARTICLE 17. Voted to pass over (Economic Development Committee Promotional brochure)

ARTICLE 18. Voted to raise and appropriate \$6,000 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, 2015.

ARTICLE 19. Voted to raise and appropriate \$2,000 to be spent under the direction of the Parks and Recreation Commission for the purchase of team benches for the Lacrosse field.

ARTICLE 20. Voted to raise and appropriate \$3,000 for the acquisition of a K-9 police dog.

ARTICLE 21. Voted to raise and appropriate \$14,600 to make improvements and upgrades to the evidence room at the Police station.

ARTICLE 22. Voted to raise and appropriate \$4,500 to be used for the hiring and training of call firefighters.

ARTICLE 23. Voted to raise and appropriate \$5,000 to be spent under the direction of the Historical Commission for the restoration of the Civil War monument on Main Street, provided that no funds voted under this article shall be expended unless the Town is awarded a matching grant for this purpose.

ARTICLE 24. Voted to raise and appropriate \$3,000 to be spent under the direction of the Hager Park Commission to hire a consultant/forester to develop a forest management plan at Hager Park.

CAPITAL EXPENDITURES

ARTICLE 25. Voted to raise and appropriate \$35,000 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 26. Voted to appropriate the sum of \$250,000 to be spent under the direction of the Fire Chief to replace twenty-eight (28) Self-Contained Breathing Apparatus units (air packs); said appropriation to include the following:

- Transfer \$210,548.97 from the Capital Equipment & Improvements Stabilization Fund
- Appropriate the following unexpended amounts of money, initially borrowed to finance capital projects that are now complete, and for which no further liability remains, in the total amount of \$39,451.03, as follows:

Town of Westminster 2014

Town Meeting Date	Article #	Original Purpose	Unexpended Amount
May 1, 2007	3	Ambulance	\$1,963.12
Nov. 27, 2007	4	Conservation Land (Howard/Bathrick Rds.)	\$6,214.43
Oct. 26, 2004	18	Crocker Pond	\$26,344.13
Nov. 18, 2008	11	Conservation Land (Jarvenpaa property)	\$4,929.35
TOTAL REPURPOSED AMOUNT			\$39,451.03

(2/3 vote required)
UNANIMOUS VOTE

ARTICLE 27. Voted to transfer \$27,000 from Ambulance Receipts Reserved for Appropriation to be spent under the direction of the Fire Chief for the purchase of two (2) chest compression machines for the town ambulances.

ARTICLE 28. Voted to raise and appropriate \$200,000 for oiling, sealing, resurfacing, installing drainage and guardrail, removing trees/brush, or other such activities related to the reconstruction of town roads.

ARTICLE 29. Voted to raise and appropriate \$45,000 to purchase a new pickup truck with plow and related equipment for the Highway Department, said appropriation to include the trade-in of a 2006 Ford F-350 pickup truck.

ARTICLE 30. Voted to raise and appropriate \$50,000 to purchase a new combination dump/sander body and related equipment for a 10-wheel truck at the Highway Department.

ARTICLE 31. Voted to pass over (transfer \$75,000 from Sewer Enterprise Retained Earnings to implement sewer inflow and infiltration reduction measures)

ARTICLE 32. Voted to transfer \$43,275 from the Building Maintenance & Repairs Stabilization Fund to fund the following projects at the elementary schools in Westminster:

WES:	Boiler/storage tank for domestic hot water	\$18,275
Meetinghouse:	Freezestats to classroom unit ventilators	\$10,000
	Roof repair/membrane replacement, shingles	\$15,000

(2/3 vote required)
UNANIMOUS VOTE

ARTICLE 33. 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 34. Voted to transfer \$75,000 from the Information Technology & Telecommunications Stabilization Fund to replace radio system components at the radio building on Ellis Road.

(2/3 vote required)
UNANIMOUS VOTE

Town of Westminster 2014

MISCELLANEOUS ARTICLES

ARTICLE 35. Voted to amend the Town's Zoning Bylaw to regulate the location and operation of medical Marijuana Treatment Centers/Registered Marijuana Dispensaries, as follows:

Zoning Amendment #1: Add a definition for "Medical Marijuana Treatment Center/Registered Marijuana Dispensary" to Section 205-4 of the Zoning Bylaw (Definition): "MEDICAL MARIJUANA TREATMENT CENTER/REGISTERED MARIJUANA DISPENSARY: A Registered Marijuana Dispensary (RMD) as defined in the regulations promulgated by the Massachusetts Department of Public Health (DPH), 105 CMR 725.000. Such facilities shall be operated and managed by a not-for-profit entity registered with the state that acquires, cultivates, possesses, processes, transfers, transports, sells, distributes, dispenses or administers medical marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients and/or their personal caregivers."

Zoning Amendment #2: Delete Section 205-39.4 of the Zoning Bylaw (Temporary Moratorium on Medical Marijuana Treatment Centers) and insert the following in its place:

205-39.4 Medical Marijuana Treatment Center/Registered Marijuana Dispensaries (RMD)

A. Locational Standards:

A RMD shall comply with the locational standards set forth in regulations promulgated by the DPH, 105 CMR 725.110(A)(14).

B. Operational Standards:

- 1) All RMDs shall operate in full compliance with the regulations promulgated by the DPH as provided in 105 CMR 725.000.
- 2) RMDs who wish to produce edible marijuana infused products at their RMD must receive Board of Health approval for food processing and preparation.

C. Necessary Permits and Approvals:

A RMD shall require both a Special Permit and Site Plan Approval. The Planning Board is the Special Permit Granting Authority (SPGA) for such uses. The application and public hearing process for the Special Permit and Site Plan Approval shall be conducted concurrently by the SPGA. In evaluating a Special Permit application for a RMD, the SPGA shall not issue a permit unless the SPGA makes a finding that the RMD use is appropriate for the proposed site and that the use will not be unduly detrimental to the health, safety, morals or welfare of the community or neighborhood by reasons of noise, traffic, pollution, noxious gases or wastes, or demand on community services. In its final decision, the SPGA shall stipulate any conditions it deems necessary to ensure that the use will not become unduly detrimental to the Town.

D. Additional Site Plan Requirements:

- 1) All site plans for a RMD shall include a 10-foot non-vegetative buffer around all parking areas and buildings.

Town of Westminster 2014

2) Interior building plans for a registered medical marijuana dispensary shall be submitted to and reviewed by the Building, Police and Fire Departments.

E. Special Permit Terms:

A Special Permit granted under this section shall expire within two (2) years of the date of permit issuance. Prior to the expiration of the Special Permit, the Applicant may request a renewal of the Special Permit for an additional two (2) year period. Said renewal shall not require the Applicant to go through the Site Plan Approval process, provided that conditions of the site and RMD have not changed materially from the original application.

F. Transfer of Special Permit:

The Special Permit shall have a term limited to the duration of the Applicant's ownership of the premises as a RMD. A Special Permit may be transferred only with the approval of the SPGA in the form of a modification of the original Special Permit and with all information required in this section and the Planning Board's Site Plan Rules and Regulations. No transfer may be approved unless it is also approved by the DPH.

Zoning Amendment #3:

Add "Medical Marijuana Treatment Center/Registered Marijuana Dispensaries" as a new Item 9 under Section H (Other Principal Uses) within the Table of Use Regulations.

	R-1	R-2	R-III	C-I	C-II	C-III	I-I	I-II
(9) Medical Marijuana Treatment Center/Registered Marijuana Dispensaries (See Section 205.39.4)	N	N	N	N	N	N	SP	SP

**(2/3 vote required)
UNANIMOUS VOTE**

ARTICLE 36. Voted to authorize the Board of Selectmen to grant easements in, on, under and over a portion or portions of the property located at 69 West Main Street and described more particularly in a deed recorded with the Worcester North District Registry of Deeds in Book 5758, Page 370, for the transmission and/or distribution of electricity and/or intelligence, on such terms and conditions as the Board of Selectmen deems appropriate.

ARTICLE 37. Voted to authorize the Board of Selectmen to negotiate a tax agreement(s) pursuant to Massachusetts General Laws Chapter 59, Section 38H and related regulations, with one or more renewable energy generation companies operating solar generation facilities.

The meeting was adjourned at 3:03 PM.

Town of Westminster 2014

VOTE TAKEN AT SPECIAL TOWN MEETING HELD MAY 3, 2014

Moderator John Bowen called the meeting to order at 1:05 pm. at the Westminster Elementary School. Town Clerk Denise MacAloney read the return of the warrant.

The vote taken is as follows:

ARTICLE 1 Voted to transfer \$96,292 from Free Cash to supplement the amount voted under Article 7 of the May 4, 2013 Annual Town Meeting for the Snow & Ice Removal accounts (Department 423).

ARTICLE 2 Voted to transfer \$40,469 from account #01.300.002.5691, "Regional School, K-12 Assessment," for the purchase and installation of security equipment for the Westminster Elementary and Meetinghouse Schools.

The special town meeting was adjourned at 1:11 pm.

VOTE TAKEN AT SPECIAL TOWN MEETING JULY 22, 2014

The Special Town Meeting was called to order at the Westminster Elementary School at 7:30 pm by Moderator John Bowen. The Constable's return of the warrant was read by Town Clerk Denise MacAloney. A total of 141 voters checked into the town meeting.

A vote was taken to give the following non-residents permission to address the Town Meeting: Karen Murphy, Town Administrator; Suresh Bhatia and Ron Votta, Project Managers for 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 Special Town Meeting.

ARTICLE 1 Voted appropriate \$250,000 in addition to the \$2.5 million appropriated under Article 9 of the November 29, 2012 Special Town Meeting for the construction of the Community/Senior Center at 69 West Main Street, and to meet that appropriation as follows:

- 1) Transfer \$65,000 from the Capital Equipment & Improvements Stabilization Account
- 2) Authorize the Treasurer/Collector, with the approval of the Board of Selectmen, to borrow \$250,000 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; provided, however, that no funds voted under this borrowing authorization 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.
- 3) Further, that if the referendum question is approved at the ballot, the vote to transfer \$65,000 from the Capital Equipment & Improvements Stabilization Account shall be null and void.

(2/3 vote required)

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

Town of Westminster 2014

ARTICLE 2

Voted to accept the provisions of MGL Chapter 54, Section 16A, regarding the appointment of election officials by the Town Clerk.

The meeting adjourned at 8:51 p.m.

RESULTS OF STATE PRIMARY HELD SEPTEMBER 9, 2014

A total of 667 voters cast their ballots at this election. This represents 13 percent of the total number of voters (5,382).

Break down of Voters by Party

	Precinct 1	Precinct 2	Total
Democrat	193	222	415
Republican	100	152	252
TOTAL	293	374	667

The votes are as follows:

DEMOCRAT

Senator in Congress

	Precinct 1	Precinct 2	TOTAL
Blanks	49	61	110
Edward J Markey	138	152	290
Write-In	6	9	15
TOTAL	193	222	415

Governor

	Precinct 1	Precinct 2	TOTAL
Blanks	4	7	11
Donald M Berwick	37	40	77
Martha Coakley	85	107	192
Steven Grossman	67	66	133
Write-In	0	2	2
TOTAL	193	222	415

Lt Governor

	Precinct 1	Precinct 2	TOTAL
Blanks	25	42	67
Leland Cheung	11	15	26
Stephen J Kerrigan	135	146	281
Michael E Lake	21	17	38
Write-In	1	2	3
TOTAL	193	222	415

Attorney General

	Precinct 1	Precinct 2	TOTAL
Blanks	9	10	19
Maura Healey	121	139	260
Warren E Tolman	63	73	136
Write-In	0	0	0
TOTAL	193	222	415

Town of Westminster 2014

Secretary of State

	Precinct 1	Precinct 2	TOTAL
Blanks	37	47	84
William Francis Galvin	154	175	329
Write-In	2	0	2
TOTAL	193	222	415

Treasurer

	Precinct 1	Precinct 2	TOTAL
Blanks	25	23	48
Thomas P Conroy	55	51	106
Barry R Finegold	59	88	147
Deborah B Goldberg	54	60	114
Write-In	0	0	0
TOTAL	193	222	415

Auditor

	Precinct 1	Precinct 2	TOTAL
Blanks	51	70	121
Suzanne M Bump	142	152	294
Write-In	0	0	0
TOTAL	193	222	415

Rep in Congress

	Precinct 1	Precinct 2	TOTAL
Blanks	46	56	102
Nicola S Tsongas	145	166	311
Write-In	2	0	2
TOTAL	193	222	415

Councillor

	Precinct 1	Precinct 2	TOTAL
Blanks	190	218	408
Write-In	3	4	7
TOTAL	193	222	415

Senator in General Court

	Precinct 1	Precinct 2	TOTAL
Blanks	136	160	296
Jennifer Flanagan (Write-In)	57	62	119
Write-In	0	0	0
TOTAL	193	222	415

Town of Westminster 2014

Representative in General Court (Precinct 1 Only)

	Precinct 1
Blanks	48
Jonathan D Zlotnik	142
Write-In	3
TOTAL	193

Representative in General Court (Precinct 2 Only)

	Precinct 1
Blanks	220
Write-In	2
TOTAL	222

District Attorney

	Precinct 1	Precinct 2	TOTAL
Blanks	42	67	109
Joseph D Early Jr	151	155	306
Write-In	0	0	0
TOTAL	193	222	415

Register of Probate

	Precinct 1	Precinct 2	TOTAL
Blanks	42	67	109
Stephen G Abraham	134	145	279
Write-In	0	0	0
TOTAL	193	222	415

REPUBLICAN

Senator in Congress

	Precinct 1	Precinct 2	TOTAL
Blanks	24	39	63
Brian J Herr	75	112	187
Write-In	1	1	2
TOTAL	100	152	252

Governor

	Precinct 1	Precinct 2	TOTAL
Blanks	0	1	1
Charles D Baker	69	104	173
Mark R Fisher	30	46	76
Write-In	1	1	2
TOTAL	100	152	252

Town of Westminster 2014

Lt Governor

	Precinct 1	Precinct 2	TOTAL
Blanks	12	28	40
Karyn E Polito	87	123	210
Write-In	1	1	2
TOTAL	100	152	252

Attorney General

	Precinct 1	Precinct 2	TOTAL
Blanks	20	34	54
John B Miller	80	118	198
Write-In	0	0	0
TOTAL	100	152	252

Secretary of State

	Precinct 1	Precinct 2	TOTAL
Blanks	24	41	65
David D'Arcangelo	76	111	187
Write-In	0	0	0
TOTAL	100	152	252

Treasurer

	Precinct 1	Precinct 2	TOTAL
Blanks	24	42	66
Michael James Heffernan	76	110	186
Write-In	0	0	0
TOTAL	100	152	252

Auditor

	Precinct 1	Precinct 2	TOTAL
Blanks	25	43	68
Patricia S Saint Aubin	75	109	184
Write-In	0	0	0
TOTAL	100	152	252

Representative in Congress

	Precinct 1	Precinct 2	TOTAL
Blanks	26	44	70
Roseann L Ehrhard Wofford	73	107	180
Write-In	1	1	2
TOTAL	100	152	252

Town of Westminster 2014

Councillor

	Precinct 1	Precinct 2	TOTAL
Blanks	31	41	72
Jennie L Caissie	69	111	180
Write-In	0	0	0
TOTAL	100	152	252

Senator in General Court

	Precinct 1	Precinct 2	TOTAL
Blanks	86	139	225
Rich Bastien (Write-In)	9	10	19
Write-In	5	3	8
TOTAL	100	152	252

Representative in General Court (Precinct 1 Only)

	Precinct 1
Blanks	27
Garret Shetrawski	72
Write-In	1
TOTAL	100

Representative in General Court (Precinct 2 Only)

	Precinct 1
Blanks	28
Kimberly N Ferguson	122
Write-In	2
TOTAL	152

District Attorney

	Precinct 1	Precinct 2	TOTAL
Blanks	99	149	248
Write-In	1	3	4
TOTAL	100	152	252

Register of Probate

	Precinct 1	Precinct 2	TOTAL
Blanks	25	50	75
Stephanie K Fattman	75	102	177
Write-In	0	0	0
TOTAL	100	152	252

Town of Westminster 2014

VOTE TAKEN AT SPECIAL TOWN ELECTION HELD SEPTEMBER 16, 2014

A total of 290 voters cast ballots (Precinct 1-127 and Precinct 2-163) out of a possible 5,265 voters. This represents a 6 percent turnout. The results are as follows:

Question 1: “Shall the Town of Westminster be allowed to exempt from the provisions of Proposition Two and One-half, so-called, the additional amounts required to pay for the bond issued in order to construct the new Senior/Community Center?”

	Precinct 1	Precinct 2	Total
YES	70	111	181
NO	57	52	109
BLANKS	0	0	0
TOTAL	127	163	290

VOTE TAKEN AT STATE ELECTION HELD ON NOVEMBER 4, 2014

A total of 3,085 out of a possible 5,317 voters cast their ballots. This represents a 58 percent voter turnout. The results are as follows:

SENATOR IN CONGRESS

	PRECINCT 1	PRECINCT 2	TOTAL
Edward J Markey	657	709	1366
Brian J Herr	750	850	1600
Blanks	50	68	118
Write-In	0	1	1
TOTAL	1457	1628	3085

GOVERNOR/LT GOVERNOR

	PRECINCT 1	PRECINCT 2	TOTAL
Baker & Polito	889	1002	1891
Coakley & Kerrigan	471	499	970
Falchuk & Jennings	52	71	123
Lively & Saunders	17	24	41
McCormick & Post	14	16	30
Blanks	13	16	29
Write-In	1	0	1
TOTAL	1457	1628	3085

ATTORNEY GENERAL

	PRECINCT 1	PRECINCT 2	TOTAL
Maura Healey	672	713	1385
John B Miller	736	843	1579
Blanks	48	72	120
Write-In	1	0	1
TOTAL	1457	1628	3085

Town of Westminster 2014

SECRETARY OF STATE

	PRECINCT 1	PRECINCT 2	TOTAL
William Francis Galvin	764	812	1576
David D' Arcangelo	576	670	1246
Daniel L Factor	63	76	139
Blanks	53	70	123
Write-In	1	0	1
TOTAL	1457	1628	3085

TREASURER

	PRECINCT 1	PRECINCT 2	TOTAL
Deborah B Goldberg	578	579	1157
Michael J Heffernan	734	865	1599
Ian T Jackson	71	79	150
Blanks	73	105	178
Write-In	1	0	1
TOTAL	1457	1628	3085

AUDITOR

	PRECINCT 1	PRECINCT 2	TOTAL
Suzanne M Bump	624	634	1258
Patricia S Saint Aubin	692	784	1476
Mk Merelice	55	78	133
Blanks	85	132	217
Write-In	1	0	1
TOTAL	1457	1628	3085

REPRESENTATIVE IN CONGRESS

	PRECINCT 1	PRECINCT 2	TOTAL
Nicola S Tsongas	726	805	1531
Roseann L Ehrhard Wofford	676	741	1417
Blanks	54	82	136
Write-In	1	0	1
TOTAL	1457	1628	3085

COUNCILLOR

	PRECINCT 1	PRECINCT 2	TOTAL
Jennie L Caissie	1102	1181	2283
Blanks	350	443	793
Write-In	5	4	9
TOTAL	1457	1628	3085

Town of Westminster 2014

SENATOR IN GENERAL COURT

	PRECINCT 1	PRECINCT 2	TOTAL
Jennifer L. Flanagan	769	847	1616
Richard M Bastien	635	696	1331
Blanks	52	84	136
Write-In	1	1	2
TOTAL	1457	1628	3085

REPRESENTATIVE IN GENERAL COURT-PRECINCT 1

	PRECINCT 1
Jonathan D Zlotnik	701
Garret Shetrawski	675
Blanks	80
Write-In	1
TOTAL	1457

REPRESENTATIVE IN GENERAL COURT-PRECINCT 2

	PRECINCT 2
Kimberly N Ferguson	1231
Blanks	394
Write-In	3
TOTAL	1628

DISTRICT ATTORNEY

	PRECINCT 1	PRECINCT 2	TOTAL
Joseph D Early Jr	1023	1084	2107
Blanks	428	540	968
Write-In	6	4	10
TOTAL	1457	1628	3085

REGISTER OF PROBATE

	PRECINCT 1	PRECINCT 2	TOTAL
Stephen G Abraham	559	604	1163
Stephanie K Fattman	822	905	1727
Blanks	75	119	194
Write-In	1	0	1
TOTAL	1457	1628	3085

Question 1 (Gas Tax Calculation)

	PRECINCT 1	PRECINCT 2	TOTAL
YES	840	935	1775
NO	594	659	1253
BLANKS	23	34	57
TOTAL	1457	1628	3085

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Question 2 (Expansion of Beverage Container Deposit Law)

	PRECINCT 1	PRECINCT 2	TOTAL
YES	181	214	395
NO	1268	1397	2665
BLANKS	8	17	25
TOTAL	1457	1628	3085

Question 3 (Prohibition of Casinos, Gaming Establishments & Simulcast Greyhound Races)

	PRECINCT 1	PRECINCT 2	TOTAL
YES	439	496	935
NO	995	1099	2094
BLANKS	23	33	56
TOTAL	1457	1628	3085

Question 4 (Entitle Employees to earn and use Sick Time)

	PRECINCT 1	PRECINCT 2	TOTAL
YES	673	751	1424
NO	764	837	1601
BLANKS	20	40	60
TOTAL	1457	1628	3085

VOTE TAKEN AT SPECIAL TOWN MEETING NOVEMBER 18, 2014

The meeting was called to order by Moderator John Bowen at the Westminster Elementary School at 7:32 pm. Town Clerk Denise MacAloney read the Constable's return of the warrant. Gilbert Parks and Walter Taylor were sworn in as tellers.

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

The following non-residents were given permission by voters to address the Town Meeting: DPW Director Joshua Hall, Town Planner Stephen Wallace, and Town Counsel Brian Riley.

A total of 106 voters were present at the meeting. The votes taken are as follows:

ARTICLE 1. Voted to transfer \$14,725 from free cash to Department 710, Debt Principal, to pay the amount due on the note for the Engman Conservation Restriction.

ARTICLE 2. Voted to transfer \$352.77 from free cash to pay the following unpaid bills from Fiscal Year 2014:

Bill/(Department)	Amount
Kimberly Russell (Crocker Pond-reimbursement for purchase made from Aubuchon Hardware)	\$64.56
Aubuchon Hardware (Crocker Pond)	\$288.21

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Further, voted to transfer \$25,000 from Sewer Retained Earnings to pay sewer collection charges due to the City of Fitchburg.

60-YES 2-NO
Motion carries
(9/10 vote required)

ARTICLE 3. Voted to transfer \$30,000 from free cash to secure and/or demolish vacant tax delinquent properties, as deemed necessary by the Board of Health or Building Commissioner in consultation with the Fire Chief, Police Chief and Historical Commission.

ARTICLE 4. Voted to transfer \$25,000 from free cash to engage the services of an engineering consultant to prepare a USDA Rural Development loan/grant application for the Whitman River In-Line Sewer Storage System project.

ARTICLE 5. Voted to transfer \$25,000 from the amount remaining in Article 26 as approved at the May 3, 2014 Annual Town Meeting (SCBA units) to repair the fire station vehicle exhaust system.

ARTICLE 6. Voted to appropriate \$31,124.35 for the purpose of replacing a police vehicle that was damaged in an accident; the money so appropriated to be transferred from the account, "Receipts Reserved for Appropriation, Insurance Reimbursement in Excess of \$20,000."

ARTICLE 7. Voted to transfer \$4,000 from free cash to hire a consultant to review the Town's personnel policies, position classifications and compensation plan.

ARTICLE 8. Voted to accept the 2014 Westminster Master Plan.

ARTICLE 9. Voted to accept as a public way the roadway known as Rebanna Road, as heretofore laid out by the Public Works Commission and shown on a plan of land entitled: "Rebanna Road Definitive Subdivision Plan of Land in Westminster, Mass., Prepared for Kulju Group Realty Trust, June 28, 2004, Whitman & Bingham Associates, Registered Professional Engineers & Land Surveyors, LLC, 510 Mechanic Street, Leominster, Mass. 01453," and recorded with the Worcester Northern District Registry of Deeds, Book 453, Page 5, 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 10. Voted to pass over (Solar tax agreements)

ARTICLE 11. Voted to pass over (Advisory Board members prohibited from holding any other appointed or elected positions)

ARTICLE 12. Voted to amend the general bylaws by adding an appropriately numbered chapter and section to "Part I: Administrative Legislation," as follows:

Conservation Commission

Establishment: The Board of Selectmen shall appoint a Conservation Commission comprised of five members, pursuant to the provisions of MGL Chapter 40, Section 8C. Members shall serve three-year terms, so arranged that the terms of approximately one-third of the members shall expire each year.

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ARTICLE 13. Voted to amend Article VI (Use Regulations), Section 205-21, Item B of the Zoning Bylaw to add the Planning Board as one of the Boards authorized to act as a Special Permit Granting Authority (SPGA) for certain land uses as specified within the Zoning Bylaw, and amend Section 205-22 (Table of Uses) to note that the Planning Board is the Special Permit Granting Authority (SPGA) for adult uses and medical marijuana dispensaries by placing a "PB" next to those districts where such uses are allowed by Special Permit, as printed in the warrant:

Article VI

Use Regulations

§ 205-21. Explanation of Table of Use Regulations.

B. A use listed in § 205-22 is permitted as of right in any district under which it is denoted by the letter "Y" subject to such requirements as may be specified elsewhere in this chapter. If designated in the Table by the letters "SP" the use may be permitted as a special exception only if the Board of Appeals so determines and grants a special permit therefore as provided in Article XII of this chapter and MGL C 40A subject to such restrictions as set forth elsewhere in this chapter and such further restrictions as said Board may establish. Those uses designated by the letters "SP-PB" may be permitted by Special Permit where the Planning Board is the Special Permit Granting Authority (SPGA). If designated by the letter "N" the use is not permitted. The designation of "SP" in the Table of Uses, § 205-22, in a given district does not constitute an authorization or an assurance that such use will be permitted. Rather, each special permit application shall be evaluated as to its probable effect on the adjacent property and the community welfare and may be approved or denied as the findings indicate appropriate.

§ 205-22. Table of Uses

E. Retail business and consumer service establishments

	R-1	R-2	R-III	C-I	C-II	C-III	I-I	I-II
(14) Adult bookstores, adult live entertainment, adult motion picture theater, adult mini-motion picture theater, adult video store, or adult paraphernalia store (See Section 205.37.2)	N	N	N	N	N	N	SP-PB	SP-PB

H. Other Principal Uses

	R-1	R-2	R-III	C-I	C-II	C-III	I-I	I-II
(9) Medical Marijuana Treatment Center/Registered Marijuana Dispensaries (See Section 205.39.4)	N	N	N	N	N	N	SP-PB	SP-PB

**(2/3 vote required)
Unanimous Vote**

ARTICLE 14. Voted to amend Article XIV (Enforcement, Violations and Penalties) of the Zoning Bylaw to add a new section 205-60 to Article XIV (Enforcement: Violations and Penalties) that will enable the Zoning Enforcement Officer to handle zoning violations through a non-criminal disposition process, as printed in the warrant:

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ARTICLE XIV

Enforcement; Violations and Penalties

§ 205-60. Non-criminal disposition.

In addition to the provisions of enforcement listed above, the Building Commissioner may, in his discretion, enforce the provisions of the Zoning Bylaw by non-criminal disposition pursuant to MGL Chapter 40, Section 21D. Each day on which a violation exists shall be deemed to be a separate offense. Non-criminal citations may be appealed to Gardner District Court or Worcester County Housing Court in accordance with MGL Chapter 40, Section 21D. The penalty for violation of any provision of the Zoning Bylaw pursuant to this section shall be fifty dollars [\$50] for the first offense; seventy-five dollars [\$75] for the second offense; one hundred dollars [\$100] for the third offense; and one hundred twenty-five dollars [\$125] for the fourth and each subsequent offense.

(2/3 vote required)

Unanimous Vote

ARTICLE 15. Voted to amend Article II (Definitions) of the Zoning Bylaw to add the State's definitions for the various types of kennels and amend Section 205-22 (Table of Uses) to delineate where such kennels are allowed in Town and under what circumstances, as printed in the warrant:

ARTICLE II

Definitions

COMMERCIAL BOARDING OR TRAINING KENNEL: An establishment used for boarding, holding, day care, overnight stays or training of animals that are not the property of the owner of the establishment at which such services are rendered in exchange for consideration and in the absence of the owner of any animal; provided, however, that "commercial boarding or training kennel" shall not include an animal shelter or animal control facility, a pet shop licensed under MGL Chapter 129, Section 39A, a grooming facility operated solely for the purpose of grooming and not for overnight boarding or an individual who temporarily, and not in the normal course of business, boards or cares for animals owned by others.

COMMERCIAL BREEDER KENNEL: An establishment, other than a personal kennel, engaged in the business of breeding animals for sale or exchange to wholesalers, brokers or pet shops in return for consideration.

DOMESTIC CHARITABLE CORPORATION KENNEL: A facility operated, owned or maintained by a domestic charitable corporation registered with the Department of Agricultural Resources or an animal welfare society or other nonprofit organization incorporated for the purpose of providing for and promoting the welfare, protection and humane treatment of animals, including a veterinary hospital or clinic operated by a licensed veterinarian, which operates consistent with such purposes while providing veterinary treatment and care.

KENNEL: A pack or collection of dogs on a single premise, including a commercial boarding or training kennel, commercial breeder kennel, domestic charitable corporation kennel, personal kennel or veterinary kennel.

PERSONAL KENNEL: A pack or collection of more than 4 dogs, 3 months or older, owned or kept under single ownership for private personal use; provided, however, that breeding of personally owned dogs may take place for the purpose of improving, exhibiting or showing the

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breed for use in legal sporting activity or for other personal reasons; provided further, that selling, trading, bartering or distributing such breeding from a personal kennel shall be to other breeders or individuals by private sale only and not to wholesalers, brokers or pet shops; provided further, that a personal kennel shall not sell, trade, barter or distribute a dog not bred from its personally-owned dog; and provided further, that dogs temporarily housed at a personal kennel, in conjunction with an animal shelter or rescue registered with the Department of Agricultural Resources, may be sold, traded, bartered or distributed if the transfer is not for profit.

VETERINARY KENNEL: A veterinary hospital or clinic that boards dogs for reasons in addition to medical treatment or care; provided, however, that “veterinary kennel” shall not include a hospital or clinic used solely to house dogs that have undergone veterinary treatment or observation or will do so only for the period of time necessary to accomplish that veterinary care.

205a Table of Use Regulations

Use	Residential			Commercial			Industrial	
B. Institutional, recreational and educational uses	R-I	R-II	R-III	C-I	C-II	C-III	I-I	I-II
15) Domestic charitable corporation kennel	SP-PB	SP-PB	SP-PB	N	N	N	N	N

Use	Residential			Commercial			Industrial	
E. Retail business and consumer service establishments	R-I	R-II	R-III	C-I	C-II	C-III	I-I	I-II
10) Veterinary kennel	SP-PB	SP-PB	SP-PB	SP-PB	SP-PB	SP-PB	SP-PB	SP-PB
16) Commercial boarding or training kennel	SP-PB	SP-PB	SP-PB	SP-PB	SP-PB	SP-PB	SP-PB	SP-PB
17) Commercial breeder kennel	N	SP-PB	SP-PB	N	N	N	N	N

Use	Residential			Commercial			Industrial	
I. Accessory uses and off-street parking	R-I	R-II	R-III	C-I	C-II	C-III	I-I	I-II
14) Personal kennel	Y	Y	Y	Y	Y	Y	Y	Y

(2/3 vote required)

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

ARTICLE 16. Voted to pass over (Transfer to General Stabilization Fund)

ARTICLE 17. Voted to transfer \$500,000 from free cash to the Information Technology and Telecommunications Stabilization Fund.

(2/3 vote required)

Unanimous Vote

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ARTICLE 18. Voted to transfer \$400,000 from free cash to the Capital Equipment and Improvements Stabilization Fund.

(2/3 vote required)

Unanimous Vote

ARTICLE 19. Voted to pass over (Transfer to Building Maintenance and Repairs Stabilization).

ARTICLE 20. Voted to transfer \$195,000 from free cash to the Other Post-Employment Benefits (OPEB) Stabilization Fund.

(2/3 vote required)

Unanimous Vote

ARTICLE 21. Voted to transfer \$290,000 from free cash to the Road Maintenance Stabilization Fund.

(2/3 vote required)

Unanimous Vote

The meeting was adjourned at 9:36 pm.

Respectfully submitted,

Denise L. MacAloney, CMMC/MMC
Town Clerk

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CONSTABLES 2014 Annual Report

Warrants served for:	Election for Town Affairs	April 29, 2014 September 16, 2014
	Election for State Primary	September 9, 2014
	Election for State Offices	November 4, 2014
	Annual Town Meeting	May 3, 2014
	Special Town Meetings	May 3, 2014 July 22, 2014 November 18, 2014

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

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WESTMINSTER POLICE DEPARTMENT 2014 Annual Report

It is my pleasure to present the Westminster Police Department Annual Report for 2014.

The Westminster Police Department currently has twelve sworn full time officers and three sworn part time officers, four full time civilian dispatchers, and three 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 2014. 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, traffic enforcement, pedestrian and bicycle enforcement.

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.

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, 2014 marks the twelfth anniversary of Officer Larry Jupin's death. August 21st, 2014 marks the twenty fifth 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, use of force training, 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 train in use of force 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.

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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

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 Jason Tamulen and Officer Ralph LeBlanc 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 Tamulen and LeBlanc will also conduct a safety inspection of the seat and check for any possible recalls on your particular seat. The Massachusetts Governors Highway Safety has awarded the Police Department a grant to assist with funding for child passenger safety for the town. For more information or to make an appointment for a car seat safety check, call the Westminster Police Department.

Prescription Drug Take - Back Program

The Drug Enforcement Administration (DEA) has scheduled another National Prescription Drug Take Back Day. Westminster Police Department again will participate in this national effort.

This is a great opportunity for those who missed the previous events, or who have subsequently accumulated unwanted, unused prescription drugs, to safely dispose of those medications. The Westminster Police Department participated in DEA's National Prescription Drug Take-Back Day on September 27, 2014.



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

2013 - 3 boxes for destruction

2014 - 4 boxes for destruction

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Needle Exchange Program

The Westminster Police Department in cooperation with the Westminster Board of Health initiated a Needle exchange program. We have placed a Drop off box in the lobby of the police station for residence to drop off used Needles into the drop box safely and securely 24 hours a day.



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, an eleven year veteran of the department is the handler of a nine year old German Shepard named "Caesar". Westminster K-9, Caesar, a Czech shepherd who was a nine year veteran of the force, died due to an enlarged heart this year.



We have had an outpouring of support from the community since our K-9's death. In the lobby of the police station is a painting of Caesar recently done by local artist Patricia Gendron. It was brought in by her husband, Burt Gendron. He placed a card with the painting for residents to sign and offer condolences. Over the years, Caesar took part in drug searches and also helped Westminster police and other departments find firearms, money and other items during arrests.

At the time of his death, the Police Department was planning to retire Caesar. At 9 years old, he had reached the age where he could step back and let a new dog take over. Before learning of his health problems, the department was already looking to the future. A successful fundraiser had been started in town to help pay the cost of acquiring and training a new dog. At town meeting in May it was announced that Mr. Burt Gendron, a member of the Town Advisory Board, and others

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had raised \$7,000 toward the effort. Another \$3,000 was approved by town meeting. Caesar's efforts were honored at this year's Memorial Day parade this year. We certainly miss Caesar.

Officer Michel and his new K-9, Bruin, are successfully certified in patrol procedures. K-9 Bruin will also maintain his dual purpose certification and will certify in narcotic detection in the spring.

Officer Michel and K-9 Bruin will continue a strong collaboration with MA State Police to ensure optimal training experiences and to meet the rigorous requirements for standardized training. Both Officer Michel and K-9 Bruin have built an inter-departmental relationship with the North Worcester County Drug Task Force. Given the affiliation within the professional networking system, Officer Michel and K-9 Bruin will be a proactive component to fight the war on drugs in our community. In general, this department has seen an increase in narcotic arrests and drug related crimes over the past several years.

A K-9 is a valuable resource for Police Officers. Unlike the swing of a baton, a chemical spray or a bullet fired from a gun, such forces cannot be stopped while in motion; however a trained K-9 can be re-called by its handler and stopped before force is used. A trained K-9 can also be a successful tool for law enforcement without any force being used. For example, the mere presence of a K-9 evokes compliance by suspects. A police K-9 also has the unique ability to discriminate between scents, making a K-9 an excellent resource when conducting missing person searches, article searches and apprehensions.

In addition, Officer Michel and K-9 Bruin will continue to work closely with the Ashburnham/Westminster Regional School District, as well as other local schools and other community service groups providing educational presentations/demonstrations. 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.

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

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Firearms

Home Storage of Firearms

Family Considerations:

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

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

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

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

Anyone with questions, please contact the Police Station or email: silinitich@westminster-ma.gov.

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 8 a.m.- 4 p.m. 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, 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 8 a.m.- 4 p.m. or send an e-mail to silinitich@westminster-ma.gov.

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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 a request.

This is the sixth 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 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 and conducting surveillance. The in-depth reports for these types of investigation are often complex and at time requires the application of arrest and search warrants. Since crime is not restricted to city or town lines, we must work closely with surrounding communities and State and Federal agencies. The Detective Bureau works closely with other agencies to share information about crime patterns, known offenders, and to identify property. Many of the suspects that the Detectives Bureau investigates do not reside in the town and often cross over into other states.

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Also included in the Detective's duties is the management of the department's evidence. This year the police department took in over three hundred pieces of evidence. Some of the evidence requires specialized processing. The Detective Bureau processes much of the town's evidence for cases involving most property crimes. The State Police Crime Laboratory and UMASS Drug Laboratory facilities assist in making criminal identification and chemical analysis. The detective unit has exhibited an above average rating for latent print identification and clearing major cases.

This year the department updated evidence record keeping and supplementary equipment for latent print processing. These additions enhance our department's ability to process latent print evidence more effectively and timely.

The Westminster Police Department also has a Detective assigned 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. Many of the Task Force's investigations require the use of undercover officers and the use of informants to conduct these types of investigations. Since illicit narcotic use and property crimes are often linked to the same group of suspects, the partnership with the Northern Worcester County Drug Task Force is an asset to combating many of the challenges that affect the quality of life in Northern Worcester County.

The Detective Bureau has also worked with state and federal agencies this summer conducting marijuana ratification in Westminster and surrounding towns, identifying marijuana grow operations and removing them from neighborhoods where they were being concealed. The North Worcester County Drug Task Force has been an asset to this Department and to the North Worcester County Area.

Our Detective Bureau has also worked with Oakmont Regional High School and Fitchburg State University to provide assistance to teachers and professors. We have helped set up mock crime scenes for forensic and criminalistics courses to enhance the learning experience for the students and assisted with some class room demonstrations.

The following Dispatch statistics for 2014

Call Reason	<u>Total</u>
258E VIOLATION (HARASSMENT)	2
911 UNINTENTIONAL	44
911 ABANDONDED	60
ATTEMPTED B&E	1
ADVICE	180
ABANDONDED MOTOR VEHICLE	3
ANIMAL COMPLAINT	260
ANIMAL PROBLEM	49
AREA CHECK	446
ALARM SYSTEM LOG	20
ASSIST THE POLICE	2
ASSAULT	6
ASSIST OTHER AGENCY	127

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BURGLAR ALARM	318
LOCKOUT, BUILDING	5
BUILDING LOCK OUT	3
B & E, PAST	22
BUILDING CHECK	3111
CARBON MONOXIDE ALARM	30
COMPLAINT	94
CHILD PASS. SAFETY SEAT	77
COMMERCIAL VEHICLE INSP.	27
DRUG DROP OFF	18
DEBRIS IN ROADWAY	10
DIRECTED PATROL	518
DISTURBANCE	54
DRUG LAW VIOLATION	7
DISABLED MV	273
DOMESTIC	26
DRUG RECOGNITION EXPERT CALL	1
ELECTRICAL PROBLEM	5
ESCORT/TRANSPORT	3
EVIDENCE PROCESSING	1
FIRE ALARM	90
BRUSH FIRE	12
FIREWORKS	14
BUILDING FIRE	15
FOLLOW UP	37
FRAUD	39
GENERAL INFO	2
GUN SHOTS	20
WATER PROBLEM	6
HARRASSMENT	13
HAZARDOUS CONDITION	207
HIT AND RUN	13
IDENTITY THEFT	4
ILLEGAL DUMPING	10
INVESTIGATION	82
JUVENILE OFFENSES	1
K9 DEPLOYMENT	5
KEEP THE PEACE	13
LARCENY /FORGERY/ FRAUD	123
LIFT ASSIST	24
LIQUOR LAW VIOLATION	1
LOG ENTRY	434

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MEDICAL	449
MISSING PERSON	10
MUTUAL AID	51
MVA NO INJ. OR HAZMAT	222
MVA WITH INJURIES	23
MOTOR VEHICLE COMPLAINT	219
MOTOR VEHICLE FIRE	11
LOCKOUT, MOTOR VEHICLE	73
MOTOR VEHICLE STOP(GRANT)	256
MOTOR VEHICLE STOP	1415
NOISE COMPLAINT	32
OUTSIDE FIRE	2
PARKING COMPLAINT	16
PANIC ALARM/HOLD UP ALARM	4
ANNOYING PHONE CALLS	5
PROTECTIVE CUSTODY	2
PROPERTY DAMAGE	22
FOUND/LOST PROPERTY	50
PARKING TICKET	9
PROPERTY TRANSFER	9
REPOSSESSION	9
ROBBERY	1
ROAD RAGE	1
RECOVER STOLEN PROPERTY	3
RUNAWAY	4
SERVE PAPERS	159
SEX OFFENSES	1
SHOPLIFTING	5
ODOR OF SMOKE IN THE AREA	13
MOTOR VEHICLE THEFT	3
SOLICITING	1
SPEEDING COMPLAINT	11
SPEED TRAILER	35
SERVICE CALL	23
TROUBLE ALARM	66
SUICIDE AND/OR ATTEMPT	1
SUSPICIOUS PERSON	39
SUSPICIOUS ACTIVITY	227
THREATS	7
TRANSPORT	28
TRAFFIC CONTROL	9
TRESPASSING	11

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TASK FORCE ACTIVITY	11
UNAUTHORIZED BURNING	1
UNWANTED GUEST	8
VANDALISM	19
WARRANT	23
WELFARE CHECK	94
WEAPONS VIOLATION	1
WATER / SEWER ALARM	23
TOTAL	10,685

Motor Vehicle Citations:

Citation Statistics

From: 01/01/2014 Thru: 12/31/2014

Total Citations = 960

Arrest	22
Civil	191
Complaint	64
Municipal	3

Offences:

	<u>TOTALS</u>
INDECENT A&B ON PERSON 14 OR O	1
ROBBERY, UNARMED	1
A&B	1
DOMESTIC ASSAULT OR ASSAULT AN	4
A&B WITH DANGEROUS WEAPON	3
ASSAULT W/DANGEROUS WEAPON	2
STRANGULATION OR SUFFOCATION	1
ASSAULT	4
A&B	9
A&B ON POLICE OFFICER	2
A&B ON PUBLIC EMPLOYEE	1
A&B ON RETARDED PERSON	1
RESIST ARREST	2
ASSAULT TO INTIMIDATE	1
WITNESS, INTIMIDATE	2
TELEPHONE CALLS, ANNOYING	1
THREAT TO COMMIT CRIME	4
BURN PERSONALTY, ATTEMPT TO	1
B&E BUILDING NIGHTTIME FOR FEL	2

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B&E FOR MISDEMEANOR	1
B&E BUILDING DAYTIME FOR FELON	11
LARCENY FROM PERSON	1
SHOPLIFTING BY ASPORTATION	5
SHOPLIFTING BY CONCEALING MDSE	2
LARCENY FROM BUILDING	11
LARCENY OVER \$250	7
LARCENY UNDER \$250	2
DRUG, LARCENY OF	1
B&E IN TO BOAT/VEHICLE FOR MIS	3
B&E VEHICLE/BOAT DAYTIME FOR F	1
All Other Larceny	1
LARCENY OVER \$250	33
LARCENY OVER \$250 BY SINGLE SC	1
LARCENY UNDER \$250	40
LARCENY UNDER \$250 BY SINGLE S	1
RECEIVE STOLEN PROPERTY +\$250	1
MOTOR VEH, LARCENY OF, SUBSQ.O	1
USE MV WITHOUT AUTHORITY	1
UTTER COUNTERFEIT NOTE	1
COUNTERFEIT NOTE, POSSESS	1
UTTER FALSE CHECK	1
LARCENY OVER \$250	1
LARCENY OVER \$250 BY SINGLE SC	1
LARCENY UNDER \$250	1
LARCENY OVER \$250 BY FALSE PRE	3
CREDIT CARD FRAUD UNDER \$250	3
CREDIT CARD, LARCENY OF	2
CREDIT CARD FRAUD OVER \$250	1
IDENTITY FRAUD	6
RECEIVE STOLEN PROPERTY +\$250	5
PROPERTY DAMAGE TO INTIMIDATE	1
GLASS IN BUILDING, BREAK	1
VANDALIZE PROPERTY	4
TAGGING PROPERTY	4
DESTRUCTION OF PROPERTY +\$250,	4
DESTRUCTION OF PROPERTY +\$250,	10
DESTRUCTION OF PROPERTY -\$250,	6
DESTRUCTION OF PROPERTY -\$250,	2
DRUG, POSSESS TO DISTRIB CLASS	1
DRUG, DISTRIBUTE CLASS E	1
DRUG, POSSESS CLASS B	1

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DRUG, POSSESS CLASS C	1
DRUG, POSSESS CLASS E	2
INDECENT A&B ON CHILD UNDER 14	1
INDECENT A&B ON PERSON 14 OR O	2
CHILD IN NUDE, DISTRIB MATERIA	1
LARCENY BY CHECK OVER \$250	2
LARCENY BY CHECK UNDER \$250	1
BOMB THREAT, FALSE	1
ACCOST/ANNOY PERSON OF OPPOSIT	1
DISTURBING THE PEACE	1
OUI DRUGS	1
OUI LIQUOR	16
OUI LIQUOR, 2ND OFFENSE	2
PROTECTIVE CUSTODY	7
LIQUOR TO PERSON UNDER 21, SEL	3
LIQUOR, ASSIST PERSON UNDER 21	1
TRANSPORTING ALCOHOL BY MINOR	
ALCOHOL IN MV, POSSESS OPEN CO	3
TRESPASS	3
TRESPASS WITH MOTOR VEHICLE	1
ALL OTHER OFFENSES	1
FIREWORKS, POSSESS UNLAWFUL	1
A&B WITH DANGEROUS WEAPON	1
HARASSMENT, CRIMINAL	7
MOLOTOV COCKTAIL, MAKE/SELL/US	1
LARCENY OVER \$250	1
FALSE NAME/SSN, ARRESTEE FURNI	1
BB GUN/AIR RIFLE, MINOR DISCHA	1
TRASH, LITTER	2
SCHOOL, DISTURB	1
ANIMAL, CRUELTY TO	1
FUGITIVE FROM JUSTICE ON COURT	5
WARRANT ARREST	11
MOTOR CARRIER SAFETY VIOLATION	3
JUNIOR OPERATOR OP 12-5 AM W/O	1
NEGLIGENT OPERATION AND INJURY	1
MOTOR VEH HOMICIDE BY NEGLIGEN	1
STATE HWAY TRAFFIC VIOLATION	1
ANIMAL OFFAL, VIOL BYLAW ON TR	1
KEEP RIGHT FOR ONCOMING MV, FA	1
MARKED LANES VIOLATION	17
BREAKDOWN LANE VIOLATION	2

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RIGHT LANE, FAIL DRIVE IN	1
STOP/YIELD, FAIL TO	3
UNLICENSED OPERATION OF MV	16
LICENSE NOT IN POSSESSION	4
REGISTRATION NOT IN POSSESSION	2
IMPROPER OPERATION OF MV, ALLO	2
UNSAFE OPERATION OF MV	2
SEAT BELT, FAIL WEAR	3
SPEEDING	16
SPEEDING IN VIOL SPECIAL REGUL	6
INSPECTION/STICKER, NO	8
SAFETY STANDARDS, MV NOT MEETI	1
LICENSE REVOKED AS HTO, OPERAT	2
LICENSE SUSPENDED, OP MV WITH	26
LICENSE SUSPENDED, OP MV WITH,	1
NUMBER PLATE VIOLATION TO CONC	5
REGISTRATION SUSPENDED, OP MV	8
LEAVE SCENE OF PROPERTY DAMAGE	17
NEGLIGENT OPERATION OF MOTOR V	9
RECKLESS OPERATION OF MOTOR VE	2
UNINSURED MOTOR VEHICLE	11
LIGHTS VIOLATION, MV	2
UNREGISTERED MOTOR VEHICLE	8
SNOW/REC VEH UNREGISTERED	2
POSSESSION OF ONE OUNCE OR LES	10
TOTALS	509

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 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
Chief of Police

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FIRE DEPARTMENT 2014 Annual Report (Fire and Ambulance Departments)

Visit us at www.westminster-ma.gov/fire



This past year we saw a lot of changes to the Fire Department. The retirement of Chief Brent MacAloney in January brought the largest change. Brent served the town for over 45 years. The amount of knowledge that he had for both firefighting and local history about the town will be hard to fill. The commitment that he gave to the town for all those years will be greatly missed. I would like to personally thank him for the leadership and guidance he gave throughout my career and his dedication to the department.

I took over the department upon Brent's retirement in an acting role. I went through the town's application period and was chosen Chief in March. Through the transition to chief, I can only say thank you to the members of the department for their support. The support I have received from all the town departments has made the transition very easy. I will continue to work with the other departments and boards to keep a strong relationship for the good of the department.

As we move forward as a Fire Department, our biggest struggle will remain the recruitment and retention of call firefighters. We are able to attract recruits; however, our greatest difficulty is retaining them after they are trained. The time commitment required to be a call firefighter continues to increase and is greater than ever. We find that people's lives are very busy and the addition of becoming a call firefighter is not sustainable for them. Without call firefighters to supplement our department I will have to hire more full-time people to be able to maintain the level of service the town wants.

As you review my report of the department you can see that the department is more than just a Fire Department. The number of services that we are able to deliver spans more than just responding to calls. The department is involved with many other items to better serve the community. The dedicated employees of the department are committed to exceptional service.

Permits and Compliance 2014

Permit Type	Occurrences	Percentages
Burning Permits	245/513	37.0%
Alarm System	1	0.2%
General Permit (FP 6)	59	8.9%
Installation or Alteration of Fuel Burning Equipment	44	6.6%
Smoke Detectors and Carbon Monoxide Alarms	177	26.7%
Storage Tank Removal and Transportation	2	0.3%
Tank Truck	1	0.2%
Maintain/New Underground Storage Tank	2	0.3%
Plan Review	25	3.8%
Safety Inspections	55	8.3%
Fire Drills	11	1.7%
Miscellaneous	40	6.0%
Total	662	100.0%

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Type of Incident	Number of Type	Percentage
Fire, other	3	0.3%
Building fire	6	0.5%
Fires in structure other than in a building	1	0.1%
Cooking fire, confined to container	1	0.1%
Chimney or flue fire, confined to chimney or flue	5	0.4%
Incinerator overload or malfunction, fire confined	1	0.1%
Fuel burner/boiler malfunction, fire confined	1	0.1%
Mobile property (vehicle) fire, other	1	0.1%
Passenger vehicle fire	2	0.2%
Road freight or transport vehicle fire	1	0.1%
Off-road vehicle or heavy equipment fire	1	0.1%
Brush or brush-and-grass mixture fire	8	0.7%
Grass fire	1	0.1%
Outside rubbish fire, other	1	0.1%
Outside rubbish, trash or waste fire	1	0.1%
Overpressure rupture from air or gas, other	1	0.1%
Excessive heat, scorch burns with no ignition	2	0.2%
Rescue, EMS incident, other	9	0.8%
Medical assist, assist EMS crew	28	2.5%
Emergency medical service incident, other	12	1.1%
EMS call, excluding vehicle accident with injury	454	40.2%
Motor vehicle accident with injuries	44	3.9%
Motor vehicle accident with no injuries	63	5.6%
Search for lost person, other	1	0.1%
Search for person on land	1	0.1%
Extrication, rescue, other	1	0.1%
Extrication of victim(s) from building/structure	1	0.1%
Extrication of victim(s) from vehicle	1	0.1%
Electrocution or potential electrocution	1	0.1%
Rescue or EMS standby	1	0.1%
Hazardous condition, Other	7	0.6%
Combustible/flammable gas/liquid condition, other	1	0.1%
Gasoline or other flammable liquid spill	1	0.1%
Gas leak (natural gas or LPG)	11	1.0%
Carbon monoxide incident	9	0.8%
Electrical wiring/equipment problem, other	7	0.6%
Power line down	7	0.6%
Arcing, shorted electrical equipment	5	0.4%
Vehicle accident, general cleanup	8	0.7%
Explosive, bomb removal	1	0.1%
Service Call, other	18	1.6%

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Person in distress, other	1	0.1%
Lock-out	74	6.6%
Water problem, other	1	0.1%
Water evacuation	1	0.1%
Water or steam leak	1	0.1%
Smoke or odor removal	2	0.2%
Animal rescue	2	0.2%
Public service assistance, other	6	0.5%
Assist police or other governmental agency	3	0.3%
Public service	3	0.3%
Assist invalid	8	0.7%
Unauthorized burning	6	0.5%
Good intent call, other	30	2.7%
Dispatched & canceled en route	20	1.8%
Steam, other gas mistaken for smoke, other	1	0.1%
Smoke scare, odor of smoke	20	1.8%
Smoke from barbecue, tar kettle	1	0.1%
EMS call, party transported by non-fire agency	1	0.1%
HazMat release investigation w/no HazMat	1	0.1%
False alarm or false call, other	4	0.4%
Central station, malicious false alarm	2	0.2%
Bomb scare - no bomb	1	0.1%
System malfunction, other	46	4.1%
Sprinkler activation due to malfunction	12	1.1%
Smoke detector activation due to malfunction	11	1.0%
Alarm system sounded due to malfunction	28	2.5%
CO detector activation due to malfunction	5	0.4%
Unintentional transmission of alarm, other	8	0.7%
Sprinkler activation, no fire - unintentional	4	0.4%
Smoke detector activation, no fire - unintentional	11	1.0%
Detector activation, no fire - unintentional	3	0.3%
Alarm system activation, no fire - unintentional	26	2.3%
Carbon monoxide detector activation, no CO	13	1.2%
Lightning strike (no fire)	1	0.1%
Severe weather or natural disaster standby	1	0.1%
Special type of incident, other	5	0.4%
Citizen complaint	5	0.4%
TOTAL	1128	100.0%

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Personnel

Full-Time Staffing – With the retirement of the Fire chief we were able to promote from within the department a new Chief and Captain. This allowed for a hire of a new firefighter paramedic to replace the open position. We currently have 6 fulltime firefighters maintaining 24/7 coverage with 2 firefighters. We use call and per diem members to keep the cost of coverage down. As it becomes harder to fill the shifts from lack of call firefighters, it will be necessary to hire more full-time firefighters. The shifts are rotating 10 hour days and 14 hour nights in four groups (2 in 2 groups and 1 each in 2 groups). In addition to the full-time firefighters, there is a full-time Fire Captain, Chief, and Department Administrator who work weekdays.

On-Call Firefighters – We ended the year with 13 on-call firefighters. Of those 13, two are full-time employees of the DPW. Two additional on-call firefighters work in town and when available are able to respond to calls. The remaining on-call firefighters work out of town and are not able to respond to calls while at their employment. The recruitment and training of additional on-call firefighters is essential to the future of the department. The shortage of on-call personnel is not unique to Westminster and continues to be the biggest struggle facing fire departments our size nationally.

Call Firefighter Recruitment - Residents 18 years of age and over 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 9 Per-Diem firefighters who are firefighters that do not live in Westminster. These firefighters work shifts for our department and do not respond to calls during off hours. The reason for Per-Diem firefighters is that we do not have a 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 fire department drills each year. Many of these drills include refreshers which are mandatory to keep firefighters certifications current. Due to budget cuts, the fire department continues to offer 12 trainings, down from 24 trainings a year. Each year we see the demands of the fire service continue to grow and evolve; however we are struggling to keep our firefighters current to these changes with 12 training sessions a year. The restoration of a training schedule with 24 trainings a year would provide the fire department the ability to ensure that the firefighters are current to changes placed on the fire service.

NIMS Compliance

The Fire Department currently complies with the NIMS Training requirements.

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Service Delivery

The Fire Departments goal is to provide the best possible 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.

Emergency Medical Services

Pvt. Phil d'Entremont

Over the last year the fire department has responded to 617 medical related calls. This includes MVA's general medicals and services calls.

We continue to have highly trained paramedics working 24 hours a day 365 days a year. All of these paramedics have received the latest training in pre-hospital care and represent the highest level of pre-hospital care available.

This past year we were able to purchase two Lucas2 CPR machines. Since September when they were placed in service they have been used seven times with one life saved. These machines allow for effective consistent chest compression, do not get tired and are able to continue non-stop CPR when the patient is being carried to our ambulance.

Ambulance Statistics 2014:

Total requests for EMS	617 (54% of total FD calls)
ALS/BLS	BLS – 26%, ALS – 74%
Total WFD Transports	442

Ambulance Budget – The budget that is voted on at the annual town meeting covers labor, equipment and supply costs to run our paramedic ambulance service. The revenue generated from transport returns to the ambulance account and this money is used to fund the service. The upcoming year we will be replacing Ambulance 1. Since the start of the service in 2002 we have been able to provide the best service to the community without tax payer money through the use of ambulance receipts.

On-call EMT's – We currently have two on-call EMT's that assist with ambulance coverage. These EMT's respond to medical calls and fire incidents to provide medical assistance. We continue to recruit people to assist us with the delivery of EMS.

Anyone 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.

Fire Prevention, Suppression and Response

Fire Alarm/Monitoring – The department continues to grow the wireless network to provide a very reliable system for business and residents to report alarms directly to the station. The technology has allowed us to know what specific device is in alarm prior to leaving the station.

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Technical Rescue – The State of Massachusetts is working to bring regional rescue teams to each district. Financially, it is difficult to provide equipment and training for every type of technical rescue that each community faces. These teams provide the ability to share resources resulting in less of a burden on the town. As the teams and training continue to roll out we will be participating in the process.

Fire Investigation - The Westminster Fire Department investigates all fires in accordance with Massachusetts Laws. With the retirement of one investigator, it is important to train new people in investigations. The department continues to partner with the Westminster Police Department and the State Fire Marshal office to investigate all fires fully.

Fire Prevention

Captain Kyle Butterfield

Prevention activities are a major focus for the department. Not only help reduce property loss and injuries, but also includes the development of the personal interaction between the community and the fire service. In an effort to improve the quality and consistency of inspections, the State has created a credentialing process for Fire Inspectors. Chief Nivala has been at the forefront of this change working with others in the State to bring this program to completion. All of our current full-time firefighters have been credentialed to the Fire Prevention Officer – Basic level. In addition, three other full-time staff has been credentialed to the Fire Prevention Officer Level 1, which is the highest credential available. January 1st, 2015 Massachusetts will adopt NFPA 1 replacing 527 CMR as the fire code for the Commonwealth. Members of the department continue to attend training to meet this change.

Fire Prevention activities in the department include residential commercial, and industrial building plan review, residential smoke and carbon monoxide detector inspections, oil burner inspections, LP storage inspections, blasting permitting, flammable storage permitting, commercial, industrial, and industrial inspections, Senior Citizen safety awareness, preschool and daycare fire education programs, and school age fire education programs. These activities serve as a comprehensive program to reduce the risks associated with fire within the community.

SAFE

Pvt. Clay Landry

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 Westminster Elementary and Meetinghouse School and also involves using the SAFE Trailer available from the Fire District and other classroom activities.

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

The SAFE Program is developmental in that it builds on the knowledge that is instilled in the children each consecutive year as the children participate. In later years, the children generally know the basics of personal, family and home safety. We have received the FY15 SAFE Grant from the State for a total of \$7,218. \$4,423 has been allocated for the SAFE program with the remaining \$2,795 to be used for the newly developed Senior SAFE program.

The Fire Department is a member of the Massachusetts State-Wide Coalition for Juvenile Fire Setter 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. This year the fire department will be working with the senior center to develop a home inspection program for seniors. The goal of these home inspections will be to identify hazards in the home and to make sure the seniors are in compliance with the latest smoke and carbon monoxide laws. If you are interested in a home inspection contact the senior center director or call the fire department.

Over the year we have worked with many businesses in the community performing inspections and assisting with answering questions. We look to develop corporative relationships with businesses to assist them with their safety programs, such as fire extinguisher training, participating in safety drills, and assisting with emergency preparedness. Businesses interested in available programs are asked to contact the fire prevention office for available programs.

This year the fire department held an open house at the fire station. The event was well attended. Those that attended were able to see how effective a residential sprinkler system is. This was demonstrated through the use of a side by side prop made by members of the fire department. Two rooms were made identical to each other. One had a residential sprinkler and the other did not. The room without the sprinkler flashed over in approximately 7 minutes and the room was a total loss. The residential sprinkler activated 20 seconds into the fire and there was minimal damage to the room. Residential sprinklers can and will save lives!

Specialized Community Services

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

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department. Due to the recent Eastern Equine Encephalitis (EEE) findings in our town, the bon fire was cancelled due to the concern for public safety on the advice of the Board of Health. We do not anticipate this event being cancelled in the future.

Event Planning – The department continues to participate in community events. We review proposed events for code compliance and EMS needs. If you are having an event and would like us to assist in planning, please contact us.

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.

Department Equipment

Fire Equipment - All hose is tested yearly and in the event it fails to pass it is repaired or removed from service. Fire pumps as well as Fire Ladders have been tested and certified to meet original specs. SCBA along with the compressed air we put in the bottles is also tested each year.

Ambulance 1- (A1) (2007 Ford Ambulance) Horton. It is scheduled to be replaced in FY16. The vehicle is starting to show its age and repairs continue.

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 good condition although in need of corrosion mitigation. In FY16 we will be conducting some corrosion repair to extend the life of 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 3- (E3) (2013 Class A pumper/rescue) KME. E3 was purchased this year and it carries 1000 gallons of water and has a Class "A & B" foam system that increases the effectiveness of both normal combustible and oil-based fire suppression. This vehicle is a combination vehicle having replaced both Rescue 1 and Engine 4 functionality. The need for a single vehicle has come out of lack of on-call Firefighters. Having one vehicle provides for better utilization of personnel and more efficiency of service delivery.

Tower 1- (T1) (2005 Ladder Truck) KME 95 ft aerial ladder with tower bucket and 300 gallons of water and 2000 GPM pump.

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 Chief vehicle and is designed to be an emergency response vehicle and the primary command vehicle at major

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incidents. Car 2 and is designed to be an emergency response vehicle and the secondary command vehicle when the Car 1 is not available. Car 3 Utility pickup with a plow. Car 1 was planned for replacement in FY15 but extended to FY16.

Radio Equipment- This year the department applied for a Federal grant to replace all mobile and portable radios. If the grant is approved we will be able to have all new digital radios and be compatible with new requirements of the federal government. We hope to hear over the summer of 2015 if we are awarded the grant.

Breathing Apparatus- With the support of the Town at the annual town meeting we were able to secure the funds to purchase new breathing apparatus for the firefighters. The purchase was made and the new SCBA's were put in service in November. The new SCBA's have a life expectancy of 15 years. These units meet the latest safety requirements of the industry.

Station:

The Board of Selectmen reappointed a public safety building needs committee. Since this building was built in the 1990's, we have been in need of space. Although garage space is better because of our reorganization of apparatus, the general building space is limited. Twenty years ago we did not have 24/7 coverage here in the station. We hope over the next couple of years we will be able to find a solution that works for us and the Town.

Contact Information:

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

Phone: 978-874-2313, Dispatcher Ext 0, Chief Nivala Ext 230, Karen Long, Administrator Ext 231
Fire Prevention Capt. Butterfield Ext 232

E-mail: firechief@westminster-ma.gov

Web page: http://www.westminster-ma.gov/Pages/WestminsterMA_Fire/index

General:

As you can see from the above report, our department is growing and involved in many activities. Being able to continue to accomplish these items we need to have an active call firefighter force. Without them, we cannot continue to respond and perform at our highest level. If you or anyone you know is interested in becoming a call firefighter, please contact my office.

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. If you wish to make a donation, please contact the Fire Chief. Thank you.

Respectfully Submitted,

Chief Kevin D. Nivala

EMERGENCY MANAGEMENT 2014 Annual Report



Overview:

This past year saw the retirement of Chief Brenton MacAloney. I wish to thank him for his years as emergency management director. He led us through several major weather events, such as the 2008 Ice Storm and several major snow and hurricane storms. He was responsible to recover through federal reimbursement large amounts of money that were used to cover the town's costs. Below are some of the projects that he had started that are still in the works to be completed.

Emergency Preparations

Pending Completion:

- 2011 Funds were voted at Town Meeting to install a generator at the Meetinghouse school. The school has not provided a date for completion.

Completed:

- Improved Wi-Fi for public safety and town hall.
- Sent out a number of R911 messages using our Code Red System.
- Generator has been installed in the Town Hall within a few months it will be operational.
- Improved equipment in EOC.

Radio/Communication equipment recommendations

- 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

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

I have been working over the past year to update this plan. This takes a large amount of time to do. I only allow a limited amount of time to work on this.

Accomplishments

The following are examples of activities over the last year:

1. Participated in regular EBOLA updates with the State.
2. Regular meetings with between EMD and Deputy EMD
3. Emergency Management personnel responded or monitored emergencies over the last year, including weather events and other smaller emergencies.
4. Emergency Management personnel participated in assisting planned events such as the school evacuation drill, and Board of Health hearing on tobacco.
5. Maintained mutual aid agreements with surrounding towns for Fire and EMS services if needed.
6. Participated in utility emergency planning meetings.
7. Continued to provide Code Red alerts.
8. Maintained communication with State Agencies associated with the HHAN Emergency Notification Network.
9. Answered public questions on emergency preparedness.

Personnel

In addition to the Emergency Management Director, Emergency Management has the following volunteer positions: 1 Deputy Emergency Management Director 5 EM members. Emergency Management continues to seek out interested residents that have time, self-initiate, take training and become part of the Emergency Management team.

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 a 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
 - 1 mobile dual-band 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.

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- 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.

Training

The Federal Government via the State 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:

The Town of Westminster uses a system to relay important information to its citizens. The system is known as CODE RED. This system allows you to sign up on your own and manage how you want to be notified. Visit the Town of Westminster's web page to sign up. You can also download an app for your smartphone.

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.

People should take the time to prepare themselves for emergencies that could happen. If you visit the FEMA web page there are guidelines for how to make a home kit for emergencies and to be self-supporting for 72 hours.

Should anyone have questions about preparedness please contact us at the fire station.

Respectfully Submitted,

Kevin D. Nivala, Emergency Management Director

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DEPARTMENT OF PUBLIC WORKS 2014 Annual Report

HIGHWAY DEPARTMENT

The total snowfall for the 2013/2014 winter season was 75.5-inches. There were 37 storms, 26 snow related, 5 snow/rain mix related and 6 ice related. The heaviest snow fell on February 13 & 14, 2014 which produced 12.0" of heavy wet snow.

A combination of Massachusetts Chapter 90 State Aid, Winter Rapid Recovery Road Program and Town Funds were used to accomplish the following:

Guardrail Installed

Stone Hill Road – 246 feet

Berm installed

Depot Road – 765 feet, Overlook Road – 163 feet

Full-Depth Reclamation

Bacon Street (Main Street to Elliott Street)

Depot Road

Elliott Street

Overlook Road (House #82 to end)

Pleasant Street

Paving

Bacon Street (Main Street to Elliott Street) – 1,270 feet, 2 ½-inch binder

Bathrick Road (Town Farm Rd. to House #170) – 500 feet, 1 ½-inch overlay

Depot Road – 3,400 feet, 2 ½-inch binder and 1 ½-inch top

Elliott Street – 1,360 feet, 2 ½-inch binder

Hanks Hill Road – 730 feet, Shim and 1 ½-inch overlay

North Common Road (Oakmont Ave. to Town Farm Rd.) – 1,440 feet, 1 ½-inch overlay

Overlook Road (House #82 to end) – 3,100 feet, 2 ½-inch binder

Pleasant Street – 735 feet, 2 ½-inch binder

Stone Hill Road – 2,240 feet, 1 ½-inch overlay

Syd Smith Road – 400 feet, 1 ½-inch overlay

Town Farm Road – 6,900 feet, 1 ½-inch overlay

West Princeton Road – (Davis Rd. to Worcester Rd.) 2,400 feet, 1 ½-inch overlay

Pavement Management Update

Road surveys were performed on Town Roads

Cracksealing

Roads that were cracksealed: Academy Hill Rd., Blueberry Ln., East Gardner Rd., Leominster St., North Common Rd., Newcomb Rd. and Town Farm Road

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Drainage Improvements

Bacon Street – 30 feet 10-inch High-density polyethylene (HDPE) pipe
Bacon Street – 120 feet 8-inch High-density polyethylene (HDPE) pipe
Elliott Street – 320 feet 10-inch High-density polyethylene (HDPE) pipe
Knower Road – 33 feet 10-inch High-density polyethylene (HDPE) pipe
Overlook Road – 50 feet 8-inch High-density polyethylene (HDPE) pipe
Overlook Road – 233 feet 6-inch High-density polyethylene (HDPE) pipe
Willard Road – 160 feet 12-inch High-density polyethylene (HDPE) pipe

Catch Basin/Manhole - Repaired/Replaced/Adjusted

Depot Rd. – 7 catch basins repaired/adjusted and 4 manholes repaired/adjusted, East Gardner Rd. – 1 manhole repaired/adjusted, Elliott St. – 1 new catch basin, Ellis Rd. – 2 catch basins repaired/adjusted, Knower Rd. – 1 drop inlet repaired/adjusted, Nichols St. – 2 catch basins repaired/adjusted, North Common Rd. – 1 catch basin repaired/adjusted and 1 manhole repaired/adjusted, Overlook Rd. – 1 new catch basin and 7 catch basins repaired/adjusted, Scenic Dr. – 1 catch basin repaired/adjusted, Stone Hill Rd. – 2 catch basins repaired/adjusted and 10 manholes repaired/adjusted, Town Farm Rd. – 9 catch basins repaired/adjusted and 9 manholes repaired/adjusted, West Main St. – 1 new catch basin, Willard Rd. – 2 new catch basins, Village Inn Rd. – 1 catch basin repaired/adjusted

Traffic Line Markings

Academy Hill Rd., 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. and Wyman Rd.

Crosswalk and Stop Bar Markings

Academy Hill Rd., Adams St., Bacon St., Bolton Rd., Brooks Ave., Carter Rd., Church St., East Gardner Rd., Eaton St., Elliott St., Frog Hollow Rd., Knower Rd., Kurikka Pl., Main St., Marshall Hill Rd., Mile Hill Rd., Minott Rd., Narrows Rd., Nichols St., Notown Rd., Oakmont Ave., Overlook Rd., Pleasant St., South St., West Main St., West Princeton Rd., Woodland Dr., Worcester Rd. and 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., Andrea Ln., Bacon St., Barrel Rd., Bathrick Rd., Battles Rd., Bean Porridge Hill Road,, Bolton Rd., Bragg Hill Rd., Carpenter Ln., Church St., Curtis Rd., Davis Rd., Dean Hill Rd., Depot Rd., East Rd., Ellis Rd., Fred Smith Rd., Frog Hollow Rd., Gatehouse Rd., Goodridge Dr., Hager Park Rd., Hanks Hill Rd., Harrington Rd., Kendall Ct., Knower Rd., Leominster St., Mark Newton Rd., Marshall Hill Rd., Meetinghouse Ln., Merriam Rd., Mile Hill Rd., Minott Rd., Narrows Rd., Newcomb Rd., Newton Rd., Nichols St., North Common Rd., Notown Rd., Oakmont Ave., Old County Rd., Old Worcester Rd., Overlook Rd., Patrica Rd., Roper Rd., Fitchburg Rd./Route 31.,Sargent Rd., Scenic Dr., Shady Ave., Simplex Dr., South St., South Ashburnham Rd., Spruce Rd., Stone Hill Rd., Sunset Rd., Town Farm Rd., Turnpike Rd., Village Inn Rd., Washington Dr., Waterman Ln., West Main St., West Princeton Rd., Whitmanville Rd., Willard Rd., Wilson Dr., Woodland Dr., Worcester Rd. and Wyman Rd.

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Other Items/Work

- A 2014 Ford F-350 Pickup with Plow was purchased this year.
- A 2015 Ford F-350 Pickup was purchased this year.
- The combination sander/dump body was replaced on the 2005 Mack 10-wheel dump truck this year.
- A 2014 Falcon 4-ton Asphalt Hot Box & Recycler Trailer was purchased this year.
- The rear roof at the Public Works Department was re-shingled this year.

WATER DEPARTMENT

There were 13 new services connected to the distribution system during the year. The number of service connections is now 1,216.

Daily water analyses for chlorine, fluoride and turbidity levels were all 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 3 water main repairs and 3 service leaks/repairs during the year.

There were 4 hydrants replaced, 2 repaired and 1 added to the system during the year.

Water Consumption Data

MONTH	GALLONS	MONTH	GALLONS
January	9,743,099	July	13,370,377
February	8,696,366	August	13,138,526
March	10,054,788	September	11,648,713
April	10,078,590	October	11,304,256
May	11,957,791	November	10,149,107
June	13,603,206	December	9,806,000

TOTAL 2014 CONSUMPTION = 133,550,819 GALLONS

Average Daily Consumption =	365,893 gallons	
Largest Daily Consumption =	May 16, 2014	696,917 gallons
Largest Weekly Consumption =	June 15 – 21, 2014	3,349,654 gallons

Water Department Comparative Table

CALENDAR YEAR	TOTAL (GALLONS)	LARGEST DAY (GALLONS)	LARGEST WEEK (GALLONS)
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
2012	147,622,267	802,428	4,653,740
2013	132,050,533	784,331	3,400,532

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Other Items/Work

The water main on Bacon Street (Main Street to Elliott Street) was replaced this year.

SEWER DEPARTMENT

There were 9 new services connected to the collection system during the year. The total number of service connections is now 747.

There were 4 residential grinder pumps repaired and 3 residential grinder pumps replaced during the year.

During the year, 71,024,870 gallons of sewerage passed through our system and into the City of Fitchburg collection system.

Sewer Use Comparative Table

CALENDAR YEAR	GALLONS TO FITCHBURG
2009	71,987,743
2010	67,695,455
2011	60,721,768
2012	40,718,876
2013	65,534,070

SOLID WASTE DEPARTMENT

2,379 tons of Municipal Solid Waste (MSW) was generated at the Drop-Off Center during the year.

Solid Waste Comparative Table

CALENDAR YEAR	TONS OF MSW
2012	2,157
2013	2,370

626 residential vehicle sticker permits were issued during the year.

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

484 drop-off permits to dispose of special fee items were issued totaling \$9,682.00.

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Drop-Off Permit Comparative Table

MONTH	DROP-OFF PERMITS ISSUED				
	FREON ITEMS	TIRES	MATTRESS	PROPANE TANKS	CRT's (TV's)
JANUARY	3	3	12	-	17
FEBRUARY	3	-	10	1	13
MARCH	2	-	13	-	10
APRIL	3	6	14	5	10
MAY	4	3	17	3	8
JUNE	7	1	11	1	16
JULY	16	14	22	5	14
AUGUST	7	-	9	1	8
SEPTEMBER	18	7	30	3	10
OCTOBER	12	4	26	3	10
NOVEMBER	4	6	15	1	10
DECEMBER	3	5	12	-	13
TOTALS	82	49	191	23	139

RETIREMENTS

The Department of Public Works would like to recognize and thank Richard “Rick” Langelier and James “Jim” Barrett for their years of service to the Town. Rick worked for 31 years and Jim 23 ½ years with the Highway Department. On behalf of the Town, the Department would like to wish Rick, Jim and their families all the best in their retirement endeavors and we thank them for all the contributions and the years of service made towards the Town.

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

Joshua S. Chapman
Water/Sewer Foreman

Town of Westminster 2014

BUILDING DEPARTMENT 2014 Annual Report

PURPOSE OF PERMIT	# OF PERMITS	CONSTRUCTION VALUE
Residential		
One family dwellings	40	\$ 9,461,868.00
Two family dwellings	1	418,960.00
Additions & alterations	142	3,659,334.01
Garages	6	190,900.00
Accessory buildings	11	402,907.00
Swimming pools	5	33,775.00
Non-residential additions/alterations	1	80,000.00
Demolition	7	-----
Other	53	173,386.00
TOTAL	<u>266</u>	<u>\$14,421,130.01</u>

FEES COLLECTED IN Calendar Year 2014

Building permits	266	\$ 132,282.50
Plumbing/Gas permits	261	22,990.00
Wiring permits	236	28,266.24
Other fees	17	2,330.00
TOTAL	<u>780</u>	<u>\$ 185,868.70</u>

The Building Department has continued to update its web page on the Town's website at: www.westminster-ma.gov. When on the Town's Home Page, click on "Departments" then on "Building & Zoning Enforcement" and check out all the features and links. Some of the features are "Frequently asked questions", "Permit application forms" and much more.

We are in the Eighth Edition (for residential construction) (IRC) State Building Code, also known as the International Residential Code for One and Two-Family Dwellings approved on February 4, 2011. Permit applicants and all permit holders must have a current copy of the building code in their possession. Also, regarding the new code, the town adopted the State's Stretch Energy Code at the fall Town Meeting and it became effective as of July 1, 2012. This was done through the efforts of the Energy Advisory Committee to help the town qualify as a "Green Community". This status helps the town in their efforts to obtain both Federal and State aid assistance. ALL contractors building new homes and additions need to follow the requirements of the Stretch Code and submit with their plans, on completion, a copy of the HERS RATING.

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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 all structures including low voltage wiring. And permit must be obtained by a Licensed & Insured Electrician. Further, any proposed plumbing or gas fitting must also be completed under the respective permits and all work must be done by a Massachusetts licensed & Insured plumber. Permit applications should be submitted prior to beginning the proposed work. These codes are for your protection; please contact this department with any questions or if you propose to do any work as defined above. Homeowners must also be reminded to test all smoke and carbon monoxide detectors monthly and should have them replaced with new ones every 5–8 years.

Lastly, please remember that “Pellet and Wood Stoves” require a building permit and need to be inspected so that a certificate for your insurance company can be issued. This is for your own safety.

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

The Commissioners hours are: Monday, Wednesday & Thursday 11:30 a.m. - 4:30 p.m. and Tuesday 10 a.m. - 1:00 p.m. (Fridays Unavailable).

Respectfully submitted,

Michael A. Gallant
Building Commissioner/
Zoning Enforcement Officer



TOWN PLANNER / PLANNING BOARD REPORT 2014 Annual Report

INTRODUCTION

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

Jon Wyman, chairman	2015
Marie Auger, vice chairman	2017
Michael J. Fortin, clerk	2017
Jay Shenk	2016

The Planning Board continued holding twice monthly public meetings on the second and fourth Tuesday night of each month. The Planning Board is responsible for reviewing and approving divisions of land either through the Subdivision Plan Approval process and the Approval Not Required (ANR) process under Massachusetts General Laws Chapter 41. The Planning Board also reviews and approves new commercial, industrial, institutional and multi-family residential development projects through the Site Plan Approval process. The Planning Board is also the Special Permit Granting Authority (SPGA) for cluster residential developments, wind power facilities, medical marijuana dispensaries, adult uses and earth removal/placement of fill.

Members of the Planning Board also participate in the Town's Master Plan Committee, Open Space Committee, and as delegates to the Montachusett Regional Planning Commission (MRPC), the Steering Committee for MRPC's Wachusett Corridor Smart Growth Study, and the Montachusett Region's Joint Transportation Committee.

Town Planner Stephen Wallace enters his fourth year on the job. The Town Planner assists the Planning Board with its review of all development plans under the Board's jurisdiction. The Planner is also responsible for preparing and maintaining the Town's Community Master Plan, and coordinating the Town's economic development activities. The Planner also assists the Open Space Committee with the updating and maintenance of the Town's Open Space & Recreation Plan. Other Town Planner duties include preparing grant applications and long-range planning studies, representing the Town in State and regional planning initiatives, and working on special projects assigned by the Board of Selectmen and Planning Board.

DEVELOPMENT OVERVIEW

The Planning Board dealt with the following development projects during 2014:

- The Board approved a site plan for Dig & Pour LLC that will result in a new business and completion of the infrastructure and roadway for the Rowtier Drive industrial park.
- The Planning Board was able to resolve outstanding issues for two previously approved subdivisions: Rebanna Road and the Village at Old Mill.
- The Board approved site plans for two ground-mounted solar installations: 68 State Road West and 345 South Ashburnham Road.
- The Planning Board approved a site plan for an expansion of the Bread of Life Church at 22 State Road East.

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- In November and December, the Planning Board received updates on three outstanding projects: the Westminster Business Park, Dig & Pour at Rowtier Drive, and the Village at Old Mill.

APPROVAL NOT REQUIRED PLANS

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

The following ANR plans were endorsed in 2014:

- Plan for Ray-Tek Construction (three new lots) for property located on Bean Porridge Hill Road.
- Plan for Rona Goodman (adjustment of lot lines) for property located on South Shore Road.
- Plan for Wayne & Julia Morse and Howard Blanchard, 11 Lanes Road (lot line adjustment and land swap).
- Plan for Andre Ouellet, 61 Bathrick Road (one new lot).
- Plan for Jason Arcangeli, 96 North Common Road (one new lot).
- Plan for JP Dell LLC, Bean Porridge Hill Road (four new lots).
- Plan for BRNG LLC, one new lot with frontage on Cross Road.
- Plan for BRNG LLC, two new lots, one with frontage on Cross Road and the other on Minott Road.
- Plan for Edward Snyder, 51 Lanes Road (one new lot).
- Plan for Nancy Hodge, 36 Spruce Road (one new lot).
- Plan for Mutual Builders on behalf of Seth Terrell for property on Sunset Road (one new lot).

GRANTS & RESEARCH

- The Town received a Downtown Technical Assistance grant from DHCD for the purpose of conducting a Town Center design workshop. Held on a Saturday morning in April, this workshop was well attended and gave the Board some good ideas on how to plan for the future of Westminster's Town Center.
- The Town Planner prepared an analysis of tax delinquent properties, evaluating them for potential municipal use.
- Working with the Department of Public Works, the Town Planner conducted research on a possible grant/loan application from the federal Rural Development program that would help the Town address its sewer capacity issue.
- The Town Planner continues to research suitable grant opportunities and passes them on to relevant departments.

LONG-RANGE PLANNING

- Under the auspices of the Planning Board, the Master Plan Committee completed updating the Town's Master Plan (the last Master Plan was completed in 2000). Our citizens voted to accept the 2014 Master Plan at the Special Town Meeting held in November, and the Planning Board voted to adopt the Master Plan in December. Implementation of the Plan's

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recommendations will begin in 2015 through a newly formed Master Plan Implementation Committee.

- In 2014, the Montachusett Regional Planning Commission (MRPC) completed its Smart Growth Corridor Study for the area surrounding the new MBTA Wachusett Station in Fitchburg. The Planning Board will monitor the Plan's implementation in Westminster.
- The Town Planner continues to serve as a member of the Montachusett Region Comprehensive Economic Development Strategy Committee.

ANNUAL TOWN MEETING MAY 3, 2014

The Board prepared a Medical Marijuana Dispensary Bylaw that was adopted at the May Annual Town Meeting. Such facilities are now allowed in our Industrial districts by Special Permit from the Planning Board.

SPECIAL TOWN MEETING NOVEMBER 18, 2014

The Planning Board brought three zoning proposals to the Special Town Meeting in November, all of which were approved by the voters:

- Housekeeping amendments to the Zoning Bylaw's Special Permit provisions.
- Adding the State's definitions for the various types of Kennels to the Zoning Bylaw's Definitions section.
- Adding a non-criminal disposition option to the Zoning Bylaw's Enforcement provisions.

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,

Stephen Wallace
Town Planner

MASTER PLAN UPDATE COMMITTEE REPORT 2014 Annual Report

INTRODUCTION

In 2014, the Master Plan Committee continued with the work it began back in September of 2011: updating the Town's Master Plan, which was last updated in 2000. Much has changed since the last Master Plan and the Town's policy makers recognize the need to revise its long-range plan to reflect the new realities facing Westminster.

The Master Plan Committee also worked jointly with the Open Space Committee to prepare the Open Space & Recreation Chapter and held an open space public forum in March. The Open Space & Recreation Chapter is unique in that it is the only Master Plan chapter that needs to be reviewed and approved by the State in order for the Town to remain eligible for open space and recreation grants. The Town's Open Space & Recreation Chapter received State approval in July.

The Master Plan Committee hosted a well-attended Town Center Design Workshop on a Saturday morning in April, where we received some outstanding input on what our citizens would like the Town Center to look like in the future.

It was announced at the 2014 Annual Town Meeting in May that a full draft of the Master Plan was available for review by the public. The public comment period lasted five months and concluded at the end of October. The Master Plan Committee hosted one last public forum in October to review the Plan's major recommendations.

Our citizens voted to accept the 2014 Master Plan at the Special Town Meeting held in November, and the Planning Board voted to adopt the Master Plan in December. Implementation of the Plan's recommendations will begin in 2015 through a newly formed Master Plan Implementation Committee. The current committee has completed its work and will be disbanded.

The Committee is comprised of the following individuals:

Mike Fortin ~ Planning Board Representative
Jon Wyman ~ Alternate Planning Board Representative
Laila Michaud – Citizen at Large
Richelle Brown ~ Open Space Committee Representative
Heather Billings ~ Energy Advisory Committee & Selectmen's Representative
Dean Johnson – Agricultural Committee Representative
ML Altobelli – Alternate Agricultural Committee Representative
Donna Brownell ~ WEST Representative
Lois Luniewicz, WEST Alternate
Scott Ryder ~ DPW Representative
Mike Gallant ~ Building Inspector
Ted Fiffy – Citizen at Large
Linda Wiest ~ Citizen at Large

The 2014 Master Plan can be found on the Master Plan Committee page on the Town's website (www.westminster-ma.gov). Any questions or comments regarding the 2014 Master Plan may be directed to the Planning Board or Town Planner Stephen Wallace at (978) 874-7414 or swallace@westminster-ma.gov.

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BOARD OF HEALTH 2014 Annual Report

The Board of Health consists of three elected members. Andrea Crete, assumed Chairmanship of the Board in 2014. Ed Simoncini and Peter Munro are the other Board members. The Health Department's current staff is Health Agent, Elizabeth Swedberg, 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, promulgates, interprets and enforces regulations and protects the environment from hazards.

Eastern Equine Encephalitis (EEE)

October 15th, the state veterinarian, Dr. Catherine Brown, informed us that a horse in Westminster had been infected with EEE and died. This raised the EEE risk level in Westminster to "Critical". EEE is a rare but very serious disease caused by a virus spread by mosquitoes. Outdoor evening activities and youth sports events were curtailed to protect our young people. The annual Halloween trick or treating event on Bacon Street was rescheduled from Friday evening to Saturday mid-day. The ban on after dusk activities was lifted after a hard frost occurred the first weekend in November. The Board wishes to thank Eric Dawley, Athletic Director at Oakmont High School, and the town sports league leaders and coaches for their work in rescheduling sports events.

Proposed Tobacco Regulations

The Board proposed Draft Regulations to Prohibit the Sale of Tobacco and Nicotine-delivery products in Westminster with the intent to open a dialog with residents and retail stores of how best to protect our youth from starting tobacco use.

Approximately 500 people attended the Public Hearing held by the Board of Health at the Westminster Elementary School on November 12. The Hearing came to an early close due to the unruly crowd. The Board withdrew consideration of the Draft Regulations on November 19. The Board wishes to thank the police for their presence at the Public Hearing November 12 and the following Board meeting on November 19.

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. In order to sell home-baked and home made goods to the public the state requires a Residential Kitchen permit. The Board of Health issues permits after inspecting a home kitchen and confirming that goods are being produced in a safe and healthy environment and state regulations for food safety are being followed.

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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

Westminster Board of Health continues to be a member of the "The Montachusett Public Health Network" (MPHN), established using Implementation Grant funds from the state. Eleven local cities and towns including Westminster are members. Members of the MPHN share centralized utilization of the Massachusetts Virtual Epidemiological Network (MAVEN) for communicable disease surveillance and case management, by a public health nurse. Other services shared by the communities have included flu clinics, beach testing, and public health nursing. A Community Health Assessment has been completed by the communities which will be used in future planning. The MPHN obtained a grant that paid for a Sharps Collection Kiosk in the police station, and quarterly disposal costs of the sharps. An Opioid Grant to reduce overdoses and fatalities has provided Narcan training for our police and fire departments and the public. The MPHN will continue to develop health promotion and education programs and pursue grants and 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 location is Oakmont High School which would be activated jointly with the Town of Ashburnham. We have used flu clinics the last 4 years to drill (practice utilizing) our EDS sites. These drills have been valuable to ascertain and correct any weak areas in our EDS plans.

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. This fund is sustained through reimbursements from health insurance companies.

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 each year to hold public clinics. For the past 3 years we purchased 150 doses of flu vaccine to supplement the doses received from the state. We held our two major clinics on the same day this year: October 16, 59 doses were administered at the Flu Clinic held at the Senior Center in the morning for seniors and town employees followed by the

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after-school Flu Clinic at Meetinghouse School from 4 to 7 pm. The school clinic was attended by local families and school faculty and staff resulting in 209 doses administered. We held a mini-clinic at the Town Hall for any that had missed the clinics for a grand total of 277 doses of flu vaccine administered 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 2014

Septic Installers	30
Sewage Haulers	13
Motels and Inns	2
Bed and Breakfasts	1
Semi-Public Swimming Pools	1
Semi-Public Beaches	2
Selling Tobacco	8
Funeral Homes	1
Emergency Beaver Trapping Permits	12
Outdoor Hydronic Heater	0
Recreational Summer Camps	2

FOOD PERMITS ISSUED

Food Service/ Restaurants Permits	38
Temporary Food Event Permits	27
Residential Kitchen/Farmers Mkt. Permits	17
Mobile unit permits	5
2014 Total food permits	87

WELLS AND SEPTIC SYSTEM APPLICATIONS RECEIVED

Septic systems servicing new construction and repairs	46
Private Well installations	28
Deepening Well	0

TITLE 5 INSPECTIONS

Inspections witnessed by agents	65
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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. In 2014 we did not exceed the limit. The beach remained open on the weekends from Labor Day thru Columbus Day.

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 and/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. Whenever prepared foods are served at outdoor events special precautions must be taken to ensure food safety

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. 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	2013: \$1,431,949.05
2004: \$ 858,045.33	2009: \$1,571,190.60	2014: \$1,581,454.04

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Solid Waste Committee

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. 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 2015.

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. No liquid medications or sharps please.

Sharps Collection Program

Through a grant from the MPH/N a Sharps Collection Kiosk is now located in the police station lobby. Empty sharps containers are available at the police station and in the Board of Health office to fill and dispose of in the Sharps Kiosk.

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 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 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.

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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.

Monitors

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

RABIES CLINIC

The Board of Health sponsored one Rabies Clinic this year, held at the Wachusett Animal Hospital and Pet Retreat, March 2 (the first Saturday in March, as has been the tradition). 33 cats and 71 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 Smoke-Free Work Place Law.

The following is the 2014 summary of Alliance services:

Inspectional Staff:

Joan Hamlett/ Rick Saudelli/Eric Jack

Tobacco Permits

Total Number of Tobacco Permits Issued:	8
Number of Store/Merchant Permits (inspected)	8
Number of Vending Machine Permits	0
Revenue brought in by Tobacco Permits @ \$150 a piece	\$1,200.00

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

We will continue conducting youth access checks based on any local complaints or as directed by DPH. We conducted one youth access inspection in all 8 retailers. There were 2 sales of tobacco products to Minors by the same store resulting in a fine for the first sale and then a permit suspension for 3 days for the second sale.

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Youth Access Inspections:

Number of Inspections	1
Number of Stores Inspected	8
Number of Stores with Violations	1
Number of Warnings	1
Number of Repeat Violation Inspections (to the same store)	2
Number of Fines	1
Number of Permit Suspensions	1
(78% Compliance with all youth access inspections for the 2014 Year)	

Retailer Inspections:

Number of Inspections	1
Number of Stores Inspected	8
Number of Stores with Violations	0
Number of Warnings	0
Number of Fines	0
Number of Permit Suspensions	0
(100% Compliance with all retail inspections for the 2014 Year)	

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 2014.

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

Respectfully submitted,

WESTMINSTER BOARD OF HEALTH

Members:	Andrea Crete, Edward Simoncini Peter Munro	Staff:	Elizabeth E. Swedberg (Wibby), Health Agent Rita McConville, Assistant Health Agent Joyce Lucander, Administrative Assistant
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TOWN ACCOUNTANT 2014 Annual Report

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 2014 the Town Accountant oversaw financial transactions of \$24,667,551.29 in revenue and receipts and \$25,871,360.20 in expenditures, for a combined total of transactions in the amount of \$50,538,911.49.

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 Enterprise Funds. Enterprise Funds - uses the economic resources measurement 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 maybe targeted resources for a particular use.
5. **Special Revenue Fund** - Account for the proceeds of specific revenue sources, other than those for major capital projects that are restricted legally to expenditure for specified purposes.
6. **Agency Fund** - Account for assets held by a government in a 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,

Julie M. Costello, CPA
Interim Town Accountant

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GENERAL FUND BALANCE SHEET F01

Description	Account #	Balance
		6/30/2014
BS Balance Sheet		
Petty Cash	1020	100.00
Treasurer's Cash Drawer	1021	100.00
Invested Cash	1040-95	4,386,532.82
Real Estate Taxes Receivable, 2014	1220-14	379,916.62
Personal Property Taxes Receivable 2014	1210-14	5,371.81
Personal Property Taxes Receivable 2013	1210-13	116.14
Personal Property Taxes Receivable 2012	1210-12	68.97
Personal Property Taxes Receivable 2011	1210-11	46.99
Tax Liens Receivable	1240-00	504,760.85
Deferred Real Estate Taxes Receivable	1253-00	58,032.58
Roll Back Taxes Receivable	1255-00	1,056.00
Motor Vehicle Excise Receivable 2014	1260-14	64,664.90
Motor Vehicle Excise Receivable 2013	1260-13	17,717.88
Motor Vehicle Excise Receivable 2012	1260-12	5,541.98
Motor Vehicle Excise Receivable 2011	1260-11	4,427.84
Motor Vehicle Excise Receivable 2010	1260-10	2,624.08
Motor Vehicle Excise Receivable 2009	1260-09	2,027.82
Motor Vehicle Excise Receivable 2008	1260-08	2,934.19
Motor Vehicle Excise Receivable 2007	1260-07	2,751.37
Tax Foreclosures	1880-00	1,382.39
TOTAL ASSET		5,440,175.23
Allow. For Abatements & Exemptions 2014	1230-14	230,096.10
Allow. For Abatements & Exemptions 2013	1230-13	328,455.65
Allow. For Abatements & Exemptions 2012	1230-12	302,949.48
Allow. For Abatements & Exemptions 2011	1230-11	105,792.60
Allow. For Abatements & Exemptions 2010	1230-10	192,038.62
Allow. For Abatements & Exemptions 2009	1230-09	15,900.48
Warrants Payable	2010-00	374,654.63
Retirement WH Payable-County	2140-00	12,041.07
Insurance Withholdings Payable-HMO Blue	2151-00	21,090.42
Insurance Withholdings Payable-Blue Choice	2152-00	3,331.38
Insurance WH Payable Medicare	2153-00	38.30
Life Insurance WH Payable	2154-00	172.80
Colonial Insurance WH Payable	2155-00	221.83
Insurance Withholdings Payable-Medex		

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Insurance Withholdings Payable-Delta D		
Insurance Withholdings Payable-AFLAC	2156-00	425.88
Retiree Life Ins	2158-00	2,254.72
Retiree Dental Ins	2159-00	283.30
Abandoned Property and Unclaimed Items	2164-00	34.78
Deferred Revenue-Real & Pers. Prop. Taxes	2168-00	(54.00)
Deferred Revenue Tax Liens	2520-00	2,254.75
Deferred Revenue Tax Foreclosures	2610-00	(789,712.40)
Deferred Revenue Def. Real Estate Taxes	2622-00	504,760.85
Deferred Revenue Roll Back Taxes	2623-00	1,382.39
Deferred Revenue Motor Vehicle	2624-00	58,032.58
	2625-00	1,056.00
TOTAL LIABILITY	2630-00	102,690.06
Fund Balance Reserved For Encumbrances		1,470,192.27
Fund Balance Reserved For Expenditures		
Fund Balance Reserved For Articles	3211-00	25,759.60
Fund Balance Reserved For Petty Cash	3240-00	250,000.00
Undesignated Fund Balance	3241-00	482,299.99
	3250-00	200.00
	3590-00	3,211,723.37
	TOTAL FUND BALANCE	3,969,982.96
TOTAL LIABILITY AND FUND EQUITY		5,440,175.23

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HIGHWAY FUND BALANCE SHEET F23

Description	Account#	Balance 6/30/2014
BS Balance Sheet		
Invested Cash	23-1040	(103,247.40)
TOTAL ASSET		(103,247.40)
Fund Balance Designated for State Chapter 90	23-3590	(103,247.40)
TOTAL LIABILITY AND FUND EQUITY		(103,247.40)

REVOLVING FUND BALANCE SHEET F24

Description	Account#	Balance 6/30/2014
BS Balance Sheet		
Invested Cash	24-1040	876,796.89
Departmental Receivable Fire	24-1341	312,654.94
TOTAL ASSET		1,189,451.83
Warrants Payable	24-2010	815.16
Deferred Revenue		
Departmental	24-2654	312,654.94
TOTAL LIABILITY		313,470.10
250th Anniversary	122-501	24,851.31
Selectman Cable Access	122-502	48,770.91
Agricultural Commission		
53E1/2	122-884	5,484.55
Hagar Park		
Memorial	122-888	100.00
Insurance Recovery	123-503	7,197.35
Conservation Commission/Wetlands	171-505	21,123.35
Town Earth Day		
Fund	171-506	890.82
Planning Board 53G		
Consultants	175-507	36,126.04
Zoning Board 53G Consultants	176-508	4,220.26
Clean Energy	192-621	890.84
Simplex Donation	210-532	750.00
EMS Equipment	220-510	114.00
Fire Haz Mat		
53E1/2	220-512	350.00

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Fire Donation	220-513	19,329.51
Ambulance		
Revolving	220-514	638,477.02
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	697.36
Cemetery Sale of		
Lots	491-518	18,880.00
Cemetery Urn Garden Gift	491-519	305.00
Cemetery Gift	491-520	1,070.00
Flu Clinics 53E1/2	510-885	7,562.09
BOH 53G		
Consultants	510-886	0.14
Council On Aging		
Gift	541-521	4,281.36
Library Building & Renovation	610-522	260.60
Library Preservation	610-523	118.44
Altobelli Memorial	610-524	6,584.34
Aalto/Salo Memorial	610-525	2,821.56
Library Endowment	610-526	4,896.84
Library Gift	610-527	1,582.01
Historical Comm.		
Gift	691-528	3,165.00
TOTAL FUND BALANCE		875,981.73
TOTAL LIABILITY AND FUND EQUITY		1,189,451.83

FEDERAL GRANTS FUND BALANCE SHEET F25

Description	Account#	Balance 6/30/2014
BS Balance Sheet		
Invested Cash	25-1040	(1,535.95)
TOTAL ASSET		(1,535.95)
Police Traffic Enforcement	210-620	(1,535.95)
TOTAL FUND BALANCE		(1,535.95)
TOTAL LIABILITY AND FUND EQUITY		(1,535.95)

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STATE GRANTS FUND BALANCE SHEET F26

Description	Account#	Balance 6/30/2014
BS Balance Sheet		
Invested Cash	26-1040	42,919.85
TOTAL ASSET		42,919.85
Warrants Payable	26-2010	7,474.76
TOTAL LIABILITY		7,474.76
Cultural Council	123-601	5,873.72
MIIA	123-622	25.20
Green Community Grant	123-625	1,697.90
MSPHB Old Town Hall	123-691	13.95
Extended Polling Hours	164-602	5,319.00
State 911 PSAP	210-618	(23,822.92)
911		
Support/Incentive	210-630	(831.43)
Fire S.A.F.E.	220-606	7,581.70
Arson Reward	220-623	3,000.00
Ambulance Task Force	231-607	321.59
Home Compost		
Bins	433-608	206.37
Library State Aid	610-611	34,455.01
Library		
Documentary	610-612	1,605.00
TOTAL FUND BALANCE		35,445.09
TOTAL LIABILITY AND FUND EQUITY		42,919.85

SEWER ENTERPRISE FUND BALANCE SHEET F27

Description	Account#	Balance 6/30/2014
BS Balance Sheet		
Invested Cash	27-1040	1,239,055.40
Sewer Usage Receivable 2014	27-1310	78,722.43
Sewer Services Receivable	27-1320	2,514.68
Sewer Liens Added to Taxes 2014	27-1330	26,832.29
2014 Committed Interest	27-1430	966.18
2014 Sewer Betterments Apportioned	27-1445	2,693.02
Apportioned Sewer Betterments Not Yet	27-1450	276,206.27

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Due		
Amounts To Be Provided Bond Payments	27-1996	1,165,000.00
TOTAL ASSET		2,791,990.27
Warrants Payable	27-2010	104,979.37
Deferred Revenue Sewer User Charges	27-2650	78,722.43
Deferred Revenue Other		
Service	27-2652	2,514.68
Deferred Revenue Sewer Liens	27-2653	26,832.29
Deferred Revenue Apportioned	27-2663	278,899.29
Deferred Revenue Committed Interest	27-2664	966.18
Sewer Construction/Outside		
Debt	27-2946	1,165,000.00
TOTAL LIABILITY		1,657,914.24
Retained Earnings-Unreserved	27-3190	430,256.19
Fund Balance Reserved For		
Encumbrances	27-3211	
Fund Balance Reserved for Expenditures	27-3240	200,000.00
Fund Balance Reserved for Articles	27-3241	2,084.85
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	4,593.50
TOTAL FUND BALANCE		1,134,076.03
TOTAL LIABILITY AND FUND BALANCE		2,791,990.27

WATER ENTERPRISE FUND BALANCE SHEET F28

Description	Account#	Balance 6/30/2014
BS Balance Sheet		
Invested Cash	28-1040	791,445.62
Water Usage Receivable 2014	28-1310	69,392.37
Water Usage Receivable 2006	28-1310	12,223.65
Water Services Receivable	28-1320	2,880.75
Water Liens Added to Taxes 2014	28-1330	10,086.85
Lien Interest Receivable	28-1430	6,575.33
TOTAL ASSET		892,604.57
Warrants Payable	28-2010	27,271.71
Deferred Revenue Water User Charges	28-2650	81,616.02
Deferred Revenue Other	28-2652	2,880.75

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Service		
Deferred Revenue Water Liens	28-2653	10,086.85
Deferred Revenue Lien Interest	28-2664	6,575.33
TOTAL LIABILITY		128,430.66
Retained Earnings-Unreserved	28-3190	605,027.22
Fund Balance Reserved for Expenditures	28-3240	150,000.00
Fund Balance Reserved for Articles	28-3241	9,146.69
TOTAL FUND BALANCE		764,173.91
TOTAL LIABILITY AND FUND EQUITY		892,604.57

CAPITAL PROJECTS FUND BALANCE SHEET F29-39

Description	Account#	Balance 6/30/2014
BS Balance Sheet		
Invested Cash	31-8-1040	1,238,269.48
TOTAL ASSET		1,238,269.48
Warrants Payable	31-8-2010	172,476.06
Bond Anticipation Notes Payable	31-8-2720	4,327,575.00
TOTAL LIABILITY		4,500,051.06
Conservation Restriction Bragg	29-171	(95,775.00)
South St. Main	30-450	(56,513.78)
Senior Center Design	31-123	(2,169,124.62)
New Ambulance	31-231	1,963.12
Water Main Replacements	31-450	(451,452.24)
Land Acquisition	32-123	6,214.43
Land Acquisition	34-123	26,344.13
New Town Hall	36-192	38,939.82
Forest Legacy	38-123	4,929.35
South St. Recon	39-123	(17,306.79)
Fire Truck	39-220	(550,000.00)
TOTAL FUND BALANCES		(3,261,781.58)
TOTAL LIABILITY AND FUND BALANCES		1,238,269.48

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TRANSFER STATION FUND BALANCE SHEET F40

Description	Account#	Balance 6/30/2014
BS Balance Sheet		
Invested Cash	40-1040	563,357.93
TOTAL ASSET		563,357.93
Warrants Payable	40-2010	1,905.45
TOTAL LIABILITY		1,905.45
Retained Earnings		
Unreserved	40-3190	536,452.48
Fund Balance Reserved For		
Encumbrances	40-3211	25,000.00
TOTAL FUND BALANCE		561,452.48
TOTAL LIABILITY AND FUND EQUITY		563,357.93

NON EXPENDABLE TRUST FUNDS BALANCE SHEET F81

Description	Account#	Balance 6/30/2014
BS Balance Sheet		
Invested Cash	81-1040	401,614.13
TOTAL ASSET		401,614.13
Forbush Worthy		
Poor Fund	123-801	23,177.66
Fred Smith Poor		
Fund	123-802	48,743.45
Charles F. Giles		
Fund	123-803	33,529.41
Westminster Grange Farmer's	123-804	566.89
Elizabeth Rose		
Fund	491-841	64,079.70
D.W. Sanders Fund	491-842	2,000.00
Florence B. Rice Fund	491-843	300.00
J.R. Barrell Fund	491-844	150.00
Laurie F. Dobb		
Fund	491-845	1,000.00
M.A. Creed Fund	491-846	1,000.00
Cemetery Perpetual Care	491-847	180,768.48

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Sarah M. Barnes Fund	610-861	200.00
M.A. Farnsworth Fund	610-862	525.00
Graham Fund	610-863	3,944.28
Bigelow Child Books Fund	610-864	2,000.00
Agnes M. Bigelow Fund	610-865	1,010.63
Otto & Hild Huusari Fund	610-866	10,000.00
Lucy Childs Fund	610-867	150.00
Preston Ellis Fund	610-868	500.00
Fred S. Whitman Fund	610-869	300.00
Adelaide W. Berry Fund	610-870	100.00
Minnie F. Dexter Fund	610-871	1,000.00
A.R. Hager Fund	610-872	600.00
C.A. Forbush Fund	610-873	500.00
M.D. Haws Fund	610-874	1,000.00
Westminster Fund	610-875	1,800.00
D.W. Sanders Fund	610-876	2,000.00
Joseph W. Forbush Fund	610-877	1,500.00
Charles Wyman Fund	610-878	6,000.00
Universalist Society	610-879	200.00
George A. Miller Fund	610-880	1,901.16
Henrietta Gates Fund	610-881	1,067.47
Mossman Memorial Fund	610-882	10,000.00
TOTAL FUND BALANCE		401,614.13
TOTAL LIABILITY AND FUND EQUITY		401,614.13

EXPENDABLE TRUST FUNDS BALANCE SHEET F82

Description	Account#	Balance 6/30/2014
BS Balance Sheet		
Invested Cash	82-1040	3,402,762.27
TOTAL ASSET		3,402,762.27
Forbush Worthy Poor Fund	123-801	62,345.64
Fred Smith Poor Fund	123-802	74,023.15
Charles F. Giles Fund	123-803	98,813.02
Westminster Grange Farmer's	123-804	2,964.00
Upton School Fund	147-812	2,318.49

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Stabilization- General	147-815	1,015,913.74
Stabilization-Repair and Maintenance Buildings	147-816	453,320.79
Stabilization-Capital Equipment	147-817	949,315.65
Stabilization-Info Tech	147-818	226,391.60
Stabilization-OPEB	147-819	199,017.01
Stabilization-Road Maintenance	147-820	199,017.01
Conservation Fund	171-821	1,085.88
Aina E. Stein Conservation Fund	171-822	1,454.50
Police L.E. Trust	210-831	27,794.18
Elizabeth Rose Fund	491-841	30,401.16
D.W. Sanders Fund	491-842	1,755.97
Florence B. Rice Fund	491-843	257.24
J.R. Barrell Fund	491-844	2,870.55
Laurie F. Dobb Fund	491-845	803.10
M.A. Creed Fund	491-846	1,239.57
Cemetery Perpetual Care	491-847	22,622.06
Sarah M. Barnes Fund	610-861	30.89
M.A. Farnsworth Fund	610-862	522.57
Graham Fund	610-863	2,305.31
Bigelow Child Books Fund	610-864	475.08
Agnes M. Bigelow Fund	610-865	157.54
Otto & Hild Huusari Fund	610-866	17,688.63
Lucy Childs Fund	610-867	149.24
Preston Ellis Fund	610-868	440.15
Fred S. Whitman Fund	610-869	94.25
Adelaide W. Berry Fund	610-870	16.76
Minnie F. Dexter Fund	610-871	156.17
A.R. Hager Fund	610-872	378.01
C.A. Forbush Fund	610-873	204.20
M.D. Haws Fund	610-874	155.85
Westminster Fund	610-875	608.17
D.W. Sanders Fund	610-876	636.26
Joseph W. Forbush Fund	610-877	1,259.33
Charles Wyman Fund	610-878	445.09
Universalist Society	610-879	71.52
George A. Miller Fund	610-880	588.67
Henrietta Gates Fund	610-881	331.45
Mossman Memorial Fund	610-882	2,322.82
TOTAL FUND BALANCE		3,402,762.27

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AGENCY FUND BALANCE SHEET F83

Description	Account#	Balance 6/30/2014
BS Balance Sheet		
Invested Cash	83-1040	387,251.55
TOTAL ASSET		387,251.55
Warrants Payable	83-2010	1,800.00
Holmes Park Water District	83-2556	203.18
Leino Park Water District	83-2556	620.00
Board of Selectmen Cash Performance Dep.	122-2550	40,461.26
South Street Takings	147-2552	400.07
Planning Board Cash Performance Deposits	175-2550	332,580.31
Police Detail	210-2553	9,473.96
Fire Detail	220-2555	1,712.77
TOTAL LIABILITY		387,251.55
TOTAL LIABILITY AND FUND EQUITY		387,251.55

LONG TERM DEBT GROUP F90

Description	Account#	Balance 6/30/2014
BS Balance Sheet		
Amounts to be Provided for Payment of Bond	116-1996	1,184,526.00
TOTAL ASSET		1,184,526.00
Wastewater Plan-WPAT	90-2959	74,526.00
New Town Hall	90-2960	1,110,000.00
TOTAL LIABILITY		1,184,526.00
TOTAL LIABILITY AND FUND EQUITY		1,184,526.00

Town of Westminster 2014

SCHEDULE OF DEBT OUTSTANDING ISSUED AND RETIRED FOR THE FISCAL YEAR 2014

Issue Date	Due Date	Purpose	Interest Rate	Debt Limit	Outstanding 7/1/13	Issued/Renewed	Retired	Principal Paydown in FY 2014	Outstanding 6/30/14	Interest Paid FY 2014
State Grant Anticipation Notes:										
06/14/13	12/13/13	Highway State Aid-CH 90	0.55%	I	165,992.33	0.00	165,992.33	0.00	0.00	455.23
		Sub-total			165,992.33	0.00	165,992.33	0.00	0.00	455.23
Bond Anticipation Notes:										
01/11/13	01/10/14	Library Repair/Renovation	0.49%	I	98,000.00	0.00	98,000.00	98,000.00	0.00	478.87
05/24/13	05/23/14	Land Acquisition/Forest Legacy	0.45%	I	47,159.30	0.00	47,159.30	47,159.30	0.00	211.63
03/21/14	03/20/15	South Street Redesign	0.59%	I	262,500.00	175,000.00	262,500.00	87,500.00	175,000.00	1,439.74
06/13/14	02/06/15	South Street Water Main Rep	0.48%	I	400,000.00	300,000.00	400,000.00	100,000.00	300,000.00	2,353.44
02/06/14	10/16/14	Senior Center Design	0.49%	I	133,500.00	106,800.00	133,500.00	26,700.00	106,800.00	654.15
02/06/14	02/06/15	Water Main Replacements	0.55%	I	600,000.00	600,000.00	600,000.00	0.00	600,000.00	2,940.00
07/10/13	07/10/14	Fire Engine and Equipment	0.55%	I	0.00	550,000.00	0.00	0.00	550,000.00	0.00
02/06/14	10/16/14	Senior Center Construction	0.50%	I	0.00	2,500,000.00	0.00	0.00	2,500,000.00	0.00
06/30/14	12/15/14	Engman Conservation Restriction	0.55%	I	0.00	95,775.00	0.00	0.00	95,775.00	0.00
		Sub-total			1,541,159.30	4,327,575.00	1,541,159.30	359,359.30	4,327,575.00	8,077.83
		Sub-total Short Term Debt			1,707,151.63	4,327,575.00	1,707,151.63	359,359.30	4,327,575.00	8,533.06
General Obligation Bonds:										
04/15/04	04/15/19	Sewer Extension	3.75%	I	1,400,000.00	0.00	235,000.00	235,000.00	1,165,000.00	56,402.00
05/01/07	05/01/17	Town Hall	3.78%	I	1,480,000.00	0.00	370,000.00	370,000.00	1,110,000.00	66,600.00
05/01/07	05/01/14	Crocker Pond	3.61%	I	175,000.00	0.00	175,000.00	175,000.00	0.00	8,750.00
		Sub-total			3,055,000.00	0.00	780,000.00	780,000.00	2,275,000.00	131,752.00
11/16/05	08/01/20	Water Pollution Abatement Trust:								
		Wastewater Management Plan	0.825%	I	110,686.00	0.00	36,160.00	36,160.00	74,526.00	1,991.02
		Sub-total Long Term Debt			3,165,686.00	0.00	816,160.00	816,160.00	2,349,526.00	133,743.02
		TOTAL ALL DEBT ISSUED			4,872,837.63	4,327,575.00	2,523,311.63	1,175,519.30	6,677,101.00	142,276.08

AUTHORIZED AND UNISSUED DEBT

Date of Vote	Article #	Purpose	Amount Authorized	Issued	Retired	Outstanding 6/30/14
5/4/13	20	Septic Loan Program	300,000.00	0.00	0.00	300,000.00
		TOTAL DEBT AUTHORIZED AND UNISSUED	300,000.00	0.00	0.00	300,000.00

Town of Westminster 2014

Appropriation/Expenditure Report Fiscal Year 2014

Appropriation Accounts

General Fund

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
Moderator				
Personal Services	\$ -	\$ -	\$ -	
Subtotal - Moderator	\$ -	\$ -	\$ -	
Board of Selectmen				
Personal Services	\$ 4,000.00	\$ 2,207.36	\$ 1,792.64	*
Expenses	\$ 26,000.00	\$ 24,040.20	\$ 1,959.80	*
Permanent Easement - Art. #10	\$ 1,785.00	\$ -	\$ 1,785.00	
Subtotal - Selectmen	\$ 31,785.00	\$ 26,247.56	\$ 5,537.44	
Town Administration				
South Street Damages/Morris	\$ 85,000.00	\$ 85,000.00	\$ -	
Subtotal - Town Administration	\$ 85,000.00	\$ 85,000.00	\$ -	
Town Coordinator				
Personal Services	\$ 120,021.00	\$ 117,730.93	\$ 2,290.07	*
Expenses	\$ 3,175.00	\$ 2,806.83	\$ 368.17	*
Wireless Network	\$ 8,000.00	\$ 6,159.00	\$ 1,841.00	
Mapping Services	\$ 10,000.00	\$ -	\$ 10,000.00	
Subtotal - Coordinator	\$ 141,196.00	\$ 126,696.76	\$ 14,499.24	
Advisory Board				
Expenses	\$ 3,185.00	\$ 2,290.33	\$ 894.67	
Subtotal - Advisory Board	\$ 3,185.00	\$ 2,290.33	\$ 894.67	*
Reserve Fund				
Transfers (Memo)	\$ 7,568.00	\$ -	\$ 7,568.00	*
Town Accountant				
Personal Services	\$ 73,827.00	\$ 41,636.62	\$ 32,190.38	
Expenses	\$ 48,790.00	\$ 47,812.34	\$ 977.66	
Subtotal - Accountant	\$ 122,617.00	\$ 89,448.96	\$ 33,168.04	*
Board of Assessors				
Personal Services	\$ 48,320.00	\$ 46,447.54	\$ 1,872.46	
Expenses	\$ 17,450.00	\$ 13,269.76	\$ 4,180.24	
Subtotal - Assessors	\$ 65,770.00	\$ 59,717.30	\$ 6,052.70	*
Revaluation				
Revaluation Consultant - FY14	\$ 50,000.00	\$ -	\$ 50,000.00	
Revaluation Consultant - FY13	\$ 10,480.90	\$ 10,112.00	\$ 368.90	
Subtotal - Revaluation	\$ 60,480.90	\$ 10,112.00	\$ 50,368.90	
Town Treasurer/Collector				
Personal Services	\$ 104,831.00	\$ 103,896.46	\$ 934.54	
Expenses	\$ 9,026.00	\$ 8,613.89	\$ 412.11	
Subtotal - Treasurer/Collector	\$ 113,857.00	\$ 112,510.35	\$ 1,346.65	*
Legal				
Expenses	\$ 73,000.00	\$ 72,808.65	\$ 191.35	
Subtotal - Legal	\$ 73,000.00	\$ 72,808.65	\$ 191.35	*

Town of Westminster 2014

Appropriation/Expenditure Report Fiscal Year 2014

	Appropriations/ Transfers	Expenditures	Unexpended Balances
Personnel Administration			
Personal Services	\$ 54,970.00	\$ 45,761.41	\$ 9,208.59
Expenses	\$ 7,200.00	\$ 7,149.52	\$ 50.48
Subtotal - Personnel	\$ 62,170.00	\$ 52,910.93	\$ 9,259.07 *
Data Processing			
Expenses	\$ 67,050.00	\$ 64,447.21	\$ 2,602.79
Subtotal - Data Processing	\$ 67,050.00	\$ 64,447.21	\$ 2,602.79 *
Tax Title Foreclosure			
Tax Title Foreclosures - FY14	\$ 5,000.00	\$ 4,470.72	\$ 529.28
Tax Title Foreclosures - FY13	\$ 4,695.68	\$ 4,695.68	\$ -
Subtotal - Tax Title Foreclosure	\$ 9,695.68	\$ 9,166.40	\$ 529.28
Town Clerk			
Personal Services	\$ 80,556.00	\$ 78,077.95	\$ 2,478.05
Expenses	\$ 7,910.00	\$ 7,442.60	\$ 467.40
Subtotal - Town Clerk	\$ 88,466.00	\$ 85,520.55	\$ 2,945.45 *
Elections & Registration			
Personal Services	\$ 5,050.00	\$ 1,842.50	\$ 3,207.50
Expenses	\$ 9,930.00	\$ 7,166.27	\$ 2,763.73
Subtotal - Election & Registration	\$ 14,980.00	\$ 9,008.77	\$ 5,971.23 *
Conservation Commission			
Personal Services	\$ 20,291.00	\$ 14,373.69	\$ 5,917.31
Expenses	\$ 1,050.00	\$ 523.52	\$ 526.48
Subtotal - Conservation Commission	\$ 21,341.00	\$ 14,897.21	\$ 6,443.79 *
Town Planner			
Personal Services	\$ 64,477.00	\$ 64,477.00	\$ -
Expenses	\$ 2,500.00	\$ 2,032.92	\$ 467.08 *
Master Plan - Art. #17	\$ 2,985.45	\$ 2,985.45	\$ -
Layover Noise Study- Art. #3	\$ 6,600.00	\$ -	\$ 6,600.00 *
Subtotal - Town Planner	\$ 76,562.45	\$ 69,495.37	\$ 7,067.08
Planning Board			
Expenses	\$ 1,200.00	\$ 839.00	\$ 361.00
Subtotal - Planning Board	\$ 1,200.00	\$ 839.00	\$ 361.00
Zoning Board of Appeals			
Personal Services	\$ 1,600.00	\$ 599.80	\$ 1,000.20
Expenses	\$ 500.00	\$ -	\$ 500.00
Subtotal - Zoning Board	\$ 2,100.00	\$ 599.80	\$ 1,500.20 *

Town of Westminster 2014

Appropriation/Expenditure Report Fiscal Year 2014

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
Public Buildings & Properties Maintenance				
Personal Services	\$ 93,151.00	\$ 84,982.31	\$ 8,168.69	*
Expenses	\$ 216,550.00	\$ 203,378.99	\$ 13,171.01	*
Telephone Service Upgrade - Art. #31	\$ 35,000.00	\$ -	\$ 35,000.00	
Computer Updates - Art. #32	\$ 2,967.26	\$ 2,967.26	\$ -	
Computer Mail Servers - Art. #34	\$ 4,079.41	\$ 3,879.13	\$ 200.28	
Computer Updates - Art. #35	\$ 30,000.00	\$ 30,000.00	\$ -	
Computer Updates - Art. #34	\$ 30,000.00	\$ 20,876.88	\$ 9,123.12	
Generator Town Hall - Art. #40	\$ 50,000.00	\$ -	\$ 50,000.00	
Generator Town Hall - Art. #4	\$ 10,000.00	\$ -	\$ 10,000.00	
Subtotal - Public Buildings & Prop. Maint.	\$ 471,747.67	\$ 346,084.57	\$ 125,663.10	
Printing Of Town Reports				
Expenses	\$ 2,000.00	\$ 1,391.01	\$ 608.99	
Subtotal - Printing of Town Reports	\$ 2,000.00	\$ 1,391.01	\$ 608.99	*
Crocker Pond				
Personal Services	\$ 15,800.00	\$ 15,161.98	\$ 638.02	
Expenses	\$ 6,655.00	\$ 4,615.68	\$ 2,039.32	
Prior Year Bill	\$ 23.16	\$ 23.16	\$ -	
Prior Year Bill	\$ 250.00	\$ 250.00	\$ -	
Subtotal Crocker Pond	\$ 22,728.16	\$ 20,050.82	\$ 2,677.34	*
Police/Dispatch Department				
Personal Services	\$ 1,428,390.00	\$ 1,403,389.06	\$ 25,000.94	*
Expenses	\$ 228,628.00	\$ 219,545.57	\$ 9,082.43	*
Encumbrance	\$ 5,063.71	\$ 74.99	\$ 4,988.72	*
Replace Window - Art. #18	\$ 1,500.00	\$ 1,268.40	\$ 231.60	
Handguns - Art. #20	\$ 516.25	\$ 425.00	\$ 91.25	
Police Cruiser - Art. #28	\$ 40,000.00	\$ -	\$ 40,000.00	
External Defibs - Art. #24	\$ 2,537.14	\$ 1,426.01	\$ 1,111.13	*
Police Cruiser - Art. #27	\$ 4,126.17	\$ -	\$ 4,126.17	*
Mobile Radios - Art. #28	\$ 1,226.98	\$ 1,226.98	\$ -	
Digital Recorders - Art. #29	\$ 5,616.09	\$ 5,616.09	\$ -	
Finger Print Scan - Art. #30	\$ 18,000.00	\$ 14,580.00	\$ 3,420.00	
Bullet Proof Vests - Art. #31	\$ 25,000.00	\$ 17,793.77	\$ 7,206.23	
Police Cruiser - Art. #29	\$ 40,000.00	\$ -	\$ 40,000.00	
Subtotal - Police/Dispatch Dept.	\$ 1,800,604.34	\$ 1,665,345.87	\$ 135,258.47	

Town of Westminster 2014

Appropriation/Expenditure Report Fiscal Year 2014

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
Fire Department				
Personal Services	\$ 771,612.65	\$ 690,785.42	\$ 80,827.23	*
Expenses	\$ 129,303.35	\$ 121,398.09	\$ 7,905.26	*
Encumbrance	\$ 5,377.53	\$ 5,377.53	\$ -	
Call Firefighters - Art. #16	\$ 972.02	\$ 972.02	\$ -	
Call Firefighters - FY14	\$ 4,500.00	\$ 1,790.70	\$ 2,709.30	
Pick up Truck - Art. #26	\$ 38,000.00	\$ 34,286.88	\$ 3,713.12	
Sprinkler System - Art. #27	\$ 20,000.00	\$ 17,490.00	\$ 2,510.00	
Utility Vehicle - Art. #32	\$ 4,927.68	\$ 2,377.76	\$ 2,549.92	
LED Lights - Art. #5	\$ 339.46	\$ -	\$ 339.46	*
Subtotal - Fire Dept.	\$ 975,032.69	\$ 874,478.40	\$ 100,554.29	
Ambulance Service				
Personal Services	\$ 111,941.00	\$ 65,233.49	\$ 46,707.51	**
Expenses	\$ 81,151.00	\$ 70,089.06	\$ 11,061.94	**
Encumbrance	\$ 4,800.11	\$ 4,800.11	\$ -	
New Ambulance - Art. #30	\$ 5,365.25	\$ 5,365.25	\$ -	
Patient Care - Art. #6	\$ 25,000.00	\$ 7,025.00	\$ 17,975.00	
Patient Care - Art. #7	\$ 10,000.00	\$ -	\$ 10,000.00	
Subtotal - Ambulance Service	\$ 238,257.36	\$ 152,512.91	\$ 85,744.45	
Building Department				
Personal Services	\$ 125,808.00	\$ 103,249.95	\$ 22,558.05	
Expenses	\$ 12,950.00	\$ 11,526.37	\$ 1,423.63	
Subtotal - Building Dept.	\$ 138,758.00	\$ 114,776.32	\$ 23,981.68	*
Animal Control				
Expenses	\$ 35,205.00	\$ 31,678.17	\$ 3,526.83	
Subtotal - Animal Control	\$ 35,205.00	\$ 31,678.17	\$ 3,526.83	*
Tree Warden				
Expenses	\$ 19,600.00	\$ 15,600.00	\$ 4,000.00	
Subtotal - Tree Warden	\$ 19,600.00	\$ 15,600.00	\$ 4,000.00	*
Emergency Planning				
Personal Services	\$ 1,000.00	\$ -	\$ 1,000.00	
Expenses	\$ 11,985.00	\$ 9,792.04	\$ 2,192.96	
Subtotal - Emergency Planning	\$ 12,985.00	\$ 9,792.04	\$ 3,192.96	*

Town of Westminster 2014

Appropriation/Expenditure Report Fiscal Year 2014

	Appropriations/ Transfers	Expenditures	Unexpended Balances
Regional School District			
K-12 Assessment	\$ 9,132,454.00	\$ 8,702,777.99	\$ 429,676.01 *
Vocational School Assessment	\$ 602,904.00	\$ 602,904.00	\$ -
Security Equipment - Art. #2	\$ 40,469.00	\$ -	\$ 40,469.00
WES Multiple Requests - Art. #33	\$ 17,600.00	\$ 9,740.00	\$ 7,860.00
Meetinghouse - Art. #33	\$ 9,800.00	\$ 9,512.00	\$ 288.00
Grade 8 Lockers - Art. #33	\$ 50.75	\$ -	\$ 50.75 *
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	\$ 6,486.00	\$ 14.00 *
Overlook/Floor Scrub - Art. #36	\$ 164.85	\$ -	\$ 164.85
Oakmont HVAC - Art. #37	\$ 12,207.00	\$ -	\$ 12,207.00
Oakmont Paving - Art. #38	\$ 3,281.18	\$ -	\$ 3,281.18
Sill Repair - Art. #8	\$ 6,373.80	\$ -	\$ 6,373.80
Subtotal - Regional School District	\$ 9,871,610.58	\$ 9,331,419.99	\$ 540,190.59
Highway Administration			
Personal Services	\$ 251,801.00	\$ 251,799.09	\$ 1.91
Subtotal - Highway Administration	\$ 251,801.00	\$ 251,799.09	\$ 1.91 *
Highway Department			
Personal Services	\$ 486,188.00	\$ 471,117.34	\$ 15,070.66 *
Expenses	\$ 270,050.00	\$ 268,110.12	\$ 1,939.88 *
Oil and Seal Roads - Art. #22	\$ 200,000.00	\$ 200,000.00	\$ -
Pick up Truck	\$ 75,000.00	\$ 74,485.20	\$ 514.80
Dump Truck - Art. #24	\$ 75,000.00	\$ 74,995.00	\$ 5.00
Shingle Roof Garage - Art. #22	\$ 20,000.00	\$ -	\$ 20,000.00
Oil and Seal Roads - Art. #24	\$ 68.73	\$ 68.73	\$ -
Fuel Pump - Art. #24	\$ 13,551.54	\$ -	\$ 13,551.54 *
Wheel Dump Truck - Art. #25	\$ 3,693.50	\$ 1,460.20	\$ 2,233.30
Trench Safety Equipment - Art. #26	\$ 1,102.00	\$ -	\$ 1,102.00 *
Truck Lift - Art. #26	\$ 1,063.33	\$ -	\$ 1,063.33
Exhaust System - Art. #27	\$ 45,000.00	\$ -	\$ 45,000.00
Subtotal - Highway Dept.	\$ 1,190,717.10	\$ 1,090,236.59	\$ 100,480.51
Snow & Ice Removal			
Personal Services	\$ 92,062.30	\$ 92,062.29	\$ 0.01
Expenses	\$ 354,329.70	\$ 354,329.70	\$ -
Subtotal - Snow & Ice Removal	\$ 446,392.00	\$ 446,391.99	\$ 0.01
Street Lighting			
Expenses	\$ 22,000.00	\$ 20,116.06	\$ 1,883.94
Subtotal - Street Lighting	\$ 22,000.00	\$ 20,116.06	\$ 1,883.94 *

Town of Westminster 2014

Appropriation/Expenditure Report Fiscal Year 2014

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
Cemetery Department				
Personal Services	\$ 92,347.00	\$ 86,564.74	\$ 5,782.26	*
Expenses	\$ 10,890.00	\$ 8,340.74	\$ 2,549.26	*
Prior Year Bill - Art. #2	\$ 39.73	\$ -	\$ 39.73	
Columbarium - Art. #7	\$ 728.00	\$ -	\$ 728.00	*
Subtotal - Cemetery Dept.	\$ 104,004.73	\$ 94,905.48	\$ 9,099.25	
Health Department				
Personal Services	\$ 108,830.00	\$ 108,183.49	\$ 646.51	
Expenses	\$ 6,680.00	\$ 4,229.45	\$ 2,450.55	
Subtotal - Health Dept.	\$ 115,510.00	\$ 112,412.94	\$ 3,097.06	*
Council On Aging				
Personal Services	\$ 25,472.00	\$ 21,412.04	\$ 4,059.96	
Expenses	\$ 12,050.00	\$ 7,387.62	\$ 4,662.38	
Subtotal - Council on Aging	\$ 37,522.00	\$ 28,799.66	\$ 8,722.34	*
MART (Other Special Programs)				
Personal Services	\$ 78,513.00	\$ 78,481.93	\$ 31.07	
Expenses	\$ 12,250.00	\$ 9,351.56	\$ 2,898.44	
Subtotal - MART	\$ 90,763.00	\$ 87,833.49	\$ 2,929.51	*
Veterans Services				
Personal Services	\$ 5,081.00	\$ 5,081.00	\$ -	
Expenses	\$ 570.00	\$ 350.40	\$ 219.60	
Subtotal - Veterans Services	\$ 5,651.00	\$ 5,431.40	\$ 219.60	*
Veterans Assistance				
Expenses	\$ 59,050.00	\$ 59,049.31	\$ 0.69	
Subtotal - Veterans Assistance	\$ 59,050.00	\$ 59,049.31	\$ 0.69	*
Library				
Personal Services	\$ 217,000.00	\$ 216,982.86	\$ 17.14	*
Expenses	\$ 117,400.00	\$ 116,166.98	\$ 1,233.02	*
Encumbrance	\$ 59.62	\$ 24.00	\$ 35.62	*
Appraisal - Art. #19	\$ 1,295.00	\$ -	\$ 1,295.00	
Subtotal - Library	\$ 335,754.62	\$ 333,173.84	\$ 2,580.78	
Parks & Recreation				
Personal Services	\$ 15,000.00	\$ 14,271.00	\$ 729.00	*
Expenses	\$ 13,339.00	\$ 11,600.55	\$ 1,738.45	*
Custodial Coverage - Art.#20	\$ 9,000.00	\$ 8,555.00	\$ 445.00	
Subtotal - Parks & Recreation	\$ 37,339.00	\$ 34,426.55	\$ 2,912.45	

Town of Westminster 2014

Appropriation/Expenditure Report Fiscal Year 2014

	Appropriations/ Transfers	Expenditures	Unexpended Balances
Care Of Town Clock			
Expenses	\$ 250.00	\$ 250.00	\$ -
Prior Year Bill	\$ 250.00	\$ 250.00	\$ -
Subtotal - Care of Town Clock	\$ 500.00	\$ 500.00	\$ - *
Historical Commission			
Expenses	\$ 1,280.00	\$ 1,119.01	\$ 160.99 *
Encumbrance	\$ 780.00	\$ 782.95	\$ (2.95)
Grant Writing Services - Art. #15	\$ 1,000.00	\$ -	\$ 1,000.00
Grant Writing Services - Art. #15	\$ 1,000.00	\$ -	\$ 1,000.00
Grant Writing Services - Art. #17	\$ 1,000.00	\$ 1,000.00	\$ -
Grant Writing Services - Art. #18	\$ 1,000.00	\$ 1,000.00	\$ -
Grant Writing Services - Art. #18	\$ 1,000.00	\$ 1,000.00	\$ -
Subtotal - Historical Commission	\$ 7,060.00	\$ 4,901.96	\$ 2,158.04
Memorial Day Celebration			
Expenses	\$ 1,200.00	\$ 1,016.53	\$ 183.47
Subtotal - Memorial Day	\$ 1,200.00	\$ 1,016.53	\$ 183.47 *
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	\$ 36,160.00	\$ 36,160.00	\$ -
New Town Hall	\$ 370,000.00	\$ 370,000.00	\$ -
Forest Legacy	\$ 47,160.00	\$ 47,159.30	\$ 0.70
Crocker Pond	\$ 175,000.00	\$ 175,000.00	\$ -
Library Repair	\$ 98,000.00	\$ 98,000.00	\$ -
Senior Center Design	\$ 26,700.00	\$ 26,700.00	\$ -
South St. Redesign	\$ 87,500.00	\$ 87,500.00	\$ -
Subtotal - Principal	\$ 840,520.00	\$ 840,519.30	\$ 0.70
Interest:			
Town Hall B.A.N.	\$ 66,600.00	\$ 66,600.00	\$ -
Short Term Interest	\$ 5,000.00	\$ 455.23	\$ 4,544.77
Library Repair	\$ 479.00	\$ 478.87	\$ 0.13
Wastewater Management Plan	\$ 1,992.00	\$ 1,991.02	\$ 0.98
Forest Legacy	\$ 707.00	\$ 211.63	\$ 495.37
Crocker Pond Land	\$ 8,750.00	\$ 8,750.00	\$ -
Senior Center Design	\$ 700.00	\$ 654.15	\$ 45.85
South St. Redesign	\$ 2,100.00	\$ 1,439.74	\$ 660.26
Subtotal - Interest	\$ 86,328.00	\$ 80,580.64	\$ 5,747.36 *
Hager Park Commission			
Expenses	\$ 250.00	\$ 240.24	\$ 9.76 *
Trail Maps/Hager Park - Art. #19	\$ 400.00	\$ -	\$ 400.00 *
Subtotal - Hager Park Commission	\$ 650.00	\$ 240.24	\$ 409.76

Town of Westminster 2014

Appropriation/Expenditure Report Fiscal Year 2014

	Appropriations/ Transfers	Expenditures	Unexpended Balances
Montachusett Regional Planning Commission Assessment			
Regional Planning Council Assessment	\$ 2,198.00	\$ 2,197.73	\$ 0.27
Subtotal - Planning Commission	\$ 2,198.00	\$ 2,197.73	\$ 0.27 *
State Assessments			
Air Pollution Control	\$ 2,106.00	\$ 2,106.00	\$ -
MBTA (Extended Area)	\$ 19,354.00	\$ 19,354.00	\$ -
Regional Transit Authority	\$ 28,267.00	\$ 28,267.00	\$ -
RMV Non-Renewal Surcharge	\$ 7,020.00	\$ 6,600.00	\$ 420.00
Subtotal - State Assessments	\$ 56,747.00	\$ 56,327.00	\$ 420.00 *
County Retirement Assessment			
County Retirement Assessment	\$ 502,762.00	\$ 493,272.00	\$ 9,490.00 *
Subtotal - County Retirement	\$ 502,762.00	\$ 493,272.00	\$ 9,490.00
Group Health Insurance			
Group Health Insurance	\$ 727,500.00	\$ 585,270.12	\$ 142,229.88
Flexible Spending	\$ 2,000.00	\$ 1,200.42	\$ 799.58
Other Employee Benefits	\$ 30,383.00	\$ -	\$ 30,383.00
Medicare	\$ 58,000.00	\$ 58,329.50	\$ (329.50)
Subtotal - Group Health Insurance	\$ 817,883.00	\$ 644,800.04	\$ 173,082.96 *
Group Life Insurance			
Expenses	\$ 4,000.00	\$ 2,612.90	\$ 1,387.10
Subtotal - Group Life Insurance	\$ 4,000.00	\$ 2,612.90	\$ 1,387.10 *
All Other Insurance			
Expenses	\$ 286,500.00	\$ 284,745.02	\$ 1,754.98
Subtotal - Other Insurance	\$ 286,500.00	\$ 284,745.02	\$ 1,754.98 *
Interfund Transfers			
	\$ 467,919.00	\$ 467,919.00	\$ -
General Fund Totals	\$ 20,410,324.28	\$ 18,902,056.01	\$ 1,508,268.27

*Balance closed to Undesignated Fund Balance

**Balance closed to Ambulance Receipts Reserved

All other balance carried forward to fiscal 2015

Reserve Fund Memo: Appropriations \$55,000, transfers \$47,432, Balance \$7,568 as noted above.

Town of Westminster 2014

Appropriation/Expenditure Report Fiscal Year 2014

Sewer Enterprise Fund

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
Sewer Department				
Personal Services	\$ 62,724.00	\$ 61,054.33	\$ 1,669.67	*
Expenses	\$ 757,425.00	\$ 746,493.14	\$ 10,931.86	*
Debt Service	\$ 291,402.00	\$ 291,401.25	\$ 0.75	*
Encumbrance	\$ 381.78	\$ 204.14	\$ 177.64	*
Utility Van - Art. #25	\$ 17,500.00	\$ 15,415.15	\$ 2,084.85	
Trench Safety Equipment - Art. #26	\$ 1,509.00	\$ -	\$ 1,509.00	*
Interfund Transfers	\$ 141,591.00	\$ 141,591.00	\$ -	
Sewer Enterprise Fund Totals	\$ 1,272,532.78	\$ 1,256,159.01	\$ 16,373.77	

*Balances closed out to Retained Earnings,
all other balances carried forward to fiscal 2015

Water Enterprise Fund

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
Water Department				
Personal Services	\$ 90,255.00	\$ 81,554.92	\$ 8,700.08	*
Expenses	\$ 336,925.00	\$ 339,382.49	\$ (2,457.49)	*
Debt Service	\$ 108,940.00	\$ 105,293.44	\$ 3,646.56	*
Capital Outlay	\$ 111,086.00	\$ 101,084.33	\$ 10,001.67	*
Utility Van - Art. #25	\$ 17,500.00	\$ 15,415.13	\$ 2,084.87	
Rebuild Press Reduct - Art. #21	\$ 7,061.82	\$ -	\$ 7,061.82	
Trench Safety Equipment - Art. #26	\$ 1,643.00	\$ -	\$ 1,643.00	*
Interfund Transfers	\$ 176,500.00	\$ 176,500.00	\$ -	
Water Enterprise Fund Totals	\$ 849,910.82	\$ 819,230.31	\$ 30,680.51	

*Balances closed out to Retained Earnings,
all other balances carried forward to fiscal 2015

Transfer Station Enterprise Fund

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
Solid Waste Department				
Expenses	\$ 262,425.00	\$ 234,173.45	\$ 28,251.55	*
Interfund Transfers	\$ 20,882.00	\$ 20,882.00	\$ -	
Transfer Station Enterprise Fund Totals	\$ 283,307.00	\$ 255,055.45	\$ 28,251.55	

*Balances closed out to Retained Earnings,
all other balances carried forward to fiscal 2014

Town of Westminster 2014

Activity Report Fiscal Year 2014

Non-Appropriation Accounts

Highway Improvements Fund

	Account#	Receipts	Expenditures
State Highway Reimbursement	23-422	\$ 522,762.19	\$ 509,322.64
Highway Improvements Fund Totals		\$ 522,762.19	\$ 509,322.64

Other Special Revenue Fund

	Account#	Receipts	Expenditures
250th Anniversary	122-501	\$ 46.46	\$ -
Selectmen (Cable Access)	122-502	\$ 6,457.04	\$ 1,496.30
Insurance Recovery > \$20,000	122-503	\$ -	\$ 59,653.40
Agricultural Commission	122-884	\$ 3,825.00	\$ 3,288.63
Hagar Park Memorial	122-888	\$ 100.00	\$ -
Insurance Recovery	123-503	\$ 63,997.62	\$ 58,922.62
Wetlands Protection Act	171-505	\$ 8,228.25	\$ 3,000.00
Town Earth Day Fund	171-506	\$ -	\$ -
Noise Study	172-533	\$ -	\$ -
Planning Board- 53G Consultants	175-507	\$ 3.72	\$ -
Zoning Board - 53G Consultants	176-508	\$ 0.47	\$ -
Clean Energy	192-621	\$ -	\$ -
Simplex Donation	210-532	\$ -	\$ -
EMS Equipment	220-510	\$ -	\$ -
Fire Hazmat Revolving	220-512	\$ 70.00	\$ -
Fire Donation Account	220-513	\$ 1,745.00	\$ 5,367.87
Fire Ambulance Rec. Res.	220-514	\$ 281,764.07	\$ 193,092.00
Emergency Management Donation	220-530	\$ -	\$ -
Simplex Donation	220-531	\$ -	\$ -
Recycling Committee Gift	433-516	\$ -	\$ -
Cemetery Hearse House Gift	491-517	\$ 0.12	\$ -
Cemetery Sale of Lots	491-518	\$ 6,175.00	\$ -
Cemetery Urn Garden Gift	491-519	\$ -	\$ -
Cemetery Donation Account	491-520	\$ -	\$ -
Flu Clinics	510-885	\$ 2,026.26	\$ 2,202.35
Board of Health - 53G Consultants	510-886	\$ 0.05	\$ -
Council on Aging Gift	541-521	\$ 1,148.00	\$ 153.93
Library Building & Renovation Account	610-522	\$ 70.00	\$ -
Library Preservation Fund	610-523	\$ -	\$ -
Altobelli Memorial	610-524	\$ 50.71	\$ 537.67
Aalto/Salo Memorial	610-525	\$ 0.24	\$ -
Library Endowment Fund	610-526	\$ 0.48	\$ -
Library Gift	610-527	\$ 703.99	\$ 2,449.34
Historical Commission Gift	691-528	\$ 1,000.00	\$ -
Other Special Revenue Fund Totals		\$ 377,412.48	\$ 330,164.11

Town of Westminster 2014

Activity Report Fiscal Year 2014

Federal and State Grants Fund

	Account#	Receipts	Expenditures
Cultural Council	123-601	\$ 5,250.53	\$ 4,584.00
EDF Wachusett Animal Hospital	123-617	\$ -	\$ -
MIA	123-622	\$ -	\$ -
Green Community	123-625	\$ 35,375.00	\$ 33,677.10
MSPHB Old Town Hall	123-691	\$ -	\$ -
Extended Polling Hours	164-602	\$ 3,794.00	\$ -
Police Bullet Proof Vests	210-603	\$ -	\$ 6,338.70
Governor's Highway Safety	210-604	\$ 728.79	\$ 0.01
PD State 911 PSAP	210-618	\$ 8,500.00	\$ 30,115.88
Traffic Enforcement	210-620	\$ 1,981.15	\$ 2,829.08
911 Support/Incentive	210-630	\$ 20,142.85	\$ -
Fire S.A.F.E.	220-606	\$ 6,904.00	\$ 4,984.87
Volunteer Fire Assistance	220-615	\$ -	\$ -
Arson Watch Reward	220-623	\$ 1,500.00	\$ -
Task Force	231-607	\$ -	\$ 521.34
10-19/WCG	422-658	\$ 2,538.11	\$ 0.01
Recycling Comm. Sale of Compost Bins	433-608	\$ -	\$ -
BOH PHER	510-659	\$ 479.88	\$ 580.98
Elder Affairs	541-610	\$ 10,960.00	\$ 10,960.00
Library State Aid	610-611	\$ 8,909.74	\$ 6,297.95
Library Documentary	610-612	\$ -	\$ -
Federal and State Grants Fund Totals		\$ 107,064.05	\$ 100,889.92

Capital Projects Fund

	Account#	Receipts	Expenditures
Conservation Restriction Bragg	29-171	\$ 34,950.00	\$ 130,725.00
South St. Main	30-450	\$ 100,000.00	\$ -
Senior Center Design	31-123	\$ 26,700.00	\$ 2,152,796.46
Water Main Replacements	31-450	\$ -	\$ 419,441.83
Wastewater Treatment	35-450	\$ -	\$ 127,403.44
Library Renovation	37-610	\$ 98,000.00	\$ 9,421.95
Forest Legacy	38-123	\$ 41,159.30	\$ -
South St. Recon	39-123	\$ 87,500.00	\$ 4,438.56
Fire Truck	39-220	\$ -	\$ 550,000.00
Capital Projects Fund Totals		\$ 388,309.30	\$ 3,394,227.24

Town of Westminster 2014

Activity Report Fiscal Year 2014

Expendable Trust Fund

	Account#	Receipts	Expenditures
Forbush Worthy Poor Fund	123-801	\$ 4,787.48	\$ -
Fred Smith Poor Fund	123-802	\$ 6,926.71	\$ 2,461.38
Chartes F. Giles Fund	123-803	\$ 7,408.33	\$ -
Westminster Grange Fund	123-804	\$ 197.71	\$ -
Upton School Fund	147-812	\$ 286.24	\$ -
Stabilization Fund	147-815	\$ 3,817.15	\$ -
Stabilization Fund - Repair of Buildings	147-816	\$ 1,885.66	\$ 47,400.00
Stabilization Fund - Capital Equip.& Improve.	147-817	\$ 269,076.89	\$ 213,000.00
Stabilization Fund - Info Tech / Telecomm Sys	147-818	\$ 8,911.41	\$ 18,000.00
Stabilization Fund - OPEB	147-819	\$ 9,661.45	\$ -
Stabilization Fund - Road Maint.	147-820	\$ 9,661.45	\$ -
Conservation Fund	171-821	\$ 1,205.03	\$ 10,000.00
Aina E. Stein Conservation Fund	171-822	\$ 0.20	\$ 1,000.00
Police Law Enforcement Fund	210-831	\$ 742.50	\$ 548.27
Elizabeth Rose Cemetery Fund	491-841	\$ 5,288.91	\$ -
D.W. Sanders Cemetery Fund	491-842	\$ 210.27	\$ -
Florence B. Rice Cemetery Fund	491-843	\$ 31.20	\$ -
J.R. Barrell Cemetery Fund	491-844	\$ 169.06	\$ -
Laurie F. Dobb Cemetery Fund	491-845	\$ 100.94	\$ -
M.A. Creed Cemetery Fund	491-846	\$ 125.38	\$ -
Cemetery Perpetual Care Fund	491-847	\$ 17,650.38	\$ 9,995.00
Sarah M. Barnes Library Fund	610-861	\$ 12.94	\$ -
M.A. Farnsworth Library Fund	610-862	\$ 58.65	\$ -
Graham Library Fund	610-863	\$ 350.89	\$ 45.00
Bigelow (Children's Books) Library Fund	610-864	\$ 138.58	\$ -
Agnes M. Bigelow Library Fund	610-865	\$ 65.40	\$ -
Otto & Hilda Huusari Library Fund	610-866	\$ 1,554.78	\$ 300.00
Lucy Childs Library Fund	610-867	\$ 16.74	\$ -
Preston P. Ellis Library Fund	610-868	\$ 52.63	\$ -
Fred S. Whitman Library Fund	610-869	\$ 22.07	\$ -
Adelaide W. Berry Library Fund	610-870	\$ 6.55	\$ -
Minnie F. Dexter Library Fund	610-871	\$ 64.71	\$ -
A.R. Hager Library Fund	610-872	\$ 54.73	\$ -
C.A. Forbush Library Fund	610-873	\$ 39.40	\$ -
M.D. Haws Library Fund	610-874	\$ 66.11	\$ -
Westminster Library Fund	610-875	\$ 134.81	\$ -
D.W. Sanders Library Fund	610-876	\$ 147.57	\$ -
Joseph W. Forbush Library Fund	610-877	\$ 154.46	\$ -
Charles Wyman Library Fund	610-878	\$ 445.09	\$ 1,505.86
Universalist Society Library Fund	610-879	\$ 15.21	\$ -
George A. Miller Library Fund	610-880	\$ 139.39	\$ -
Henrietta Gates Library Fund	610-881	\$ 78.29	\$ -
Mossman Memorial	610-882	\$ 689.80	\$ -
Expendable Trust Fund Totals		\$ 352,453.15	\$ 304,255.51
Total All Funds		\$ 1,748,001.17	\$ 25,871,360.20

Town of Westminster 2014

Receipts General Fund Fiscal Year 2014

Taxes:

Personal Property Taxes	\$ 800,065.12	
Real Estate Taxes	\$ 14,492,018.23	
Tax Liens.	\$ 215,747.82	
Rollback Taxes	\$ 26,390.46	
Motor Vehicle Excise	<u>\$ 1,084,976.45</u>	
		\$16,619,198.08

Penalties & Interest:

Property Taxes	\$ 59,015.17	
Motor Vehicle	\$ 41,582.27	
Tax Lien Redemptions	\$ 81,631.43	
In Lieu of Taxes	<u>\$ 58,918.07</u>	
		\$ 241,146.94

Charges for Services:

Contracted Landfill Fees	\$ 1,046,460.20	
Council on Aging MART Fares	<u>\$ 2,902.20</u>	
		\$ 1,049,362.40

Other Departmental Revenue:

Police Department	\$ 23,358.51	
Fire Department	\$ 10.00	
Library	\$ 978.99	
Town Clerk	\$ 4,414.35	
Assessors	\$ 355.00	
Treasurer/Collector	\$ 6,400.00	
Cemetery Department	\$ 18,475.00	
Miscellaneous	<u>\$ 5,793.00</u>	
		\$ 59,784.85

Licenses & Permits:

Alcoholic Beverages Licenses	\$ 10,095.00	
Town Clerk	\$ 15,770.00	
Police Department	\$ 7,350.00	
Fire Department	\$ 8,091.50	
Building Department	\$ 184,992.65	
Board of Health	\$ 27,124.00	
Other Licenses & Permits	<u>\$ 4,917.00</u>	
		\$ 258,340.15

Town of Westminster 2014

Fiscal Year 2014

Receipts

General Fund

Revenue From The State:

State Owned Land	\$	211,913.00	
Abatements to Elderly	\$	69,618.00	
Lottery, Beano and Charity	\$	566,791.00	
Room Tax	\$	57,033.82	
Veterans' Benefits	\$	26,528.00	
			\$ 931,883.82

Fees:

Cable TV Fees	\$	1,059.00	
Treasurer/Collector Misc.	\$	3,230.87	
Town Clerk	\$	3,099.00	
Planning Bd Hearings	\$	4,250.00	
Appeals Bd Hearings	\$	7,100.00	
Police Dept.	\$	1,336.00	
Fire Dept.	\$	842.00	
Health Dept.	\$	13,125.00	
			\$ 34,041.87

Fines & Forfeitures:

Parking Violations	\$	1,694.00	
Civil Motor Vehicle Infractions	\$	92,480.00	
PD Restitution/Court Fines	\$	1,560.00	
Dog Fines	\$	3,070.00	
BOH Fines	\$	5,175.00	
Library Fines	\$	5,001.11	
			\$ 108,980.11

Miscellaneous Revenues:

Reimbursement for MART Van Use	\$	89,594.93	
Earnings on Investments	\$	8,136.70	
Sale of Items	\$	3,214.62	
			\$ 213,796.78

Interfund Transfers:

\$ 866,151.11

Total General Fund Receipts

\$ 20,382,686.11

Town of Westminster 2014

Fiscal Year 2014 Receipts Sewer Enterprise Fund

Enterprise Receipts:

Sewer Usage Charges	\$	890,333.07	
Sewer Inspection & Connection Fees	\$	11,100.00	
Miscellaneous Sewer Charges	\$	10,195.43	
Sewer Liens	\$	37,539.10	
Committed Interest Added To Taxes	\$	17,314.73	
Sewer Services	\$	8,771.91	
Earnings on Investments	\$	3,411.73	
			\$ 978,665.97

Sewer Betterment Assessments:

Receipts	\$	65,773.38	
Betterments Interest/Pay Offs	\$	14,975.09	
			\$ 80,748.47

Inflow/Infiltration Repair:

Earnings on Investments	\$	0.48	
			\$ 0.48

Interfund Transfers:

Transfer From General Fund	\$	145,701.00	
Transfer From Capital Project	\$	127,403.44	
			\$ 273,104.44

Total Sewer Enterprise Fund Receipts **\$ 1,332,519.36**

Water Enterprise Fund

Enterprise Receipts:

Water Usage Charges	\$	711,255.96	
Water Service Connection Fees	\$	11,000.00	
Water Receipts Reserve Charges	\$	6,825.00	
Miscellaneous Water Charges	\$	16,334.20	
Water Liens	\$	37,722.76	
Lien Interest	\$	10,446.41	
Water Services	\$	11,370.81	
Earnings on Investments	\$	1,826.31	
			\$ 806,781.45

Interfund Transfers:

Transfer From General Fund	\$	20,218.00	
			\$ 20,218.00

Total Water Enterprise Fund Receipts **\$ 826,999.45**

Town of Westminster 2014

**Fiscal Year 2014
Receipts
Sewer Enterprise Fund**

Transfer Station Enterprise Fund

Trash Hauler Fees	\$ 9,412.00	
Contracted Landfill Fees	\$ 366,663.00	
Earnings on Investments	\$ 1,270.20	
Total Landfill Enterprise Fund Receipts		\$ 377,345.20
Total Receipts ---- All Funds		<u>\$ 22,919,550.12</u>

Town of Westminster 2014

TOWN TREASURER'S REPORT **Period Ended June 30, 2014**

GENERAL FUND

Town Clerk's Cash Drawer	100.00
Treasurer/Collector's Cash Drawer	100.00
Citizens Bank	1,096,874.14
Eastern Bank	563,303.18
Enterprise Bank	2,176,783.17
Fidelity Bank	434,453.23
Greenfield Cooperative Bank	501,187.93
Massachusetts Municipal Depository Trust	330,688.45
Peoples United Bank	507,019.34
Rollstone Bank	241,105.94
UniBank for Savings	2,051,690.64
United Bank	1,016,429.52

SPECIAL FUNDS

Citizens Bank

1856 Hearse House Building Fund	697.36
250th Anniversary Fund	24,848.31
Aalto/Salo Memorial	2,821.56
Altobelli Memorial	6,891.76
Board of Health/53G	0.14
Compost Bin Sales	206.37
Conservation Commission/Stein Fund	1,454.50
Cultural Council	7,287.72
Cumberland Farms Traffic Study	0.17
Forbush Library Building & Renovation Fund	260.60
Forbush Memorial Library Endowment Fund	4,896.84
Inflow & Infiltration	4,593.50
Law Enforcement Trust	27,794.18
Library Preservation Fund	118.44
Library State Grant	33,210.07
Planning Board Escrow	5,928.73
Planning Board Escrow/Brookside	8,905.06
Planning Board Escrow/Harrington	576.57
Planning Board Escrow/Overlook	1,847.61
Planning Board Escrow/Rte 31 Business Park	34,383.94
Planning Board Escrow/Westminster Woods/53G	4,515.80
Rebanna Road Development	4,919.53
South Street Takings Unclaimed	400.07
ZBA Cell Tower/53G	325.71
Zoning Board/Kingsbury Arms/53G	768.86
Zoning Board/Mountainview Estates/53G	3,125.69
Westminster Business Park Phase II	234,278.13
Westminster Business Park Planning Board	20,857.57

Town of Westminster 2014

TOWN TREASURER'S REPORT **Period Ended June 30, 2014**

SPECIAL FUNDS

Massachusetts Municipal Depository Trust

Planning Board Escrow/Westminster Business Park	40,461.26
Planning Board Escrow/Escrow of R. Lehtola	57,488.41

Rollstone Bank & Trust

Stabilization Fund	1,015,913.74
Stabilization Fund/Building Maintenance	453,320.79
Stabilization Fund/Capital Equipment	949,315.65
Stabilization Fund/Technology	226,391.60
Stabilization Fund/OPEB	206,324.06
Stabilization Fund/Road Maintenance	206,324.06

TRUST FUNDS

Bartholomew & Company

Charles F. Giles Fund	128,222.06
Conservation Fund	1,052.07
Fred W. Smith Poor Fund	118,944.37
Joseph Forbush Worthy Poor Fund	82,860.61
Westminster Grange Fund	3,420.98

CEMETERY FUNDS

Bartholomew & Company

Expendable Funds	50,399.32
Non-Expendable Funds	246,798.18

LIBRARY FUNDS

Bartholomew & Company

Expendable Funds	28,151.38
Non-Expendable Funds	46,298.54

TOTAL ALL FUNDS	13,217,337.41
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**TOWN COLLECTOR'S REPORT
PERIOD ENDED JUNE 30, 2014**

	FISCAL YEAR	COMMITTED OR FORWARDED	COLLECTED	ABATED OR LIENED	REFUNDED OR ADJUSTED	BALANCE
REAL ESTATE TAX	2013	385,100.46	223,940.16	164,230.09	3,069.79	0.00
	2014	14,776,109.24	14,354,772.16	99,336.76	57,916.30	379,916.62
PERSONAL PROPERTY TAX	2010	673.52	0.00	673.52	0.00	0.00
	2011	1,036.08	328.94	660.15	0.00	46.99
	2012	5,844.64	4,822.88	952.79	0.00	68.97
	2013	10,726.08	1,128.20	9,481.74	0.00	116.14
	2014	800,873.80	797,559.08	1,716.89	3,773.98	5,371.81
ROLL BACK TAXES	all years	4,056.00	3,000.00	0.00	0.00	1,056.00
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	2006	2,723.97	0.00	2,723.97	0.00	0.00
	2007	3,029.60	278.23	0.00	0.00	2,751.37
	2008	3,128.36	194.17	0.00	0.00	2,934.19
	2009	2,406.67	475.10	0.00	96.25	2,027.82
	2010	3,273.67	649.59	0.00	0.00	2,624.08
	2011	5,887.02	1,459.18	280.52	280.52	4,427.84
	2012	12,204.57	6,830.85	5.73	173.99	5,541.98
	2013	211,651.27	193,358.90	10,243.58	9,669.09	17,717.88
	2014	982,137.16	905,741.08	24,947.19	13,216.01	64,664.90

**TOWN COLLECTOR'S REPORT
PERIOD ENDED JUNE 30, 2014**

	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
	2012	11,854.44	0.00	11,854.44	0.00	0.00
	2013	97,785.97	44,090.51	54,267.96	572.50	0.00
	2014	739,417.32	668,455.67	3,637.08	785.40	68,109.97
WATER LIENS	2013	7,369.52	5,289.95	2,079.57	0.00	0.00
	2014	48,591.28	36,722.64	1,781.79	0.00	10,086.85
WATER SERVICES	all years	14,719.70	11,838.95	0.00	0.00	2,880.75
WATER RECEIPTS RESERVED	all years	6,675.00	6,675.00	0.00	0.00	0.00
HOLMES PARK WATER ASSESSMENT	2014	2,438.16	2,438.16	0.00	0.00	0.00
LEINO PARK WATER ASSESSMENT	2014	22,875.00	22,875.00	0.00	0.00	0.00
SEWER USAGE	2013	157,672.72	94,863.98	62,808.74	0.00	0.00
	2014	879,744.91	795,315.54	6,132.42	425.48	78,722.43
SEWER LIENS	2013	9,276.23	1,562.65	7,713.58	0.00	0.00
	2014	62,808.74	35,976.45	0.00	0.00	26,832.29
SEWER SERVICES	all years	11,286.59	8,771.91	0.00	0.00	2,514.68

**TOWN COLLECTOR'S REPORT
PERIOD ENDED JUNE 30, 2014**

	FISCAL YEAR	COMMITTED OR FORWARDED	COLLECTED	ABATED OR LIENED	REFUNDED OR ADJUSTED	BALANCE
APPORTIONED SEWER						
BETTERMENT NOT YET DUE	2005	357,526.90	14,492.79	66,827.84	0.00	276,206.27
APPORTIONED	2013	2,175.33	2,175.33	0.00	0.00	0.00
SEWER BETTERMENTS	2014	65,557.61	62,864.59	0.00	0.00	2,693.02
COMMITTED INTEREST	2013	941.90	941.90	0.00	0.00	0.00
	2014	17,463.88	16,497.70	0.00	0.00	966.18

**TREASURER'S REPORT
PERIOD ENDED JUNE 30, 2014**

	FISCAL YEAR	COMMITTED OR FORWARDED	SUBSEQUENT TAXES ADDED	COLLECTED	ABATED OR TRANSFERRED	BALANCE
TAX LIENS RECEIVABLE	all years	524,237.15	196,229.53	215,705.83	0.00	504,760.85
TAX POSSESSIONS	all years	1,382.39	0.00	0.00	0.00	1,382.39
DEFERRED TAXES	all years	52,174.11	5,858.47	0.00	0.00	58,032.58

PERSONNEL BOARD 2014 Annual Report

The basic function of the Personnel Board is to review and recommend to the Town Administrator and the Board of Selectmen policies and procedures on personnel issues affecting the employees of the Town of Westminster. Board meetings are held during the evening when scheduled. The Board is made up of five volunteers with a Chairperson and Vice Chairperson.

The Personnel Board held several meetings during the course of the year. The following is an overview of topics that were discussed:

- Proposed COLA for FY 2015
- Discussed structure of Town Government
- Developed Evaluation forms for Grade 13 positions
- Reviewed Job Descriptions for Building Department
- Reviewed Council On Aging Position
- An update on the search for Fire Chief and changes in the Job Description given by the Vice Chairperson
- Reviewed the Job Descriptions of the Personnel/Payroll Clerk
- Discussed the policy of offering benefits to part-time employees
- Reviewed Building Department staffing requirements
- Reviewed Policy on unpaid leave and personal time off
- Reviewed guidelines on Health Insurance for employees
- Reviewed Assistant job description for New Senior Center
- Reviewed Sick Bank Policies and Procedures
- Reviewed Town organizational chart by Department
- Proposed COLA for FY2016

Respectfully submitted,

John Cappellini, Chairman
Stephen Hemman, Vice-Chairman
Gene Sorbo
Clare Rowland
David Schlier
Wayne Walker, Board of Selectmen Representative

Town of Westminster 2014

AGGREGATE ANNUAL REMUNERATION OF ALL TOWN EMPLOYEES INCLUDING ELECTED AND APPOINTED OFFICIALS FOR THE YEAR ENDING DECEMBER 31, 2014

Ahearn	William	Hwy Superintendent					\$88,411.84
Aker	Brittany	Dispatcher					\$10,975.25
Albert	Angela	Parks/Rec Counselor					\$720.00
Albert	David	Master Mechanic	Reg	\$57,957.24	OT \$9,381.36	DT \$778.30	\$68,112.82
Albert	Emily	Parks/Rec Counselor					\$1,575.00
Albert Jr.	Salvatore	Police Chief					\$124,692.58
Amadon	Brandon	Police Officer	Reg	\$59,821.87	OT \$31,413.64		\$91,235.51
Amendola	Dana	Firefighter					\$8,903.92
Arsenault	Steven	Truck Driver/Laborer	Reg	\$44,931.63	OT \$7,719.17	DT \$437.85	\$53,088.65
Auffrey	Nicholas	Police Officer	Reg	\$52,751.50	OT \$25,378.79		\$78,130.29
Aveni	Nicholas	Dispatcher					\$12,357.08
Barrett	Alan	Truck Driver/Laborer	Reg	\$49,258.71	OT \$7,806.60	DT \$417.00	\$57,482.31
Barrett	James	Equip Operator II	Reg	\$51,809.85	OT \$8,736.91	DT \$633.08	\$61,175.76
Barrett Sr	Loring	Wiring Inspector					\$25,796.24
Bean	Adam	Call Firefighter					\$5,116.44
Beaton	Callie	Asst Town Accountant					\$10,325.25
Belliveau	Julie	Personnel Admin					\$41,550.69
Benson	Kent	Police Officer	Reg	\$61,365.97	OT \$5,928.25		\$67,294.22
Bergeron	Neil	Firefighter					\$1,628.84
Berube	James	Truck Driver/Laborer	Reg	\$237.17	OT \$0.30		\$237.47
Blauser Jr.	Theryn	Support Specialist					\$1,139.67
Blessington	Bruce	Firefighter					\$7,726.48
Bodanza	Brenda	Admin Asst					\$31,513.06
Boivin	Jessica	Firefighter					\$1,090.92
Boivin Jr.	Francis	Firefighter					\$15,787.26
Bowen	Jesse	Dispatcher	Reg	\$34,165.76	OT \$5,212.20		\$39,377.96
Brunell	Robert	Crocker Pond Supervisor					\$5,609.87
Bryce	David	Dispatcher					\$503.68
Burgess	Celia	ZBA Clerk					\$658.55

Town of Westminster 2014

AGGREGATE ANNUAL REMUNERATION OF ALL TOWN EMPLOYEES INCLUDING ELECTED AND APPOINTED OFFICIALS FOR THE YEAR ENDING DECEMBER 31, 2014

Buso	Phillip	Veterans Agent					\$626.00
Butterfield	Kyle	Firefighter Captain	Reg	\$67,951.91	OT	\$18,282.22	\$86,234.13
Cannavino	Richard	Wiring Inspector					\$3,100.10
Casey	Claudette	Poll Worker					\$464.00
Casper	Ryan	Firefighter					\$3,517.50
Cavanaugh	Jason	Adult Services Librarian					\$34,290.90
Chapman	Joshua	Working Foreman	Reg	\$52,981.39	OT	\$17,701.45 DT \$443.52	\$71,126.36
Chapman	Susan	Maintenance Supervisor	Reg	\$41,156.72	OT	\$963.57	\$41,968.13
Cloutier	Adam	Crocker Pond Attendant					\$5,505.58
Codding	Brenda	Poll Worker					\$468.00
Cole	Madison	Parks/Rec Counselor					\$552.00
Comiskey	Debra	Dispatcher	Reg	\$15,037.03	OT	\$109.14	\$15,146.17
Couture	Steven	Police Officer					\$1,840.88
Cramm	Robert	Maintenance Worker	Reg	\$39,499.84	OT	\$372.87	\$39,727.19
Davis	Jason	Groundskeeper					\$956.00
Dean Jr.	Daniel	Firefighter					\$2,606.74
Dearborn	Josie	Parks/Rec Counselor					\$580.00
Deloge	Daniel	Firefighter					\$6,472.44
Delorey	Meaghan	Summer Programs Director					\$2,800.00
D'Entremont	Phillip	Firefighter	Reg	\$52,277.74	OT	\$13,752.33	\$66,030.07
Descarreaux	Kevin	Truck Driver/Laborer	Reg	\$30,996.95	OT	\$2,441.09 DT \$343.20	\$33,781.24
Devoll	Andrew	Firefighter	Reg	\$48,930.03	OT	\$7,418.33	\$56,348.36
Doane	Brittaney	Firefighter					\$5,188.98
Doucette	Mary	Sub Van Driver COA					\$205.05
Driscoll	Patricia	DPW Admin Secretary					\$43,351.68
Duncan	Brett	Firefighter					\$13,941.48
Dunn	Jamison	Parks/Rec Counselor					\$576.00
Erickson	Lisa	Assistant Children's Services Library					\$12,158.55
Farley	Daniel	Firefighter					\$2,034.24
Farrell	Karen	Poll Worker					\$48.00

Town of Westminster 2014

AGGREGATE ANNUAL REMUNERATION OF ALL TOWN EMPLOYEES INCLUDING ELECTED AND APPOINTED OFFICIALS FOR THE YEAR ENDING DECEMBER 31, 2014

Feeley	Patricia							\$24.00
Fisher	Susan	Elder Service Coordinator						\$40,003.00
Fix	David	Cemetery Laborer						\$4,136.66
Flynn	Gary	Firefighter						\$4,713.53
Forrest	Kyle	Firefighter						\$28,688.10
Forsyth	Glenn	Van Driver						\$8,715.47
Gallant	Michael	Building Commissioner						\$32,585.70
Garland-Wheelend	Louise	Election Official						\$68.00
Gerde	Anne	Assistant Children's Services Library						\$8,612.87
Gilbert	Patrick	Parks/Rec Counselor						\$720.00
Gilbreath	Elise	Library Aide						\$392.62
Goguen	Robert	Sub Van Driver COA						\$449.28
Grenier	Theresa	Poll Worker						\$464.00
Gronroos	John	Cemetery Superintendant						\$50,061.98
Haley-Cormier	Marybeth	Assistant Town Clerk						\$11,148.98
Hall	Joshua	DPW Director						\$107,468.52
Hamm	Robert	Firefighter						\$2,025.86
Hartford	Benjamin	Firefighter						\$7,413.86
Hawkins	Nathan	Dispatcher	Reg	\$26,393.21	OT	\$10,189.59		\$36,582.80
Hawkins Jr	Leroy	Police Seargent	Reg	\$77,463.14	OT	\$37,037.48		\$114,500.62
Henry	David	Firefighter						\$5,058.75
Herriott	Stanley	Veterans Agent						\$1,914.50
Hildreth	Charles	Cemetery Laborer						\$10,985.70
Hill	Bruce	Sub Van Driver COA						\$14,610.14
Holm	Robin	Administrative Assesor						\$38,649.91
Hughes	Albert	Poll Worker						\$464.00
Hughes	Gloria	Poll Worker						\$464.00
Hurd	Timothy	Special Motor Vehicle Operator/Labor	Reg	\$58,746.14	OT	\$9,266.32	DT	\$500.60
Hurlbut Jr.	David	Firefighter						\$616.20

Town of Westminster 2014

AGGREGATE ANNUAL REMUNERATION OF ALL TOWN EMPLOYEES INCLUDING ELECTED AND APPOINTED OFFICIALS FOR THE YEAR ENDING DECEMBER 31, 2014

Ilinitch	Shawn	Administrative Aide/Dispatcher				\$17,248.00
Johnson	Michelle	COA Department Assistant I				\$12,284.07
Kalagher	Susan	Conservation Clerk				\$3,514.28
Kazan	Betty	Executive Assistant				\$35,654.77
Keena	Jeanne	Treasurer/Collector Principal Clerk				\$14,414.08
Kotoski	Constance	Poll Worker				\$464.00
Krakowsky	Jane	Assistant Town Accountant				\$8,618.13
Krasawski	James	Cemetery Laborer				\$7,620.52
Labrie	Audrey	Farmers Market Manager				\$645.00
Landry	Clayton	Firefighter	Reg	\$54,560.59	OT \$13,738.18	\$68,298.77
Landry	Kim	Animal Inspector				\$280.00
Langelier	Richard	Highway Working Foreman	Reg	\$57,853.97	OT \$8,309.72	\$66,163.69
Langhart	Nicholas	Library Director				\$64,479.08
Lantry	David	Local Inspector				\$580.08
Leahy	Shannon	Parks/Rec Counselor				\$568.00
Lebel	Andrew	Firefighter				\$4,005.74
Leblanc	David	Dispatcher	Reg	\$34,034.27	OT \$4,714.89	\$38,749.16
Leblanc	Eric	System Operator	Reg	\$41,852.02	OT \$7,218.79	\$49,070.81
Leblanc	Ralph	Detective	Reg	\$79,624.26	OT \$27,561.95	\$107,186.21
Loescher	Andrew	Dispatch Supervisor	Reg	\$43,264.16	OT \$8,783.27	\$52,047.43
Long	Karen	Fire Administrative Assistant/EMT B	Reg	\$42,198.00	OT \$1,840.33	\$44,038.33
Lucander	Joyce	Board of Health Admin Assistant				\$32,764.00
Lucier	Dale	DPW Admin Secretary				\$35,885.77
Lucier	Susan	Library Tech Service				\$20,552.20
Macaloney	Brenton	Fire Chief				\$27,642.58
Macaloney	Denise	Town Clerk				\$57,520.76
Maeder	Thomas	Veterans Agent				\$1,646.70
Magee	Erin	Parks/Rec Counselor				\$616.00
Magee	Kathryn	Parks/Rec Counselor				\$568.00

Town of Westminster 2014

AGGREGATE ANNUAL REMUNERATION OF ALL TOWN EMPLOYEES INCLUDING ELECTED AND APPOINTED OFFICIALS FOR THE YEAR ENDING DECEMBER 31, 2014

Major	Ryan	Firefighter	Reg	\$11,688.12	OT	\$1,744.45	\$13,432.57
Maki	Robert	Conservation Agent					\$13,146.08
Manning	Geraldine	Library Head Of Childrens Services					\$47,071.44
Martineau	Peter	System Operator	Reg	\$45,501.53	OT	\$16,515.67 DT \$441.00	\$62,458.20
McConville	Rita	Assistant Health Agent					\$21,953.40
McDonald	Michael	Police Lieutenant					\$103,246.99
McEvoy	John	Firefighter	Reg	\$52,581.96	OT	\$8,853.15	\$61,435.11
Mcintyre	John	Maintenance Mechanic	Reg	\$53,591.37	OT	\$7,647.93 DT \$695.96	\$61,931.42
Michaud	Laila	Poll Worker					\$464.00
Michel	Richard	Police Officer	Reg	\$62,020.43	OT	\$27,578.73	\$89,599.16
Monty	David	Firefighter/Dispatcher	Reg	\$69,516.15	OT	\$16,670.88	\$86,187.03
Morrow III	William	Dispatcher					\$1,889.81
Morse	Sarah	Parks/Rec Counselor					\$312.00
Murphy	Karen	Town Administrator					\$88,242.00
Murphy	Ruth	Library Aide					\$2,132.81
Nelson	Amy	Police Officer	Reg	\$69,827.72	OT	\$33,550.49	\$103,378.21
Nivala	Kevin	Fire Chief	Reg	\$102,140.08	OT	\$7,116.15	\$109,256.23
Noonan	Brian	Firefighter					\$697.70
Novak	Daniel	COA Meals Driver					\$10,176.16
Page	Ann Marie	Treasurer/Collector Clerk					\$7,891.24
Parks	Gilbert	Poll Worker					\$16.00
Parks	Joan	Poll Worker					\$16.00
Parsons	Barbara	Poll Worker					\$240.00
Pelullo	Katherine	Poll Worker					\$344.00
Perior	Jayne	COA Meals Driver					\$3,543.35
Pierce	Nanette	Administrative Assistant					\$43,359.45
Powderly	Michael	Parks/Rec Counselor					\$600.00
Quaye	Rachel	Parks/Rec Counselor					\$616.00
Racine	Mickey	Truck Driver/Laborer	Reg	\$35,169.36	OT	\$4,740.53	\$39,909.89

Town of Westminster 2014

AGGREGATE ANNUAL REMUNERATION OF ALL TOWN EMPLOYEES INCLUDING ELECTED AND APPOINTED OFFICIALS FOR THE YEAR ENDING DECEMBER 31, 2014

Rathier	Raymond	Cemetery Laborer					\$12,898.68
Reed	Joann	Crossing Guard					\$5,942.03
Reilly	Jack	Crocker Pond Attendant					\$3,593.10
Ringquist Jr.	James	Cemetery Laborer					\$821.06
Robbins	Edward	Police Seargant	Reg	\$80,625.12	OT	\$29,810.69	\$110,435.81
Rogowski	Robert	Firefighter					\$6,025.80
Rooney	Colin	Firefighter					\$3,911.93
Root	Diane	Library Assistant I					\$5,383.11
Roy	Renee	Assessors Clerk					\$12,395.82
Scarale	Frank	Cemetery Laborer					\$12,229.60
Schultz	Kimberly	Sub Meals Driver					\$1,175.62
Seidl	Eric	Firefighter					\$6,534.08
Sepulveda	Edwin	Firefighter					\$56.32
Shampine	Jeffrey	Police Officer	Reg	\$65,524.67	OT	\$15,171.25	\$80,695.92
Sheehan	Ellen	Town Clerk					\$15,612.50
Sheehan	Maura	Parks/Rec Counselor					\$592.00
Sheehan	Michael	Firefighter					\$8,068.41
Slauenwhite	Nancy	Poll Worker					\$228.00
Smith	Melody	Treasurer/Collector					\$61,541.60
Sowers IV	Benjamin	Parks/Rec Counselor					\$1,232.00
Streeter	Patricia	Substitute Meals Driver					\$6,376.73
Suomala	Joyce	Admin Asst to the Treasurer/Collector					\$35,063.06
Sutela	Thomas	Equip Operator II	Reg	\$54,100.45	OT	\$8,973.10	DT \$695.96
Swedberg	Elizabeth	Health Agent					\$59,826.64
Szocik	Robert	Highway Working Foreman	Reg	\$7,120.00	OT	\$1,994.16	DT \$467.25
Tamulen	Jason	Police Officer	Reg	\$65,090.97	OT	\$30,090.78	\$95,181.75
Vacarelo	Judith	Library Assistant I					\$14,629.12
Wallace	Stephen	Town Planner					\$67,226.60

Town of Westminster 2014

**AGGREGATE ANNUAL REMUNERATION
OF ALL TOWN EMPLOYEES
INCLUDING ELECTED AND APPOINTED OFFICIALS
FOR THE YEAR ENDING DECEMBER 31, 2014**

Wetherbee	Jason	Police Officer	Reg \$63,374.21	OT \$22,087.52	\$85,461.73
Wheeler	Alexiss	Call Firefighter			\$2,399.47
Wuikainen	Tom	Gas/Plumbing Inspect			\$17,025.49
Yraola	Susan	Library Assistant II			\$17,948.80
Zbikowski	David	Truck Driver/Laborer	Reg \$3,412.88	OT \$656.78	\$4,069.66

Town of Westminster 2014

BOARD OF ASSESSORS 2014 Annual Report

The Board of Assessors respectfully submits their annual report for 2014. The Board held 8 posted meetings.

The following is information compiled during the calendar year 2014:

# of motor vehicle bills processed	9,381
\$ Amount committed to collector	1,090,287.36
# of motor vehicle abatements granted	404.00
\$ Amount of abatements granted	34,455.45

During 2014, the Board of Assessors was required to do an Interim Year Adjustment of the whole town and submit an Interim Report to the Department of Revenue; 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 Mrs. Claire Bedard for her 13 years served as the Assessors Clerk and Ms. Brenda M. Bodanza for her 4 months served on the Board of Assessors. We welcome Mr. Robert J. Sampson, our newest elected member. 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,

Donald Frigoletto, Chairman
Robin L. Holm
Robert J. Sampson

Town of Westminster 2014

THE FOLLOWING WERE CALCULATED ON A FISCAL YEAR 2014 (JULY 1, 2013– JUNE 30, 2014)

Fiscal year 2014 tax rate \$18.98 per thousand dollars of valuation

	<u>VALUE</u>	<u>TAX</u>
Real Estate	671,911,992	\$12,752,889.60
Commercial	55,826,616	1,059,589.17
Industrial	50,771,200	963,637.38
Personal Property	42,105,644	799,165.12
<hr/>		
Totals	820,615,452	\$15,575,281.27

EXEMPTIONS GRANTED

	<u>NUMBER</u>	<u>AMOUNT</u>
Widow/widower		
Clause 17D	19	\$3,488.02
Veterans:		
Clause 22	53	\$21,200.00
Clause 22E	9	\$9,000.00
Clause 22D	2	\$7,516.08
Blind:		
Clause 37A	4	\$2,000.00
Elderly:		
Clause 41B	19	\$9,965.50

FORBUSH MEMORIAL LIBRARY
2014 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 Long Range Plan, 2012-2017

Contact

Phone: 978-874-7416

Website: www.forbushlibrary.org

Email: askalibrarian@westminster-ma.gov

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

Town of Westminster 2014

Highlights of 2014



From left, Justin Tralongo, 14, and his brother Jason Tralongo, 12, both of Westminster, raise the American flag as Montachusett Regional Vocational Technical School Junior ROTC member Rory Cockerline, 15, also of Westminster, salutes during the dedication ceremony in honor of 1st Lt. Ryan Patrick Jones at the Forbush Memorial Library in Westminster on Saturday, December 13, 2014. At right are Monty Tech JROTC Color Guard members Devon Mallet, 18, of Leominster, Antonella

- **Flag and Flagpole Dedication:** The Board of Trustees is pleased that the first concrete result of the ongoing Landscape Improvement Program occurred this year: the erection of a 25' fiberglass flagpole, the first in the library's history. Through the efforts of Trustee Eagle, and with donations from the Jones and Yraola families, the Montachusett Regional Vocational Technical School JROTC dug the foundation, and Discount Flag & Flagpole of Leominster installed the pole in November, 2014. It was dedicated to the honor of 1st Lt Ryan Patrick Jones in a formal ceremony in December and flies flags in his memory that have flown over our nation's Capital in Washington. More than 75 people gathered for the event at which State Senator Jennifer Flanagan spoke, attended by a color guard from the Monty Tech JROTC and the Westminster Town Band. We are grateful to all who supported this effort.
- **Operations:** 2014 was a year of growth for the Forbush. Circulation grew, and the collection of available library materials was increased by 18%, particularly in large type books, CDs, DVDs and recorded materials. Shelving was expanded significantly in the Children's Room to accommodate many new books. Security cameras were installed on the third floor to monitor activity; the system is tied into the Public Safety Building.
- **Gifts and Donations:** Gifts of goods and services also increased this year. The white picket fence was refurbished by Nick Lambert as his Eagle Scout project. Amherst College donated a truckload of steel book shelving, and the students at Monty Tech prepared a 3-D scale model of the library and grounds as part of their help with our Landscape Improvement Program. They also crafted a box for used eyeglasses to be collected by the Lions Club. The Lions, too, gave \$500 for the

Town of Westminster 2014

purchase of large type books. We were pleased to be selected by the Aldrich Astronomical Society for the donation of a professional-grade telescope for loan to patrons, courtesy of its president, Jim Zebrowski. The Westminster Cultural Council donated three museum passes for our patrons' use for the Worcester and Fitchburg Art Museums and to the Discovery Museum in Acton. Ken Gloss of Brattle Books, Boston, appraised our collection of 18th and 19th century books at no charge. We certainly appreciate these contributions which benefit both the library and our patrons.

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 town election, Jim Eagle was elected to his third three-year term, Kim Samson to her second term, and Martha Rainville to a two year term on the board. In October, Rob Hynes was chosen as chair; Martha Rainville, vice-chair; Kimberly Samson, recording secretary; and Leola Leger, corresponding secretary. Jim Eagle chairs the Building & Grounds Committee which had a very active year. The library bid goodbye to longtime trustee and library friend Beth D'Onfro, who has moved out of state.

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 Judy Vacarelo handles the large volume of interlibrary loans. Diane Root maintains the web page and Ruth Murphy managed the book stacks until her resignation in October, when Elise Gilbreath was chosen for the position. Bob Cramm keeps our building functioning and attractive. We thank the Council on Aging for supporting the work of Carol Harrington, Ann Johnson and Shirley Lombard through the senior real estate tax reduction program, but we were saddened by the passing of Henry J. Harrington and Patrick Warriner during this past year.

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, and the annual visit of Santa Claus to the library: they include Stanley Skamarycz, our Santa for 50 years, Marta Klemetti, head of the Friends, assisted by Tiffany Davis, Joanne Curtin, Lillian Gamble, Louise Garland-Wheeler, and Leola Leger. Children's room volunteers include Cathy Phelps, Cathy McDonald and Mary Dauphinais. Carol Young expertly repairs aged and damaged books.

Thank you all.

Two exceptional displays were installed in the community showcase this year: Diane Root researched and exhibited "Dolls in Literature", dolls paired with books about them, and Joyce Hannula set up "Christmas in Storyland" with vintage miniatures from her childhood. We rely on the hundreds of hours of service these volunteers have so cheerfully given.

Town of Westminster 2014

Programs

The library hosted the Foreign Policy Association's Great Decisions discussion group, led by Dr. Kevin Hart, for 8 weeks again during the winter. This year 30 participants, the largest registration ever, joined in the lively presentations and discussions on international affairs. Special thanks are due to two guest presenters during this year's seminar: Eric Budd of Fitchburg State and Joshua Dick of Ashburnham.

For 2014, we hosted 102 adult programs with 1,360 persons attending. These included four concerts, evening lecture presentations on subjects as diverse as Godzilla, native birds, John Barrymore, the Woodstock festival, and the start of the Fitchburg Railroad. Some were supported in part by the Westminster Cultural Council, and several events were in coordination with other town departments such as the Council on Aging, Agricultural Commission, and Town Planner. Additionally, we hosted gatherings of various community groups such as the Boy Scouts, Girl Scouts, the Community Partnership for Children, and home school groups.

Reference Librarian Jason Cavanaugh continues to conduct regular monthly meetings of the Mystery Book Club and the new Eclectic Book Club and the screening of popular movies coordinated with the senior lunch program sponsored by the Council on Aging.

Collections

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. The Curatorial Committee conducted research and wrote materials related to the collection and installed the library's Centennial Quilt in an exhibit case in the Eloranta Room for one year.

In addition, the committee supervised the photographic reproduction of the 1878 watercolor of Miles City by Hermann Stieffel in our collection requested by the Custer County Historical Society and City of Miles City, MT, for installation as a mural in their new visitor center at Riverside Park.

The Curatorial Committee is responsible for periodically changing displays in the Eloranta Room and for the continuing curatorial care of the exhibited and stored collections. We thank the curatorial volunteers for their work in preserving and disseminating our legacy.

Children's Department

2014 was an active year for the Children's Room. 155 programs were held for 3,257 children and adults during the year. The Summer Reading Program, "Make Waves-Read" enrolled 125 young people who enjoyed many special programs in July and August such as the New England Aquarium's Tidepool program, Creature Teachers, and Scott Jamison's magic show. Story times have continued to be well-attended with many children coming from surrounding towns drawn by the quality of the storytelling and special craft activities. Visits of pre-school and kindergarten classes from local schools have been increasing. The Lego Club continued and guest instructor Jana Harrison, Director of the Ashburnham-Westminster Community Partnership for Children, conducted a STEAM class each Friday

Town of Westminster 2014

morning for preschoolers, a great success. The department has been especially grateful for the volunteer service of Trustee Kim Samson who assists every Thursday and arranged for the installation of a display cabinet for children's crafts.

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, a group that also underwrites programs and library patron passes to area attractions and museums. We are very grateful for voluntary gifts, especially the substantial contribution from the Ryan Patrick Jones Heart of a Hero Foundation, the generosity of the Thibodeau family in memory of Roger, the Boucher family in memory of Joan Delaney, and the bequest of the Van Saun estate. Ambassador George Lane made a significant gift to the Alfreda Altobelli Fund as well. We appreciate 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 A SUCCESSFUL YEAR!

-For the Board of Trustees:

*Jim Eagle
Walter Haney
Robert Hynes*

*Leola Leger
Martha Rainville
Kimberly Samson*

- Nicholas Langhart, Director



2013 - 2014 Annual Report



**Montachusett Regional
Vocational Technical School**
1050 Westminster Street
Fitchburg, MA 01420
978-345-9200
www.montytech.net



Town of Westminster 2014

Having only been recently named the Superintendent-Director of Montachusett Regional Vocational Technical School, I am honored and delighted to present the district's 2013-2014 annual report. It was a year marked by student achievement, faculty and staff distinctions, and leadership development - as well as transition. Compiling information for the enclosed report has provided me with an opportunity to get to know the students, faculty and staff that comprise this wonderful school, and to reflect upon their tremendous achievements and activities. 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 2013-2014 academic year, including:

- Students at Montachusett Regional Vocational Technical School continued to demonstrate high academic achievement. In the spring of 2014, Monty Tech's passing rate on the MCAS English Language Arts exam was 100%, Mathematics 98%, and Biology 99%.
- Competing in three categories: network security, digital forensics, and Cisco networking, a team of six talented students captured second place at the CyberPatriot event, a national high school cyber defense competition, founded by the Air Force Association.
- Class of 2014 graduate, Jessica Shattuck of Fitchburg was presented with the *Legion of Valor* award, the highest award a JROTC cadet may receive, recognizing academic excellence and extraordinary leadership skills.
- Ten 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 returned with a bronze medal in Action Skills.
- 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.

As you know, a Monty Tech education is grounded in workforce preparedness, balanced by a rigorous academic curriculum. Every day at Monty Tech, one guiding principle is evident - our students must be ready for both college *and* career. Students are prepared with industry-recognized credentials and skills to be successful in the world of work. And for those students whose future may include higher education, Monty Tech offers dual enrollment courses, articulation agreements, and Advanced Placement courses that may significantly reduce the amount of time and money spent on a college education.

We are so proud of the educational programs offered here at Monty Tech, yet we continually strive to improve upon them. Collaborating with area colleges and universities, we are ensuring our curriculum and instruction is rigorous and relevant. Sharing best practices with vocational-technical colleagues from across the state – and nation – we give and take some of the best ideas, with one thing in mind – what is best for our students.

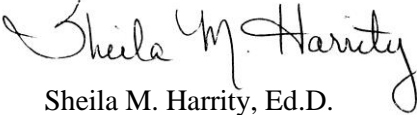
We hope you will find this report a comprehensive review of the quality education you have come to know and expect from Montachusett Regional Vocational Technical School. You may notice that each of the eighteen member cities and towns are reflected in this report, and that students performed services in almost every community last year. Providing our students with an opportunity to give back to the communities that support them – and support our school – is a pleasure.

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 – all while consistently maintaining high

Town of Westminster 2014

standards of fiscal responsibility. Our FY14 Annual Budget was unanimously accepted by each of the eighteen member communities, and reflected only a 2.0% increase over the 2012-2013 Educational Plan. We recognize that we are in the midst of some difficult economic times faced by public education and so we will continue to seek creative ways to reduce member town assessments, while maintaining our high standards of academic and vocational-technical success.

Respectfully submitted,

A handwritten signature in black ink, reading "Sheila M. Harrity". The signature is written in a cursive style with a large, stylized "S" and "H".

Sheila M. Harrity, Ed.D.
Superintendent-Director

Town of Westminster 2014

Our Mission

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

Our District

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

Ashburnham
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.

Sheila M. Harrity, Superintendent-Director
Tom Browne, Principal
Tammy Crockett, Business Manager
Kim Curry, Dean of Admissions
Francine Duncan, Director of Technology

Christina Favreau, Director of Academic Programs
Jim Hachey, Director of Vocational Programs
Richard Ikonen, Director of Facilities
Katy Whitaker, Development Coordinator
Victoria Zarozinski, Director of Student Support Services

Enrollment

On June 1, 2014, student enrollment at Monty Tech included 1,403 students in grades nine through twelve. Students are represented from every community in the district: Ashburnham (54), Ashby (37), Athol (93), Barre (35), Fitchburg (364), Gardner (158), Harvard (3), Holden (68), Hubbardston (61), Lunenburg (70), Petersham (4), Phillipston (21), Princeton (17), Royalston (22), Sterling (56), Templeton (100), Westminster (77), and Winchendon (133). The remaining thirty students were from out-of-district towns, including Clinton, Leominster, Natick, Orange, Pepperell, Rutland, Shirley, West Boylston, and Worcester.

Throughout 2013-2014, Monty Tech offered a variety of opportunities for students, parents, and community members to learn about and visit the school. In October 2013, 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. 2013-2014 proved to be an exceptionally busy year for her, as the school received 730

Town of Westminster 2014

applications for admission. Of those, 642 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, 367 freshmen and 19 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 2013-2014 school year, serving approximately 600 area students.

Class of 2014 Awards

Members of the Class of 2014 were awarded approximately \$50,000 in scholarships. The Monty Tech Foundation generously provided \$34,000 in scholarships to graduating seniors, ranging in amounts of \$250 to \$2,500. 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. Well over 60% of the graduating class of 2014 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

In an effort to develop a cost-effective budget for the fiscal year 2013-2014, a great deal of effort was put forth by the School Committee, administration and staff. The final fiscal year 2013-2014 Educational Plan totaled \$24,785,280, which represents a 2.0% increase over the 2012-2013 Educational Plan. As a result of changes to the final FY14 State budget and the District's decision not to increase the already-approved community assessments, the District's FY14 budget was approximately \$200,000 below the minimum spending required by Massachusetts General Law Chapter 70.

The District was audited in August 2014 as part of the yearly financial audit by the accounting firm of Melanson, Heath and Co. from Greenfield, MA and a very good 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 2014, state and federal grant sources provided the school with \$842,780. 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, 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 \$525,000. Included in that total are a number of highly competitive awards, including a \$400,000 award from the Massachusetts Department of Elementary and Secondary Education, used to provide training in the new vocational-technical education frameworks to over 350 educators across the

Town of Westminster 2014

Commonwealth, and a \$42,500 award from the Executive Office for Administration and Finance, used to purchase one adult patient simulator, which will provide our Health Occupations students with unprecedented training opportunities, as the device manifests vital signs, clinical signs and symptoms. Allocation and competitive grants totaled \$1,367,780 for fiscal year 2014.

Academic Achievement

In 2013-2014, students at Montachusett Regional Vocational Technical School continued to demonstrate high academic achievement, earning commendable MCAS scores in English Language Arts, Mathematics, and Biology. In the spring of 2014, Monty Tech's passing rate on the English Language Arts exam was 100%, Mathematics 98%, and Biology 99%.

English Language Arts	2012	2013	2014
Students Tested	361	352	364
Passing	100%	99%	100%
Advanced/ Proficient	95%	95%	95%
Needs Improvement	5%	5%	5%
Failing	0%	1%	0%

Mathematics	2012	2013	2014
Students Tested	360	352	366
Passing	99%	98%	98%
Advanced/Proficient	87%	80%	84%
Needs Improvement	12%	18%	14%
Failing	1%	2%	2%

Biology	2012	2013	2014
Students Tested	361	398	351
Passing	98%	97%	99%
Advanced/ Proficient	73%	73%	74%
Needs Improvement	24%	24%	25%
Failing	2%	3%	1%

The district continues to make progress toward narrowing proficiency gaps. Students in all subgroups have met their progress and performance targets, continuing the school's Level 1 Status distinction.

Student Group	On Target = 75 or higher	Performance	Progress
All Students	<div style="width: 81%;"></div>	81	Met Target
High Needs	<div style="width: 79%;"></div>	79	Met Target
Low Income	<div style="width: 84%;"></div>	84	Met Target
ELL and Former ELL	<div style="width: 0%;"></div>	-	-
Students with Disabilities	<div style="width: 81%;"></div>	81	Met Target
American Indian/ Alaska Native	<div style="width: 0%;"></div>	-	-
Asian	<div style="width: 0%;"></div>	-	-
African/American/Black	<div style="width: 0%;"></div>	-	-
Hispanic/ Latino	<div style="width: 93%;"></div>	93	Met Target
Native Hawaiian/ Pacific Islander	<div style="width: 0%;"></div>	-	-
White	<div style="width: 84%;"></div>	84	Met Target

Town of Westminster 2014

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 2013-2014 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: Throughout 2013-2014, the program completed seventy requests for service and repair work. Students detailed police vehicles, installed new fenders and repainted several town vehicles, benefiting the school, police and fire departments in local communities. With assistance from several other departments, the program hosted the annual car show, which was a tremendous success. Students also competed in the *World of Wheels* competition, held in Boston, and were awarded first place in the pedal car building competition. (Total enrollment: 60; 36 males, 24 females)

Automotive Technology: The Automotive Technology program saw a very busy year, marked by curriculum changes that instructors believe will benefit every student. Aligning state frameworks with NATEF standards, instructors purchased new textbooks and developed new lessons, designed to enhance the learning experience. The program also successfully completed the NATEF Master Automobile Service Technology recertification process, which occurs every five years. Because the Monty Tech program continues to hold this rigorous certification, students qualify for articulated credits at area colleges upon program completion. A top student, Brian Nielsen of Ashby was awarded a gold medal at the SkillsUSA state competition, and traveled to the national competition in June 2014. The program also supported eight students in the co-operative education program, and a total of fourteen students were employed within the industry. These students gained valuable workplace experience, applying the skills they learned in the rigorous automotive technology program, and received high praise from their employers. Finally, in addition to all of these accomplishments, program students and instructors completed work on more than 400 vehicles, including those of faculty, staff, retirees, district residents, and municipal vehicles. (Total enrollment: 54; 44 males, 10 females)

Business Technology: Students and instructors in the Business Technology program 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, Monty Tech Tea Room, 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, The Gear House, refining their skills in cash handling, customer service, organization, and marketing. (Total enrollment: 76; 14 males, 62 females)

Cabinetmaking: The Monty Tech Cabinetmaking program is delighted to report the acquisition of a new and much-needed piece of equipment – a CNC Machining Center, which effectively utilizes a variety of software programs. Having this new equipment will allow instructors to teach specific skills that the industry and area employers demand. Throughout the year, students spent a great deal of time building and installing cabinetry in a number of public offices throughout the Monty Tech district, including: Westminster Town Hall weights and measure scale cabinet; Cherry sign for the Fitchburg Fire Department; two podiums for the Town of Athol; a cherry buffet for the United Way offices in Fitchburg; display cases for the Gardner Elks; and counter tops built and installed at the Barre Police Station. Finally, the program saw nine students benefit from co-

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operative learning experiences with area employers. Both students and employers reported enjoying the mutually beneficial experience. (Total enrollment: 72; 46 males, 26 females)

Cosmetology: Providing students with opportunities to earn industry-recognized credentials and certifications is a guiding principle in the Cosmetology department. Twenty-three seniors sat for the State Board Exams, and all twenty-three passed and are now licensed cosmetologists. More than half of the graduating seniors remain in the industry. Students in their junior year of the program, who are primarily responsible for managing the “clinic floor”, provided numerous services that resulted in total sales in excess of \$9,000. Monty Tech Cosmetology instructors continued to promote community service, and as a result, this year the program supported a classmate’s Youth Venture Club project, raising more than \$650 for this very worthwhile organization. (Total enrollment: 90; 1 male, 89 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, which serves 90-120 patrons daily, culinary students showcase their talents at trade shows and competitions throughout the year. In 2013-2014, culinary arts students participated in three hot food competitions, and placed first on two of the events, where they were competing against area hotels, restaurants, and professional chefs. The program provided breakfast, lunch, and dinner, as well as support staff, for a number of events for public organizations, including: Fitchburg Rotary Club, Montachusett Home Health Care, Senate Ways and Means Committee, Gardner AARP, and the Fitchburg City Council. The program was also fortunate to receive new equipment, including a combination steam convection oven, a kitchen video monitoring system, two new butcher block tables, and a custom stainless steel bench with power supply. (Total enrollment: 101; 35 males, 66 females)

Dental Assisting: During 2013-2014, the Dental Assisting program placed 3 students in co-operative educational placements, working with area dentists. Fourteen students earned externships, while twelve students participated in affiliation. All sophomore, junior, and senior students attended the Yankee Dental Convention in Boston, and learned about the most current trends and practices in the field. While national passing averages for Dental Assisting National Board (DANB) exams range from 69% - 78%, the Monty Tech dental students earned a 94% passing rate on the Infection Control exam and an outstanding 100% passing rate on the Radiology exam. The program supported four students who traveled to the SkillsUSA national competitions. For the fourth consecutive year, 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, thirty-two 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. (Total enrollment: 62; 5 males, 57 females)

Drafting Technology: Students in the Drafting Technology program earned well-deserved recognition for their achievements in 2013-2014. Four seniors held co-op positions, four students were recognized for outstanding SkillsUSA achievements, and 90% of the program’s graduating seniors continue in the field of drafting, either by selecting a related college major or by entering the workforce in a related field. 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. Some of the more notable projects in 2013-2014 included: railings design for Harvard Public Schools; designed a Habitat for Humanity duplex in Fitchburg (*to be built by Monty Tech students and instructors 2014-2015*); landscape design services for the Forbush Library in Westminster; and completing the Fitchburg Fire Department seal. (Total enrollment: 56; 33 males, 23 females)

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Early Childhood Education: Jordan Patricks earned a gold medal at the 2014 SkillsUSA state competitions in Action Skills. From there, she traveled to the national competitions, placing 3rd. She was accompanied by her classmate, Jessica Shattuck, who served as a National Voting Delegate and was also awarded the President's Volunteer Service Award. These students represent the Monty Tech Early Childhood Education program well, as the program is known for a strong emphasis on community service, academic and vocational-technical excellence, and a commitment to continued education. During 2013-2014, Early Childhood Education students participated in the Massachusetts Association for the Education of Young Children's Recognition Dinner, constructing twenty 3-dimensional children's games to serve as centerpieces for the event. Students volunteered at the *Boston Strong* relay held in Winchendon, organized and led children's activities at the annual ARC Christmas Party, and provided child care services for the mental health symposium held here at Monty Tech in May 2014. 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: 65; 2 males, 63 females)

Electrical: The Electrical program at Monty Tech continues to be one of the busiest trades in the school. During the 2013-2014 year, students and instructors completed a number of "outside projects" that include: installing new lighting at the Turkey Hill Middle School in Lunenburg, adding additional lighting receptacles at the Bromfield School in Harvard, adding additional receptacles and internet outlets in Barre, and rewiring a data network in Winchendon. Countless electrical projects were also completed in-house, including: library renovations, LED lighting on the outside of the school, and new equipment installations in a variety of vocational programs. The Electrical program is also particularly proud to have trained fourteen students who benefited from a co-op placement during the 2013-2014 school year, successfully applying what they have learned at Monty Tech in workplaces across North Central Massachusetts. (Total enrollment: 87; 76 males, 11 females)

Engineering Technology: The Monty Tech Engineering program continued to enhance their curriculum and instruction by embedding three Project Lead the Way courses into the already rigorous vocational-technical curriculum. Students performed quite well on the end of course assessments affiliated with the Project Lead the Way coursework, with nine students earning college credit in Principles of Engineering, seven students earning college credit in Introduction to Engineering Design, and eight students earning credit in Digital Electronics. These students may apply these credits at colleges and universities across the country. The exploratory program during the 2013-2014 school year yielded positive results for the program, with 12 students selecting Engineering Technology as their first choice. All thirteen seniors graduated, and reported plans to continue their education or continue working in the engineering field. Finally, instructors were pleased with the work done in their instructional space, citing better organization and increased safety. Instructors also look forward to further renovations in the instructional space, including a dropped ceiling, refinishing the floor, new work benches, and the installation of a second SMART board. (Total enrollment: 57; 45 males, 12 females)

Graphic Communications: The Monty Tech Graphic Communications program is pleased to have graduated twenty students, all of whom were accepted at a variety of colleges, including 2-year, 4-year, public, and private institutions. Throughout the 2013-2014 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 twenty "outside" print projects, billing in excess of \$18,000 and saving area town offices and school districts over \$125,000. The shop also produced yearbooks for local institutions, saving each school approximately \$8,000 - \$10,000, as the billing only reflects the cost of materials. The Graphic Communications program also completed numerous "in house" projects in our student-operated copy center, including: over two million black and white copies, two hundred fifty thousand color copies, and over five hundred wide format prints. By industry standards, this would cost the district \$275,000. Our cost to

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complete these projects was only \$55,000, which resulted in a substantial savings of \$219,500. The program was fortunate to receive a number of equipment upgrades and pieces of new technology, including: Konica Minolta High Speed Copier, a Konica Minolta Office Color Copier, and ten (10) new iMac computers, each equipped with CS6 software. (Total enrollment: 83; 28 males, 55 females)

Health Occupations: The Health Occupations program at Monty Tech continues to educate a large number of students, providing a rigorous education grounded in current medical knowledge and practice. With guest speakers including a mortician, an emergency room physician, the American Red Cross and representatives from Battered Women's Resources, instructors aim to provide students with critical exposure to a variety of health-related career options. The program, which boasts an enrollment of more than one hundred students, continues to participate in community service programs, including Red Cross Blood Drives, 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 Health Occupations program is dedicated to providing all students with opportunities to earn industry-recognized credentials, and as a result, students earn the following credentials: Medical Terminology Certificate; Occupational Safety and Health Administration (OSHA) 10-hour certification; Cardiopulmonary Resuscitation (CPR) and First Aid Certificate through the American Heart Association; Certified Nursing Assistant License through the American Red Cross; and Certified Clinical Medical Assistant credential through the certifying board of the National Healthcare Association. (Total enrollment: 103; 7 males, 96 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 2013-2014 school year include: building two baseball dugouts (wood frame and asphalt shingle roofs) for Phillipston Elementary school; building four dugouts (wood frame, corrugated metal roofs, and PVCF trim); installing interior wall partitions, renovating exterior walls, and installing new windows at the Templeton Senior Center; building and installing cabinets at the Templeton Food Pantry; renovating the "booking room" at the Barre Police Station; installing a guard rail, small shed, handicapped ramp guardrail, and Police Station sign for the Town of Hubbardston; replacing deteriorated aluminum trim around the school entrance at the Lunenburg Primary School; and reconstructing and reroofing the West Fitchburg Gazebo. (Total enrollment: 61; 36 males, 25 females)

Industrial Technology: In 2013-2014, the Monty Tech Industrial Technology program added instructor Matt McGee to the talented team of educators. Mr. McGee's great enthusiasm for the subject matter has been a welcome addition to the program, as he brings a wealth of both industry and teaching experience. Additionally, his immediate contributions to the program have resulted in revised and improved curriculum in interpreting technical drawings and prints, and troubleshooting problems in heating and cooling systems. In a program where students are called on for "a little bit of everything," a great deal of work was done to assist local municipal offices in building upgrades and renovations. Some of the more notable outside projects include: conducting an energy audit for the Sterling Municipal Light Department, and making necessary upgrades to the Department of Public Works main building, in an effort to reduce energy consumption at this aging facility. The co-operative education program continues to be a highlight for students in the Industrial Technology program, as seven students were awarded co-op placements during the year. (Total enrollment: 54; 47 males, 7 females)

Information Technology: As with any school, Information Technology provides key services to the educational community. In addition to the critical in-house Help Desk services offered by the program, students and instructors performed in excess of four hundred hours of repair, upgrading, and troubleshooting computer problems for Monty Tech community members. Competing in three categories: network security, digital forensics, and Cisco networking, a team of six talented students (led by instructor Richard Duncan) captured second place at the CyberPatriot event, a national high school cyber defense competition, founded by the Air Force Association. A team of seven Information Technology students travelled to Fitchburg State

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University, and participated in a highly competitive programming event. The team placed 5th in a field of more than forty teams. Finally, to ensure program graduates are armed with valuable industry-recognized certifications, program instructors offer students the following certification opportunities: CIW Web Foundation certification (passing rate 56%), TestOut PC Pro certification (passing rate 69%), IC3 certification (passing rate 75%), Discover I Networking course (passing rate 100%), and Cisco IT Essential Course for Computer Repair and Maintenance (passing rate 88%). (Total enrollment: 60; 55 males, 5 females)

Machine Technology: The Monty Tech Machine Technology department was pleased to add a new piece of equipment to the training program, a Sinkers Electrical Discharge Machine (EDM), which will enable instructors to better prepare students to enter the workforce, and making them more marketable to area machine shops that utilize similar equipment. 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 Precision Machining at the state SkillsUSA competition, where a Monty Tech student won a bronze medal. A total of thirteen (13) 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 plaques for the school's annual car show, and collaborating with Auto Body students to manufacture the rims, steering wheel, pedals, dashboard, and license plate for the pedal car that was entered into the *World of Wheels* competition, winning first prize. (Total enrollment: 63; 58 males, 5 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 2013-2014 school year. Community services included: building four block dugouts at Quabbin High School in Barre, installing concrete anchors for a batting cage at Ashburnham's Little League field, installing stone veneer on a concrete wall at Bromfield School for Harvard Access Television, installing a tile floor at the Barre Police Station, replacing a concrete floor for the Winchendon Housing Authority, completing tile and concrete repairs at Lunenburg High School, installing benches for Phillipston and Templeton Little League, and tiling three bathrooms and a stone veneer at the Westminster Senior Center. When students weren't busy in our district communities, they were preparing for and competing in the Massachusetts Trowel Trades Association (MTTA) competition. The annual event was held at Monty Tech, which brought seventy-two competitors and a total of two hundred fifty people to our campus in the spring of 2014. Finally, Masonry students performed particularly well in the district and state SkillsUSA competitions, where one student was awarded a gold medal and earned the right to travel to the national event in Kansas City, Missouri in June 2014. (Total enrollment: 71; 60 males, 11 females)

Plumbing: The Plumbing program welcomed a new instructor, Ms. Melissa Blanchard to the team of talented instructors, filling a vacancy that was left after longtime Plumbing instructor, Mr. John Dolen, retired after more than twenty years of service. Ms. Blanchard is a welcome addition to the program, whose depth of both industry and instructional experience is a steady and valuable resource for students and instructors alike. Prioritizing employability, the Plumbing instructors worked closely with the district's Co-Op Coordinator, Ken Baer, to provide all students in their junior year an opportunity to develop a comprehensive professional resume, and participate in the mock interview program. This experience will help students as they transition into the world of work. The Plumbing program is particularly proud to have trained seven students (more than 20% of the junior and senior class) who were given an opportunity to demonstrate their technical skills in a co-operative educational placement. The Monty Tech Plumbing program, like others throughout the school, is committed to community service, and as a result, during the 2013-2014 school year, students and instructors completed rough drainage work at the Templeton Senior Center, and installed plumbing and heating systems in an unused space at the Bromfield School in Harvard, which is now home to the Harvard Community Cable Access Group. The Monty Tech Plumbing program proudly graduated sixteen students in the Class of 2014. Two students, in particular, received prestigious trade awards/recognitions: Matthew Parmenter

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(Winchendon) was named a Vocational-Technical All-Star by the Plumbing, Heating and Cooling Contractors Association of Massachusetts; and Shane Lashua (Westminster) was awarded the highly competitive Central Massachusetts Plumbing & Gas Fitting Inspectors Association scholarship. (Total enrollment: 69; 67 males, 2 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 building renovation initiatives. In addition to the more than 60 miscellaneous projects successfully completed by students during the 2013-2014 school year, students and instructors worked collaboratively to complete the following community service projects: fabricated and welded a 31 ft. multi-section guard rail for the Bromfield School in Harvard; rebuilt a 10 ft. plow for the Winchendon Schools; fabricated and welded edge protectors for the Winchendon Housing Authority; fabricated and welded a handrail for the Hubbardston Slade Building; fabricated signs for the Town of Ashburnham fields; designed, fabricated, and welded six park benches for the Johnny Appleseed Trail Association in Fitchburg; and fabricated and welded wall mount brackets for the Fitchburg Fire Department. The program was pleased to place ten top students in co-operative education work experiences across the district. (Total enrollment: 59; 52 males, 7 females)

Special Services

During the 2013-2014 school year, Montachusett Regional Vocational Technical School District provided special services to approximately three hundred students – measuring progress of over two hundred students on Individual Education Plans (IEPs) and just under one hundred students adhering to individualized Section 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 benefits from 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 also 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. The comprehensive review and evaluation are 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 2013-2014 Monty Tech continued the process of improving our network infrastructure to meet future needs. The Massachusetts Department of Elementary and Secondary Education's initiative to replace the current MCAS student assessment testing system with PARCC, an online student assessment testing system, is the driving force for such improvements in school districts across the state.

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Monty Tech has completed the upgrade of the network core switch and other network switches throughout the building. Internet bandwidth was increased, and will increase further in 2014-2015. A second firewall was added to reduce the possibility of internet downtime. In July 2013, the school installed building-wide wireless access. We believe these improvements put the school in a position of being ready for the new PARCC assessment pilot testing scheduled for Spring 2015.

In December 2013, the library re-opened after a lengthy renovation. The library is equipped with laptops and a high-resolution projection system, and is home to two “quiet rooms” and one classroom, equipped with laptops and a SMARTboard.

Monty Tech continues to replace and add technology equipment and software so that students and staff gain experience with newer technology. The school added SMARTboards in several classrooms during the year. In addition, the Special Education department began using iPods as an e-reader assistive technology tool. Administrators began using iPads and Teachpoint teacher evaluation software to meet the reporting requirements of the Massachusetts Department of Elementary and Secondary Education (DESE) educator evaluation system.

SkillsUSA

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

Led by co-advisors, Ms. Kelsey Moskowitz, English teacher, Anne Marie Cataldo, Early Childhood Education Instructor, and Brad Pelletier, Special Education teacher, 2013-2014 proved to be a remarkable year for the Monty Tech SkillsUSA chapter. Highlights of the year include:

- Fitchburg resident and Dental Assisting student, Brittany Velez, served as SkillsUSA National Secretary.
- Fifteen students attended the Annual Fall State Leadership Conference. The conference spanned three days, and presented the students with an opportunity to develop leadership skills and perform community service at an area YMCA Day Camp.
- The SkillsUSA local competition was held in December 2013/ January 2014. The competitions took place over a three-week period, and included leadership competitions as well as technical and skill based competitions. The event culminated in a Local Awards Ceremony, held at the school on January 29, 2014.
- Winners from the local competition advanced to the district competitions, held at Bay Path Regional Vocational Technical School. There, a grand total of thirty-nine (39) medals were captured by Monty Tech students - fourteen (14) gold, fourteen (14) silver, and eleven (11) bronze medals. Three students also qualified to run for the State Executive Council.
- Two students, Jessica Shattuck (Early Childhood Education) and Cassandra Campbell (Drafting Technology), served on the State Advisory Committee to help aid in the planning of the State Conference.
- A total of sixty-seven (67) students attended the State Leadership and Skills Conference, also held at Blackstone Valley Vocational Technical School. Traveling to the highly competitive conference were

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twenty-nine (29) District Medalist and qualifiers, thirteen (13) local leadership contestants, three (3) state officer candidates, and twenty-two (22) voting delegates. The event culminated with fourteen (14) medals and ten (10) students earning the right to compete at the National Leadership & Skills Conference held in Kansas City, Missouri in late June. Russell Holbert, Jessica Shattuck and Cassandra Campbell were selected to be national voting delegates.

- Five students also traveled to the National Conference, where they received the coveted President's Volunteer Service Award.
- In June 2014, fifteen students and six instructors attended the National Leadership & Skills Conference in Kansas City, Mo. There, Jordan Patricks, a junior in Early Childhood Education (from Holden) received a bronze medal in Action Skills.
- Throughout the year, students participated in a number of community service projects, including: a "Change for Children" Campaign; a holiday party and celebration for children in the Fitchburg area; Salvation Army "Christmas Angels" were distributed to collect toys and gifts for underprivileged children; Raffle to benefit Be Like Brit Foundation and The Doug Flutie Jr. Foundation for Autism.

Marine Corps JROTC

The Monty Tech Marine Corps Junior Reserve Officers Training Corps (MCJROTC) had an eventful school year with enrollment exceeding 190 students. For the first time in its twelve-year history, the Monty Tech program was proud to see a cadet awarded the *Legion Of Valor* award. This is the highest award a deserving cadet may receive, recognizing academic excellence and extraordinary leadership skills. The *Legion of Valor* award was presented to Jessica Shattuck of Fitchburg by the Commanding General of Marine Corps Training and Education Command.

The JROTC Cyber Security Team, led by First Sergeant Paul Jornet and Information Technology Instructor Richard Duncan, once again captured national recognition by placing second in the Air Force Association's National Cyber Security Competition held in Washington, DC.

The 2013-2014 Corps of Cadets completed over eighty-six hundred hours (8,600+) of community service throughout the district. The corps conducted a major canned food drive, worked side-by-side with the Marine Corps in a national Toys 4 Tots campaign, and spent four weekends working with the Salvation Army. The cadets also supported their adopted charity, Canines For Combat Veterans, raising more than \$21,000 through its annual "March-A-Thon".

One hundred Monty Tech cadets attended adventure training and leadership camps, hosted on Cape Cod and Boswell, Pennsylvania, where they were joined by cadets other JROTC units from across New England. Both camps provided cadets with both individual and team development opportunities.

During the summer of 2014, our Cyber Team was again asked to support three Cyber STEM camps. The Cyber Team coordinated the implementation of three, one-week long camps that focused on defending cyber networks from attacks. The camps also offered an introduction to robotics programming using the VEX Robotics System. The camps were attended by 300 students, representing twenty states.

The Monty Tech JROTC program was honored by a recent invitation issued by Senator Brewer, who asked the unit's Color Guard to present colors in the senate chamber for the 2014 Memorial Day observation at the Massachusetts State House. This recognition was a true honor for our cadets. The Cadet Corps continues to support community and patriotic functions throughout the district.

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Women in Technology

The past year marked the 12th year that the North Central Massachusetts Women In Technology program has been providing opportunities for young women from area high schools to learn firsthand about careers in high-tech and business. Participants spent two days a month working on real-world work projects under the mentorship of company managers at SimplexGrinnell and Tyco Safety Products in Westminster, subsidiaries of Tyco International, a Fortune 500 company.

Students from Monty Tech, Leominster's Center for Technical Education Innovation, Oakmont, Quabbin, Gardner, Fitchburg and Narragansett participate in the program. Their completed 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 during the school year.

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, 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.

Each year, graduates of the program go on to rewarding and well-paying careers, made possible by this unique experience.

Student Athletics

The Monty Tech athletic program continues to expand in scope and skill each year. More students and teams compete every season. In fact, during the 2013-2014 school year, the Monty Tech Athletic program saw a record number of student athletes participating in competitive sports programs, more than 450 participants! During the fall of 2013, Monty Tech was well-represented by eighteen teams. In the winter months, there were thirteen teams, and wrapping up the year, spring saw fourteen teams come together at Monty Tech.

Last fall, the Varsity Football team started out strong, winning 5 of their first 7 games to qualify for the playoffs in the new football playoff system. They played a very tough game against St. Bernard's, losing 29 – 22. This may have taken a bit out of their sails as they finished the season 5 – 6. The JV Football team was 8 – 1 – 2 and the Freshmen Football team was 3 – 4. The Varsity Boys Soccer team finished at 8 – 6 – 3, qualifying for the post-season tournament, where they lost to Douglas, 3 – 0. The JV Boys Soccer team was 8 – 5 – 1, another improvement over the last year. The Varsity Golf team was 5 – 11 – 1 overall, while the JV Golf team participated in three tournaments, gaining valuable experience on the links. The Varsity Field Hockey team was 12 – 4 – 2, qualifying for the Central Mass Tournament for the fourth consecutive year. They beat Blackstone Valley, 2 – 1, in the first round, and lost to Narragansett 2 – 0 in the quarter finals. The JV Field Hockey team finished at 6 – 5 – 1. The Boys Cross Country team was 11 – 3 and finished 2nd in the Colonial Athletic League with a 5 – 2 record. The Girls Cross Country team was 9 – 3 overall and 5 – 1 in the Colonial Athletic League, finishing 2nd. The Varsity Girls Volleyball team went 4 – 16. They had their annual Bump-Set-Spike competition in October, raising more than \$3,000 to help the fight against Breast Cancer. The JV Girls Volleyball team was 10 – 10 and the Freshmen Girls team continued to improve with an 8 – 6 record. The Varsity Girls Soccer team was 11 – 7 and qualified for the post-season where they lost to Assabet 1 – 0. The JV Girls Soccer team finished at 12 – 3 and will send some fine players to the varsity next year.

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The Girls Varsity Basketball finished at 11 – 8 on the season, qualifying for the Central Mass Tournament in Steve Newingham’s last season as coach. They lost to South Lancaster Academy, 51 – 46 in the first round. The JV Girls were 11 - 6 and the Freshmen Girls were 10 – 5. The Varsity Boys Basketball team finished at 9 – 10, missing an opportunity for the post season because of a snowed out game. The JV Boys Basketball team was 15 – 4. The Freshmen Boys were 13 – 6. The Wrestling team (a co-op team comprised of students from Fitchburg, Oakmont, Murdock, and Monty Tech) participated in many dual meets and tournaments finishing at 3 – 8. Tyler Popp, a freshman, participated in the State Tournament at the end of the year. The Ice Hockey team (a co-op team comprised of students from Fitchburg and Monty Tech) missed the playoffs for the 2nd year in a row. The JV Ice Hockey team played very well and we should be better next year. We participated in a Co-op Swim team with Leominster, North Middlesex and Oakmont and had 7 swimmers from Monty Tech participating. They swim at the Fitchburg State University pool, one of the best in the area. Indoor Track & Field student athletes each participated in 7 meets, and recorded some fine individual performances.

In the spring, the Varsity Softball team qualified for the Central Mass Tournament with a 12 - 8 record. They beat AMSA, 14 – 1 and lost to Assabet 11 - 5. The JV Softball team was 8 – 5. The Varsity Boys Volleyball team was 17 – 3 and 10 – 0 in the Colonial Athletic League, winning the league title for the 2nd year in a row. They beat Worcester Tech 3- 0 in the first round of the State Vocational Tournament, before losing to Greater New Bedford Vocational 3 – 0 in the finals. The JV Boys Volleyball team played strong all year and finished at 13 – 1. The Varsity Baseball team finished at 10 – 10 and qualified for the post-season tournament, where they lost to Auburn, 8 - 0. The JV Baseball team was 13 – 4 and the Freshmen Baseball team was 9 – 5. Due to poor field conditions, both the Varsity and JV teams played a lot of home games away using the Fitchburg State University and Oakmont fields for games, while the freshmen played a number of their games at the Westminster Babe Ruth field. The Boys Track & Field team was 7 - 1, placing 2nd in the Colonial Athletic league with a 6 - 1 record. The Girls Track & Field team was 6 – 2, also placing 2nd in the Colonial Athletic League with a 5 - 2 record. The Varsity Boys Lacrosse team played in 17 games going 2 - 15. The JV Boys Lacrosse was 10 – 3 – 2, as we look to the future. The Girls Lacrosse team, a co-op with North Central Charter School, finished at 2 – 11 on the year. We had two boys and seven girls play for Fitchburg High School in Boys and Girls Tennis in a Co-Op agreement. He made the Sentinel and Enterprise All-Star team his first year on the team. We may try to add girls to the Co-Op at Fitchburg in tennis next spring.

Congratulations to the Outstanding Male and Female athletes for 2013-2014, Patrick Fenton and Brandi Richard.

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 by offering affordable, quality, and enjoyable educational experiences. For the Fall of 2013, Monty Tech offered 101 courses “in-house” and another 400+ were offered online. Approximately 840 seats were sold for Fall 2013 courses. In comparison, there were 92 “in-house” courses and, again, over 400 on-line courses offered during the Spring 2014 semester. Approximately 790 seats were sold for Spring 2013 courses.

In March 2014 the postgraduate program successfully graduated our third 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.

Town of Westminster 2014

Practical Nursing Program

The Practical Nursing 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. This mission, which is consistent with the philosophy and goals of the Montachusett Regional Vocational Technical School District, accomplished the following:

- Identifies a strong relationship between academic and vocational preparation
- Stresses the importance of developing critical thinking skills to function safely, effectively, and productively in an ever-changing technical and diverse society
- Supports the maintenance of a positive and caring learning and practice environment

In June 2014, thirty-three (33) students graduated and entered the nursing profession. The class achieved an initial NCLEX pass rate of 88%, and just over 91% of the 2014 graduates are currently working in the North Central area as LPNs in various health care settings from long term care, sub-acute care, clinics and prison health care.

The Monty Tech Practical Nursing Program continues to develop the “LPN to BSN Bridge” relationship with Fitchburg State University. Additionally, the program is proud to report an expanded partnership with Fitchburg State University, as both institutions were recently awarded a grant known as the "Nurse of the Future" initiative, awarded by the state Department of Higher Education. The grant funding will assist veterans hoping to transition from military to civilian healthcare fields, granting academic credits for previous military training and experience in related fields. The goal of this unique partnership is to have five students enrolled in the program at both Monty Tech and Fitchburg State University annually.

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 continue to have an eye toward the future, always committed to improving our vocational and academic programming, strengthening key partnerships, and maintaining facilities that contribute to student success and achievement. 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.

Expand partnerships with area colleges and universities: Building upon an already strong partnership with area colleges, Monty Tech hopes to bring additional vocational-technical training opportunities to students that may result in articulated credits. Providing students with an opportunity to earn college credits while still in high school will not only save the students time and money, it validates their very rigorous educational programs in place here at Monty Tech. In 2014-2015, school officials hope to work closely with area college leaders to also accomplish the following:

- Embed MWCC’s Emergency Medical Technician (EMT) certificate program into Monty Tech’s Health Occupations program, which would result in students earning an additional eight (8) college credits before leaving Monty Tech;
- Work closely with MWCC and Becker College to develop a Cyber Security certificate and/or degree program that aligns with Monty Tech’s already very successful Information Technology (and Cyber Security) program;
- Establish a branch office of a financial institution (*to be named later*), which would allow instructors

in the school's Business Technology program to expand the scope of their curriculum to include financial literacy, bank teller employability training, as well as provide a much-needed service to the Monty Tech educational community. Upon the establishment of this banking institution, Monty Tech school officials will work to develop articulation agreements with area colleges who will honor the valuable experiences learned from the expanded curriculum;

- Continue discussions regarding the development of a \$30,000 Baccalaureate Degree program with leaders at four Central Massachusetts public higher educational institutions: Fitchburg State University, Mount Wachusett Community College, Quinsigamond Community College, and Worcester State University. Upon completion, Monty Tech graduates will benefit from an agreement that outlines a "stackable pathway" of college credits that are guaranteed to transfer across these institutions, saving students in Central Massachusetts time and money as they pursue advanced education and training.

Expand AP offerings: While Monty Tech currently offers a limited menu of Advanced Placement coursework, district officials anticipate expanding AP offerings in the coming years. Grounded in the belief that because today's vocational programs are rigorous and complex, high school academic offerings should be as well. To that end, administrators have considered introducing courses such as AP Environmental Science, AP United States History, and even AP Computer Science Principles (*available Fall 2016*).

Seek grant funds to support the addition of cutting edge vocational-technical educational programming: In an effort to maintain currency, appeal to a broad spectrum of students, and address documented, regional workforce needs, Monty Tech officials are actively seeking grant funding that would support the establishment of a new vocational-technical program, Animal Science/ Vet Tech. District officials, in collaboration with post-secondary partners, seek to establish a cutting edge veterinary science program, addressing a documented need in the career/technical education offerings in North Central Massachusetts, significantly bolster the local workforce, and create an opportunity for students to successfully bridge from secondary to post-secondary education. There are only five Chapter 74 animal science programs in high schools across the Commonwealth, and students in the Monty Tech sending districts do not have access to any of these programs. As a result, our students are at a distinct disadvantage for related employment opportunities.

Expand Summer Camp offerings: The school's Dean of Admissions has developed an expanded Summer Camp program that will bring additional opportunities to interested 6th – 8th grade students in our eighteen sending communities. Students will be invited to attend one of eight innovative summer enrichment programs, each designed to introduce students to vocational programming, familiarize them with our school, and culminate in an exciting field trip! Additionally, thanks to the continued generosity of the Monty Tech Foundation, scholarships will be available to students who qualify for free/reduced lunches, and all costs associated with the field trip will be covered for every participant.

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Respectfully Submitted By:

Sheila M. Harrity, Ed.D.
Superintendent-Director
Montachusett Regional Vocational Technical School
January 12, 2015
Montachusett Regional Vocational Technical School
1050 Westminster Street
Fitchburg, MA 01420
(978) 345-9200

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 2013-2014 School Committee for their outstanding service.

Eric Olson, Phillipston
Chair

Barbara Reynolds, Lunenburg
Vice Chair

Diane Swenson, Ashburnham
Peter Capone, Ashby
Toni L. Phillips, Athol
John Scott, Barre
Claudia Holbert, Fitchburg
Brian J. Walker, Fitchburg
Ronald Tourigny, Fitchburg
LeRoy Clark, Fitchburg
Helen Lepkowski, Gardner
Eric D. Commodore, Gardner
TBD, Harvard
James Cournoyer, Holden
Kathleen Airoidi, Hubbardston
Edward Simms, Petersham
John P. Mollica, Princeton
Mary C. Barclay, Royalston
Dr. Kenneth I.H. Williams, Sterling
James M. Gilbert, Templeton
Walter Taylor, Westminster
Burton E. Gould, Jr., Winchendon

Terri Hillman, Winchendon
Secretary

Norman J. LeBlanc
District Treasurer

Town of Westminster 2014

TREE WARDEN 2014 Annual Report

As Tree Warden, I am responsible for the care, control and maintenance of all public shade trees, shrubs and growths in town, except those within a state highway, and those in public parks or open places under the jurisdiction of park commissioners, and shall have care and control of the latter, if so requested in writing by the park commissioners, and shall enforce all the provisions of law for the preservation of such trees, shrubs and growths.

I am also responsible for enforcing the Shade Trees Law Chapter 87, of the General Laws of the Commonwealth of Massachusetts.

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:

Bacon Street, Bathrick Road, Bragg Hill Road, Carter Road, Dawley Road, Depot Road, East Road, East Gardner Road, Frog Hollow Road, Knowler Road, Minott Road, Newcomb Road, North Common Road, Overlook Road, Raymond Road, South Ashburnham Road, Stone Hill Road, Town Farm Road, West Main Street and Whitney Street.

Respectfully submitted,

Joshua W. Hall
Tree Warden

Town of Westminster 2014

CONSERVATION COMMISSION 2014 Annual Report

The Westminster Conservation Commission respectfully submits their Annual Report for the year ending December 31, 2014. 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. For further information, please contact Chairman Dan Bartkus through the Conservation Office at 978-874-7413.

During the past year the Conservation Commission issued 5 Determinations of Applicability, 36 Orders of Conditions, 1 Extension for Orders of Conditions, 10 Amendments to Order of Conditions, 10 Certificates of Compliance, 5 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 a.m. to 11:00 a.m. The telephone number is 978-874-7413.

Respectfully submitted,

Daniel Bartkus, Chairman
Gary Smith, Jr., Vice Chairman
Tim Sheehan, Commissioner
John Regan, Commissioner
Robert Gendron, Commissioner
Carrie Monty, Commissioner
Susan Kalagher, Commissioner

Town of Westminster 2014

HAGER PARK COMMISSION 2014 Annual Report



This unusual oak tree is located along the Ridge trail.

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 of Route 140. These lots, which include about 70 acres, were deeded to the town by the City of Fitchburg in the 1990s. 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 typically 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 2014:

- Our 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.

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- Our John Deere gator continues to run well while travelling around the park. Commissioner Timo Ojanpera, who lives across the street, has been making the greatest effort to patrol the park and keep the trail system open for visitors.
- We purchased a new heavy duty lawnmower for maintaining the area and trails around the pavilion in the Rambler.
- We have continued to work on our forestry/cutting plan for a part of Hager Park. Unfortunately, this has been a slow process. The specific area is located south of the water treatment plant and includes the Rambler Area. The project would involve a clear cut on the Rambler and salvage/selective cutting on the adjacent portion of Hager Park. We need to use a neighboring property for a landing and access point from Hager Park Road as our access is limited.
- An initial part of the process was getting a licensed forester to prepare the cutting plan. The Commission went to the annual town meeting in May and got the funding for a forester. Our first forester was very helpful and knowledgeable, but ultimately could not do the work because of insurance requirements mandated by state procurement laws. The next forester we contacted would be able to provide the required insurance, but then it became unclear if the neighboring property was still available for access. These events played out slowly and as winter approached, the project was shelved until 2015.

Activities planned for 2015 include:

- We hope to get back on track with our cutting plan. We have confirmed that we can use the neighbor's property for access and forester should be ready to start our plan this spring.
- 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. Once again, special thanks go to the Cemetery Department for storing our equipment and gator in their hearse house.

Respectfully submitted,

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

Town of Westminster 2014

WESTMINSTER HISTORICAL COMMISSION 2014 Annual Report

The Westminster Historical Commission's mandate is to identify and preserve significant cultural and historic sites. We work with town committees and the community to make historic preservation a community wide effort.

This year the Historical Commission received a \$5,000 grant from the Sesquicentennial Commission with matching funds from the town, and an additional \$1,000 donation from the IC Federal Credit Union (total \$11,000); to restore and preserve the town owned Civil War Monument, located in front of the First Congregational Church. With the funds, we hired a conservation specialist to remove lichen, algae, and stains from the marble plaques, stabilize the plaques, and clarify the lettering. We expect the project will be completed by July 1, 2015.

The historic tree plaques are now displayed at town hall. The Clara Barton plaque is located in a display case in the first floor hallway and the George Washington plaque hangs in the town hall George Washington room.

Work continued on the proposed demolition delay bylaw. We contacted all the town committees and received feedback. The demolition delay bylaw is a goal in the town Master Plan as part of preserving the small New England town character of Westminster.

This year marked 40 years since the formation of WHC. A poster displayed at the November town meeting showed some of the accomplishments of our committee. Betsy Hannula has served continuously on WHC since its inception. She received citations from our state senator, and state representative for her work.

WHC continues to participate in the management of the Farmer's Camp. We are looking into further uses of this property, such as a seasonal farmer's museum.

There have been requests for WHC input into community projects. These include: participating in establishing goals for the town Master Plan, recommending listings for the Johnny Appleseed map, researching Mass Historical Commission's questions about changes in some historical sites, so that they could accurately complete their digital map, and consulting on a name for the road leading to the new senior center. We expressed our concern about the condition of the Old Town Hall and urged the town to develop a plan for the building's future use.

The Historical Commission is currently working on updating the 1998 Preservation Plan.

Westminster Historical Commission members are: Joan Longcope, Chairperson; Roni Beal, Vice Chairperson; Betsy Hannula, Secretary; William Waight, Treasurer; Carole Bramante, Member-at-Large

Respectfully submitted,

Joan Longcope
Chairperson

Town of Westminster 2014

WESTMINSTER COUNCIL ON AGING 2014 Annual Report

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 1796 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 Council on Aging is a municipality appointed volunteer board authorized under Massachusetts General Law Chapter 40, Section 8B.

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 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 1051 meals, the Congregate Meal site moved to the Senior Center on March 14, 2011. The Meals on Wheels Program delivered 4076 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 4318 seniors for year 2014.

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.

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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 3 couples, and 24 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 277 clients with the total of 2630 rides. We provided 684 medical rides within the local area.

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.

Respectfully submitted,

Susan Fisher
Council on Aging/Senior Center Director

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

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SENIOR CENTER BUILDING COMMITTEE. 2014 Annual Report

Highlights of the Building Committee activities for the Year 2014. Fall Town meeting, board requested \$460,000, amount was approved for \$250,000 - to finish the building (cost overrides). Painting will be done by volunteers; we have a partial occupancy permit. Kitchen is not completed because of 'lack of funding'. General Contractor is still working on punch list, and also landscaping. Monty Tech has been doing the Mill work; the students are doing a fantastic job.

Respectfully submitted,

Donald Barry

Senior Center Building Committee Members

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

Council on Aging Board Members

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

Town of Westminster 2014

VETERANS SERVICE OFFICERS REPORT 2014 Annual Report

VETERANS SERVICE OFFICER: Thomas E. Maeder
ASSISTANT VETERANS SERVICE OFFICER: Philip D. Buso (Gardner)

Massachusetts has been providing benefits to its veterans since its colonial days. From the French and Indian Wars to the Global War on Terrorism, the Commonwealth of Massachusetts provides financial assistance to veterans in need. Massachusetts General Law Chapter 115 requires every city and Town to maintain a Department of Veterans Services and establish a Veterans Service Officer (VSO) to assist in dispensing these benefits. I consider it a privilege to be able to implement this program to the veterans of Westminster.

Under Chapter 115 of Massachusetts General Laws, the Commonwealth provides a uniform program of financial and medical assistance for indigent veterans and their dependents. They receive financial assistance for living expenses and medical care in accordance with a needs-based formula based upon family size and income. As I receive more training and understanding of the program, I will ensure that all eligible veterans receive benefits. The program has grown in recent past with 75% of all expenses incurred by Westminster being reimbursed by the Massachusetts Department of Veterans Affairs.

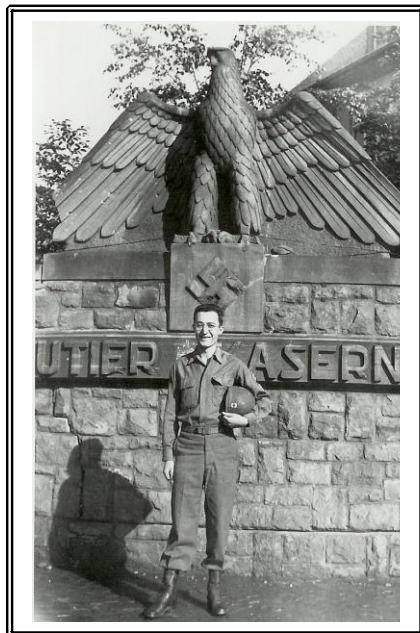
As a part-time funded VSO, I am in Room 131 at the Town Hall 10am-2pm every Wednesday. My office phone is (978)874-7461. If you cannot contact me and have an emergency, please call Mr. Phil Buso at (978)630-4017. He is the full-time VSO for Gardner and the assistant VSO for Westminster. Together, we will ensure our veterans receive the benefits they deserve.

Respectfully submitted,

Thomas E. Maeder, Lt. Colonel, U.S. Army (Retired)

In Memory of Raymond J. Maeder,
29 March 1924 – 28 December 2014

Tech Sgt Ray Maeder pictured below in Sankt Wendell, Germany on VE Day, 1945.



Town of Westminster 2014

WESTMINSTER CEMETERY COMMISSION 2014 Annual Report



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 Knower 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 14 full burials and 17 cremation burials last year compared to 13 full burials and 15 cremation burials in 2014. 10 burials were during the week; 4 on a Saturday, 10 cremation burials during the week, with 7 on Saturday. We offer our services for the convenience of the families we serve. Fees collected from the sale of lots were \$5,550 of which \$2,775 went to the Perpetual Care Fund principal; Perpetual Care Fund principal as of 12/31/14 is \$180,768.48.

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.

We invite the public to view the Urn Garden in the Cemetery at the intersection of Ellis and Knower Road.

Respectfully Submitted,

CEMETERY COMMISSIONERS

Shawn O'Leary

Walter Taylor

Stanley Skamarycz

John T. Gronroos, Superintendent

Town of Westminster 2014

Westminster Agricultural Commission 2014 Annual Report

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.

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 and gardeners within town borders. Local food production and other agricultural products are on a lot of people's minds and Westminster wants to support anyone whose goal is to produce food, etc. either for their family or for the greater community.

The Westminster Ag Com sponsors and manages the Westminster Farmers' Market held on Friday afternoons, 3:00-6:30 p.m. from the first Friday in May until the last Friday in October. It also sponsors a Holiday Market the Saturday before Thanksgiving. The market has continued to grow and strengthen through this past year. On its peak days there were between 275 and 350 shoppers and more than one vendor has sold out during the market – always an indication of success for all.

The Market hosted 5 events held in conjunction with the GAFFers (Gardening And Farming Friends). The events started with a Planter's Party in May; continued with How Does Your Garden Grow in July and then Peak of the Harvest in August; starting the new school year with Westminster's Fair and Share in September and ending with Old Fashioned Games Day in October. The 2014 market averaged 20 vendors per market and ranged from 3-8 (on torrential rain days) to 33 during the Peak of the Harvest Festival on the third Friday in August. Many kinds of food (including: meats, sausages and bacon, eggs, cow and goat cheese, liquid milk and ice cream, all kinds of fruits and vegetables, jams, jellies and baked goods) are available from local producers. Crafters provide different kinds of useful objects and the market highlights the talents of local singers, dancers, musicians and puppeteers who come and provide entertainment with funding provided in part by the Westminster Cultural Council and tips from appreciative shoppers.

The 2015 market season starts with vendor registration on April 1 and the market opens for business on May 1. There are five events planned: Planter's Party – May 15, How Does Your Garden Grow – July 10, and the fourth anniversary of The Peak of the Harvest – August 21, Westminster Fair and Share – September 18 and October Celebration – October 23. The Market ends on October 30 and the Holiday Market is scheduled for November 21.

This was the fifth year that the Ag Com created and staffed an agricultural table at the Young Children's Festival held at JR Briggs in March. Various micro-greens were grown and presented on the day of the festival and many of Westminster's youth nibbled on these fresh vegetables – and found that they liked them! We also had baby chicks, a baby goat, different kinds of eggs and seeds for the season's GIANTS contest – a giant vegetable and flower contest in September.

The Agricultural Commission also sponsored our third annual four part educational program – the Backyard Growing Series - held at the Forbush Memorial Library. Topics included Reviving the American Chestnut, Lacto-fermentation to Preserve Food, Backyard Dairying and Saving Seeds. All were well attended with between 35 and 55 people learning about agricultural topics that they could use in their own yards and gardens. The Backyard Growing Series will continue in 2015 with

Town of Westminster 2014

Spinning Local Fibers, Hunting, Recognizing and Growing Mushrooms, Compost – Making Black Gold, and Growing Fruit Trees.

The Ag Com was and is involved in supporting the development of a new community interest group – The GAFFers (Gardening And Farming Friends). They meet the first Monday of the month. We are working together to develop educational and entertaining programs that support community involvement in local agriculture.

We continued with our 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.

The Agricultural Commission completed its participation in the revision of the Town's Master Plan process once the plan was accepted at the November Town Meeting. We'll continue to work with the Open Space Committee, the North Country Land trust and other interested parties to come up with a coherent approach to maintaining and supporting Westminster's working landscapes.

The Agricultural Commission also took on the care and feeding of the new town tree plantings along South Street and at the Leominster Street larger planting. Several groups of volunteers helped to weed (3 times), mineralize and mulch the plantings. Now we're waiting for spring to finish the work. We sent out a call for contributions to purchase the minerals needed (and 15 people stepped up to fund us!) and the DPW provided the wood chip mulch.

Westminster's Agricultural Commission was also involved in the launch of a new initiative called Central Mass Grown that promotes the purchase of local agricultural products and fosters the understanding of the benefits that a strong local agricultural and extended economy has on the heart of the Massachusetts Commonwealth. Westminster holds the record for the most charter members of any town in the Central and Montachusett region.

And last – but DEFINITELY not least – we finished the year by getting the approval of the Select board for two gift accounts. The first account is for the general support of agriculture and is called the "Support Local Farming Agricultural Gift Account" and the other is called the "Support Westminster's Street Trees Gift Account" specifically to support the trees and plantings mentioned above. Both accounts can be supported by sending a check to the Town Treasurer made out to The Town of Westminster and noting the specific account. Feel free to support both! There is currently no line item for the Agricultural Commission in the town's budget so any and all activities are done with volunteer labor and individual contributions. Thank you in advance for your support.

Help is always needed and anyone who's interested in agriculture, horticulture, local food, or any other related topic is encouraged to check out an Ag Com meeting (not too boring!) or, at least, check out the Farmers' Market or one of the scheduled events.

Respectfully submitted,

M.L. Altobelli – Chair
Andy Hertel – Vice-Chair
Dean Johnson – Treasurer
Ann Patsis – Secretary
Steve Robinson
Sue Nickerson – alternate

Town of Westminster 2014

Event Day at the Farmers' Market – July 2014



Care and Feeding of Trees along South Street - November 2014



Winning the “Giant Other Vegetable” contest – September 2014



Care and Feeding of the Leominster Street Tree Planting – Hard



Loving the Giant Pumpkins – September 2014



Town of Westminster 2014

MEMORIAL COMMITTEE 2014 Annual Report

The Memorial Committee reviews for the Board of Selectmen any requests for placement of Memorials on town property using the "POLICY FOR THE NAMING OF PUBLIC LAND AND FACILITIES AND PLACEMENT OF MEMORIALS" adopted by the Selectmen in 2010 as its guide.

The 9 member committee is appointed by the Board of Selectmen and meets on an as needed basis. In 2014 there were no review requests made by Selectmen.

Presently there are only 6 members on the Committee.

Members are:

Tom Maeder (Veteran Representative)
Sammi Dawley (Cemetery Commission Representative)
Mike Fortin (Planning Board Representative)
Mike O'Brien (Parks & Recreation Representative)
Stanley Skamarycz (Cemetery Commission Representative)
Walter Taylor (Citizen at Large).

Town of Westminster 2014

OPEN SPACE COMMITTEE ANNUAL REPORT 2014 Annual Report

The Open Space Committee is a board appointed by Selectmen with a term length of three years. The current board membership is as follows:

- Richelle Brown, Chairman
- Josh Schonborg, Clerk
- Marie Auger, Planning Board Representative
- Heather Billings, Selectmen's Representative
- Donna Brownell

Attorney Janet Morrison attends to represent North County Land Trust of Fitchburg, where she serves as director. Town Planner Stephen Wallace serves as staff.

The Open Space Committee is charged with promoting and completing the land-protection goals that are outlined in the town's Master Plan and Open Space & Recreation Plan. The Committee works with area land protection organizations such as the North County Land Trust to secure grant monies for the purchase of land to be owned by the town as well as conservation restrictions (CRs) and agricultural protection restrictions (APRs) on privately-held acreage.

In 2014, the Open Space Committee worked with the Conservation Commission and Mount Grace Land Trust to secure a State grant that led to the preservation of 70-acres in the vicinity of Muddy Pond. The entire shoreline of Muddy Pond is now permanently protected.

The Open Space Committee also worked with the Master Plan Committee, Historical Commission and Agricultural Commission to prepare the Open Space & Recreation Chapter of the Town's Master Plan. The Committee held an open space public forum in March to wrap up this project that had been a year in the making. The Open Space & Recreation Chapter is unique in that it is the only Master Plan chapter that needs to be reviewed and approved by the State in order for the Town to remain eligible for open space and recreation grants. The Town's Open Space & Recreation Chapter received State approval in July and the Town will remain eligible for open space and recreation grants through 2021. A full draft of the Open Space & Recreation Chapter can be found on the Open Space Committee's page on the Town's website: www.westminster-ma.gov.

The Committee meets on an as-needed basis and met four times during 2014.

Any questions or comments regarding the activities of the Open Space Committee may be directed to Town Planner Stephen Wallace at (978) 874-7414 or swallace@westminster-ma.gov.

Town of Westminster 2014

ASHBURNHAM-WESTMINSTER REGIONAL SCHOOL DISTRICT 2014 Annual Report

Dear Residents of Ashburnham and Westminster:

2014 saw a number of positive changes happen in the Ashburnham-Westminster Regional School District. Last year saw the first year of implementation of our new teacher evaluation system. The new system's rubric features four standards. They are: Curriculum Planning and Assessment, Teaching All Students, Family and Community Engagement, and Professional Culture. All teachers are expected to meet all four standards in order to be considered "Proficient". In addition, administrators have their own four standards.

Oakmont Regional High School completed its ten year NEASC evaluation. A visiting team of 16 educators from other New England School Districts spent four days speaking with Oakmont staff, students and parents and observing classes. This followed an exhaustive two plus years of self-study by the Oakmont faculty. Their preliminary report was promising. However, the final written report is expected to arrive sometime in March of 2015.

The District added a sorely needed curriculum coordinator to its ranks. This position is helping to improve the quality of education given to our students throughout the District. This position is essential in seeing that our curriculum meets the ever demanding needs of the global economy in which we live. Much of the curriculum coordinator's time is spent researching curriculum, reviewing test data and meeting directly with our teachers in our schools. This position also reviews and helps to fine tune our District Determined Measures that tell us what our students are learning and not learning.

The District was also able to restore an assistant principal in both towns' elementary schools. This is important given the huge increase in time that is required to repeatedly visit classrooms as required in the new teacher evaluation system. These positions are also critical in maintaining school-home communication as it allows not only a second administrator the opportunity to communicate with homes, but it also gives the principal more time to do so. Another aspect of having these positions in each community's elementary schools is that a building administrator has the time to work with the curriculum coordinator and their respective buildings' teachers in modifying and improving curriculum.

The District also purchased a district-wide wide reading series for grades K-2. We now use Super Kids Reading Program by Rowland Reading Foundation. The program is largely compliant with the Massachusetts Curriculum Frameworks.

The District also saw the implementation of more available on-line learning grades 6-12 via an agreement with some of our neighboring school districts via an on-line learning called Edgenuity. These on-line courses are most helpful for students who may have otherwise been home-schooled, have a medical condition that prevents them from coming into a school building or have other extenuating circumstances that would preclude them from coming to school. It should be noted that these courses are not meant to eventually replace teachers and a conventional classroom.

Lastly, 2014 received a competitive grant from the Massachusetts Department of Energy Resources to fund over 60% of the cost of the installation of two pellet boilers at Overlook Middle School. The remaining costs will be covered with energy savings from our operating budget. This project is estimated to reduce CO2 emissions by 80-90% as 390 less tons of CO2 will be reduces annually

Town of Westminster 2014

as they will replace our two oil fired boilers as the school's primary heating source. The pellet boilers will be installed and ready to be functional for the 2015-2016 heating season.

ASHBURNHAM-WESTMINSTER REGIONAL SCHOOL DISTRICT

BUDGETS 2014-2015

ACCOUNT	NUMBER	DESCRIPTION	AUDITED EXPENSE 2013-2014	CURRENT BUDGET 2014-2015
FUND 01	GENERAL			
Totals	Function 1000	Administration	\$753,550	\$911,692
Totals	Function 2000	Instruction	\$15,163,031	\$15,653,297
Totals	Function 3000	Other School Services	\$2,792,684	\$2,750,765
Totals	Function 4000	Operation & Maintenance of Plant	\$2,683,447	\$2,675,034
Totals	Function 5000	Fixed Charges	\$3,524,471	\$3,718,457
Totals	Function 6000	Miscellaneous	\$8,000	\$8,000
Totals	Function 7000	Capital Outlay	\$518,032	\$446,853
Totals	Function 8000	Debt Service: Principal Interest	\$1,455,000 \$315,840	\$700,000 \$275,153
Totals	Function 9000	Tuition and Other Costs	\$1,012,940	\$1,409,608
<u>GRAND TOTALS</u>			\$28,226,995	\$28,548,859

~~~PLACE OF ATTENDANCE; DISCRIMINATION~~~

Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. 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 of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation.

Mass. General Law Chapter 76, Section 5

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ASHBURNHAM-WESTMINSTER REGIONAL SCHOOL DISTRICT

~~~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, delays 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.

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 & Administration)

~~~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.

Town of Westminster 2014

ASHBURNHAM-WESTMINSTER REGIONAL SCHOOL DISTRICT MONTHLY STUDENT COUNT REPORT

DATE: 10/01/14

Grade	Ashburnham	Westminster	School Choice	Sped (i.e.–day program; residential)		Other (exchange student)	Total
				Ash.	West.		
PRE-K	32	26	0	0	0	0	58
K	71	66	6	0	0	0	143
1	80	78	9	0	0	0	167
2	83	82	8	0	1	0	174
3	70	105	4	0	0	0	179
4	88	95	4	0	1	0	188
5	87	68	1	0	0	0	156
6	84	101	6	0	1	0	192
7	77	98	14	3	0	0	192
8	66	104	19	0	0	0	189
9	72	96	22	0	0	0	190
10	74	90	20	1	2	0	187
11	79	67	25	0	0	0	171
12	68	87	12	1	3	0	171
Students above grade 12	3	4	1	1	0	0	9
Totals	1,034	1,167	151	6	8	0	2,366
GRAND TOTAL – ALL STUDENTS							2,366

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ASHBURNHAM-WESTMINSTER REGIONAL SCHOOL DISTRICT **Oakmont Regional High School**

Oakmont Regional High School is a 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.



Representatives from the New England Association of Schools and Colleges (NEASC) visited our school in November our ten year re-accreditation. For the past two and half years the faculty has been involved in preparing a self-study report. This is an extensive self-study document that demonstrates ways in which the school is meeting the Standards for Accreditation: Core Values, Beliefs and Learner Expectations, Curriculum, Instruction, Assessment, Culture and Leadership, School Resources, and Community Resources.

The NEASC Visiting Team spent four days compiling evidence and will give us a list of commendations and recommendations. They toured our facility, met with school committee members, parents, faculty, central office administration and sending school principals, school administration and students. Teachers shared examples of student work with visiting team members to demonstrate the types of assignments and assessments we use. The team also shadowed students and visited classrooms to see first-hand the curriculum, instruction, and assessment we use in the process of teaching and learning.

The NEASC re-accreditation process is hard work for both the Visiting Team, our faculty, and the entire Oakmont community. But the end result is an assessment that will offer us valuable data and recommendations about how to make a great high school even better.

Once again our students did very well on the 2014 MCAS; 99.4% Passed English Language Arts, 99.4% Passed Math, and 97.2% Passed Biology, 94% scored Advanced or Proficient in English Language Arts, 83% scored Advanced or Proficient in Math, 73% scored Advanced or Proficient in Biology. Our scores are above the state average in all of these areas for percentage of students who scored Advanced or Proficient. Our students ranked 161 of 358 in English Language Arts (55th percentile), 181 of 358 in Math (49th percentile) and 129 of 358 in Science (64th percentile.) Only 5 students who took the MCAS last spring need to retake one of the exams.

Despite the positive performance of our students, we did not meet state accountability requirements for Progress and Performance Index (PPI) and have been listed as a Level 2 school. This is a cumulative index which sets targets for MCAS score improvement, assesses our annual dropout rate, and factors in our graduation rates. The bottom line is that the state has expectations for continued growth, however the better a school performs, the more difficult it is to meet those expectations. According to the Boston *Globe*, 510 schools, including Oakmont, were considered a Level 1 school last year. This year that number dropped to 424.

We are pleased that almost all Oakmont students continue to pass all MCAS tests. We've begun to analyze our MCAS results and develop plans to ensure that more of our students score in the Advanced and Proficient range on the MCAS. The results do show that our students work hard,

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take their studies seriously, and achieve at high levels when compared to their peers statewide. They show that our district's elementary, middle and high school teachers are skilled, dedicated, and effective. Finally these scores show that our parents and communities are supportive and place a high value on the education of our young adults.



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, Ashburnham Family Medicine, the Black Diamond Restaurant at the Village Inn, Youth Art Month Exhibition in Boston, Massachusetts College of Art and Design, the Massachusetts High School Photography Exhibition at the State Transportation Building, the Leominster Art Association, and MWCC 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.

The Marching Band and Winter Percussion ensembles also had successful competition seasons. The Marching Band was crowned the NESBA New England Division III Champions. They were recognized at multiple NESBA competitions for Best Percussion and Best Music and had many top two finishes during their competition season.



We celebrated our ONE SCHOOL, ONE BOOK summer reading initiative on Thursday, September 18, 2014—"Everlost Day." Students and staff read Neal Shusterman's *Everlost* last summer. A day of activities related to scenes and themes from the book were planned by faculty and students. The ONE SCHOOL, ONE BOOK Summer Reading Program is an important part of a student's experience at Oakmont Regional High School. The day's activities were designed to promote a love of reading and a sense of community. The activities added an element of fun and adventure that reinforced the importance of reading. They included creativity, problem-solving, and the use of technology that engaged nearly all of our 730 students. The activities were an embodiment of our Core Values: Communication, Self-Direction, Problem Solving, Responsibility, and Respect.

Our athletic teams and athletes continued Oakmont's tradition of excellence. Last winter, the Boys Basketball qualified for the Clark and District Tournaments. The Ice Hockey and Girls Basketball teams qualified for the District tournaments. Last spring, the Softball team qualified for the district tournament and Track athletes from the boys and girls track teams qualified for the state meet. In the fall, the Boys Soccer team won the District Championship. The Golf and Field Hockey teams won league championships. The Girls Soccer team qualified for the District Tournament. In December of 2014, Oakmont began a varsity Girls Hockey Program in cooperation with Monty Tech.

Bonnie Leary, a math teacher, Karen Fortin, a psychology and sociology teacher, Joanne DiBattista, a special education paraprofessional and Pat Flinkstrom, our guidance secretary retired.

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We are extremely proud of our students and their accomplishments in and out of the classroom. They are clearly a reflection of their parents, with the help and support of the professional faculty and staff at Oakmont.

Respectfully submitted,

David Uminski, Principal

Town of Westminster 2014

Meetinghouse School/Westminster Elementary School

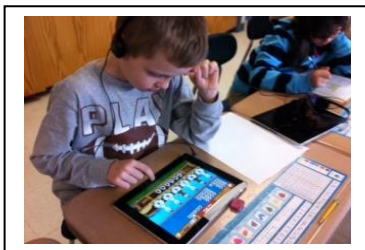


Meetinghouse School and Westminster Elementary School have opened their doors and welcomed approximately 525 students over this past calendar year.

In June of 2014, we had several long time employees retire from the Ashburnham Westminster Regional School District. Mrs. Jane Leamy, Mrs. Charlotte Moran, Mrs. Michele Rogacz and Mrs. Sandi Thibodeau ended their educational careers on the final day of classes.

Our personnel population (60+ faculty and staff) between the two buildings is supervised by one Principal, Mrs. Patty Marquis and the full time Assistant Principal, Mrs. Kathy Taylor. New faculty members for the 2014 – 2015 school year include:

Kelley Laine - Speech & Language
Julie Slocum - special education teacher at Meetinghouse
Cara Cutter - technology teacher
Special education paraprofessionals
Johanna Allain, Lauren Eshelman and Heather Leger



This fall, iPads were delivered to our 4th and 5th grade classrooms, marking the availability of this mode of technology for every student in Kindergarten through Fifth Grade. Plans are underway for the next rounds of state testing to be taken by way of the iPads. Exposure and practice are crucial in order for our students to be prepared for what lies ahead.



In addition to the academic demands associated with elementary school today, our students are continually offered experiences that go beyond reading, writing, and math. Every child participates in weekly special subject classes which include physical education, music, art, and technology.

One section of the vision statement for our schools reads:



“Our school community will foster excitement about learning as a life-long process. As partners in education, we will work to develop critical thinking skills, creativity and the ability to work cooperatively.”

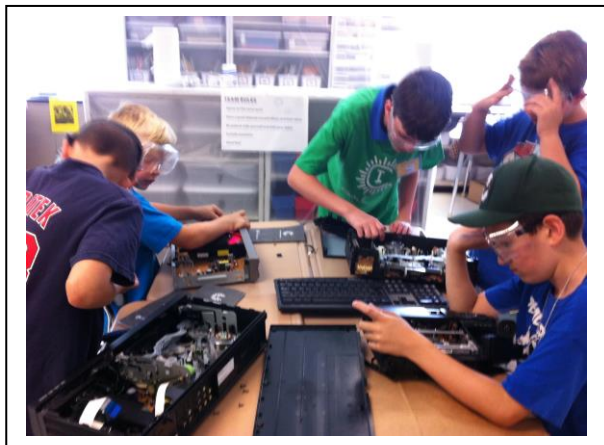
In striving to make this a reality, we are often

Town of Westminster 2014

involved in community projects generated by student interest and carried out by staff and students together. During the first few months of 2014, our school welcomed a theater group from Plymouth State College. **TIGER** is an interactive theater production group that puts on programs derived from anonymous writings and thoughts of NH school children on the topic of bullying. All students attended the two assemblies and there was much school wide follow up as well as classroom discussions that took place long after the group's performances.

Our fourth and fifth grade students had a guest speaker come to one of their meetings and learned about a project titled "Choose to be Nice". Dina Criegar is a full time mother with one son and her greatest wish for him is that he will always be nice, and be able to live happily in a world with other nice people. As a school, we promoted her simple message for about a month through student writings, drawings and t-shirt sales. When the project came to an end, our Student Council members made a donation of over \$400 to the Neighbors Helping Neighbors civic group.

An Evening of the Arts was held in the spring of 2014. Ms. Banning and Mr. Lucander, along with many volunteers, transformed our building into a beautiful display of student generated art and provided musical selections to enjoy while taking in the many creative works.



In July of 2014, Club Invention came to Westminster Elementary School. For five full days, registered students were engaged in hands-on STEM activities that kept them thinking creatively while asking questions about machines, motors and their five senses. This project was funded in part, by a grant from the Ashburnham Westminster Foundation for Academic Excellence. Their generous donation of \$2000 allowed families to take \$50 off of the tuition fee. This program was well received by the students and their families. It is our plan to bring it back again in the summer of 2015.

In closing, I want to acknowledge the hard work and dedication of everyone working in our two school buildings. I know that I am fortunate to have such a devoted group of professionals on my team, along with the continued support of parents and community.

Respectfully Submitted,

Principal Patricia Marquis

Town of Westminster 2014

Overlook Middle School

Overlook Middle School services a population of around 580 students in the 6th, 7th, and 8th grades. The middle school offers core academic classes in the areas of math, English language arts, social studies and science. Students are also exposed to exploratory classes in art, physical education, engineering, family health, Spanish, and music. At each grade level students may also have the opportunity to participate in special classes. Some of the special classes include astronomy, robotics, map skills, math lab, band, chorus, writing lab, world events, and science design challenge. When students enter grade 8 they are given the opportunity to choose elective classes that they find appealing.

Developing well-rounded students is a primary goal of the staff at Overlook. Students are exposed to a wide-range of academic and enriching offerings. One major focus of our programming is on service learning. Students at Overlook are exposed to school-wide service learning activities including food drives, community fundraisers, and giving projects. Many of these activities are brought forward and conducted by students. Our goal is to have all students leave Overlook with a better understanding of their community and their world.

At Overlook Middle School, communication is a major priority and we welcome any comments or suggestions. 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 on our website: <http://oms.awrsd.org/>.

School Health Services Report

The AWRSD school health offices continue to provide services to students and staff which 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), and scheduled procedures. All student and staff encounters with the nurse also include a significant degree of health-related teaching.

All of the nursing offices provided nursing case management, such as the development of detailed care plans for students with chronic health issues; communication with parents, health care providers, external agencies/clinics and internal communications with the AWRSD teaching staff, guidance staff, special education department and administration. This category also includes maintaining and auditing student health records for compliance with the Massachusetts Department of Public Health (MDPH) immunization and health screening requirements.

Mandated screenings were done on **1,786** students. These screenings included Vision (K-5), Hearing (K-3), Height and weight with BMI calculations (1,4,7 & 10), and Postural screening (5-9). Children who did not meet the minimum requirements mandated by the state were referred to their primary care physician for further evaluation.

In the fall, influenza vaccines were administered to over **460** adults and children at two flu clinics hosted by the school district in conjunction with the Westminster Board of Health and the Nashoba Board of Health. The school nurses volunteered their time at these clinics.

Our district continues to be involved with the Massachusetts Dept. of Public Health (DPH) Essential School Health Services (ESHS) and receives grant funds. The ESHS nurse leader and all the school nurses are working within the frameworks of this grant. Pediatric asthma surveys and

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pre-kindergarten and Kindergarten immunization surveys are done on an annual basis. In addition, monthly activity reports and a yearly status report are submitted to the MDPH. We continue to work updating protocols, health policies and a yearly Quality Improvement project.

Dental hygienists from the Nashoba Board of Health, Community Health Connection Caring for Kids and Polished Dental Care provided dental screenings, cleanings and fluoride treatments to our students throughout the school year.

Presentations on universal precautions and anaphylaxis including EpiPen trainings are done with staff members and are reviewed again with teachers prior to field trips or on an as needed basis.

Meetinghouse School hosted an afterschool program “Let’s Get Crackin’” for students in grades K-2 and John R Briggs hosted a similar program called “Movin’ Munchin’ Moose”. The 5- 6 week nutrition and physical fitness program consisted of an exercise segment, a healthy snack segment and a nutritional lesson. The nurses volunteered their time each week. JR Briggs is continuing with the second year of Project L.E.A.P. (Learning, Eating Well, Activity, Partnerships) which is a Kindergarten Health Snack Program. This program entails 2 days a week of a nutrition lesson and a healthy snack provided by the school. Overlook Middle School offered a program to their staff that focused on making healthier diet and physical activity choices. A personal trainer was brought in and they proudly lost a total of 75 lbs.

Fitchburg State University students do a community health rotation in 4 school nurse offices during the Fall semester. They participate in direct student health care under the supervision of the school nurses and they also do classroom lessons on Health issues.

Overlook Middle School hosted a Signs of Suicide “S.O.S’ program for seventh grade students again this year. The program was led by the guidance office and the health office.

The nurses are actively involved in Safety committees in the district and our goal is to ensure proper safety practices are being done. Each building has performed evacuation and lockdown drills.

The nurses are all members of the Massachusetts School Nurse Organization, the National Association of School Nurses and are certified with the Department of Elementary and Secondary Education and participate in continuing education offerings that these organizations offer as well as in clinical programs offered by Northeastern University’s School Health Institute and the Department of Public Health. Three district nurses are nationally certified in school nursing.

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. Important topics under discussion included the Head Injury/Concussion Law and Emergency Response Planning.

Students on the Westminster campus and students at the Overlook Middle School participated in Annual Walk to School Day in May by walking to school with assistance from school staff, Westminster and Ashburnham Police and Fire Departments, parent and community volunteers. These walks were coordinated by the ESHS School Nurse Leader and Officer Jason Tamulen.

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 serves as our school physician and consultant whenever needed.

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The number of times health room services were provided totaled **45,177** for students and staff. These numbers indicate when students and staff were seen for first aid, health status evaluations, medication administration and daily procedures. **41,884** students were able to return to the classroom at a return rate of **95.6%** which is above the 92% recommended by the DPH/DESE. Because a professional registered nurse is present in each of our school buildings, our students are assessed clinically and treated so they can return to class for time on learning and increase their potential for educational success.

Marcia Sharkey RN BS ESHS School Nurse Leader/Meetinghouse School
Susan Lofquist RN BSN NBCSN Oakmont High School
Heidi Williams RN BSN Overlook Middle School
Jane Flis RN BSN NBCSN JR Briggs Elementary School
Sue Quigley-Belliveau RN BSN Westminster Elementary School
Nancy Taylor RN BSN NBCSN ESHS Grant Nurse/Meetinghouse School

Town of Westminster 2014

ASHBURNHAM-WESTMINSTER REGIONAL SCHOOL DISTRICT 2014 Annual Report Employee Salaries 2013-2014

Dehays, Eric	A	\$70,000.00	Flinkstrom, Patricia	D	\$37,015.35
Hicks, Ralph	A	\$152,407.00	Higgins, Wendy	D	\$38,416.00
Kersey, Sherry	A	\$111,064.00	Kortegast, Laura	D	\$14,117.76
Marquis, Patricia	A	\$102,258.00	Maillet, Elizabeth	D	\$19,432.16
Mcgrath, Andrea	A	\$96,262.40	Maxwell, Jonathan	D	\$41,600.00
Rehler, Sandra	A	\$92,465.98	Mccarthy, Kathleen	D	\$37,834.56
Ruble, Marah	A	\$88,267.00	Morin, Inga	D	\$26,538.84
Saisa, Phillip	A	\$106,048.80	Niedermeier, Elaine	D	\$58,333.50
Smith, Gregory	A	\$91,212.19	St Cyr, Michele	D	\$35,955.78
Taylor, Kathleen	A	\$87,317.00	Theriault, Kathi	D	\$38,741.88
Uminski, David	A	\$115,581.94	Aho, Marcia	E	\$20,851.69
Veroude, Kathleen	A	\$95,481.00	Bedard, Diane	E	\$11,590.97
Gauvin, Kimberly	B	\$51,051.20	Bennett, Margaret	E	\$20,304.02
Allen, Steven	C	\$42,968.80	Brillon, Mark	E	\$5,955.23
Axelson, Robert	C	\$44,673.60	Costa, Kayla	E	\$2,122.56
Baer, Jim	C	\$52,886.40	Coviello, Jennifer	E	\$10,085.50
Bennett, Steven	C	\$41,978.40	Dewick, Karen	E	\$7,364.45
Bilodeau, Jeannine	C	\$11,347.21	Francis, Dorene	E	\$48,178.40
Clinton, Madeline	C	\$40,359.20	Galdi, Robin	E	\$800.00
Contois, Colby	C	\$35,577.12	Gallagher, Coraley	E	\$18,074.20
Contois, Steven	C	\$52,926.40	Graves, Emily	E	\$3,820.76
Desmond, Steven	C	\$16,431.20	Haschig, Elena	E	\$684.00
Dzwilewski, Richard	C	\$40,653.76	Hertel-Therrien, Anika	E	\$2,361.95
Engman, Paul	C	\$52,853.60	Hildreth, Lauren	E	\$9,779.20
Francis, Joseph	C	\$42,927.20	Hiltz, Barron	E	\$4,210.56
Gauthier, Christine	C	\$30,018.28	Kinnear, Kelsey	E	\$1,338.00
Gould, Timothy	C	\$42,117.60	Landry, Karen	E	\$34,967.38
Hildreth, Richard	C	\$1,861.91	LeBlanc, Susan	E	\$6,364.00
LeBlanc, Albert	C	\$16,291.58	Maclachlan, Kelly	E	\$1,634.48
Lovewell, John	C	\$10,358.80	Mathieu, Ashley	E	\$2,038.30
Mei, Robert	C	\$15,749.60	Murphy, Brian	E	\$30,377.65
Parenteau, James	C	\$51,014.40	Padilla, Julia	E	\$2,077.07
Swaney, Donna	C	\$36,131.68	Racine, Lucinda	E	\$19,328.92
Wiktorski, Alex	C	\$32,584.40	Spencer, Elizabeth	E	\$1,139.48
Carey, Ina	D	\$16,297.97	Streeks, Stephen	E	\$1,762.56
Demarco, Maryann	D	\$37,471.04	Toomey, Sherri	E	\$11,238.24
Deshayes, Margaret	D	\$39,184.80	Van, Vleck	E	\$3,338.00

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Erickson, Jeanne	D	\$37,616.00	Wetzonis, Ann	E	\$1,573.35
Zierle, Ashley	E	\$9,065.40	Sharkey, Marcia	N	\$13,000.00
Zierle, Chuck	E	\$5,974.68	Sharkey, Marcia	N	\$70,156.00
Barron, Patricia	F	\$14,398.50	Taylor, Nancy	N	\$50,251.00
Bennett, Margaret	F	\$7,286.20	Williams, Heidi	N	\$50,884.00
Costa, Tina	F	\$17,586.74	Stanton, Gail	O	\$65,402.40
Derby, Veronica	F	\$2,519.42	Allen, Kathy	P	\$30,715.28
Franklin, Ann	F	\$14,161.04	Barron, Cheryl	P	\$31,139.75
Hanks, Thea	F	\$6,995.63	Beaudoin, Gregory	P	\$8,455.79
Karkane, Karen	F	\$538.69	Beland, Sheryl	P	\$28,981.16
Khan, Aisha	F	\$7,596.93	Berger, Susan	P	\$22,157.49
King-Dodge, Catarina	F	\$1,461.37	Bradway, Diane	P	\$19,466.75
Lavoie, Leo	F	\$3,085.73	Brown, Brenda	P	\$21,408.97
Munnis, Sandra	F	\$11,105.25	Bullard, Sarah	P	\$24,239.48
Pawelski, Cynthia	F	\$6,784.00	Capone, Leslie	P	\$22,963.99
Petersen, Kimberly	F	\$6,345.47	Carter, Sarah	P	\$2,170.17
Phyfe, Michelle	F	\$6,995.20	Ciulla, Samantha	P	\$10,244.27
Richard, Roseanne	F	\$10,019.28	Comeau, Carlene	P	\$28,142.57
Tufts, Sharon	F	\$13,404.93	Connolly, Karen	P	\$28,034.89
Wessels, Tracey	F	\$5,830.40	Coullahan, Meghan	P	\$3,492.00
Badolato, Lauren	G	\$69,263.00	Cruz, Josephine	P	\$4,881.94
Dubovick, Amy	G	\$78,763.00	Curran, Kelsey	P	\$20,456.50
Ewell, Robin	G	\$78,763.00	Davis, Nancy	P	\$22,819.05
Gagnon, Julie	G	\$64,154.00	Demoura, Jennifer	P	\$19,554.58
Keene, Catherine	G	\$81,474.00	Dewick, Karen	P	\$5,556.32
Malnati, Lori	G	\$33,885.50	Dibattista, Joanne	P	\$22,157.49
Mariani, Katherine	G	\$54,982.00	Dobbins, Wendy	P	\$19,698.66
Masterman, Elizabeth	G	\$21,992.80	Dolan, Kimberley	P	\$20,159.36
Peirce, Robin	G	\$37,827.00	Douglas, David	P	\$18,634.37
Pinkes, Danielle	G	\$24,484.95	Edwards-Lamarche, Trisha	P	\$11,822.30
Thibodeau, Sandra	GR	\$22,158.88	Egan, Mary	P	\$28,431.41
Bubnowicz, Kimberly	H	\$70,771.00	Ewing, Claudia	P	\$21,045.58
Childress, Jill	H	\$42,467.20	Farley, Louise	P	\$21,206.06
Lapointe, Chris	H	\$70,771.00	Feeley, Jodi	P	\$5,214.46
Rogacz, Michele	H	\$75,654.00	Fiorentino, Diane	P	\$21,839.66
Fitzgerald, Edward	I	\$31,430.08	Fleck, Krystina	P	\$864.00
Palojarvi, James	K	\$24,673.60	Fleming, Jeanne	P	\$26,287.31
Aubuchon, Jeffrey	L	\$65,207.00	Gagnon, Lynn	P	\$2,370.03
Farrell, Julie	L	\$70,771.00	Garcia, Samuel	P	\$20,268.89
Barnard, Charles	M	\$65,573.67	Greenblatt, Tara	P	\$24,239.48
Flis, Jane	N	\$52,156.00	Grimley, Louise	P	\$17,212.50

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Lofquist,Susan	N	\$52,643.00	Haddad,Melissa	P	\$21,407.93
Quigley-Belliveau,Susan	N	\$55,156.00	Hansen,Kelly	P	\$19,393.24
Haschig, Lee	P	\$29,399.42	Stone,Juana	P	\$21,408.97
Holman,Taryn	P	\$20,988.64	Svenson,Sandra	P	\$2,512.15
Hoover,Sarah	P	\$27,609.38	Sylvester,Kristina	P	\$27,721.19
Hurwitz,Dana	P	\$19,080.58	Therrien,Nicole	P	\$16,089.57
Jackson,Robert	P	\$20,159.36	Toland,Kendall	P	\$1,879.30
Jasinski,Kathleen	P	\$11,035.79	Tucker,Barbara	P	\$9,865.89
Johnson,Jane	P	\$21,408.97	Valentino,Michelle	P	\$5,026.44
Kalagher,Susan	P	\$24,276.75	Veillette,Cassie	P	\$18,049.42
Kane,Cathy	P	\$20,159.36	Wallace,Meghan	P	\$21,005.21
King,Melissa	P	\$4,812.38	Werner,Peter	P	\$4,743.00
Kirdulis,Danielle	P	\$3,213.00	Wilder,Wendy	P	\$22,156.46
Kirker,Destiny	P	\$6,979.50	Wojnas,Beth	P	\$23,087.19
Lafferty,Gretchen	P	\$22,754.86	McClenahan,Linda	R	\$53,136.94
Landine,Jennifer	P	\$21,745.44	Alario,Susan	T	\$57,156.00
Law,Jennifer	P	\$2,911.28	Altobelli,Dana	T	\$73,654.00
LeBlanc,Danielle	P	\$28,034.89	Archangelo,Alana	T	\$62,032.00
LeBlanc,Nicole	P	\$17,028.65	Banning,Anne	T	\$66,532.00
LeBlanc,Tanya	P	\$21,045.58	Baril,Talia	T	\$42,807.00
Leclair,Rick	P	\$8,853.21	Barry,Gregory	T	\$78,763.00
Marinelli,Kathryn	P	\$22,963.99	Barry,Theresa	T	\$64,271.00
Marlborough, April	P	\$29,007.04	Beach,Hannah	T	\$21,049.87
Marlborough,Linda	P	\$22,157.49	Beaudoin,Brian	T	\$68,782.00
Marquis,Zachary	P	\$11,088.97	Belkin,Kristin	T	\$70,771.00
McCloughlin,Juneanne	P	\$19,579.59	Bennett,Katherine	T	\$73,654.00
Mendoza,Lorraine	P	\$9,158.90	Bennett,Lija	T	\$54,411.00
Miller,Deborah	P	\$30,715.28	Berg,Troy	T	\$54,789.00
Moran,Jennifer	P	\$18,844.53	Brogan,Sue	T	\$64,154.00
Murphy,Richard	P	\$24,969.83	Brogna,Rebecca	T	\$54,982.00
Nolan,Larissa	P	\$639.00	Brooks,Theresa	T	\$48,091.00
O'Brien,Juliet	P	\$29,818.71	Brown,Stacie	T	\$72,771.00
O'Connell,Lavaun	P	\$20,252.54	Burke,Kristin	T	\$72,771.00
Osborne,Janelly	P	\$21,005.21	Caldwell,Renee	T	\$46,918.00
Perez,Melinda	P	\$26,388.77	Campagna,Beth	T	\$53,526.00
Perko,Nicole	P	\$23,030.37	Caouette,Timothy	T	\$52,156.00
Pilsbury,Becky	P	\$18,634.37	Cariglia,Anne	T	\$57,411.00
Reed,Joann	P	\$5,470.22	Christensen,Lindsey	T	\$50,526.00
Robichaud,Michelle	P	\$5,128.73	Clabaugh,Elizabeth	T	\$68,782.00
Ruschioni,Cynthia	P	\$28,981.16	Collins,Jennifer	T	\$62,032.00
Santiago,Felicia	P	\$885.00	Cormier,Kimberly	T	\$75,654.00

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Scaficchia, Jillian	P	\$22,965.02	Correia, Jean	T	\$73,654.00
Schlier, Gretchen	P	\$5,058.39	Coughlan, Robin	T	\$58,654.00
Stanton, Christine	P	\$28,034.89	Courtemanche, Lynne	T	\$73,654.00
Couture, Jaclyn	T	\$64,271.00	Hart, Kevin	T	\$81,474.00
Cringan, Cynthia	T	\$70,771.00	Hertel-Therrien, Heidi	T	\$75,654.00
Crowley, Donna	T	\$78,763.00	Hirons, Karsa	T	\$50,526.00
Crowley, Ruth	T	\$73,654.00	Jackson, Cynthia	T	\$70,771.00
Cucchiara, Craig	T	\$54,789.00	Jensen, Jennifer	T	\$64,271.00
Cummings, Judith	T	\$70,771.00	Jepson, Kenneth	T	\$70,771.00
Daigle, Jessica	T	\$43,877.00	Jepson, Randall	T	\$70,771.00
Daniels, Linda	T	\$72,771.00	Jette, Tracy	T	\$66,406.00
Dauphinais, Deborah	T	\$17,608.26	Jones, Gerard	T	\$70,771.00
Davis, Tiffany	T	\$74,824.85	Kasprzak, Danielle	T	\$67,154.00
Davolio, Diane	T	\$63,690.00	Kendall, Amy	T	\$73,654.00
Dawley, Eric	T	\$79,348.00	Kostich, Nicholas	T	\$42,807.00
Deaver-Whittier, Regina	T	\$70,771.00	Lambert, Ryan	T	\$55,156.00
Decicco, John	T	\$80,763.00	Lantry, David	T	\$72,771.00
Decicco, Sharon	T	\$66,406.00	Lantry, June	T	\$72,771.00
Demarest, Amber	T	\$25,900.00	Laroche, Mary	T	\$66,406.00
Demoura, Kris	T	\$70,771.00	Larson, Madonna	T	\$70,771.00
Disalle, Kristi	T	\$64,271.00	Leamy, Jane	T	\$68,782.00
Douglas, Timothy	T	\$66,406.00	Leary, Bonnie	T	\$72,771.00
Dufour, Daniel	T	\$57,156.00	Leblanc, Wendy	T	\$80,763.00
Duncan, Brett	T	\$64,154.00	Lenart, Laurie	T	\$58,771.00
Duncan, Sarah	T	\$57,411.00	Lilly, Elizabeth	T	\$78,763.00
Erickson, Diane	T	\$81,474.00	Litalien, Cori	T	\$53,526.00
Faneuff, Michelle	T	\$53,526.00	Lordan, Joseph	T	\$54,411.00
Fitzgerald, Carol-Ann	T	\$75,654.00	Losordo, John	T	\$64,271.00
Fleck, Debra	T	\$73,654.00	Lucander, Kris	T	\$66,406.00
Fluet, Tracy	T	\$21,938.50	Maki, Stephen	T	\$7,237.85
Fortin, Karen	T	\$66,406.00	Marion-Cox, Carrie	T	\$70,771.00
Foss, William	T	\$51,789.00	Martin, Melissa	T	\$78,763.00
Foster, Elizabeth	T	\$81,474.00	Matthews, Doris	T	\$73,654.00
Fowke, Sandra	T	\$50,526.00	Mccaffrey, Edwin	T	\$47,416.57
Fredette, Juliana	T	\$6,900.00	Mcdonald, Ashley	T	\$45,774.00
Gagnon, Mary	T	\$75,654.00	Mckay, Erynn	T	\$46,918.00
Giannetti, Brenda	T	\$64,271.00	Mcmanus, Ashley	T	\$42,807.00
Gietl, Donna	T	\$55,771.00	Miller, Theresa	T	\$72,771.00
Girouard, Jean	T	\$78,763.00	Miville, Kathryn	T	\$78,763.00
Gleason, Anthony	T	\$78,763.00	Mongelli, Dayna	T	\$57,411.00
Goodwin, Caron	T	\$69,263.00	Moorman-Smith, Gretchen	T	\$72,771.00

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Griffin, Shirley	T	\$14,000.00	Moran, Charlotte	T	\$68,656.00
Grossman, Kathleen	T	\$70,771.00	Moran, Colleen	T	\$19,175.59
Gusek, Theresa	T	\$73,654.00	Mossman, Joann	T	\$76,054.00
Harrison, Jana	T	\$40,509.70	Munroe, Laurie	T	\$66,406.00
Murphy, Robin	T	\$72,771.00	Seager, Kelly	T	\$70,771.00
Myette, Robert	T	\$72,771.00	Secino, Gregory	T	\$70,771.00
Nally, Patrick	T	\$23,200.00	Shattuck, Lori	T	\$70,771.00
Naze, Lisa	T	\$7,739.52	Sifert, Eric	T	\$72,771.00
Nevard, Mark	T	\$72,771.00	Sinclair, Katrina	T	\$64,271.00
O'Brien, Patricia	T	\$66,532.00	Smeltekop, Brittany	T	\$46,918.00
O'Callaghan-Greco, Suzanne	T	\$51,789.00	Sparks, Katharine	T	\$42,807.00
Parker, Paula	T	\$73,654.00	Sparrow, Michelle	T	\$43,877.00
Perkins-Cote, Jennifer	T	\$48,756.57	Stafford, Jane	T	\$70,771.00
Perrett, Debra	T	\$73,654.00	Stefanakos, Paula	T	\$70,771.00
Perrett, Karen	T	\$66,406.00	Stiles, Lincoln	T	\$78,763.00
Phelps, Audrey	T	\$75,654.00	Stukuls, Amy	T	\$70,771.00
Phillips, Amy	T	\$66,532.00	Szalay, Lawrence	T	\$58,771.00
Potter, Douglas	T	\$54,789.00	Terry, Pamela	T	\$56,616.80
Quinn, Jared	T	\$70,771.00	Theriault, Marc	T	\$46,918.00
Rainville, Laura	T	\$72,771.00	Therrien, Jacqueline	T	\$55,156.00
Reck, Caitlin	T	\$49,643.00	Tobia, Carolyn	T	\$75,654.00
Rheault, Laurie	T	\$70,771.00	Tucker, Mackenzie	T	\$45,774.00
Richard, Tracy	T	\$50,526.00	Vanderhoof, Maureen	T	\$68,782.00
Robbins, Cynthia	T	\$68,782.00	Vera, Aimee	T	\$67,771.00
Robichaud, Kellie	T	\$70,771.00	Volke, Kerry	T	\$57,411.00
Romano, Mary	T	\$70,771.00	Weiss, Joy	T	\$70,654.00
Romano, Peter	T	\$70,771.00	Wilkerson, Amber	T	\$53,084.00
Roy, Leanne	T	\$72,263.00	Woollacott, Elizabeth	T	\$58,771.00
Sargent, Brian	T	\$87,265.00	Young, Jason	T	\$70,771.00
Savoie, Jaime	T	\$45,774.00	Caron, Kenneth	U	\$10,500.00

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=Facilities Director

N=Nurse

O=Accountant

P=Paraprofessional

R=Personnel/Grants

T=Teacher

U=Treasurer

X=Registrar

Y=Psychologist

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CAPITAL PLANNING COMMITTEE 2014 Annual Report

The committee consists of the following voting members: Chair- Keith Harding, (citizen at large) Secretary-Steve Rocheleau, (citizen at large) Jim DeLisle (representing advisory board), Vice-Chair-Mike Morin (citizen at large), and John Fairbanks (representing board of selectmen). The committee also consists of the following ex-officio members: 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.

Capital Planning Committee Recommendations

Fiscal Year 2015

Annual Town Meeting, Saturday May 3, 2014

Department	Project	Proposed Funding Sources							
		Total Estimated Expenditures	Raise & Appropriate	Building Maintenance Stabilization	Capital Equipment Stabilization	Technology Stabilization	Sewer Enterprise	Ambulance	Other Funding
Department of Public Works	Road Maintenance	200,000	200,000						
Department of Public Works	VE-10 F350 Pickup Truck	45,000	45,000						
Department of Public Works	VE-14S Sander Dump Body (10 Wheel Truck)	50,000	50,000						
Department of Public Works	Inflow/Infiltration Reduction Program	75,000					75,000		
Fire Department	SCUBA Air Packs (28 Sets)	250,000			210,549				39,451
Fire Department	Chest Compression Machine	27,000						27,000	
Police Department	VE-2 Ford Interceptor	35,000	35,000						
Technology	Dispatch Radio System	75,000				75,000			
Data Processing	Technology Updates	30,000	30,000						
Regional Schools WES/Meetinghouse	boiler/storage tank, freeze stats for unit ventilators, roof repair	43,275		43,275					
	Totals	830,275	360,000	43,275	210,549	75,000	75,000	27,000	39,451

Special Town Meeting, July 22, 2014

Department	Project	Proposed Funding Sources							
		Total Estimated Expenditures	Raise & Appropriate	Building Maintenance Stabilization	Capital Equipment Stabilization	Technology Stabilization	Sewer Enterprise	Ambulance	Borrowing
Town Buildings	Senior Center Construction	250,000							250,000

Special Town Meeting, November 18, 2014

Department	Project	Proposed Funding Sources							
		Total Estimated Expenditures	Raise & Appropriate	Building Maintenance Stabilization	Capital Equipment Stabilization	Technology Stabilization	Sewer Enterprise	Free Cash	Other Funding
Fire Department	Exhaust Collection System	25,000							25,000
Board of Health	Demolition of Abandoned Properties	30,000							30,000
Sewer Department	USDA Grant Application	25,000						25,000	
	Totals	80,000	0	0	0	0	0	25,000	55,000

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ANIMAL CONTROL 2014 Annual Report

Animal Control Officer

July 2014 represents the completion of two full years that we have regionalized our Animal Control Services with the Town of Ashburnham. Animal control services are being contracted out by the Wachusett Animal Hospital and Pet retreat in Westminster.

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.

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.

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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.

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, unspayed 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

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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:

Westminster:

Year 2008: 1,255

Year 2009: 1,268

Year 2010: 1,287

Year 2011: 1,297

Year 2012: 1,134

Year 2013: 1,164

Year 2014: 1,196

2014 ACO Call Log

Date	Issue	Result
1/4/2014	Loose Dog	Dog Located
2/17/2014	Loose Dog dropped off at PD	Owners Located
2/24/2014	Loose dog	Dog Located
4/14/2014	Animal complaint	Animal Owners Warned
4/16/2014	Loose Dog	Dog Located
4/18/2014	Loose Dog	Not Located
4/18/2014	Loose Dog	Dog Located
4/18/2014	Dog Bite	Quarantine Issued
4/19/2014	Loose Dog	Owner Located
4/22/2014	Dog Bite	Quarantine Issued
4/24/2014	Dog Bite	Quarantine Issued
4/25/2014	Loose Dog	Dog Located

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4/28/2014	Loose Dog	Owner Located
5/2/2014	Loose Dogs	Not Located
5/6/2014	Deceased Animal	Located and Removed
5/8/2014	Loose Dog	Owner located
5/9/2014	Loose Dog Complain	Dog Caught by owner
5/14/2014	Leash Law question	Educated
5/14/2014	Wildlife question	Referred to Mass Wildlife
5/21/2014	Loose Dog	Dog gone upon arrival
5/22/2014	Dog got into neighbors trash	Neighbors worked out issue
5/23/2014	Loose Dog Complain	Unable to locate dog
5/24/2014	Loose Dog Follow up	Verbal Warning given
5/27/2014	Found Dog	Dog returned to owner
5/29/2014	Deceased cat	ACO picked up
5/30/2014	Loose Dog	Returned to owner
6/2/2014	Arrow to goose	investigated, no goose found
6/3/2014	Loose Dog	Returned to owner
6/7/2014	Wildlife	Referred to Mass wildlife or EPO
6/9/2014	Deceased animal	Name removed from outstanding Lic list
6/9/2014	Loose Dog	Owner Claimed
6/10/2014	Dog Pick up	Brought to WAHPR
6/11/2014	Animal caught in trap	Animal picked up and released
6/12/2014	Wildlife	Referred to Mass wildlife or EPO
6/13/2014	Violation	Spoke to- Referred to ACO Will
6/14/2014	Barking Dog Complaint	Unable to locate
6/15/2014	Loose Dog	Brought to WAHPR
6/16/2014	Found dog	Owner Located
6/17/2014	Wildlife	Referred to E.P.O.

Town of Westminster 2014

6/17/2014	Deceased Animal	Removed from property
6/19/2014	Missing Dog	Got Info
6/21/2014	Dog left in Vehicle	Educated owner
6/21/2014	Loose Dog	Unable to locate
6/26/2014	Missing Dog	Owner found dog
6/29/2014	Loose Dog	Owner found dog
7/1/2014	Unreported Dog bite	Unable to affect Quarantine
7/2/2014	animal in Chimney	Bird removed
7/5/2014	Loose Dog	Brought to WAHPR / Owner picked-up dog
7/13/2014	Lost Dog	Owner found dog
7/14/2014	Possible Injured Horse	Referred to the ASPCA
7/14/2014	Lost Dog	Owner Located
7/16/2014	3 geese hit by car	Referred to Ma Wildlife
7/17/2014	Dog Bite	10 day Quarantine
7/18/2014	GDC Phone Call	Call made, clerk wanted to know about bylaws
7/18/2014	Bartheric road lost dog	Owner Located
7/21/2014	Found Dog	Dog placed at wahpr, still pending 7/29/14
7/22/2014	Animal complaint	Owner Warned
7/23/2014	Wildlife	Referred to E.P.O.
7/23/2014	13 sawin drive/raccoon	WPD went to scene could not find animal
7/24/2014	Loose Dog	Spoke w/Owners
7/24/2014	Loose Dog	Spoke w/Owners
7/24/2014	Loose Dog	Did not find dog
7/25/2014	Wildlife	Referred to E.P.O.
7/28/2014	Cat Complaint	Recommended scaring cat away from property
7/29/2014	Lost Dog	Owner Located
7/30/2014	Loose Dog	Dog G.O.A

Town of Westminster 2014

8/7/2014	Dog Bite	No Injuries
8/20/2014	Dog Bite	Quarantine Issued
8/28/2014	Loose Dogs	Owner Located
8/30/2014	Loose Dog	HBC Transported to WAHPR
9/5/2014	Dog Bite	Quarantine Issued
9/17/2014	K9 pick up, owner deceased	Brought to WAHPR
9/21/2014	Dog Bite	Quarantine Issued
9/24/2014	Wildlife	Not Located
10/6/2014	Lost Dog	Found
10/9/2014	Loose Dog	Citation Issued
10/11/2014	Wildlife	Referred to Mass Wildlife or PAC Agent
10/17/2014	Loose Dog	Owner Located
10/21/2014	Loose Dog	Dogs located
10/24/2014	Loose Dogs	Unable to locate
10/25/2014	Wildlife Shooting	Contacted Environmental Police
11/14/2014	Found Dog	Owner located
11/21/2014	Lost dog	Dog found by owner
11/21/2014	Found Cats	Referred to local animal shelters
11/24/2014	Loose Dog	Returned to owner
11/25/2014	Dog Bite	Quarantine issued
11/28/2014	Loose Dog	Returned to owner
12/3/2014	K-9 Welfare check	No concerns
12/4/2014	Two loose dogs	Not located
12/5/2014	Loose dog complaint/attack	Dog returned home / citation issued
12/6/2014	Assist on Husky/Rabbit call	Pending
12/11/2014	Lost Dogs	Dogs located
12/14/2014	Lost dog	Dog Located

Town of Westminster 2014

12/18/2014	Deceased Cat	Removed Cat from property
12/22/2014	Loose dogs	Dogs Not Located
12/23/2014	Dog Hit by Car	Dog Located
12/26/2014	Lost Ferret	None
12/27/2014	Loose Dog	Owner located
12/30/2014	Kennel Inspection	Pending
12/30/2014	Loose Dog	Pending

Totals:

Loose Dogs: 36
Dog Bites: 10
Deceased Animals: 6
Found Dogs: 4
Quarantines: 9
Wildlife: 14
Dog Complaints: 5
Missing Animals: 7
Hit By Car: 1
Kennel Inspections: 1
Barn Inspections: 12
Citations: 3
Licensed Dogs: 1,196
Unlicensed Dog Citations: 26

The animal control office also falls under the control of the police department; Wachusett Animal Hospital has been in this position for the past two years as our contractor.

The animal control officer works closely with the Town Clerk to ensure all dogs are licensed annually and have received their proper vaccinations. I would like to publicly commend our Animal Control Officers for their devotion and professionalism.

Respectfully submitted,

Chief Salvatore Albert

Town of Westminster 2014

ECONOMIC DEVELOPMENT COMMITTEE REPORT 2014 Annual Report

INTRODUCTION

The EDC's charge is to promote economic development in the Town's Commercial and Industrial zoning districts, work to retain existing businesses and provide a forum for discussing economic development in Westminster.

The Economic Development Committee is comprised of the following individuals:

Joe Serio – Chairman
Jeff Crowley – Vice Chairman
Wayne Walker – Selectmen's Representative
Richelle Brown
Ralph LeBlanc
Scott Aubuchon

EDC accomplishments during 2014:

- In April, EDC members participated in a well-attended Town Center Design Workshop at the Library held as part of the Master Plan update project.
- In July, the EDC received a \$5,000 grant from the Johnny Appleseed Trail Association to cover the cost of designing and printing a promotional brochure/map for the Town. Once completed, the map/brochure will include information on the following topics: shopping, recreation resources, historic resources, dining, lodging, health & wellness, services, and agriculture. The EDC hopes to complete the map/brochure in time for the summer season.
- The EDC began discussing the possibility of hosting a two-day festival in the fall of 2015.

The EDC generally meets every other month on the first Wednesday night of the month at 7:00 p.m. in the Town Hall. All meetings are open to the public. The meetings usually begin with a guest speaker. In 2014, the EDC heard presentations from the following guests:

- David McKeehan, Regional Tourism Council Director for the Johnny Appleseed Trail Association.
- The Westminster Agricultural Commission.
- The Westminster Board of Health.
- Members of the Westminster Public Works Commission.

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

Town of Westminster 2014

ENERGY ADVISORY COMMITTEE 2014 Annual Report

In our first year as a Designated Green Community, Westminster received the first portion of grant funding from the Massachusetts Department of Energy Resources and contracted for lighting upgrades at the Town Hall, Public Safety Building, Library, Public Works Department, Meetinghouse School and Westminster Elementary School. These projects are now complete and are expected to save the town more than \$15,000 each year in energy costs.

The second phase of projects include updated heating/cooling controls in the Library and Public Safety building as well as insulation upgrades for the Public Works Department and interior storm windows for the Library. These projects are planned for the first quarter of 2015. Phase three will focus on boiler improvements in the Public Safety building.

All of these projects were made possible by a \$141,500 grant, at no cost to the town. This grant is afforded to us because we have been awarded Green Community status and have agreed to the following criteria which we track annually:

- Adopt as-of-right permitting and an expedited permitting process for renewable energy manufacturing or research and development facilities.
- 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.

In October, the Energy Advisory Committee recommended to the Board of Selectmen that the Town join Power Options, a consortium for non-profit entities seeking a competitive electrical supplier, in order to secure a fixed rate for electricity over a term ranging from 12-48 months. A fixed rate over a longer term should provide cost savings and cost stability over the default National Grid rate, which changes every 3 months. We will make our recommendation of when to accept a quoted price and length of term in early 2015.

The committee has also been researching solar Net Metering contracts to receive further discounted energy prices for the municipal buildings, which is in addition to the fixed rate service above. The committee has met with several developers who are seeking to off-load their power, and is looking for the most secure package of options.

The Committee has completed testing of a small solar panel kit that includes a weather-tight housing for battery storage and electronic metering hardware. The kit has been turned over to the DPW for use at a local site of their discretion, most likely lighting of a flag pole in town, similar to the existing installation on Academy Hill.

Members of the Energy Advisory Committee are Doug Hurley (Chairman), Kerry Koskinen (Secretary), Kevin Keena, and Heather Billings.

Town of Westminster 2014

CULTURAL COUNCIL 2014 Annual Report

In 2014, the Westminster Cultural Council (“WCC”) allocated \$4,250 in Massachusetts Cultural Commission funds plus an additional \$1,000 from the town. Eighteen applications were received. The following proposals were awarded funds from the WCC.

• Theatrical Magic – Forbush Memorial Library	\$ 495
• Music is Love – Westminster Council on Aging	\$ 200
• Pumpnickel Puppet Show – A-W Partnership for Children	\$ 295
• Art Show – Circle of Artists	\$ 500
• Portable Planetarium – Westminster Elementary School	\$ 300
• Family Variety Show – Westminster Elementary School	\$ 600
• Musical Journey through the Years – Council on Aging	\$ 225
• “Atticus” – Council on Aging	\$ 350
• Farmer’s Market Entertainment – Westminster Ag. Council	\$1,000
• Great Decisions Seminars – Forbush Memorial Library	\$ 400
• “Barrymore” – Forbush Memorial Library	\$ 375
• Music Throughout the Year – Westminster Council on Aging	\$1,200
• Eth-Noh-Tec – Overlook School Seventh Grade	\$ 319
• Entertainment – Yankee Street Fair	\$ 400

We were pleased with the variety of grant applications and chose to fund events that appealed to a wide range of audience.

In October 2015, the Westminster Cultural Council will solicit applications for cultural council grants. We encourage schools, churches, local organizations and individuals to submit applications. Information for the application process can be found at the Massachusetts Cultural web site: www.mass-culture.org/Westminster

Cultural Council members are appointed by the Board of Selectmen to serve 3-year terms, for a maximum of 6 consecutive years. Please contact a current WCC member if you are interested in becoming a member. We meet to vote on grant requests the end of October or early November, plus other meetings throughout the year as needed.

Respectfully submitted,
Nancy Sampson, Chairman
Mary Waight, Vice Chairman
Susan Yraola, Recording Secretary
Valerie Antoniac, Treasurer
Karen Brighenti
Lee Ann Lamsa
Janice Hart
Mary Dunn
Marta Klemetti



Town of Westminster 2014

ZONING BOARD OF APPEALS 2014 Annual Report

The Zoning Board of Appeals (ZBA) meets regularly on the third Thursday of each month. The board may call additional meetings as needed. In 2014, the ZBA held approximately 10 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, 3 alternate members and a recording secretary. Members and alternate members are all volunteer's from the town and are appointed by the Board of Selectmen. The ZBA currently has a vacancy on the board.

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 Zoning 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 before the ZBA. 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
Matthew A. Kotoski,, Member
Peter Romano, Member
John Bowen, Associate
Edwin E. Kaarela, Associate
Aime DeNault, Associate

Town of Westminster 2014

CROCKER POND RECREATIONAL AREA COMMITTEE 2014 Annual Report

Operation

The beach opened for the 2014 season on Memorial Day after three days of clean up assistance from the Gardner Department of Correction. Annually a crew of workers comes to rake the winter debris off beach, clean up brush, paint and set up the picnic tables. Three seasonal employees oversee the operation and maintenance of the beach, bathrooms and picnic area. They enforce the Crocker Pond Rules for the safety of all visitors and keep the facility clean.

This year, the pond was open every day- rain or shine. Although 19 seniors on the tax work-off program staffed the sticker check-in booth, additional resident volunteers are needed to ensure the pond can maintain current operating hours. The pond is open weekends when school is in session from Memorial Day to Columbus Day and every day during the school summer vacation, for a total of 980 hours.

Stickers

Stickers were processed at the pond every day between the hours of 10am-2pm. 1273 stickers were issued! We are still working on alternative ways for residents to obtain a sticker as the Town Clerk's office no longer processes them, with the exception for motorcycle and nanny stickers. Applications will be processed at the pond again, each day from 10-2, or by mailing back the application received in the Town Census packet. Residents must provide a copy of their vehicle registration and be listed on the Town Street Listing to be eligible for a sticker.

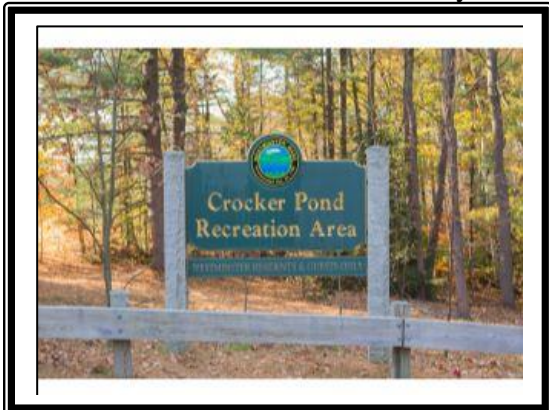
Activities

2014 saw the addition of a Beach Volleyball court and a Pump track, which added to the previously popular Basketball, Pickle ball, and Arts & Crafts with Cassie. Kayaks and canoes were again stored at the pond during the season. Residents provided their own chain and lock and signed a statement of understanding regarding potential property damage. 47 residents took advantage of this program, which made it much more convenient for them to use their boats on the pond.

Events

Longtime volunteer, Tom Torrans, led a group of 2 teachers, 8 mothers and 10 children from Ashburnham Westminster Literacy Action Taskforce on a nature walk to the Frog Pond, and tour of our museum of artifacts. We are working with Tom and Ashburnham Westminster Community Access- TV (AWCA-TV) to produce a program on the resources and history of the Crocker Pond Recreational Area.

A mortgage burning celebration was held on August 24, after paying off the 1.2 M purchase price in 10 years, with hotdogs, ice cream and blueberry cake! A potluck picnic was held at the end of the season to celebrate the hard work by the Seniors, Volunteers and Employees.



We are so lucky to have such a beautiful beach and trail system here in Westminster!

Respectfully submitted,

Heather Billings

Kathleen Brennan

Mary Ann Falconer

Kimberly Russell

Patricia Streeter

Town of Westminster 2014

LIQUOR COMMISSION 2014 Annual Report

7	All Alcohol Common Victualler licenses	\$750.00	\$5,250.00
1	Innkeeper license	\$750.00	\$ 750.00
2	All Alcohol Retail Pkg. Goods licenses	\$600.00	\$1,200.00
1	All Alcohol Club license	\$500.00	\$ 500.00
23	One day licenses	\$ 15.00	\$ 345.00
4	Beer & Wine Retail Pkg. Goods licenses	\$400.00	\$1,600.00

Total			\$9,645.00
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Expenditures: None

Regular meetings held: 5

Violations for 2014: 2

Regular meetings are held as needed in the Town Hall.

Respectfully submitted,

WESTMINSTER LIQUOR COMMISSION

Gary McDonald, Chairman

Mike Denzer

Allison Streeter

Town of Westminster 2014

PARKS AND RECREATION COMMISSION 2014 Annual Report

The Parks and Recreation Commission meet once a month in the Town Hall. Meetings are posted in the Town Hall lobby.

The Summer Recreation Program is the largest portion of our budget, account for about 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 9 a.m. to 12 p.m. 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 150 children per day depending on weather. 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 9 a.m.-12 p.m., 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 34 children in 2014. We were not able to offer the RAD (Rape Aggression Defense) kids program this year due to budget cut backs in both the parks and recreation department and police department.

In 2014, 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 a new outdoor score board for the courts. We purchased benches for the Lacrosse Field and look to work more on the field this year.

We secured funding from the Town for all of our recreation programs at Town Meeting. These funds are critical to the youth leagues. The school district mandates that a janitor has to work the hours that the gyms are open on the weekends.

The basketball courts are open from 8 a.m. to 11p.m.. We extended the time the courts are open from 10 p.m. to 11 p.m. based on requests from the public. We coordinated a summer basketball travel league that used the courts in 2014 and hosted more than 90 games on the courts. We had teams from Acton all the way to West Springfield come play this year.

We could not hold our Easter Egg hunt due to the amount of snow covering our fields, but we hope to bring it back next year.

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

Town of Westminster 2014

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