



**WESTMINSTER**

**2015 ANNUAL  
REPORT**

***Front Cover Design:***

*Vincent Barry, Senior Advanced Art Student*

*Oakmont Regional High School*

*The Upton Building, cardboard*





# 2015

## ANNUAL TOWN REPORT

# AROUND TOWN IN 2015



## COMMUNITY SENIOR CENTER RIBBON CUTTING

*This year saw the grand opening and ribbon cutting of the new Westminster Community Senior Center. This building will house all Council On Aging activities, and includes a large kitchen, lounge, pool room and many other features for use by the seniors and residents.*

## NEIGHBORS HELPING NEIGHBORS

*The “Neighbors Helping Neighbors” annual town benefit was held on August 9<sup>th</sup> 2015. In addition, the first annual Runners Helping Neighbors road race was held with proceeds being donated to the Neighbors Helping Neighbors Benefit Fund. “Neighbors Helping Neighbors” is an all-volunteer, non-profit organization whose mission is to provide assistance to residents of Westminster who are faced with tragedy and financial difficulties due to reasons beyond their control.*



## WESTMINSTER CRACKER FESTIVAL

*In October, we celebrated the First Annual Westminster Cracker Festival. The event was major success, garnering a huge turnout of guests. There was a variety of live music, craft vendors, local restaurants, as well as a 5K run, chili contest and numerous activities for kids and adults.*

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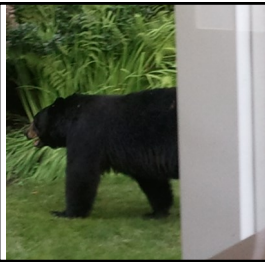
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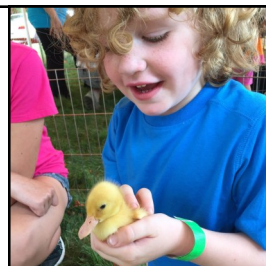
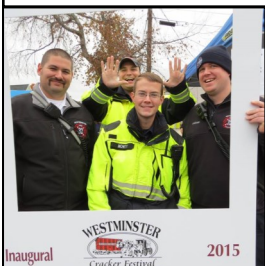
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# DID YOU KNOW?



<b>Incorporated</b> .....	1759
<b>Town Government</b> .....	Annual Town Meeting .....Three Member Board of Selectmen & Town Administrator
<b>Annual Town Meeting</b> .....	First Saturday in May
<b>Annual Town Election</b> .....	Last Tuesday in April
<b>Population</b> .....	7,392
<b>Registered Voters</b> .....	5,265
<b>Area (sq. miles)</b> .....	37.5
<b>Tax Rate/Per Thousand</b> .....	\$18.95
<b>Regional Planning Agency</b> .....	Montachusett
<b>Regional Transit Authority</b> .....	MART
<b>Ashburnham/Westminster School District</b>	
Meetinghouse School .....	Grade K-1
Westminster Elementary .....	Grade 2-5
Overlook Middle School .....	Grade 6-8
Oakmont Regional High School.....	Grade 9-12
<b>Town Offices</b> .....	11 South Street
<b>Department of Public Works</b> .....	2 Oakmont Drive
<b>Pubic Safety Building</b> .....	7 South Street
<b>Town Hall Hours</b> .....	M-Th 8:00a-4:30p .....Fr 8:00a-1:00p
<b>Town Website</b> .....	www.westminster-ma.gov
<b>Town Benefit</b> .....	Neighbors Helping Neighbors



# TOWN DEPARTMENT CONTACTS/HOURS OF OPERATION

## Town Hall

Monday - Thursday 8:00 AM – 4:30 PM  
Friday 8:00 AM – 1:00 PM

## Town Hall Offices:

Accounting .....	874-7405
Administrator .....	874-7400
Assessors .....	874-7401
Board of Health .....	874-7409
Board of Selectmen .....	874-7400
Building Department .....	874-7407
Clerk .....	874-7406
Conservation Commission .....	874-7413
Executive Assistant .....	874-7408
Parks & Recreation .....	874-7410
Personnel .....	874-7404
Planner .....	874-7414
Treasurer/Collector .....	874-7403
Veterans' Agent .....	874-7461

## Forbush Memorial Library .....874-7416

Tuesday, Wednesday & Thursday 10:00 AM – 8:00 PM  
Friday 10:00 AM – 6:00 PM  
Saturday 9:00 AM – 1:00 PM

## Council on Aging .....874-7402

Monday - Friday 8:00 AM – 4:00 PM

## Department of Public Works .....874-5572

Monday – Friday 7:00 AM – 3:30 PM

## Solid Waste Drop-Off Center

165 Fitchburg Rd/Route 31 .....874-0612

Friday 7:30 AM – 3:00 PM

Saturday 7:30 AM – 1:00 PM

Sunday 9:00 AM – 1:00 PM

Monday 7:30 AM – 3:00 PM

## Police Department .....874-2313

24 Hours a day

911 – Emergency Only

## Fire Department

Open 24/78

911 – Emergency Only

## Ashburnham-Westminster

### Regional School District:

Meetinghouse School .....	874-0163
Oakmont Regional High School .....	827-5907
Overlook Middle School .....	827-1425
Special Needs .....	827-3063
Superintendent of Schools .....	827-1434
Westminster Elementary .....	874-2043



## Other Departments:

Animal Control Officer ..... 874-2933

Superintendent of School ..... 827-1434

Tree Warden ..... 874-5572

*Find all this information, town news and more  
on our town website!*

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



# BOARD OF SELECTMEN/TOWN ADMINISTRATOR

The Board of Selectmen is pleased to present the following report to the residents of Westminster. Heather M. Billings was elected to a second term on the Board in 2015. John F. Fairbanks assumed the Chairmanship, with Wayne R. Walker serving as Vice-Chairman and Ms. Billings as Clerk. The Board held 25 meetings during the course of the year.

2015 was a positive and productive year for the Town. Following are a few of the initiatives and accomplishments achieved through the efforts of our town departments, boards, and committees, and made possible by the continued support of the voters.

## **Community/Senior Center and Future Senior Housing:**

The new Community/Senior Center at 69 West Main Street was granted occupancy in June. We are confident that this beautiful building will serve the needs of the Westminster community and our senior population very well for many years to come. We appreciate all the efforts of the Senior Center Building Committee in overseeing the construction of this building, as well as the efforts of the members of the Community/Senior Center Building Use Committee, who were charged with drafting guidelines and procedures for the use of the building after regular senior center business hours.

Meeting the needs of our seniors is of particular importance to the Board. With this in mind, we are looking forward to implementing the next phase for the use of the property at 69 West Main Street, which is to pursue plans to develop senior housing on the rear section of the parcel. Our Town Planner is in the process of retaining one or more consultants to determine how many housing units the site will be able to accommodate, and to assist in drafting a request for proposals for the private development and management of the project.

## **Transportation:**

The Board took advantage of a heretofore unrealized opportunity to provide public bus transportation in town through the services of MART. For many years MART buses have run from Fitchburg, to and from

Gardner, traveling through Westminster via Route 2 and bypassing the center of town. Upon discovering that the \$22,000 annual assessment Westminster has been paying to the MBTA could be used to fund an alternative transportation project, Selectman Billings requested that MART apply this assessment toward the cost of implementing bus serve along Route 2A. This new route was established in October and is being used on a regular basis by a number of town residents. The Board is confident that this will prove to be a valued service as residents become more aware of its availability. A copy of the bus schedule can be viewed by clicking on the MART icon on the homepage of the Town website at [www.westminster-ma.gov](http://www.westminster-ma.gov)

## **Infrastructure Improvements:**

The Town is on the right path to implementing some much needed improvements to our sewer infrastructure. The Board supported the initiative of the Public Works Department to seek voter approval for the construction of an in-line storage system. The \$2.5 million project was approved at a special town meeting on September 29, 2015 and again at the ballot on November 3. The Whitman River Sewer System Improvement Project is an important step forward in that it will increase sewer capacity and enable the Town to accommodate future economic development.

## **Town Government:**

Acting on a recommendation of the Town's Master Plan, the Board of Selectmen appointed a Town Government Study Committee. This committee is charged with conducting an in-depth review of the Town's current organizational structure. It will report its findings and recommendations to the Board of Selectmen within the next two years. The work of the committee is intended to result in the creation of a new town charter establishing the framework for an improved structure of government for the Town of Westminster.

\* \* \* \* \*



# BOARD OF SELECTMEN/TOWN ADMINISTRATOR

CONT.

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. Throughout this year Selectman Walker served as the Board's "lead negotiator" with the collective bargaining unions, and Selectman Fairbanks has served as the Municipal Representative to the School Committee's negotiations with the Teachers' Union, representing both Ashburnham and Westminister.

*(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-Westminister Community Access TV website at [www.awcatv.org](http://www.awcatv.org).)*

Additionally, Board members held the following liaison assignments in 2015:

Capital Planning Committee – John Fairbanks  
Economic Development Committee – Wayne Walker  
Open Space Committee – Heather Billings  
Resource Management 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 is privileged to represent and serve the residents of our Town. We appreciate your input on all matters concerning the welfare of Westminister. 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.

John F. Fairbanks

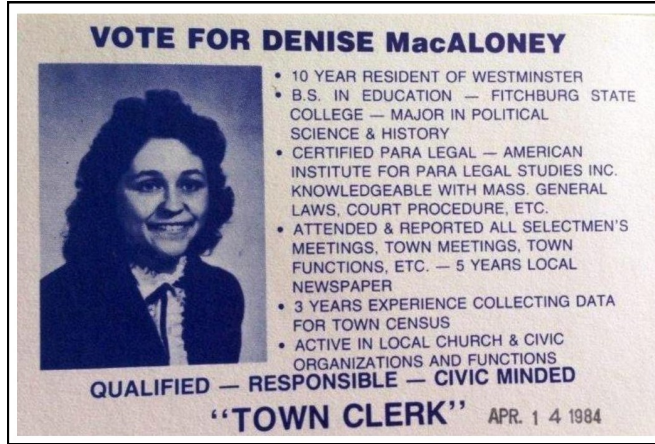
Wayne R. Walker

Heather M. Billings

BOARD OF SELECTMEN

# OFFICE OF THE TOWN CLERK.

*A note from the Town Clerk, Denise MacAloney*



As the saying goes, “All good things must come to an end”. On November 10, 2015, after having served the Town of Westminster for 31 ½ years as the Town Clerk, I notified the Board of Selectmen that I would be retiring on January 4, 2016. The Town Clerk is often the first person to meet someone when they are moving into town and continues to have contact with them through many facets of their lives. One of my favorite sayings about the Town Clerk is that we are there “when you are hatched, when you are matched, and when you are dispatched”. It has been an honor to serve the residents of Westminster during the past years.

I have worked with many wonderful people throughout the years and I want to thank everyone for helping me bring good customer service to the residents of Westminster. And most importantly, I believe I had the best staff a person could have. I leave the office in the hands of two very qualified, hard-working individuals, Betsy Haley-Cormier and Ellen Sheehan. I know they will continue to serve the residents of Westminster with the utmost courtesy and commitment.

Respectfully submitted,

Denise L. MacAloney, CMMC/MMC  
Town Clerk

# OFFICE OF THE TOWN CLERK CONT.

## 2015 Annual Report

2015 Population	7,392
Births Recorded	62
Deaths Recorded	45
Brought Into Town for Burial	19
Burial Permits Issued	16
Marriage Intentions Recorded	35
Marriage Certificates Recorded	36
Business Certificates Recorded/ Renewed	91
Certificates of Registration (Storage Permits)	11
Copies of Vital Records (births, deaths, marriages)	341
Joint Pole Locations Requests	6
Single Pole Location Requests	1
Raffle Permits	3

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

Kennels	18
Male	75
Female	70
Neutered Male	596
Spayed Female	542
<b>TOTAL</b>	<b>1,283</b>

### MONEY COLLECTED

Sales (Books, Maps, Etc.)	\$ 3,851.30
Fees	\$ 23,921.00
<b>TOTAL</b>	<b>\$ 27,772.30</b>

### 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.

### ELECTION AND REGISTRATION

#### REGISTERED VOTERS (December 31, 2015)

	Precinct 1	Precinct 2	TOTAL
Democrat	508	492	1,000
Republican	413	459	872
Unenrolled	1,655	1676	3,331
Libertarian	6	7	13
Green-Rainbow	8	3	11
Interdependent 3 <sup>rd</sup>	2	0	2
Am Independ.	1	2	3
Natural Law Party	2	1	3
New World Council	12	16	28
MA Indeped.	1	1	2
<b>TOTAL</b>	<b>2,608</b>	<b>2,657</b>	<b>5,265</b>

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



# ELECTED OFFICIALS

**Moderator-3 yrs** **Term Exp.**  
John A. Bowen , 110 Narrows Road.....2017

**Board of Selectmen-3 yrs**  
John F. Fairbanks, 181 Minott Road.....2016  
Wayne R. Walker, 15 Nichols Street.....2017  
Heather M. Billings, 19 Bacon Street.....2018

**Board of Health-3 yrs**  
Edward J. Simoncini, Jr. 8 Whitney Street.....2016  
Peter M. Munro, 12 Patricia Road.....2017  
Michael G. Popik, 12 Partridge Hill Road.....2018

**Town Clerk-3yrs**  
Denise L. MacAloney, 34 Academy Hill.....2017

**Town Treasurer/Collector-3 yrs**  
Melody L. Gallant, 35 Knowler Road.....2017

**Assessors-3 yrs**  
Robin L. Holm ,34 Sunset Road.....2016  
Robert J. Sampson, 15 Fenno Drive.....2017  
Donald L. Frigoletto, 16 Notown Road.....2018

**Library Trustees-3 yrs**  
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  
Leola M. Leger , 8 Kendall Court.....2018  
Walter M. Haney, 164 Worcester Road.....2018

**Hager Park Commission-3 yrs**  
Andrew H. Kaski, 63 West Main Street.....2016  
Timo W. Ojanpera, 21 Hager Park Road.....2017  
Christopher C. Mossman, 57 Depot Road.....2018

**Planning Board-3 yrs**  
Andrew J. Rice, 241 Minott Road.....2016  
*Appointed September 29, 2015 for unexpired term*  
Jay E. Shenk, 115 East Road.....2016  
*Resigned June 11, 2015*  
William Clinton Taylor II, 89 S. Ashburnham Rd.....2016  
*Resigned October 2, 2015*  
Marie N. Auger, 44 Kent Road.....2017  
Michael J. Fortin, 59 Minott Road.....2017  
Jon C. Wyman, 39 Edro Isle Road.....2018

**Housing Authority-5 yrs** **Term Exp.**  
State Appointee (Vacant).....2016

Walter C. Taylor, 123 Main Street.....2017  
Brenda M. Rufiange, 8 Scenic Drive.....2018  
Cynthia Hastings-Brutvan, 313 Knowler Road.....2019  
Peter F. Yraola, 15 Bacon Street.....2020

**Constables-3 yrs**  
Robert L. Cudak, 50 Knowler Road.....2016  
Steven L. Couture, 46 Dawley Road.....2017

**Cemetery Commission-3 yrs**  
Walter C. Taylor, 123 Main Street.....2016  
Shawn O'Leary, 25 Nichols Street.....2017  
Stanley Skamarycz, 50 Edro Isle Road.....2018

**Regional School Committee**  
**Westminster Members**  
Gwen E. Farley, 187 Knowler Road.....2016  
Robert W. Ewing Jr., 27 Shady Ave.....2016  
Leonard F. Beaton, 61 S. Ashburnham Rd.....2017  
Joshua R. Schonborg, 58 State Road West.....2017  
Jeffrey Boudreau, 67 North Common Road.....2018

# APPOINTED OFFICIALS

## Board of Selectmen Appointments

### Affordable Housing Committee ..... Term Exp.

Paul Aldrich  
Marie Auger  
Joseph Macchia  
Brenda Rufiange  
Ralph Wegener

### Ag. Com. Jury Committee

Dean Johnson  
Al Magane  
Laila Michaud  
Ann Patsis  
Sheryl Vaillette

### Agricultural Commission

Mary-Louise Altobelli\* ..... 6/30/2017  
Andy Hertel ..... 6/30/2016  
Dean Johnson ..... 6/30/2017  
Ann Patsis ..... 6/30/2018  
Steve Robinson ..... 6/30/2018  
Susan Nickerson (alternate).....

### Artifacts Committee

Elizabeth Hannula  
Leola Leger  
Jessica Leger  
Martha Rainville  
Robert Sampson

### Assistant Animal Control Officer

Kim Landry ..... 6/30/2016  
Robyn Southern Inniss ..... 6/30/2016

### Ass't. Insp. of Plumb. & Gas Piping

Wayne Little ..... 6/30/2016

### Board of Registrars

Roger Gerard..... 6/30/2016  
Sharon Halloran ..... 6/30/2016  
Denise MacAloney.....  
Kenneth Marien..... 6/30/2017

### Building Commissioner - Part Time

Michael Gallant..... 6/30/2016  
Richard Reynolds (alt.)..... 6/30/2016

### Cable Advisory Committee

Robert Ewing ..... 6/30/2016

David Monty ..... 6/30/2016  
Joseph Flanagan..... 6/30/2016

### Capital Planning Committee

Keith Harding  
Michael Morin  
Steve Rocheleau  
Advisory Board Rep Jim DeLisle  
BOS - Rep. John Fairbanks  
Ex Officio Melody Smith  
Ex Officio Karen Murphy

### Conservation Commission

Daniel Bartkus ..... 6/30/2016  
Robert Gendron ..... 6/30/2016  
Carrie Monty ..... 6/30/2017  
John Regan ..... 6/30/2018  
Tim Sheehan ..... 6/30/2016  
Gary Smith, Jr..... 6/30/2018

### Council on Aging

William Antoniac ..... 6/30/2016  
Don Barry ..... 6/30/2018  
Louise Garland-Wheelen..... 6/30/2017  
Evelyn Giammalvo ..... 6/30/2017  
Shirley Lombard ..... 6/30/2015  
Neysa Miller ..... 6/30/2017

### Crocker Pond Rec. Area Comm.

Kathleen Brennan ..... 6/30/2018  
Patricia Streeter ..... 6/30/2016  
Mary Ann Falconer ..... 6/30/2016  
Karen Farrell ..... 6/30/2018  
Heather Billings ..... 6/30/2018

### Cultural Council

Leeann Lamsa ..... 6/30/2017  
Karin Mills..... 6/30/2018  
Patricia Gendron..... 6/30/2018  
Marta Klemetti..... 6/30/2016  
Mary Waight ..... 6/30/2017  
Celia Burgess ..... 6/30/2018  
Valerie Antoniac ..... 6/30/2017  
Susan Yraola..... 6/30/2016

# APPOINTED OFFICIALS

## Board of Selectmen Appointments

### Economic Development Committee

Richelle Brown  
Jeff Crowley  
Scott Aubuchon  
Ralph LeBlanc  
Joe Serio  
John Fairbanks (BOS Rep)

### Emergency Management

Charles Clarkson ..... 6/30/2016  
Jeffrey Curtis..... 6/30/2016  
Gilbert Parks..... 6/30/2016  
Robert Hamm..... 6/30/2016  
Clay Swenor..... 6/30/2016

### Emergency Management Radio Operator

Bill Leger..... 6/30/2016

### Energy Advisory Committee

Heather Billings..... 6/30/2016  
Douglas Hurley ..... 6/30/2016  
Kevin Keena..... 6/30/2016  
Kerry Koskinen..... 6/30/2016

### Fire Chief, Forest Warden & EM Dir.

Kevin Nivala ..... 6/30/2016

### Full Time Police Officer

Kent Benson ..... 6/30/2016  
Sgt. Leroy Hawkins, Jr..... 6/30/2016  
Ralph LeBlanc..... 6/30/2016  
Lt .Michael McDonald ..... 6/30/2016  
Richard Michel..... 6/30/2016  
Amy Nelson ..... 6/30/2016  
Sgt. Edward Robbins..... 6/30/2016  
Jeffrey Shampine ..... 6/30/2016  
Jason Tamulen..... 6/30/2016  
Jason Wetherbee ..... 6/30/2016  
Brandon Amadon..... 6/30/2017  
Nicholas Auffrey..... 6/30/2017

### Historic District Study Committee

Elizabeth Hannula  
Joan Longcope  
Karen Sargent  
Peter Yraola

### Historical Commission

Roni Beal .....6/30/2016  
Elizabeth Hannula .....6/30/2016  
Joan Longcope.....6/30/2016  
Carole Bramante .....6/30/2017  
William Waight.....6/30/2017

### Home Heating Assistance Committee

Sam Albert.....  
Sharon Taylor.....  
Susan Fisher .....  
Stephanie Lahtinen.....

### Insp. of Plumbing & Gas Piping

Tom Wiinikainen.....6/30/2016

### Inspector of Wiring

Loring H Barrett.....6/30/2016  
(Alternate )Richard Cannavino .....6/30/2016

### Insurance Advisory Committee

(Library) Nick Langhart  
(Pol. Union) Jason Tamulen  
(Fire Union) Phil D'Entremont  
(Highway NU) Patty Driscoll  
(Public Safety NU) Sam Albert  
(Retiree) Jeannine LaCoss  
(Town Hall) Julie Belliveau

### Liquor Commission

Michael Denzer .....6/30/2018  
Gary McDonald .....6/30/2017  
Allison Streeter .....6/30/2016

### Local Inspector

Daniel Martin.....6/30/2016



# APPOINTED OFFICIALS

## Board of Selectmen Appointments

### MART Advisory Board

Heather Billings ..... 6/30/2016

### Memorial Committee

Stan Skamarycz

Cemetery Rep, Walter Taylor

Sammi Dawley

Historical Com. Rep Laurie Tarr Ellsworth

Parks & Rec Rep Mike O'Brien

### Open Space Committee

Richelle Brown ..... 6/30/2017

Donna Brownell..... 6/30/2017

Joshua Schonborg..... 6/30/2017

BOS Rep. Heather Billings

## Selectmen, Moderator & Westminster

### School Committee Appointment

### Monty Tech School Committee Representative

Ross Barber ..... 6/30/2018

## Town Moderator Appointments

### Advisory Board

James DeLisle ..... 6/30/2017

Burton Gendron..... 6/30/2017

Joe Flanagan..... 6/30/2018

Peter Normandin\* ..... 6/30/2016

Lisa Rocheleau ..... 6/30/2018

Erin Casali ..... 6/30/2017

Joe Serio..... 6/30/2018

### Bylaw Review Committee

Karen Murphy, Town Administrator

Denise MacAloney, Town Clerk

Sam Albert, Jr., Police Chief

Joshua Hall, DPW Director

Brenda Bodanza, Citizen-at-large

Charlie Aubuchon, Citizen-at-large

Sharon Taylor, Citizen-at-large

### Personnel Board

M. Clare Rowland ..... 6/30/2016

John Cappellini\* ..... 6/30/2017

David Schlier..... 6/30/2017

Stephen R Hemman..... 6/30/2016

Gene Sorbo..... 6/30/2018

Ex-officio Wayne Walker

# POLICE DEPARTMENT

## 2015 Annual Report

It is my pleasure to present the Westminster Police Department Annual Report for 2015.

The Westminster Police Department currently has twelve sworn full-time officers and five sworn part-time officers, four full-time civilian dispatchers, and three part-time dispatchers, one administrative assistant and one civilian administrative aide. This department is responsible for the oversight of the Animal Control department, 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 2015. 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.

Our region is in the grip of a national crisis - an unprecedented surge in the illicit use of prescription opioid medications and heroin. In 2014, 1.9 million people had a prescription opioid use disorder and nearly 600,000 had a heroin use disorder. The national data on overdose deaths is startling: in 2014, there were more than 27,000 overdose deaths involving prescription opioid medications and/or heroin. That is equivalent to an average of one death every 20 minutes.

The opioid epidemic affects a broad cross-section of the United States population without regard to age, gender, race, ethnicity, or economic status. Living in a rural, suburban, or urban jurisdiction does not insulate an individual from the ravages of the opioid epidemic. Traditional law enforcement methods are a critical component of any counter-illicit drug strategy, but they will not resolve this crisis alone. The opioid crisis

is also fundamentally a public health problem. While law enforcement agencies will continue to prosecute drug traffickers, "pill mill" operators, and those responsible for the increased supply of opioid drugs for non-medical purposes, for long-term success, Federal, state, local, and tribal partners must forge strong public health and public safety partnerships to stop the flow of opioids into communities, prevent initiation of non-medical opioid use, and support access to treatment and recovery services. We must all work together - law enforcement, public health, youth, parents, faith-based organizations, government agencies, health and medical professionals, educational institutions, social service providers, and the private sector - to meet this challenge.

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, 2015 marks the thirteenth anniversary of Officer Larry Jupin's death. August 21st, 2015 marks the twenty sixth 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.

# POLICE DEPARTMENT CONT.

## 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 to six occasions and used practice events through life-like scenarios under stress in a "shoot-don't shoot" judgment skills and train annually within our school district buildings.

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

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

## COMMUNITY POLICING

### School Resource Officers Report

A School Resource Officer position was added to the ranks of the Police Department this year. Detective Ralph Leblanc and Officer Nathan Hawkins began this year as the town of Westminster's School Resource Officers. The School Resource Officer's responsibility is to enhance the safety of all students in the district. The Westminster Police Department has a sincere interest in the youth of our community; they are one of our most valuable resources, and represent the future citizens of Westminster. The Westminster Police is very much a part of our community. We feel an obligation to assist in presenting our children with rules for personal safety, and helping them to understand the importance of establishing positive attitudes toward authority along with the rights and property of others. The result will help to ensure a better quality of life. These Officers are trained in community policing strategies and charged with serving the school district as a resource, a deterrent to crime, an advisor, a mentor, and a teacher. We continue to work closely with the Regional School District on all issues.

The SRO position was created to bridge the gap between law enforcement and the community by way of reaching out to our youth to provide a positive learning environment which will be meaningful throughout adolescence. Visits have been made in all grades to discuss routine matters of law.

The overwhelming support of the school department, PTO and parents make this possible.

### 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

# POLICE DEPARTMENT CONT.

September 26, 2015.

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.

## ***Totals from three Take Back Initiatives***

2010 - 5 boxes for destruction

2011 - 4 boxes for destruction

2012 - 2 boxes for destruction

2013 - 3 boxes for destruction

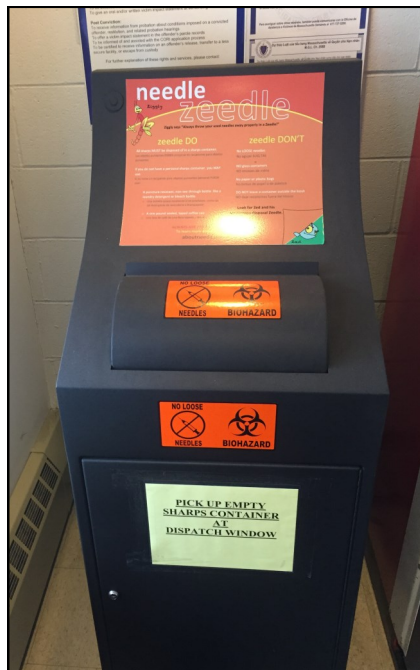
2014 - 4 boxes for destruction

2015 - 3 boxes for destruction

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.

## **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 residents 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 crimes. The police department website has links available to become more aware of how to prevent identity theft. [www.westminster-ma.gov](http://www.westminster-ma.gov)

One of the main sources of Identity theft happens from computer usage. These are through spoof e-mails, farmed web-sites, online 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. The 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 is the handler for K-9 Bruin who has successfully certified in patrol procedures and drug detection. K-9 Bruin will maintain his dual purpose certification.

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



# POLICE DEPARTMENT CONT.

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

## **Home Storage of Firearms**

### **Family Considerations:**

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

I would like to take this time to inform those who do not know about the Massachusetts Gun Control Act of 1998. The new law has significantly changed the requirements regarding the

### **GUN CONTROL ACT OF 1998**

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.

# POLICE DEPARTMENT CONT.

purchase, possession, carrying and storage and licensing of firearms. This law also increases the criminal penalties for unlawful possession and use of firearms.

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:

[silinitch@westminster-ma.gov](mailto:silinitch@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 8AM-4PM for more information.

## Firearms Licensing

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

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

## Traffic

Traffic is still the number one issue of complaint in town. Increasing the safety of vehicular, pedestrian and bicycle traffic as it moves through town is a high priority for this department. Directed patrols were conducted at intersections and neighborhoods where

specific violations or accidents were identified. Officers are given daily assignments on a particular roadway or intersection. The Police Department's speed radar trailer has been very useful in reducing speed complaints. If you would like the trailer in your neighborhood please call the Police Department and put in the request.



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

## Detective's Report

The Westminster Police Department Detective 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 times require the application of arrest and search warrants. Since crime is not restricted to city or town lines, we must work closely with surrounding communities, 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 Detective Bureau investigates do not reside in the town and often cross over into other states.

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

# POLICE DEPARTMENT CONT.

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. 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 setting up mock crime scenes for forensic and criminalistics courses to enhance the learning experience for the students and assisted with some class room demonstrations.

*A note from Chief Albert:*

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

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

Respectfully submitted,

Salvatore Albert

Chief of Police

*The table of the Dispatch Statistics from 2015 can be found in Appendix A.*



# FIRE DEPARTMENT

## 2015 Annual Report

I am pleased to report the status of the Fire and Ambulance departments.

This past year the department saw several changes in personnel. Several fulltime employees left for other employment and we have hired new people to replace them. These new people are going through their training. I also promoted a person to the rank of Lieutenant.

Each year I report that the Fire Department's biggest struggle is to recruit and retain call firefighters. We are able to attract a few 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 fulltime people to be able to maintain the level of service.

The department saw an increase this past year in call volume. This trend is going to continue as the town grows and the demand of services from the public.

### **Personnel:**

#### **Full-Time Staffing**

We currently have 6 fulltime firefighters who work to cover the town 24x7 with a staffing level of two firefighters on duty. We use call and per diem members to keep the cost of coverage down by utilizing them to work 84 hours a week. Shifts are rotating 24 hour shifts. Two groups are staffed with two fulltime fighters; two groups with one fulltime firefighter and one call/per diem firefighter. In addition to the full-time firefighters there is a fulltime Fire Chief, Fire Captain and one Department Administrator who work weekdays.

**On-Call Firefighters** – We ended the year with 13 on-call firefighters. Of those 13; two are fulltime employees of the DPW. One additional on-call firefighter works in town and when available will 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 are encouraged to contact the Chief to learn more about becoming a Call Firefighter and review eligibility.

**Per-Diem Firefighters:** We have 13 Per-Diem firefighters who are firefighters who work shifts alongside the fulltime firefighters. These firefighters have been utilized to keep salary costs down while maintaining our high level of service delivery. It is important to note these firefighters do not live in Westminster. These firefighters work their scheduled shifts for our department and rarely respond to calls during off hours. The reason for these firefighters is, we do not have sufficient number of call firefighters from town to cover shifts. Per-Diem Firefighters are highly qualified firefighters who come to us as firefighters from 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 a difference in the majority of the calls we have.

**Department Training:** We conduct a minimum of 12 paid fire department drills each year. Many of these drills include refreshers which are mandatory to keep firefighters certifications current. Each year we see the demands of the fire service continue to grow and



# FIRE DEPARTMENT CONT.

evolve; however, we are struggling to keep our firefighters current to these changes. We are working to expand our training to include topics that are essential to the safety of the firefighters.

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

## Service Delivery

The Fire Department 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 (EMS)

Over the last year the fire department has responded to 807 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. All of our paramedics have been trained to meet the changes faced as the new treatment guidelines came into effect. The field of paramedics is in constant growth and our paramedics continue to ensure they have the knowledge, skills and abilities to meet these changes.

This past year we were able to refurbish our cardiac monitors to extend their serviceable life. These cardiac monitors are used on almost every advanced life support call and help the paramedics treat the patients. Along with the refurbishment the department was able to create a link between the monitors and our computer tablets so information can be imported to the patient care reports. This information is essential to continued patient care and it is now provided in the departments patient care reports instead of a

photocopy which potentially can be lost.

**Ambulance Budget** – The budget that is voted at the annual town meeting covers labor, equipment and supply costs to run our paramedic ambulance service. The revenue generated from transports returns to the ambulance account where this money is used to fund the service. 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.

## Ambulance Statistics 2015:

Total requests for EMS.....	750
ALS Transports .....	316
BLS Transports.....	88
Refusals.....	221
Other agency transport.....	25
<b>Total WFD Transports.....</b>	<b>504</b>

**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 businesses 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.

**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 Westminister Fire Department investigates all fires in accordance with



# FIRE DEPARTMENT CONT.

Massachusetts Laws. The department continues to be partners with the Westminster Police Department and the State Fire Marshal office to investigate all fires fully.

**Fire Prevention** – Fire prevention activities have been on the rise as the economy continues to rebound from the recession. January 1, 2015 saw the implementation of an entirely new fire code. The State adopted the National Fire Protection Association (NFPA) 1 Model Fire Code. This is a comprehensive fire code which has greatly enhanced the fire prevention officer's jurisdiction. The fire department has been able to continue to have their firefighters attend training specializing on the changes in the fire code.

The new fire code requires the fire department to have a greater working relationship with the building department. This has caused the fire prevention office and building department to work alongside each other on many large scale plan reviews and inspections. The end result of the new fire code is a safer community and Commonwealth.

## **Public Education:**

**SAFE (Student Awareness and Fire Education)** – 2015 saw a year of changes within the fire departments public education coordinators. In the short term Captain Butterfield had continued the public education programs. Pvt. Michael Sheehan was hired fulltime by the fire department and tasked as the Public Education Coordinator. He successfully completed the Public Life Safety Educators class put on by the Massachusetts Firefighting Academy. The S.A.F.E. Grant requires that at least one firefighter be trained to this level in order to receive funding.

The public education program is an all-encompassing program which reaches children from Pre-Kindergarten all the way through the seniors of the community. This is just one piece of the comprehensive fire prevention program that the



Westminster Fire Department has in place to reduce the risks of fire throughout the community.

## **Specialized Community Services:**

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



**Event Planning** – The department 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. The new ambulance is scheduled to be here in May 2016.

**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 good 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

# FIRE DEPARTMENT CONT.

flammable liquid fires, and is in good condition. The vehicle was sent out for 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 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 in 2013. 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 incidents. Car 2 is designed to be an emergency response vehicle and the secondary command vehicle when Car 1 is not available. Car 3 is a utility pickup with a plow. Car 1 was replaced in October of 2015.

**Radio Equipment-** This year the department applied for a Federal grant to replace all mobile and portable radios. We received notification that our grant was not approved. The major reason was the Town could not show a financial hardship. We again applied for the grant with the hope we will be successful. If we are turned down again I will have to look for the Town to

fund this important project.

## **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.

## **General Information:**

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

Phone: 978-874-2313

Dispatcher Ext 0

Chief Nivala Ext. 200

Karen Long, Administrator Ext 202

Fire Prevention Capt. Butterfield Ext 201

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

Web page: [www.westminster-ma.gov/fire-department](http://www.westminster-ma.gov/fire-department)

## *A note from the Chief:*

As you can see from our report the 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.

I would like to personally thank the other departments in Town. The support the Fire Department receives from Town Hall and the others has made for a successful year. My department will continue to be available to assist both the public and other Town departments with their needs.

Respectfully Submitted,  
Chief Kevin D. Nivala

# EMERGENCY MANAGEMENT

## 2015 Annual Report

### Overview

Normal activity in the area of Emergency Management took place this year. The snow storm of January and February was the highlight of the year. The State was declared a disaster area for a 48 hour period. Each community could choose the 48 hour period over the three weeks of storms to submit for reimbursement. Through the hard work of the DPW the town received 75% FEMA reimbursement of \$31,862.06

### 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.

### 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 2 years to update the plan. This takes a large amount of time to do. I only allow a limited amount of time to work on this as duties as Fire Chief are continuing to grow.

**Accomplishments:** The following are examples of activities over the last year:  
Regular meetings between EMD and Deputy EMD

Successful FEMA reimbursement of storm money.

Maintained mutual aid agreements with surrounding towns for Fire and EMS services if needed.

Participated in utility emergency planning meetings.

Continued to provide Code Red alerts.

Maintained communication with State Agencies associated with the HHAN Emergency Notification Network.

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:

# EMERGENCY MANAGEMENT

A weather station that is on the Fire Department roof. There are 3 remote monitors, one in the FD Alarm Room, one in Public Safety Dispatch, and the other in the EOC.

There are general supplies for opening the shelter and some sand bags.

There are a few supplies for long term operations at the EOC.

EOC startup supplies – There is a large bin at the Elementary School with EOC startup supplies.

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

## **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 ICSI00. Both of these are 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



# ANIMAL CONTROL

## 2015 Annual Report

July 2016 will represent the completion of one full year that we have regionalized our Animal Control Services with the City of Gardner. Animal control services are being contracted out to the City of Gardner along with the Town of Ashburnham.

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.

*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.*

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 \$15.00

All others \$10.00

### What to Do About Loose Animals

First try talking with the owner of the dog(s). Should the problem continue, contact the Animal Control Officer to report the problem. The Animal Control Officer is unable by law to take any action unless he/she witnesses 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 your dog in his/her yard. The Town does have a restraining law.

### Emergency and After Hour Calls

Animal Control responds to calls after hours for emergencies only. It is an emergency if a domestic, farm, or wild animal is threatening the life or safety of a human. If an animal is injured and the owner can be located, then the care of the animal is the owner's responsibility. To report emergencies after hours please call the Westminster Police Department at 978-874-2933.

### 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.

# ANIMAL CONTROL CONT.

## Spaying and Neutering is Good for Your Pet

It is a fact that spayed and neutered pets live longer, healthier lives. In fact, spaying and neutering can eliminate or reduce the incidence of a number of health problems that can be difficult to treat once they occur. Such health problems include uterine or ovarian cancer, animal breast cancer, testicular cancer, and prostate disease. Spaying a female eliminates its heat cycle and thereby reduces nervous behavior in the female.

It is very common for the pet to become a more affectionate companion following spaying or neutering. Bad behavior (such as biting, fighting, or running away) and temperament problems are less likely to occur.

## Pet Population Control is a Community Responsibility

Communities spend millions of tax dollars every year to control unwanted animals. Animal control officers commonly have to deal with irresponsible breeding which contributes to the problem of dog bites and attacks on people and other animals. Stray pets get into trash containers, defecate in public areas or on private lawns, and frighten or anger people who have no understanding of their misery or needs. Some stray animals also scare away or kill birds and wildlife. A responsible community teaches children the true meaning of responsible pet ownership and love by making sure that all dog and cat pets are sterilized to prevent the birth of more homeless animals.

There is one more thing that you can do as a concerned citizen in your community: **Adopt a homeless pet.** Adoptable pets at your local animal shelter make the best companions you can ever imagine and will likely bring much joy to your life.

## When Should a Pet Be Spayed or Neutered?

Pets can become capable of reproduction as early as 6 months of age. That is why pets should be spayed or neutered by age 6 months. Sterilization can safely be done before that age, as endorsed by the American Veterinary Medical Association. The chief veterinarian of the Humane Society of the United States recommends 4 months as ideal. Older pets can safely be sterilized as well. It should be emphasized that animal sterilization is a routine procedure and does

not cause the pet pain or stress. Most pets recover from the procedure within a day.

For more information about spaying and neutering pets you can visit the Humane Society of the U.S. at: <http://www.hsus.org>.

### *Approximate dogs licensed Westminster:*

Year 2012: 1,134	Year 2014: 1,196
Year 2013: 1,164	Year 2015: 1,283

## 2015 ACO Call Log Totals:

215 ACO calls

4 dog quarantines

The animal control office falls under the control of the police department;

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

# DEPARTMENT OF PUBLIC WORKS

## 2015 Annual Report

The total snowfall for the 2014/2015 winter season was 124-inches. There were 34 storms, 20 snow related, 13 snow/rain mix related and 1 ice related. The heaviest snow fell between February 1<sup>st</sup> and 3<sup>rd</sup> and February 7<sup>th</sup> and 8<sup>th</sup>, 2015. Both storms produced 19-inches of snow each.

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

**Berm installed** – Oakmont Avenue – 2,200 feet

### **Cold Planing / Asphalt Milling**

Oakmont Avenue ( East Gardner Road to Mossman Road ) 1,900 feet

West Main Street – 3,900 feet

### **Full-Depth Reclamation**

Old Hubbardston Road

South Street ( Carter Road to Old Hubbardston Road )

Spruce Road ( South Street to Old Hubbardston Road )

### **Paving**

Shim paved sections with town owned paver on the following roads:

Carter Road – East Road – Gatehouse Road – Lovell Street – Marshall Hill Road – Nichols Street

Old Hubbardston Road – 310 feet, 2 ½-inch binder

Oakmont Ave (East Gardner Rd to Mossman Rd)

6,400 feet, 1 ½-inch shim/level, 1 ½-inch overlay

Ripley Road – Shim paved sections with town owned paver

South Street (Carter Road to Old Hubbardston Road ) – 7,400 feet, 2 ½-inch binder

Spruce Road ( South Street to Old Hubbardston Road ) – 570 feet, 2 ½-inch binder

West Main Street – 3,900 feet, 1 ½-inch shim/level, 1 ½-inch overlay

West Princeton Road – Shim paved sections with town owned paver

### **Sidewalk Replacement**

Bacon Street

Elliott Street

Pleasant Street

**Pavement Management Update** – Pavement condition ratings/resurveys were performed on 21 miles of town roads.

**Cracksealing** – Roads that were cracksealed: Andrea Ln., Bacon St., Bolton Rd., Davis Rd., Edro Isle, Laurie Ln., Mile Hill Rd., Mossman Rd., Narrows Rd., North Common Rd., Oakmont Ave., Overlook Rd., Patricia Rd., Sargent Rd., South St., Stone Hill Rd., Town Farm Rd., Washington Dr., West Princeton Rd., Worcester Rd.

### **Drainage Improvements**

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

Eaton Street – 40 feet 10-inch High-density polyethylene (HDPE) pipe

Oakmont Avenue – 34 feet 6-inch High-density polyethylene (HDPE) pipe

South Street – 1,190 feet 6-inch High-density polyethylene (HDPE) pipe

### **Catch Basin/Manhole - Repaired/Replaced/Adjusted**

Blueberry Ln. – 1 catch basin repaired/adjusted and 2 manholes repaired/adjusted, Carpenter Ln. – 1 catch basin repaired/adjusted and 2 manholes repaired/adjusted, Eaton St. – 1 catch basin repaired/adjusted, Ellis Rd. – 2 catch basins repaired/adjusted, Knowler Rd. – 1 new catch basin, Nichols St. – 1 drop inlet repaired/adjusted, North Common Rd. – 1 new catch basin, Oakmont Ave. – 1 catch basins repaired/adjusted, Scenic Dr. – 1 catch basin repaired/adjusted, Smith Ave. – 1 new catch basin, South St. – 3 drop inlets repaired/adjusted, West Main St. – 35 catch basins repaired/adjusted, 37 manholes repaired/adjusted and 18 gate boxes repaired/adjusted.

# DEPARTMENT OF PUBLIC WORKS CONT.

## 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, Betty Spring Rd., Bolton Rd., Bragg Hill Rd., Carpenter Ln., Church St., Davis Rd., Dean Hill Rd., Depot Rd., East Rd., Ellis Rd., Frog Hollow Rd., Hager Park Rd., Hanks Hill Rd., Harrington Rd., Leominster St., Lovell St., Mark Newton Rd., Marshall Hill Rd., Mile Hill Rd., Miles Ave., Minott Rd., Narrows Rd., Newcomb Rd., Nichols St., North Common Rd., Norwood St., Notown Rd., Oakmont Ave., Old County Rd., Old Town Farm Rd., Old Worcester Rd., Overlook Rd., Park St., Patricia Rd., Fitchburg Rd./Route 31, Ridge St., Sargent Rd., Scenic Dr., Shady Ave., Simplex Dr., South St., South Ashburnham Rd., Spring St., 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., Willard Rd., Wilson Dr., Woodland Dr., Worcester Rd. and Wyman Rd.

## Other Items/Work

Removed and disposed of the South Street basketball hoops as well as repaved the areas around the new basketball hoops for the Parks and Recreation Department.

Trenched for new conduit and set new generator pad for the Public Safety Building.

Installed Right to Farm signs for the Agricultural Commission.

## Water Department

There were 10 new services connected to the distribution system during the year. The number of service connections is now 1,226.

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, coliform (bacteria), iron, magnesium, manganese, sodium, potassium, silver, zinc, alkalinity, chloride, color, hardness, pH, odor, sulfate, total dissolved solids (TDS), lead, copper, tetrachloroethylene (PCE), trihalomethanes (THMs), haloacetic acids (HAA5) and inorganic contaminants.

There were 2 water main repairs and 9 service leaks/repairs during the year.

There were 5 hydrants repaired/replaced during the year.

## 2015 Water Consumption

January	9,639,000
February	8,786,000
March	9,862,000
April	9,669,000
May	13,194,000
June	12,824,000
July	13,931,000
August	13,844,000
September	12,087,000
October	11,228,000
November	9,697,000
December	9,534,000



# DEPARTMENT OF PUBLIC WORKS CONT.

## Annual Water Consumption

Average Daily Consumption	365,893 gallons	
Largest Daily Consumption	August 13, 2015	696,000 gallons
Largest Weekly Consumption	July 26 – August 1, 2015	3,464,000 gallons

## Comparative Annual Water Consumption

YR	TOTAL (GALLONS)	LARGEST DAY (GALLONS)	LARGEST WEEK (GALLONS)
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
2014	133,550,819	696,917	3,349,654

completed in 2006. There were 12 new services connected to the collection system during the year. The total number of service connections is now 759.

There were 12 residential grinder pumps repaired/rebuilt during the year.

During the year, 58,719,890 gallons of sewerage passed through our system and into the City of Fitchburg collection system.

## Solid Waste Department

2,490 tons of Municipal Solid Waste (MSW) was generated at the Drop-Off Center during the year.

827 residential vehicle sticker permits were issued during the year.

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

481 drop-off permits to dispose of special fee items were issued totaling \$11,244.00.

CALENDAR YEAR	TONS OF MSW
2012	2,157
2013	2,370
2014	2,379

## Sewer Department

This year the Town voted to solve the Town's sewer capacity issue at the Whitman River pumping station. After several years of preliminary engineering, analysis, and public outreach, a cost effective solution was approved at the Fall Special Town Meeting. The project will allow capacity for future economic growth as well as implement phases of the Comprehensive Wastewater Management Plan

CALENDAR YEAR	GALLONS TO FITCHBURG
2010	67,695,455
2011	60,721,768
2012	40,718,876
2013	65,534,070
2014	71,024,870

MONTH	FREON ITEMS	TIRES	MAT-TRESS	PRO-PANE TANKS	CRT's TV's
Jan.	4	4	10	3	12
Feb.	2	0	5	0	2
Mar.	2	0	12	0	5
Apr.	7	3	12	2	10
May	4	10	15	5	21
JUN	9	6	20	4	16
JUL	13	10	19	5	15
AUG	20	11	33	9	20
SEPT	9	9	30	5	22
OCT	14	0	23	2	7
NOV	6	2	18	3	13
DEC	9	8	10	0	18
TO-TALS	99	63	207	38	161

# DEPARTMENT OF PUBLIC WORKS CONT.

## Retirements

The Department of Public Works would like to recognize and thank Thomas “Tom” Sutela for his 20 years of service with the Highway Department. On behalf of the Town, the Department would like to wish Tom and his family all the best in retirement and thank him for all the contributions and years of service made towards the Town.

Respectfully submitted,

### **WESTMINSTER PUBLIC WORKS COMMISSION**

Lorraine J. Emerson, Chairman

Vance A. Butterfield

Scott H. Ryder, P.E.

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

William D. Ahearn, Highway Superintendent

Joshua S. Chapman, Water/Sewer Foreman

# TREE WARDEN

## 2015 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:

Carter Road, Curtis Road, Dawley Road, Depot Road, Ellis Road, Knowler Road, Leominster Street, Mile Hill Road, Minott Road, Newton Road, Nichols Street, North Common Road, Oakmont Avenue, Old Hubbardston Road, Pierce Road, South Ashburnham Road, South Street, Spruce Road, Wachusett Drive and Whitney Street.

Respectfully submitted,  
Joshua W. Hall  
Tree Warden



# CEMETERY COMMISSION

## 2015 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, Mount Pleasant Cemetery, and Whitmanville Cemetery. The Cemetery Department is located at 9 Narrows Road where the normal hours of operation are 7:00 a.m.—3:30 p.m. Monday through Friday. We encourage residents to meet with us regarding cemetery business and concerns. Feel free to call us at 978-874-7415 to ensure someone is in the office to meet with you.

This year there were eleven full burials, and ten cremation burials; compared to last year where we had thirteen full and fifteen cremation. Nine of the burials were held during the week, two held on Saturday. There were also nine cremation burials held during the week, and one on Saturday. Lots are available at all three cemeteries, our lot and interment pricing fees are available at the office

We offer our services for the convenience of the families we serve. Fees collected from the sale of lots were \$42,400 of which \$21,200 went into the Perpetual Care Fund principal. The Perpetual Care Fund principal totals \$14,191.59 as of December 31, 2015.

We appreciate the dedication of Superintendent John Gronroos and the staff who maintain all of our cemeteries and perform burials. They are an asset to the Town of Westminster. The Cemetery Commission would also like to extend thanks to the Public Works Department for their help with equipment maintenance.

We invite the public to view the Urn Garden located at Mount Pleasant Cemetery.

Respectfully Submitted,  
Shawn O'Leary, Walter Taylor, Stanley Skamarycz;  
Cemetery Commissioners  
John Gronroos, Superintendent



*Westminster's Cemeteries can be found at the following locations:*

Woodside Cemetery, 9 Narrows Road

Whitmanville Cemetery, approx. 245 South Ashburnham Road

Mount Pleasant Cemetery, intersection of Knower and Ellis Roads



# BOARD OF HEALTH

## 2015 Annual Report

The Board of Health consists of three elected members: Edward Simoncini, Chair; Dr. Michael Popik, M.D. elected to the Board in the spring; and Peter Munro. 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.

### **Mosquito Control.**

Because of continuing concern over mosquito borne viruses including West Nile Virus and Eastern Equine Encephalitis (EEE,) the Board has been researching options for Mosquito Control in the town. The two options available on a town wide basis are joining the Central Mass. Mosquito Control Project (CMMCP) or retaining a choice of services from Vector Disease Control. Both companies gave presentations to the Selectmen on October 19. Board member Dr. Popik gave a brief PowerPoint presentation at the Fall Town Meeting, November 17th. The Board is seeking input from residents and will be dedicating a Board of Health meeting on February 17<sup>th</sup> to present more detail as to what is available. The Board submitted two articles to be voted on at the 2016 Annual Town Meeting. One article presents the option of joining the CMMCP, and the other article presents the option of purchasing services from Vector Disease Control.

**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.

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

The Board of Health section of the 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

# BOARD OF HEALTH CONT.

substance abuse and mental health services.

**Drug Take-Back Program:** The Town is continuing a prescription drug take-back program. A Drug-Take-Back Box has been placed inside the Police Station lobby. A grant through MPH N is paying for collection and disposal of the medications. Residents can deliver medications to the take-back-box at **any time**. No liquid medications 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.

## 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 flu clinics on the same day this year: October 29. 69 doses were administered at the Flu Clinic held at the Senior Center in the morning for seniors and town employees followed by the 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 218 doses administered for a grand total of 287 doses of flu vaccine administered this season- 30 more than last year.

**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 2015

Septic Installers .....	27
Sewage Haulers .....	15
Motels and Inns .....	2
Bed and Breakfasts .....	1
Semi-Public Beaches .....	2
Selling Tobacco .....	8
Funeral Homes .....	1
Emergency Beaver Trapping Permits .....	4
Outdoor Hydronic Heater .....	0
Recreational Summer Camps .....	2

## FOOD PERMITS ISSUED

Food Service/ Restaurants Permits .....	43
Temporary Food Event Permits .....	56
Residential Kitchen/Farmers Mkt. Permits ..	19
Mobile unit permits .....	3
2015 Total food permits .....	121

## WELLS AND SEPTIC SYSTEM APPLICATIONS RECEIVED

Septic systems servicing new construction and repairs .....	86
Private Well installations .....	30
Deepening Well .....	0

## TITLE 5 INSPECTIONS

Inspections witnessed by agents .....	60
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# BOARD OF HEALTH CONT.

## 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 2015 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](http://www.FDA.gov) ; [www.fsis.usda.gov](http://www.fsis.usda.gov) ; [www.foodsafety.gov](http://www.foodsafety.gov) .Click on the recalls section of each web site.

**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: \$1,255,071.9
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
		2015: \$ 2,656,910.09

**Solid Waste Committee:** It is estimated that at the current rate of usage the Landfill will not be at capacity using current technology until 2025. 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 2016.

## DROP-OFF CENTER

The residential waste drop-off area has places for delivering bags of trash, scrap metal, leaves & yard waste, bottles/cans/plastic, paper, cardboard, waste oil, car batteries, florescent light bulbs, rechargeable batteries, power tool and cell phone batteries as well as button batteries (from hearing aides and watches).

# BOARD OF HEALTH CONT.

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. (Tel: 978-874-7420) **prior to delivering them to the drop-off center.**

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

Curbside trash pick-up by Waste Management continues to be available for a fee.

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

**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 1, 2015. 26 cats and 66 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 2015 summary of Alliance services:

### **Inspectional Staff:**

Joan Hamlet, Eric Jack, Rick Saudelli

### **Tobacco Permits:**

Total Number of Tobacco Permits Issued: 8  
Number of Store/Merchant Permits (inspected): 8  
Revenue brought in by Tobacco Permits @ \$150 a piece \$1200.00

### **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 two youth access inspection in all 8 retailers. There were 0 sales of tobacco products to Minors resulting in 100% compliance for the 2015 calendar year.

There were 3 stores with 6 sign posting violations. Educational warnings given and signs posted properly on the spot. There was 100% compliance in re-inspections. All 8 stores received a merchant education packet with information and materials to properly train employees.



# BOARD OF HEALTH CONT.

## **Youth Access Inspections:**

Number of Inspections 2

Number of Stores Inspected (8 stores- 2 inspections each) 16

Number of Stores with Violations 0

Number of Warnings 0

Number of Repeat Violation Inspections 0

Number of Fines 0

Number of Permit Suspensions 0

## **Retailer Inspections:**

Number of Inspections 1

Number of Store Inspections 8

Number of Violations 6

Number of Warnings 3

Number of Repeat Violation Inspections and store inspections 1/3

Number of Warnings 0

Number of Fines 0

Number of Permit Suspensions 0

There were 3 stores with 6 sign posting violations. Educational warnings given and signs posted properly on the spot. There was 100% compliance in re-inspections. All 8 stores received a merchant education packet with information and materials to properly train employees.

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

Number of Inspections 0

Number of Violations 0

Amount of Fines 0

These inspections are conducted on a complaint basis. There were no complaints in 2015

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:

Dr. Michael Popik

Edward Simoncini,

Peter Munro

Staff:

Elizabeth E. Swedberg (Wibby), Health Agent

Rita McConville, Assistant Health Agent

Joyce Lucander, Administrative Assistant

# COUNCIL ON AGING/SENIOR CENTER

## 2015 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 1871 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 1:00 P.M. at the Community/Senior Center, 69 W. 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 959 meals. The Meals on Wheels Program delivered 1893 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 utilized by 6520 seniors for year 2015.

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.

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 2 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 40 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

# COUNCIL ON AGING/SENIOR CENTER CONT.

shopping errands, Friendship Club Meetings, etc. The Mart Van transported 275 clients with the total of 3400 rides. We provided 802 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.

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.

The Council on Aging moved into our new building in June of 2015. On September 12, 2015, we had our Official, 'Grand Opening/Ribbon Cutting' with over 100 residents, including government officials. Thank-you to the Town of Westminster, for our beautiful building.

The Westminster Council on Aging members thank

the many volunteers who have contributed their time and talents to help us in our mission.

Respectfully submitted,

Susan Fisher, Council on Aging/Senior Center Director

## SENIOR CENTER BUILDING COMMITTEE.

The Senior Center Building Committee is still in the process of 3 projects. We need to finish the Kitchen, would like to work on the Patio in the spring, also have a Portico built over the main doors. In order to have a full occupancy , we need to complete some of these items.

Senior Center Building Committee Members  
Council on Aging Board Members





# VETERANS' SERVICE OFFICER

## 2015 Annual Report

Massachusetts has been providing benefits to its veterans since 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 (MGL Ch.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. We are the only state in the nation that, by law, requires every municipality to have a Veterans Agent or VSO employed to assist Veterans and their survivors. I consider it a privilege to be able to implement this program to the veterans of Westminster (and since July 1, 2015, Ashburnham and Hubbardston as well).

Veterans with income at or below 200% of the Federal Poverty Level can receive financial assistance under MGL Ch.115 as long as they meet the cash asset limits below.

200% Federal Poverty Level (FPL)	
Number in Family	Maximum Monthly Income
1	\$ 1,962.00
2	\$ 2,665.00

### Cash asset limits (home and car exempt)

Single .....\$5,000  
Married .....\$9,800

As your VSO, I can also help you in filing federal claims to the Veterans Administration (VA) for service related benefits that Veterans and their Widows/Widowers are entitled to. The financial benefit to Westminster, according to VA records, is that over 100 recipients in town receive an aggregate of over \$216,000 annually. Additionally, MGL Ch.115 has authorized Westminster to spend over \$45,000 on its Veterans and reimburse 75% of that amount directly to the town for its support of Veterans Services.

Not sure if you are eligible? Ask me. I'll do my best to ensure you receive all the benefits that you are entitled to.

My office is in Room 131 at the Town Hall where I also serve Ashburnham and Hubbardston Veterans. You will find me there every Wednesday and Thursday from 10am until 2pm. You can reach me by phone at (978) 874-7461 and/or email which is [tmaeder@westminster-ma.gov](mailto:tmaeder@westminster-ma.gov).

Respectfully submitted,

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



### IN MEMORY OF WESTMINSTER'S FIRST VETERAN

Private Abner Miles, who served in Jackson's company during the Revolutionary War and died of his wounds July 28, 1776.

His grave is pictured below in the woods near the Westminster/Gardner line.

Each year, Westminster Veterans from the American Legion, VFW and AMVETS trek out to PVT Miles gravesite to clear, decorate and remember lest we never forget the sacrifices of all our Veterans past and present.



# LIQUOR COMMISSION

## 2015 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
10	One day licenses (Beer & Wine only)	\$ 15.00	\$ 150.00
1	One Day License (All Alcohol)	\$ 30.00	\$ 30.00
5	Beer & Wine Retail Pkg. Goods licenses	\$400.00	\$2,000.00

**Total** **\$9,880.00**

Expenditures: None

Regular meetings held: Six

Violations for 2015: One

1 Day Licenses: Eleven

Regular meetings are held as needed in the Town Hall.

Respectfully submitted,  
WESTMINSTER LIQUOR COMMISSION

Gary McDonald, Chairman

Michael Denzer

Allison Streeter

# FORBUSH MEMORIAL LIBRARY

## 2015 Annual Report

### Highlights of 2015

**In April** we were given an Orion StarBlast 4.5 inch Astro Reflector Telescope equipped with an 8-24mm zoom telescopic eyepiece. It was the gift of the Aldrich Astronomical Society which will maintain it. It has been in such demand that some patrons have had to wait months to borrow this popular item.

**In June** the Friends sponsored the annual Ice Cream Social and Book Sale, the largest ever. Nearly \$1,500 for program support and museum and attraction passes was realized from the sale of donated books.

**In August** we unveiled the new library yard sign and message board, a gift of Scott & Kim Samson. This is an important part of the Library Landscape Improvement Program which is continuing.

**In October** the library was an active participant in the Westminster Cracker Festival with a great scarecrow - and we took the opportunity to sell many more used books on the front lawn.

**In December** the 51<sup>st</sup> annual visit of Santa began the first amnesty program, a month during which non-perishable canned goods could be substituted for fines. Many patrons took advantage of this opportunity.

**Operations:** 2015 was a year of growth for the Forbush. Circulation grew, and the collection of available library materials was increased, particularly in large type books, CDs, DVDs and recorded materials. Inter-library loan activity has averaged about 4,000 items per month all year and will be growing with the recent transition to the CommonwealthCatalogue.org (ComCat) which will make many more library collections available to our patrons. Security cameras, installed on the third floor late in 2014 became operational in March. These monitor all activity from the main desk and the system is tied into the Public Safety Building for after-hours

coverage. Also, with the assistance of the Massachusetts Library System, a manual for use in emergency situations was drafted, adopted by the Board of Trustees, and distributed to all staff.

**Library Landscape Improvement Project:** Under the guidance of the Board of Trustees and beginning in 2014, subtle changes are being made to the library grounds. The white picket fence was refurbished by Nick Lambert as his Eagle Scout project, the students at Monty Tech prepared a 3-D scale model of the library and grounds to guide our planning and we closed the year with the dedication of the new flagpole, all covered by generous donations. This year has seen the professional pruning of our stately Beech trees and removal of a concrete walk that was injuring their roots, the re-pointing of the masonry on the front steps by students of Monty Tech, lettering painted over the main door, replacement of the window well covers, purchase of new benches and, finally, the erection of our first library name sign. Plans for coming years



include garden refurbishment, fence replacement and lighting restoration. We certainly appreciate the contribution of time, talent and resources which have gone into this project from the Trustees, staff, and community.

### 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, Leola Leger was elected to her eighth three-year term and Walter Haney to his fifth three-year term on the board. In October, Rob Hynes was chosen as chair; Martha Rainville, vice-chair; Kimberly Samson, recording secretary; and Leola Leger,

# FORBUSH MEMORIAL LIBRARY CONT.

corresponding secretary. Jim Eagle chairs the Building & Grounds Committee which had a very active year.

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 ably handles the large volume of interlibrary loans. Diane Root, who has maintained the web page, resigned in June and MaryAnn McGee joined our staff after serving many years at the Heywood Library in Gardner. Elise Gilbreath manages the bookstacks and Bob Cramm keeps our building functioning and attractive. We thank the Council on Aging for supporting the work of Carol Harrington and Shirley Lombard through the senior real estate tax reduction program administered by the Council on Aging.

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, 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 51 years, Marta Klemetti, head of the Friends, assisted by Tiffany Davis, Joanne Curtin, Lillian Gamble, and Leola Leger. Children's room volunteers include Cathy Phelps, Cathy McDonald, Kim Samson and Mary Dauphinais. Jenna Harrison deserves special mention for developing and teaching STEM classes to our youngest patrons. Our newest volunteers are Jennifer Gregario and Fay Whittall. Carol Young expertly repairs aged and damaged books and Claudia Lane helps process new books when she is not busy making event posters.

We rely on the many hours of service these volunteers have so cheerfully given. *Thank you all.*

## Programs

The library hosted the Foreign Policy Association's Great Decisions discussion group, led by Dr. Kevin Hart, for 8 weeks again during the early months of the year. 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: Dr. Eric Budd of Fitchburg State and Art & Ann Young who shared their experiences of two trips to Africa separated by 50 years!

During 2015, we hosted a great variety of programs in the Eloranta Room. Guests included Ken Gloss doing antique book appraisals, the Music of Ireland, an illustrated lecture on butterflies, Michael Tougias discussing his book, *Finest Hours* that has become a Disney film, an excellent exposition of raptors, impersonations of Walt Whitman and of Mary Rowlandson and, lastly, Ted Reinstein signing his book about his years as a reported of New England events. Some were supported in part by the Westminster Cultural Council. Our space has been used by many town officials including the Council on Aging, the Agricultural Commission, and the Town Planner. Community groups include the Boy and Girl Scouts, genealogists, nutritionists, gamers, financial planners and sports groups. In total, we counted 124 adult programs serving 1,824 participants.

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 a new exhibit commemorating the First World War in an exhibit case in the Eloranta Room.

In June, the committee supervised the return of the full-length portrait of Col. Joseph Parker Rice, out on loan since 1997 to the Stevens Memorial Library, Ashburnham. The portrait now hangs in the non-fiction room.

# FORBUSH MEMORIAL LIBRARY CONT.

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

2015 was an active year for the Children's Room. Visitation exceeded 11,000, and 167 programs were held for 3,675 children and adults during the academic year. The Summer Reading Program, "Superheroes" enrolled 147 young people who enjoyed many special programs in July and August such as Tom Ricardi's Birds of Prey program which attracted 85 participants, Sir George and the Dragon, Kosmic Kelly, and Todd the Magician. Kids also enjoyed climbing upon one of Westminster's firetrucks and a visit from Bruin, the Town's new police dog. 80 storytimes were conducted and were well-attended with many children coming from surrounding towns drawn by the quality of the storytelling and special craft activities. This year a favorite of the past, Miss Lisa's Tea Party was revived with 50 attending. 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 morning for pre-schoolers, a great success. The department has been especially grateful for the volunteer service of Trustee Kim Samson who assists every Thursday.

## 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. 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*

*Leola Leger*

*Walter Haney*

*Martha Rainville*

*Robert Hynes*

*Kimberly Samson*

*Nicholas Langhart, Library Director*



## 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

Ph: 978-874-7416 Website: [www.forbushlibrary.org](http://www.forbushlibrary.org)

email: [askalibrarian@westminster-ma.gov](mailto:askalibrarian@westminster-ma.gov)



# PARKS AND RECREATION

## 2015 Annual Report

The parks and Recreation Commission meets once a month in the Town Hall. Meetings are posted in the Town Hall lobby. The Summer Recreation Program is the largest portion of our budget, accounting for about 80% of our total expenditures. We offer this program FREE to the children of Westminster residents (those going into kindergarten to those just completing 8th grade). The program runs for 6 weeks starting the week after the 4th of July (rain or shine). The program is run out of the Meetinghouse School and utilizes the playgrounds, baseball fields and basketball courts. The program hours are from 9am to 12pm Monday through Friday. We hire staff every year to run the program and coordinate the games, crafts and events over the course of the 6 weeks. This year we had 16 people working under our supervision along with 2 grounds crew to help maintain the fields. The program averaged 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 9-12 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 parks department and police department.

In 2015, 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 plan to move an old Baseball storage shed from the Babe Ruth field to the Lacrosse field and Monty Tech will be constructing a replacement this spring.

The basketball courts are open from 8am to 11pm. We extended the time the courts are open from 10pm to 11pm based on requests from the public. We coordinated a summer basketball travel league that used the courts in 2015 and hosted more than 120 games on the courts. We had teams come from Acton all the way to West Springfield come to play this 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 of the Town Hall staff who offer tremendous support to our commission through the course of the year. Special thanks to the Meeting House and Westminster Elementary school staff for all your continued support.

Respectfully submitted,  
Andrew Sears, Chairman  
Mike O'Brien, Vice Chairman  
Mark Dellasanta, Secretary  
Craig Cole  
Sam Albert

# CROCKER POND RECREATION AREA COMMITTEE

## 2015 Annual Report

### Operation:

The beach opened for the 2015 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 the 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 and we were visited by 10399 people in 3884 cars with 1417 guests! 17 seniors on the tax work-off program staffed the sticker check-in booth and additional volunteers covered remaining 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. We encourage more eligible seniors to sign up for the tax work-off program and spend some time with us at the Pond. Applications are available at the Community/Senior Center.

### Stickers:

Stickers were processed at the pond every day between the hours of 10am-2pm. 1207 stickers were issued! We continue to work 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 and we will pick them up at the Town Hall. Residents must provide a copy of their vehicle registration and be

listed on the Town Street Listing to be eligible for a sticker.

### Activities:

We held kayak races twice this year! Folks who participated had a great time. Activities were publicized on the white board at the beach, the Crocker Pond page on the Town of Westminster website, and our new Facebook page. We continue to offer Beach Volleyball, Basketball, Pickle ball, Arts & Crafts with Lisa as well as the Pump Track. 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. 53 residents took advantage of this program, which made it much more



convenient for them to use their boats on the pond.

### Events:

In May, longtime volunteer, Tom Torrans led a group of 14 members and guests from the Westminster Historical Society on a walk from the Dam down Old Depot Road to the river crossing explaining the property history along the way, and tour of our museum of artifacts. The event was filmed by

## CROCKER POND RECREATION AREA COMMITTEE CONT.

Ashburnham Westminster Community Access- TV (AWCA-TV) and is available on their website. There will be a follow up tour to Frog Pond on May 14, 2016 at 10 am.

### Social Media:

A Facebook page was added to share photos and information about the pond. There were a couple of changes to the schedule that were conveyed this way, namely closing the pond for dangerous weather and opening the pond on a really hot spring day before the regular season started! We received positive feedback from residents.

### Accessibility:

The Crocker Pond Committee is working on options to expand ADA accessibility to the area.

*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

Karen Farrell

Patricia Hatzis

Patricia Streeter





# AGRICULTURAL COMMISSION

## 2015 Annual Report

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. Westminster – like all of the local towns – had a self-sustaining agricultural base through the 1800's. That agricultural base gradually gave way to local industry and then to the light industrial/light commercial/bedroom town configuration of today. But – 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, fiber, biomass fuel etc. either for their family or for the greater community.

Unlike some of Massachusetts' towns – Westminster still has the remnants of a vital local agricultural economy – strong enough to be encouraged and built upon. We have several new small farmers and several homesteaders (growing much of their own food) as well as 3<sup>rd</sup> and 4<sup>th</sup> generation (or more) farms that are still functioning.

There are currently 18+ farms selling products either directly (farm stand and/or CSA and/or farmers' market) or through existing wholesale markets.

There are currently 20+ related businesses (honey, landscaping, horticulture etc.) operating in and out of Westminster.

Any new farms will most likely be smaller than the grandfathered farms in town. Farms will likely average 2-15 acres (with some market gardens as small as 2000 sq ft. becoming financially successful with new production technologies and education) and may be 2<sup>nd</sup> and 3<sup>rd</sup> incomes for their owners. In many cases they will be micro, homesteading and hobby farmers – large and getting larger subsets of the "new" Massachusetts agricultural scene. All help to keep the local landscape "working" and are an asset to the town. People enjoy looking at open fields (hay or



other), farm animals and barns. It makes for a pretty place to live and a slightly more relaxed pace of life – except for the farmer....

Products produced will cover the gamut of what's possible in New England including (but not limited to) market gardens, small fruits, grazing livestock, small dairy, eggs (chicken and duck), hay, bees/honey, maple syrup, firewood, wood chip, custom milling and mixed versions of the above.

There is a long term future for the economic development of local agriculture...

Value added production is essential if agriculture is to continue to thrive in Westminster. This allows for the farmer to net the greatest return from the investment of time, money and land. These products could include (but would not be limited to) sauces, jams, jellies, pickles, yogurt, salsa, cheese, and charcuterie.

With the completion of the Master Plan in 2014, the Agricultural Commission will continue to work with the Open Space Committee, Planning Board, other town boards and committees, the North County Land Trust and other interested parties to come up with a coherent approach to maintaining and supporting Westminster's working landscapes.

The Westminster Agricultural Commission sponsors and manages the Westminster Farmers' Market held on Friday afternoons, 3:00-6:30pm from the first Friday in May until the last Friday in October. It also sponsors a Holiday Market the Saturday before



# AGRICULTURAL COMMISSION CONT.

Thanksgiving. The market has continued to grow and strengthen through this past year. In fact, it's the biggest and best in the north central region. On it's peak days there are between 275 and 350 shoppers and many vendors sell out during the market – always an indication of success for all. There's a core of vendors 15 strong and up to 30 vendors when the market is at full capacity. Many kinds of food (including: meats, sausages and bacon, eggs, 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 Market hosted 5 events in 2015 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; started the new school year with Westminster's Fair and Share in September and ended with Colonial Crackers in October –in association with the Westminster Cracker Festival.

The 2016 market season starts with vendor registration on April 6th and the market opens for business on May 1st. All vendors are juried and registrations are completed by April 15 and no new registrations are accepted after that date. There are annual memberships, per diems and an opportunity booth for young or newly developing Westminster farms or market gardeners.

There are five events planned for 2016: Planters' Party – May 20, How Does Your Garden Grow – July 8, and

the fifth anniversary of The Peak of the Harvest – August 26, Westminster Fair and Share – September 16 and Colonial Crackers – October 21. The Market ends on October 28 and the Holiday Market is scheduled for November 19.

Beyond the Farmers' Market, the Agricultural Commission is involved in other community activities and in providing education on a series of agricultural topics.

This was the sixth 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, baby goats, 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 fourth annual four-part educational program – the Backyard Growing Series - held at the Forbush Memorial Library. Topics included Spinning Local Fibers, Hunting, Recognizing and Growing Mushrooms, Compost – Making Black Gold, and Growing Fruit Trees. 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 2016 with Making Soap: Ancient and Modern Skill, The Eclectic Goat, Managing for Healthy Bees and Season Extension with Hoop Houses. There will be two extra workshops: Raising Healthy Poultry and Mapping Agricultural Lands in Westminster.

The Ag Com was and is involved in supporting the development of a 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. The newest project is the Growing Great Food and Flowers group that meets every 2<sup>nd</sup> Sunday of the month



# AGRICULTURAL COMMISSION CONT.

at the Police/Fire conference room. This group spends the year working on growing their own gardens to the best of their ability and will be providing some Q&A time at the farmers' market this year. The group is open to anyone interested. This group will also help to continue to care for the town's downtown trees and plantings recently installed at the completion of the South Street construction project.

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.

And – last but not least – we got 10 Right to Farm signs posted at the entry points of the town. Be sure to look for them.

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.

**Meets every 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the Month::  
6:30pm at the Westminster Town Hall**

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



# HAGER PARK COMMISSION

## 2015 Annual Report

Hager Park is located off of Route 140 (known locally as Hager Park Road) just south of the intersection with Route 2A and the Route 2 East on-ramp. The park consists of approximately 57 acres on the east side of the road, which abuts Woodside Cemetery and surrounds the Water Treatment facility. There are another 18 ± acres located on the west side of Route 140. These parcels of land were part of a larger tract originally given to the town by Joseph Hager in the early 1900's. Additionally, the Commission administers the Smith Reservoir properties, which are located further to the south and on either side 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 trail corners are marked with white metal signs.

The Commission typically holds regular meetings in

either of the meeting rooms on the first floor of the Town Hall at 6:00 PM on the 2<sup>nd</sup> Thursday of each odd-numbered month. The public is welcome to attend. Additionally, information about Hager Park can be found on the town's website. This site can be reached more quickly using [www.hagerpark.com](http://www.hagerpark.com). A trail map and photographs can be viewed here.

The following is a summary of major activities during 2015:

Using funds appropriated at the 2014 annual town meeting, we hired foresters Richard Valcourt, Sr. and Richard Valcourt, Jr. of Phillipston to prepare a cutting plan for the southerly part of the main Hager Park parcel and most of the Rambler Area. The plan had two goals. The first was to manage that part of Hager Park that was badly damaged during the 2008 ice storm. The second was to remove all of the small trees that have grown up on the Rambler. The Rambler had been a hilltop field with a nice view of Mount Wachusett and the longer term plan is to return it to that condition.

In June, we were able to acquire a temporary right of entry onto an adjacent piece of private land owned by the Belanger family. This allowed us to use their





# HAGER PARK COMMISSION CONT.

property for a landing or staging area for the timber harvest. Since their land had been logged recently and was already setup to accommodate all of the necessary heavy equipment, the value of the timber sale was increased.

- In July, with the Cutting Plan and Right of Entry in hand, we put the package out to bid with several local loggers. The high bid was submitted by Anderson Timber Harvesting, Inc. located here in town. They offered a lump sum of \$12,895 for firewood and sawlogs and \$3.00 / ton for woodchips.

- In October, the Anderson crew arrived, began cutting and were done in a week. Approximately two weeks later, we received the final check that included payment for the woodchips. The total amount received from Anderson was \$18,200. Subtracting the \$3000 paid to the foresters, the net value of the sale was \$15,200.

Based on feedback from recreational users and further prompted by changes created during the timber harvest, we decided to start using markers along the trails rather than just marking intersections. We spent the whole of our 2015 budget on diamond shaped vinyl markers and began placing them in October and December. The Rambler Trail and a portion of the Perimeter Path have been marked. The photographs below show some examples of these markers

Activities planned for 2016 include:



- We will continue annual trail maintenance within the park including placing more trail markers.
- We will continue to work on the Rambler field restoration project. We have begun mapping the Rambler and testing the soil for putting together a bid package for removing and piling the remaining stumps and then harrowing, liming, fertilizing and seeding. We will have an article on the warrant to get funding for this work at the Spring 2016 annual town meeting.

We hope that this funding could be justified based on the income received from the recent timber sale.

- We also want to continue with timber sales on other Hager Park parcels. We wish to do some cutting on the 18 acre parcel located on the westerly side of Hager Park Road. We have a bid from our forester to prepare the Cutting Plan and will ask for this money at the Spring 2016 annual town meeting.

The 100<sup>th</sup> anniversary of the creation of Hager Park will occur in 2017 and we will raise awareness of this event in 2016.

We wish to express our appreciation for the help extended to us from all of the boards, commissions and departments in town.

Once again, special thanks go to the Cemetery Department for storing our equipment and gator in their hearse house.

We wish to thank Cheryl Belanger and her son Nathan for their generous choice to allow us use of their Hager Park Road property for a timber landing.

Thanks go out to Rich Valcourt, Jr and Rich Valcourt, Sr. for their work on the cutting plans and monitoring the logging operation.

We also want to thank Mitch and Kathy Anderson and their employees for their nice logging job at the Rambler and Hager Park.

Respectfully submitted,

Hager Park Commission

Andrew H. Kaski

Christopher C. Mossman

Timo W. Ojanpera



# CULTURAL COUNCIL

## 2015 Annual Report

In 2015 the Westminister Cultural Council was allocated \$4,300 from the Massachusetts Cultural Council. At the Annual Town Meeting the WCC received \$1,000.00 from the town.

Cultural Council Members were pleased with the variety of grant applications and attempted to fund events that appealed to a wide variety of audiences.

In October the Westminister Cultural Council will again solicit applications for Cultural Council Grants. We strongly encourage schools, churches and other local organizations and individuals to submit applications. More information can be obtained at the Massachusetts Cultural Council website [www.mass-culture.org/Westminster](http://www.mass-culture.org/Westminster).

The Westminister Cultural Council welcomes new members. Cultural Council members are appointed by the Board of Selectmen to serve 3-year terms, for a maximum of 6 consecutive years. If interested please contact a WCC member. We meet as needed and vote on grant requests the end of October or early November.

Respectfully submitted,  
Mary Waight, Chairperson  
Ceil Burgess, Vice Chairperson  
Susan Yraola, Secretary  
Valerie Antoniac, Treasurer  
Patricia Gendron  
Marta Klemetti  
Leeann Lamsa  
Karin Mills

*Twenty-four applications were received and the following proposals were awarded funds by the Westminister Cultural Council:*

<i>Westminister Agricultural Council for entertainment at the Farmer's Market</i>	<b>\$1,000</b>
<i>Council on Aging program of "A Musical Journey Through the Years"</i>	<b>\$225</b>
<i>"Hands-on Science" at AW Family &amp; Community Engagement Program</i>	<b>\$260</b>
<i>Council on Aging program "Music is Love"</i>	<b>\$200</b>
<i>Circle of Artists Annual Art Show</i>	<b>\$500</b>
<i>The Great Decisions Seminar at Forbush Memorial Library</i>	<b>\$450</b>
<i>Community Read of A Storm Too Soon at Forbush Memorial Library</i>	<b>\$500</b>
<i>Council on Aging program on "Theater of the 30's, 40's and 50's"</i>	<b>\$300</b>
<i>Celebration of the Life of Mary Rowlandson at Westminister Historical Society</i>	<b>\$500</b>
<i>Parks &amp; Recreation program: "Henry the Juggler"</i>	<b>\$300</b>
<i>AWRSD Extended Day program: "Under the Sky"</i>	<b>\$200</b>
<i>Yankee Street Fair Entertainment</i>	<b>\$450</b>
<i>Bamidele Dancers and Drummers at Overlook Middle School</i>	<b>\$417</b>
<i>A program on "Birds of Prey" at the Forbush Memorial Library</i>	<b>\$275</b>
<i>"Expressions through Improvisation," Oakmont Regional HS Drama Club</i>	<b>\$75</b>
<i>Abby Foster dramatization at Oakmont Regional High School</i>	<b>\$250</b>

# HISTORICAL COMMISSION

## 2015 Annual Report

The Westminster Historical Commission's mission is to identify and preserve the town's significant historical, architectural and cultural buildings and sites.

Our work this year included the completion of the Civil War Monument restoration. This monument stands in front of the Congregational Church. The monument's four marble plaques have stains which cannot be fully removed, without causing further damage to the lettering. These plaques have been treated to prevent further deterioration. Restoration has started on the four cannons surrounding the monument.

We are now involved in an ongoing project of fully documenting the history and significance of Westminster's many historic houses. An architectural preservationist consultant has been hired to help with this work. This year she fully researched three properties: the Farmer's Camp, The Whitney Homestead and the town's oldest shingle style house located on Lanes Road. The plan is for her to research other historic houses in South Westminster, and complete the required Form Bs for the Massachusetts Historical Commission. This documentation is a necessary step for a property to be listed on the National Register of Historic Places. For a second year we have worked on formulating a Demolition Delay Bylaw. After thoughtful feedback, we have chosen to create a list-based rather than age-based bylaw. For this project we are photographing Westminster's architecturally and historically significant houses and creating a list of properties which would be affected by a proposed demolition

delay bylaw, before presenting this proposal to town commissions and the community.

There has been interest in the future of the Old Town Hall, and in preservation of the Westminster Cracker Factory. The Westminster Historical Commission co-hosted a public forum on possible uses for the Old Town Hall where town residents presented creative reuse ideas. Our Commission has had input around ways to preserve the Cracker Factory façade.

Our Commission has benefited from the work of the town planner, and from input of members of other commissions who have an interest in preservation concerns.

Respectfully Submitted,

Joan Longcope, Chairperson

Roni Beal, Vice Chairperson

Betsy Hannula, Secretary

William Waight, Treasurer

Carole Bramante, Member-at-large



# TOWN PLANNER/PLANNING BOARD

## 2015 Annual Report

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

Jon Wyman, Chairman	2018
Marie Auger, Vice Chairman	2017
Michael J. Fortin, Clerk	2017
Andrew Rice	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 Open Space Committee and as delegates to the Montachusett Regional Planning Commission (MRPC) and its Brownfields Steering Committee, as well as the Montachusett Region's Joint Transportation Committee.

Town Planner Stephen Wallace enters his fifth 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 updating 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 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 2015:

- The Board approved a site plan for a ground-mounted solar farm to be located at 26 Theodore Drive (Westminster Business Park). Project Proponent: Theodore Drive Solar LLC - NEXAMP (Applicant), on behalf of Westminster Business Park LLC (Owner).
- The Board approved a site plan for a ground-mounted solar farm to be located at 235 South Ashburnham Road. Project Proponent: South Ashburnham Solar LLC - NEXAMP (Applicant), on behalf of Eino & Alice Jarvenpaa (Owner).
- The Board was able to close out the first two phases of the Westminster Business Park's earth removal project and release the bonds.
- The Board acted favorably on a request to amend the Definitive Subdivision Plan for the Village at Old Mill, removing the planned sidewalks to allow the lots to have larger front yards (per petition by the homeowner's association).
- The Board acted on a referral from the Building Commissioner regarding the need for the owner to obtain Fill Permit for work previously completed at 39 Carter Road.
- The Board acted favorably on a request by Borrego Solar Systems to modify an approved site plan for 68 State Road West (slight relocation of driveway).

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

### 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

# TOWN PLANNER/PLANNING BOARD CONT

plans were endorsed in 2015:

- Longley Realty Trust, 54 Dean Hill Road (carving out one lot from the master lot).
- The Landings LLC, 92 South Ashburnham Road (eleven new lots).
- Ashburnham Road LLC, 345 South Ashburnham Road (three new lots).
- Gordon Martin, South Ashburnham Road (one new lot).
- John & Diane Walters, 100 Town Farm Road (two new lots).
- Justin and Leann Lamsa, 95 Bathrick Road (2 lots).
- Timothy and Mary Kate McNamara, 116 North Common Road (1 lot).
- Lead the Way Development Corp., Linda Drive (land transfer).
- Dean & Debra Johnson, one new lot on Minott Road.
- Grenier Family Trust, land addition to property at 80 State Road West.
- Andre Ouellet, 61 Bathrick Road (one lot).
- Wachusett Village Inn LLC, one new lot surrounding existing Inn site.
- Timothy and Mary Kate McNamara, 116 North Common Road (two new lots from remaining land of master lot).
- Dean & Debra Johnson, land transfer to abutting lot and one new lot on Minott Road.
- Alan & Diane Bedard and Pamela Sheldon, Gary and Kenneth Draleaous, land transfer on Ellis Road.
- Claudia Lane, one new lot on #70 Lanes Road.

## GRANTS

- The Town Planner assisted the Department of Public Works on a successful grant/loan application from the federal Rural Development program that will enable the Town to build an in-line sewer storage system, thus alleviating our sewer capacity problem.

- The Town Planner submitted an application to the Governor's Community Compact program for two projects: The first would fund an economic self-assessment for the Town, essentially analyzing how ready the Town is to accommodate new economic development. The work would be performed by the Dukakis Center at Northeastern University. The second would fund the preparation of an Information Technology (IT) capital plan that could be integrated into the Town's larger Capital Improvement Plan (CIP). This capital plan would identify and prioritize the Town's long-term IT needs and develop a policy and procedure handbook for using our IT network. We should know if our application is chosen for funding sometime in February 2016.

- Serving as a member of the Montachusett Regional Planning Commission's Brownfields Steering Committee, the Town Planner was successful in getting the Old Town Hall included in MRPC's Brownfields Assessment Program. The results of this effort should be ready in the spring of 2016.

The Town Planner continues to research suitable grant opportunities and passes them on to relevant departments.

## RESEARCH

- Working with the Treasurer-Collector, the Town Planner prepared an analysis of tax delinquent properties, evaluating them for potential municipal use (this is done annually).
- The Town Planner researched the status of old and outstanding subdivisions and shared the results of this research with other municipal departments (this is done annually).

Working under the direction of the Board of Selectmen, the Town Planner began researching various options on what to do with the Old Town Hall on Bacon Street. An historic preservation consultant has been retained to help with this effort and tie cost estimates to each option investigated. This report should be ready for presentation to the public at the Annual Town Meeting in May 2016.



## **ASSISTANCE TO OTHER MUNICIPAL ENTITIES**

The Town Planner worked with the Town Clerk, Animal Control Officer and Police Department to develop a new inspection protocol for commercial kennels.

- The Town Planner rendered assistance to the Zoning Board on revising its permit application package.

The Town Planner assisted the Historical Commission with holding a workshop to investigate what it would take to use the Old Town Hall as a new community center. Held at the Library on Saturday October 17th, we heard from several community groups about their ideas for reusing the building.

## **LONG-RANGE PLANNING**

With the 2014 Master Plan now complete, the Town Planner made arrangements with the Board of Selectmen to track the Plan's implementation. The Selectmen will conduct monthly interviews with those municipal entities that Master Plan implementation responsibilities.

The Town Planner continues to serve as a member of the Montachusett Region Comprehensive Economic Development Strategy Committee and Brownfields Steering Committee.

## **ANNUAL TOWN MEETING MAY 2, 2015**

The Board prepared amendments to the Zoning Bylaw's parking standards to bring them up to date and allow more flexibility for parking arrangements in the Town Center and commercial districts.

## **PLANNING BOARD ACTION PLAN FOR 2016**

The Planning Board has spent much of 2015 working on four significant zoning amendments that we hope will be ready in time for the Annual Town Meeting in May 2016:

- Revising the Zoning Bylaw's Table of Uses,
- Revising the Table of Dimensional Requirements,
- Revising the Definitions section, and

Enacting a Village Center Zoning Bylaw that will encompass our town center.

All of the proposed zoning changes come from the Town's 2014 Master Plan and represent the first phase of a three-phase effort to update the Town's vintage Zoning Bylaw from the 1970s.

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

Respectfully submitted by:

Stephen Wallace, Town Planner

# ECONOMIC DEVELOPMENT COMMITTEE

## 2015 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 Westminister.

The Economic Development Committee is comprised of the following individuals:

Joe Serio – Chairman

Jeff Crowley – Vice Chairman

Wayne Walker – Selectmen's Representative

Eric Callahan

Ralph LeBlanc

Scott Aubuchon

#### *EDC accomplishments during 2015:*

- \* In April 2015, the EDC completed its promotional brochure/map for the Town, using a \$5,000 grant from the Johnny Appleseed Trail Association to cover the design and print costs. The brochure was presented at the Annual Town Meeting in May 2015. The map has been distributed to area hotels, restaurants, tourism destinations, Wachusett Mountain and the Johnny Appleseed Visitor Center. The brochure has also been posted on the Town's website and paper copies can be found at the Town Clerk's office. From all accounts, the brochure has been a tremendous success.
- \* The first annual Cracker Festival held in late October was an outgrowth from discussions held at EDC meetings since the Committee's inception in 2012. The Festival was beyond our expectations, drawing approximately 4,000 residents and visitors over the course of the day.

For 2016, the EDC is preparing solicitation packages for those businesses and industries it believes would be a good fit for Westminister. We plan to send out these solicitation packages in the fall after the Town's sewer capacity issue is resolved.

The EDC generally meets every other month on the first Wednesday night of the month at 7:00 PM in Room 112 at 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:

- The Westminister Agricultural Commission.
  - The Westminister Historical Commission.
  - Jon Golnik, Regional Director, MA Office of Business Development.
  - Tim Sappington of the North Central MA Workforce Investment Board.
- Gary McDonald, Chair of Westminister's Liquor 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@westminister-ma.gov](mailto:swallace@westminister-ma.gov).

# BUILDING DEPARTMENT

## 2015 Annual Report

2015 has been a very busy year, especially in the area of roof mounted solar panels installed. Throughout town of Westminster, 104 permits pulled for solar panel installations.

We are in the Eighth Edition (for residential construction) (IRC 2009) State Building Code, also known as the International Residential Code for One and Two-Family Dwellings approved on February 4, 2011. For 2016 we will be switching to the ninth edition, commercial construction will use the 2015 IBC, and residential construction for One & Two Family, will use the 2015 IRC, starting in the spring of 2016. Permit applicants and all permit holders must have a current copy of the building code in their possession. Just to refresh, the town's energy code for new construction is still the State's Stretch Energy Code, which was adopted by the town at the fall Town Meeting of 2011 and became effective on 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 has helped the town in its efforts to obtain both Federal and State grant assistance. ALL contractors building new homes and additions need to follow the requirements of the Stretch Code and submit with their plans, and on completion, a copy of the HERS RATING.

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 for all solar panels installed within the town. Permits 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 and insured plumber/gas fitter. Permit applications should be submitted prior to beginning the proposed work. These codes are for your protection and safety. 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 wood stoves require a building permit and need to be inspected for your own safety so that a certificate for your insurance company can be issued.

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

The Commissioner's hours are: Monday, Wednesday & Thursday 11:30AM till 4:30PM and Tuesday 10AM till 1:00PM (Fridays Unavailable)

Respectfully submitted,

Michael A. Gallant  
Building Commissioner/Zoning Enforcement Officer

*\*see the following page for information on the building permits issued and fees collected for 2015\**

# BUILDING DEPARTMENT CONT.

## Building Permits Issued/Fees Collected

PURPOSE OF PERMIT		# OF PERMITS	CONSTRUCTION VALUE
Residential			
	One Family dwellings	33	\$ 7,860,843.66
	Two family dwellings	2	\$ 815,100.00
	Additions & Alterations	140	\$ 2,595,291.30
	Accessory buildings	6	\$ 96,500.00
	Swimming Pools	9	\$ 215,500.00
	Solar panels	104	\$ 5,460,964.00
	Wood/Pellet stoves	34	
Non-residential additions/alterations			
	Church	2	\$ 2,520,400.00
	Commercial Alteration	2	\$ 17,000.00
	Industrial Addition	1	\$ 350,000.00
Demolition		8	\$ 3,000.00
Other		27	\$ 211,697.86
	TOTAL	<u>368</u>	<u>\$ 20,146,296.82</u>
FEES COLLECTED IN CALENDAR YEAR 2015			
	Building Permits	368	\$ 183,190.74
	Plumbing/Gas Permits	237	\$ 24,090.00
	Wiring Permits	319	\$ 72,947.77
	Other Fees	17	\$ 474.00
	TOTAL	<u>941</u>	<u>\$ 280,702.51</u>



# CONSERVATION COMMISSION

## 2015 Annual Report

The Westminster Conservation Commission respectfully submits their Annual Report for the year ending December 31, 2015. The Commission is a 7-member board charged with the administration and enforcement of the MA Wetlands Protection Act (MGL 131,s40) and the town's Wetland Bylaw (Chapter 202). Meetings are held approximately every third week. For further information please contact Chairman Dan Bartkus or the Agent in the Conservation Office in Room 225 in the Town Hall at (978)874-7413.

During the past year the Conservation Commission held 14 meetings and issued 32 Orders of Conditions, 1 Amendment to an Order, 13 Determinations of Applicability, 16 Certificates of Compliance, 1 Emergency Certificate and 9 Enforcement Orders. Forty- eight relevant Building Permits were also signed.

Any alteration of the ground such as excavation, filling, grading, slope protection or tree stumping within 100 feet of a resource area (water body, stream or wetland) requires the Commission to be notified prior to commencing the activity in order for the Agent to make a determination of what type of application may be necessary as required by the MA Wetlands Protection Act or Westminster's Wetland Bylaw. A hearing is then held, during which the application will be evaluated by the Commission to determine if proper measures are being taken to protect the wetlands.

Commission Agent, Bob N. Maki, P.E., is available in the Town Hall, Room 225. His core hours are Monday through Wednesday from 8 to 11 a.m.

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



# ENERGY ADVISORY COMMITTEE

## 2015 Annual Report

Over the last two years, the Energy Advisory Committee has researched Solar Net Metering contracts to receive stable and lower energy prices for the municipal buildings. The committee met with several developers who were seeking to off-load their power, and analyzed their pricing structures. The committee recommended to the Board of Selectmen, Advisory Board and presented at the special Town Meeting in October, to proceed with a Solar Net Metering contract if we could agree to one with rates and terms beneficial to the town. The vote passed and the Committee is working out the details of how much power to commit to purchase over a 20 year term, and the contracting details. Negotiations with solar developers are ongoing.

In November, the Energy Advisory Committee recommended renewing the fixed rate electricity supply contract with Direct Energy for a 24 month term. By purchasing this fixed rate, available through our membership in the Power Options energy purchasers consortium, the Town of Westminster has avoided seasonal fluctuations in electricity rates. In calendar year 2015, the fixed-price contract for electric supply provided a stable, year-round price and saved the town more than \$15,000.

The second phase of Green Community projects including 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 is now in progress. We anticipate additional savings from reduced energy consumption on top of the efficient lighting projects that were installed previously.

As a reminder, all of these projects were made possible by a \$141,500 grant afforded to us because we have been awarded Green Community status and have

agreed to the following criteria which we track and report on annually:

- Adopt as-of-right permitting for renewable energy manufacturing or research and development facilities.
- Adopt an expedited permitting process for the above.
- Adopt a 20% energy reduction plan for all of the Town's energy use.
- Adopt a Fuel Efficient Vehicle Purchase Policy.
- Adopt the Stretch Building Code.

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

## 2015 Annual Report

### ASHBURNHAM WESTMINSTER REGIONAL SCHOOL DISTRICT Office of the Superintendent of Schools Report of the Superintendent

On July 1, 2015, I began my role as your new Superintendent of Schools. Having been hired for appointment on January 26, 2015, I had ample opportunity to become familiar and aware of this school district, as well as its accomplishments and challenges. The early hire date allowed me to begin entry planning activities to develop a comprehensive picture of our regional schools that included speaking with students, staff, principals, district administrators, and community and business leaders, both state and local.

My goals thus far have been

1. To learn about the people, culture, and organization to build trust and confidence through open and honest communication.
2. To build on the successful foundation in place, identify key issues of the past to understand the norms that affect how the school system functions now and in the future.
3. To increase organizational effectiveness and efficiency, as well as identify key areas and systems in need of improvement.
4. To prioritize needs to ensure high performance and support to all schools.
5. To focus efforts and resources to ensure that all students are college and career ready and achievement soars!

In addition to these entry plan goals and actions to accomplish them, I have been involved in meeting, developing, and creating an administrative cabinet to oversee our school district and that all management issues and key concern areas are discussed, planned, and implemented with fidelity! I have been impressed with the leadership of this district, and I look forward to working with them in the coming years.

Also, your dedicated, talented, and awe-inspiring school committee should be commended for their oversight of this district, as well as their guidance and support as I transitioned to Ash-West. They have been an integral part of the smooth transition that my leadership has brought to the district, and coupled with the audacious task of policy development and review, fiscal oversight, and contract negotiations, both communities should be proud to know that these fine citizens keep the needs of our students at the forefront, while maintaining tight, fiscal scrutiny that every tax dollar is spent on the education of our youth, your children.

During the Entry Plan Phase, 5 questions were used to garner information to help me in working with school administration and staff in developing a strategic plan for the district, entitled, *Ash-West 2021: A Continuous Strategic Learning Plan*. This will be unveiled at the start of the 2016-2017 school year and will become the backdrop and platform for ALL that we do together for our students, our staff, and our communities.

In preparing for developing the strategic plan, many coffee hours, individual and group interviews, and administrative workshop activities were conducted to answer the following questions that will become the starting point of strategic development for this school district. The questions are as follows:

General Themes and Questions for Conversations:

1. Tell me about yourself. Why is the success of our school system important to you?
2. What are the strengths of our school system? What are the most notable recent achievements?



3. From your perspective, what do you see as the one or two key issues or challenges facing our school system?
4. What are the recent important events (positive or negative) that have impacted our system? What important lessons can we learn from these experiences?
5. Are we headed in the right direction as a school system, and are we pursuing it in the right way? Why do you feel this way?
6. What is our school systems's core strength? What is the one thing that needs to be preserved at all costs?

These questions have produced some amazing results and responses. These entry plan results are currently being compiled from all stakeholders and will be shared with the school committee and both communities in late spring.

All in all, I would like to thank all school and community members, as well as students, for your honest and viable feedback. This information will be put to good use as we plan for our school district in the years ahead. Remember, to be successful one must plan their work and work their plan. I intend to move my *Ash-West 2021: A Continuous Strategic Learning Plan* agenda forward as we work to develop this at the administrative level management conference over the summer, 2016. With the vision of preparing all students to be productive citizens who thrive in the 21<sup>st</sup> century, our plan will identify themes and cause actions to be developed to move this school district forward. As we approach the fall of '2016, please follow our district website for updates and announcements about this strategic, continuous improvement plan.

In closing, you, the community, and staff have developed and maintained a fine regional school district, who is the envy of many areas school districts. Early in my search, many commented as to the fine reputation and standard of excellence that this school district has stood for. I was proud to be selected to be your Superintendent. I want to continue this legacy, but will need your help with both communities coming together to support our school programs, initiatives, and challenges. Your home value is specifically related to your school value, and I want to be an educational leader to fiscal steward to make that happen for all. I promise to all citizens of these fine communities to work to provide exemplary learning conditions for children, fine working conditions for staff and faculty, and improvement in student achievement, the arts, and athletics.

Please read on to learn about and understand the amazing happenings within our 5 school buildings. We are proud of our history and look forward to our future as a contemporary learning environment where dedication to excellence, service, and life-long learning is paramount!

Respectfully submitted,  
Gary F. Mazzola, Ed.D.  
Superintendent of Schools

## ~In Memoriam~

### Sylvie Lindroth 1923-2015



Sylvie Lindroth was a proud, lifelong resident of Westminster. Mrs. Lindroth served as the Guidance Secretary at Oakmont Regional High School for fourteen years from 1967-1981.

She was a member of the First Congregational Church of Westminster, a talented artist and member of the Westminster Country Club.



## ASHBURNHAM-WESTMINSTER REGIONAL SCHOOL DISTRICT

~~~BUDGET~~~				
Account	Number	Description	Audited Expense 2014-2015	Current Budget 2015-2016
Fund 01	General			
Totals	Function 1000	Administration	\$782,828	\$941,538
Totals	Function 2000	Instruction	\$15,530,725	\$15,378,627
Totals	Function 3000	Other School Services	\$2,744,702	\$2,715,645
Totals	Function 4000	Operation & Maintenance of Plant	\$3,638,889	\$2,663,821
Totals	Function 5000	Fixed Charges	\$3,638,889	\$4,082,373
Totals	Function 6000	Miscellaneous	\$8,000	\$8,000
Totals	Function 7000	Capital Outlay	\$359,857	\$20,000
Totals	Function 8000	Debt Service: Principal Interest	\$700,000 \$275,153	\$590,000 \$246,528
Totals	Function 9000	Tuition and Other Costs	\$1,242,254	\$1,284,080
<u>GRAND TOTALS</u>			\$28,017,767	\$27,930,612

### ~~~SUPERINTENDENT/BUSINESS OFFICE and WEBSITE~~~

The Superintendent / Business Office is located at Oakmont Regional High School between the cafeteria and new gym. Our address is 11 Oakmont Drive, Ashburnham, MA 01430. We are open Mon-Fri from 8AM-4PM. You can reach us at 978-827-1434 or fax us at 978-827-5969.

You can view the Ashburnham-Westminster Regional School District's website at [www.awrsd.org](http://www.awrsd.org) for updated information of the schools, budget information and events. General information can be e-mailed to [info@awrsd.org](mailto:info@awrsd.org).

### ~~~SCHOOL COMMITTEE MEETINGS~~~

The Ashburnham-Westminster Regional School Committee holds its regular business meetings Tuesdays at 7:00 PM at Overlook Middle School Library. You can view meeting dates, the agenda, past minutes and meeting locations on our webpage at [www.awrsd.org](http://www.awrsd.org).

### ~~~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

No School, delays or early dismissal notices will be broadcast over radio stations WEIM 1280 AM, WBZ 1030 AM, WRKO 680 AM, WTAG 580 AM, WSRS 96.1 FM, 94.9 FM, WPKZ 105.3 FM, WXLO 104.5 FM, CBS Ch. 4 TV, WCVB Ch. 5 TV, Ch. 7 TV, Fox 25, Ch. 56 and NECN.

Safeguard the health and welfare of your child by keeping him/her at home when, in your judgment as a parent, conditions warrant.

**ASHBURNHAM-WESTMINSTER REGIONAL SCHOOL DISTRICT  
MONTHLY STUDENT COUNT REPORT**

**DATE: 10/01/2015**

Grade	Ashburnham	Westminster	School Choice	Special Education (i.e.-day program; residential)		Other (exchange student/other)	Total
				Ash.	West.		
Pre-K	42	19	0			1	62
K	68	75	14				157
1	75	71	10				156
2	81	77	7				165
3	91	81	6		1		179
4	71	101	3				175
5	92	93	5		1		191
6	82	72	22	1			177
7	84	102	14	1			201
8	72	98	17	3			190
9	49	86	29				164
10	69	93	24				186
11	74	85	20	1	2	1	183
12	78	61	27				166
Students above grade 12	3	4	0	2			9
<b>Totals</b>	<b>1031</b>	<b>1118</b>	<b>198</b>	<b>8</b>	<b>4</b>	<b>2</b>	<b>2361</b>
<b>GRAND TOTAL – ALL STUDENTS</b>							<b>2361</b>

## OAKMONT REGIONAL HIGH SCHOOL

Oakmont Regional High School is a comprehensive high school, meant to serve the needs of all of our 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. Our community has been supportive despite the realities of limited resources. The school's Core Values are Communication, Self-Direction, Problem Solving, Responsibility, and Respect. The students also chose Four Pillars: Creativity, Motivation, Determination and Pride, which support the mission of our school on the foundation of our Core Values.



In 2015, we said goodbye to Dr. Ralph Hicks as our superintendent and welcomed a new superintendent, Dr. Gary Mazzola. Elizabeth Lilly, a longtime English teacher, and Dr. Kevin Hart, our History Department Head and teacher, joined Dr. Hicks in retirement. Dr. Hart also taught Latin, Spanish, English and Sociology during his tenure at Oakmont. Secretary of Education, Mark Malone, visited our Band Camp in August and returned in September to spend the morning at our school.

Once again our students did very well on the 2015 MCAS; Passed English Language Arts (99.4%), Math (96.5%), and Biology (97.8%), scored Advanced or Proficient in English Language Arts (94%), Advanced or Proficient in Math (84%), and Advanced or Proficient in Biology (81%). We are above the state average in all of these areas for percentage of students who scored Advanced or Proficient. The Advanced/Proficient State Average in ELA is 91%, we are at 94%, in Math the State average is 78%, we are at 84% and in Science, the State average is 71% and we are at 81%.



The state has expectations for continued growth, however the better a school performs the more difficult it is to meet those expectations. Despite the excellent performance by our students we are still a Level 2 school. We will continue to perform item analysis of the three MCAS exams to determine the areas in which our students need to improve. Our analysis showed improvement in Biology and Math, and we stayed the same in ELA. All members of the senior class who are eligible for a diploma have passed the requirement.

Our students were also recognized for their excellence in the visual and performing arts. They won numerous Scholastic Art and Writing awards and participated in the AAA Northeast Safety Matters Art Contest. The art work of our art students was showcased at the Fitchburg Art Museum, Ashburnham Family Medicine, the Massachusetts High School Photography Exhibition at the State Transportation Building, the Leominster Art Association, the MWCC Graphic Art Spring Exhibition, MWCC Regional Exhibition of High School Art, Black Diamond Restaurant at the Village Inn in Westminster, Ashburnham 250th Paint the Town Exhibition, the Anna Maria College Art Center Gallery, and the Youth Art Month exhibits in Boston and Worcester. The Marble Collection, a Massachusetts High School Magazine of the Arts, published a dozen pieces of art, prose and poetry





created by our students. National Art Honor Society were also featured on the on-line National Art Education Association.



All performing ensembles at Oakmont received district and regional awards. Our jazz band received a silver medal at the MAJE District festival in March. The Marching Band and Winter Percussion ensembles also had successful competition seasons. The Marching Band earned a Division III second place finish in New England at the NESBA 2015 Championship Competition. They were recognized at multiple NESBA competitions throughout the season for Best Music and Best Percussion and had many top finishes during their competition season. The Marching Band travelled to Florida in December to participate in Disney's Magic Music Days Program, attending workshops and performing twice marching down Main Street U.S.A. at Disney's Magic Kingdom. Oakmont students performed *Seussical the Musical* and two cast members were awarded TAMY Awards for their performance.

We were also proud to participate in Ashburnham's year-long 250<sup>th</sup> Celebration. Our Marching Band and other student groups participated in the Parade, Paint Ashburnham Exhibit, and the Century Box Opening. We proudly hosted the Easter Hunt, Birthday Bash, Softball Game and Community Day at Oakmont.

We celebrated our ONE SCHOOL, ONE BOOK summer reading initiative on Wednesday, September 23, 2015—"Leviathan Day." Students and staff read Scott Westerfeld's *Leviathan* 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.

Our athletic teams and athletes continued Oakmont's tradition of excellence. Last winter, the Boys Ice Hockey and Girls Basketball teams qualified for the District tournaments. A number of members of the Indoor Track Team qualified for the State Meet and one track athlete qualified for the New England Championship Meet. 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, our Golf Team won the league Championship and qualified as a team for the State Tournament for the first time in school history. Boys Cross Country, Field Hockey and Girls Soccer Teams won league championships. The Football Team finished 6-5 qualified for the State Football Tournament and defeated Gardner for the first time in 5 years on Thanksgiving Day.

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

Respectfully submitted by,  
David Uminski, Principal



## **OVERLOOK MIDDLE SCHOOL**

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

The highly qualified staff at Overlook balances rigorous academics with a robust co-curricular program. Students at Overlook have access to a wide variety of after-school activities including athletics, music programming, drama, intramurals and many clubs and school-wide programs. All students are encouraged to participate in these activities, in hopes that they will become integrated members of the school community.

Overlook’s mission is:

- Recognizing the unique needs of our early adolescent students, the staff of Overlook Middle School is dedicated to ensuring a successful transition from middle school to high school by:
- Providing a caring, welcoming, supportive environment for all;
- Teaching a standards-based curriculum, fostering intellectual, emotional, physical and social development;
- Cultivating individual strengths and talents within a heterogeneous environment;
- Collaborating and communicating with parents and the extended community;
- Developing learners, who value, respect and accept the diversity of others.

As always, we strongly encourage feedback about our performance. The phone number for the school is 978-827-1425 and the office hours are from 7 a.m. to 3 p.m., Monday through Friday. Interested persons may also find information about the school <http://oms.awrsd.org/>.

**MEETINGHOUSE SCHOOL/  
WESTMINSTER ELEMENTARY SCHOOL**



**New mural by Bren Batadan & Grade 5 Students**

Meetinghouse School and Westminster Elementary School have opened their doors and welcomed approximately 543 students over this past calendar year.

**At Westminster Elementary we have the following sections:**

Grade 2            87 students

Teachers: Mrs. D. Perrett, Mrs. L. Courtemanche, Mrs. A. Quinn, and Mrs. D. Davolio

Grade 3            85 students

Teachers: Mrs. A. Kendall, Mrs. C. Goodwin, Ms. S. Brogan, Mrs. K. Perrett,

Grade 4            109 students

Teachers: Mrs. C. Robbins, Mrs. J. O'Brien, Ms. T. Baril, Ms. J. Clark, Mr. B. Checheta

Grade 5            92 students

Teachers: Mr. E. Sifert, Mrs. S. Alario, Mrs. C. Litalien, and Ms. M. Tucker

**The groups housed at Meetinghouse School are:**

Kindergarten    85 students

Teachers: Mrs. E. Foster, Mrs. K. Burke, Mrs. J. Collins, Mrs. S. Fowke

Grade 1            77 students

Teachers: Mrs. K. Volke, Mrs. C. Cringan, Mrs. K. Romano, Mrs. P. Terry

CAPS                8 students (Deaf/Hearing Impaired Program)

In June of 2015, we celebrated the retirement of Mr. Bob Myette. Bob was a fifth grade teacher at Westminster Elementary School for many years. He was extremely active in the Nature's Classroom program, serving as the building coordinator for more than a decade. Science and mathematics came alive in his classroom on a daily basis. His many talents will be missed! We

also said good-bye to school nurse Sue Quigley Belliveau who opted for an early retirement. All our best to both!

Our personnel population (60+ faculty and staff) between the two buildings continues to be supervised by Principal Patty Marquis and the full time Assistant Principal, Kathy Taylor. New faculty members for the 2015 – 2016 school year include:



Mrs. Jen Clark  
4<sup>th</sup> Grade Teacher



Mrs. Jessica Heffeman  
School Nurse WES



Mrs. Juliet O'Brien  
4<sup>th</sup> Grade Teacher



Mr. Ben Checheta  
4<sup>th</sup> Grade Teacher

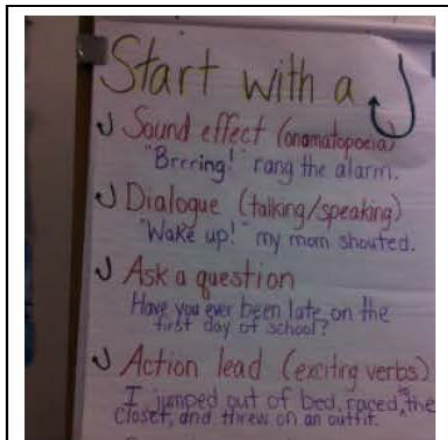


Mrs. Kelly Gastonguay ~ Special Education Teacher – MHS  
From left: Pam Terry, Maureen Asadoonian, Cindy Cringan,  
Kelly, Kate Romano, Kerry Volke, and Johanna Allain



Mrs. Natalie Breen  
Technology Teacher - MHS/WES  
Instructing faculty attending professional  
development on ways to integrate  
technology, effectively and efficiently,  
into their lesson plans.





ABOVE: Teachers continue to engage students in learning by using a variety of strategies to meet the many individual needs of their students

BELOW: Students in grades K – 2 are being taught phonics and reading skills through the use of **Superkids**, a structured systematic program. This is our second year of implementation after multi-year trends in our assessment data continued to show deficits in the area of phonics. Grade level curriculums for math and language arts are in alignment to the Common Core State Standards. (CCSS)



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. Whenever possible we embrace parent & community involvement as we learn about the world around us.

RIGHT: First ever MHS Fine Arts Evening! During the spring of 2015, students in kindergarten and grade one had their very own **Fine Arts Night**. More than 100 family members joined us to view and participate alongside of their children.



BELOW: Participation in Massachusetts Walk to School Day!



I can never say enough good things about the faculty and staff at our two schools. Everyone, along with our students, help to create a welcoming environment where all children progress academically and socially.

Respectfully Submitted,  
Principal Patricia Marquis



## **School Health Services Report**

The AWRSD school health offices continue to grow in numbers of visits and responsibilities. These offices are the sites where primary nursing care as well as prevention and early intervention of health problems are provided to students in Preschool through Grade Twelve.

Mandated Screenings are done on an annual basis for all students in Grades K-5, Grade 7 and Grades 9. These screenings included Vision Grades K-5, 7 and 9, Hearing Grades K-3, 7 and 9, Postural Grades 5-9 and Height/Weight/BMI Grades 1, 4, 7 and 10. Total screenings done were **3101**. Children who did not meet the minimum requirements mandated by the state for vision, hearing and postural screenings were referred to their primary care physician for further evaluation. Information was provided to parents of those students who were without health insurance. In the fall, influenza vaccines were administered to over **500** adults and children at two flu vaccine clinics hosted by the district in conjunction with the Nashoba Board of Health and the Westminster 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 nurse coordinator and all the school nurses are working within the frameworks of this grant. Pediatric asthma surveys and immunization surveys (grades preK, K and 7) are done on an annual basis and submitted to the state. In addition, monthly activity reports and yearly status reports are submitted to DPH. We participate in a yearly continuous quality improvement project as determined by DPH and attendance was the focus of this year's project.

Dental hygienists from the Nashoba Board of Health and the Polished Dental Care program provided dental screenings, cleanings and fluoride treatments to our students throughout the school year. These visits are coordinated by the school nurses.

John R Briggs Elementary School continues with the third year of Project L.E.A.P. (Learning. Eating Well. Activity. Partnerships) which is a Kindergarten Healthy Snack Program. Thank you to the program coordinator, Mrs. Natalie Nelson, who also runs their Movin' (Healthy) Munchin' Moose 5-week afterschool program for First Graders. Both of these programs have received program support through a diabetes prevention initiative taking place at Heywood Hospital. Meetinghouse School hosts a 6 week afterschool program "Let's Get Crackin'" for students in grades K-2 which is a nutrition and physical fitness program and the school nurse coordinator is the instructor and works along with Paula Magee from Young at Heart who coordinates the fitness portion.



The Oakmont High School nurse is collaborating with the University of Massachusetts Medical School to coordinate, recruit and administer tobacco cessation interventions to student smokers.

Fitchburg State University students do their community health rotation in 4 school nurse offices during the fall semester. They participate in direct student clinical care under the supervision of the school nurse and they also do classroom lessons on health issues. School nurses also participate in classroom teaching regarding health concerns.

The nurses are all members of the Massachusetts School Nurse Organization (MSNO), the National Association of School Nurses (NASN) and are certified with the Department of Elementary and Secondary Education (DESE) 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. The nurses are members of the district's School Health Advisory Committee (SHAC) which the ESHS grant nurse coordinator chairs. This committee meets quarterly 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 Emergency Response Planning and Drug Abuse Awareness and Prevention. All of the district nurses are trained to administer nasal naloxone (Narcan) to anyone in the building experiencing an adverse reaction to opioids and they have all attended conferences on drug abuse and awareness.

Students at Meetinghouse/Westminster Elementary Schools and Overlook Middle School participated in the annual Massachusetts Walk to School Day in May and all the district schools participated in the National Walk to School Day in October. These events were promoted by the ESHS nurse coordinator along with the Westminster and Ashburnham Police Departments who are partners with the Massachusetts Safe Routes to Schools program.

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.

The district incorporated a new medical record system this year and the Overlook Middle School nurse is the lead trainer for all the school nurses. Many hours of instruction have occurred for all the nurses as this program will definitely improve the accuracy of the health office reports that are necessary for the ESHS grant and DPH requirements.

Services provided to students and staff included the following professional nursing activities: illness and injury assessment, planning and intervention, medications dispensed (including over-the-counter, both scheduled and "as needed" prescription medications and emergency medications), procedures including ear, eye, throat and respiratory assessments, blood pressure monitoring and many others. All student and staff encounters include a significant degree of health-related teaching. The total number of times the health room services provided to students and staff were **42,652**. Because of the skilled nursing assessment that all of the school nurses provide along with treatment and case management of illness and injuries in the school setting **95.7%** of students seen return to the classroom for academic achievement.

Marcia Sharkey RN BS ESHS School Nurse Coordinator/Meetinghouse School  
 Susan Lofquist RN BSN NCSN Oakmont High School  
 Heidi Williams RN BSN Overlook Middle School  
 Jane Flis RN BSN NCSN John R Briggs Elementary School  
 Jessica Heffernan RN BSN Westminster Elementary School  
 Nancy Taylor RN BSN NCSN ESHS Grant Nurse/Meetinghouse School

### Employee Salaries 2014-2015

Bogosh, Kristina	A	\$85,000.00	Kortegast, Laura	D	\$17,552.31
Dehays, Eric	A	\$73,500.00	Maillet, Elizabeth	D	\$24,392.95
Hicks, Ralph	A	\$154,693.00	Maxwell, Jonathan	D	\$48,680.00
Kersey, Sherry	A	\$114,674.00	Mccarthy, Kathleen	D	\$39,714.18
Lilley, Jennifer	A	\$85,000.00	Mcloughlin, Juneanne	D	\$22,437.82
Marquis, Patricia	A	\$106,384.00	Morin, Inga	D	\$27,308.29
Mcgrath, Andrea	A	\$100,112.00	Niedermeier, Elaine	D	\$61,421.12
Rehler, Sandra	A	\$98,500.00	Sargent, Debra	D	\$3,000.00
Ruble, Marah	A	\$29,419.52	St. Cyr, Michele	D	\$37,421.39
Saisa, Phillip	A	\$110,821.00	Theriault, Kathi	D	\$40,127.45
Smeltekop, Brittany	A	\$58,729.75	Aho, Marcia	E	\$20,601.67
Smith, Paul	A	\$105,401.00	Bedard, Diane	E	\$6,859.78
Taylor, Kathleen	A	\$90,591.00	Bennett, Margaret	E	\$6,605.69
Uminski, David	A	\$119,916.00	Brillon, Mark	E	\$30,947.06
Veroude, Kathleen	A	\$99,062.00	Costa, Kayla	E	\$1,395.36
Gauvin, Kimberly	B	\$53,735.20	Coviello, Jennifer	E	\$9,789.45
Allen, Steven	C	\$44,015.04	Dewick, Karen	E	\$6,695.00
Axelson, Robert	C	\$46,432.56	Francis, Dorene	E	\$48,075.32
Baer, Jim	C	\$56,056.00	Gallagher, Coraley	E	\$16,995.13
Bennett, Steven	C	\$44,575.04	Graves, Emily	E	\$10,251.90
Bilodeau, Jeannine	C	\$15,696.71	Harrington, Katherine	E	\$1,146.00
Clinton, Madeline	C	\$44,605.28	Hatch, Tori	E	\$3,174.00
Contois, Colby	C	\$41,078.16	Hildreth, Lauren	E	\$14,093.85
Contois, Steven	C	\$56,056.00	Hiltz, Barron	E	\$1,795.20
Cunningham, John	C	\$12,371.38	Landry, Karen	E	\$35,410.32
Desmond, Steven	C	\$38,594.72	Leblanc, Susan	E	\$5,782.40
Dzwilewski, Richard	C	\$33,691.92	Maclachlan, Kelly	E	\$1,209.72
Engman, Paul	C	\$56,056.00	Murphy, Brian	E	\$4,614.48
Francis, Joseph	C	\$45,421.60	Padilla, Julia	E	\$1,751.85
Gauthier, Christine	C	\$37,350.80	Parker, Hannah	E	\$1,930.00
Gould, Timothy	C	\$1,971.20	Racine, Lucinda	E	\$19,227.72
Leblanc, Albert	C	\$17,909.15	Ridley, Shauna	E	\$2,592.00
Lovewell, John	C	\$38,157.15	Sefakis, Bethany	E	\$2,578.00
Parenteau, James	C	\$54,024.00	Spencer, Elizabeth	E	\$1,120.80
Swaney, Donna	C	\$41,488.56	Streeks, Stephen	E	\$5,532.48
Carey, Ina	D	\$16,190.73	Toomey, Sherri	E	\$12,397.25
Collette, Rita	D	\$24,291.70	Vargo, Erica	E	\$6,707.50
Demarco, Maryann	D	\$39,145.92	Wetzonis, Ann	E	\$2,463.60
Deshayes, Margaret	D	\$40,755.36	Woodliff-Freeman, Isaiah	E	\$422.00
Erickson, Jeanne	D	\$39,145.92	Zierle, Ashley	E	\$2,504.10
Flinkstrom, Patricia	D	\$10,811.21	Zierle, Chuck	E	\$6,222.00
Higgins, Wendy	D	\$39,950.64	Barron, Patricia	F	\$16,702.14



Bennett, Margaret	F	\$7,325.27	Beland, Sheryl	P	\$30,456.27
Costa, Tina	F	\$19,179.93	Berger, Susan	P	\$22,600.64
Derby, Veronica	F	\$6,502.83	Bradway, Diane	P	\$26,610.92
Franklin, Ann	F	\$14,992.49	Brennan, Kathleen	P	\$21,836.09
Hanks, Thea	F	\$8,425.57	Brown, Brenda	P	\$22,180.35
Karkane, Karen	F	\$6,421.11	Bullard, Sarah	P	\$22,624.84
Khan, Aisha	F	\$8,208.44	Capone, Leslie	P	\$23,423.27
King-Dodge, Catarina	F	\$4,122.01	Comeau, Carlene	P	\$29,587.18
Munnis, Sandra	F	\$12,295.26	Connolly, Karen	P	\$1,926.00
Pawelski, Cynthia	F	\$7,431.19	Connolly, Karen	P	\$28,529.85
Petersen, Kimberly	F	\$7,645.85	Constantine, Melissa	P	\$17,663.82
Phyfe, Michelle	F	\$7,398.51	Coullahan, Meghan	P	\$1,080.00
Richard, Roseanne	F	\$8,820.55	Curran, Kelsey	P	\$21,836.09
Tufts, Sharon	F	\$13,877.06	Davis, Nancy	P	\$23,604.91
Badolato, Lauren	G	\$76,303.00	Demoura, Jennifer	P	\$21,428.50
Dubovick, Amy	G	\$80,038.00	Dewick, Karen	P	\$5,969.74
Ewell, Robin	G	\$80,038.00	Dolan, Kimberley	P	\$21,273.25
Gagnon, Julie	G	\$65,327.00	Donnelly, Colby	P	\$4,446.96
Keene, Catherine	G	\$45,381.06	Douglas, David	P	\$19,685.01
Malnati, Lori	G	\$34,443.50	Edwards-Lamarche, Trisha	P	\$26,080.19
Masterman, Elizabeth	G	\$22,993.60	Egan, Mary	P	\$29,987.41
Peirce, Robin	G	\$38,413.50	Eshelman, Lauren	P	\$19,462.19
Pinkes, Danielle	G	\$35,932.20	Ewing, Claudia	P	\$21,790.69
Whitaker, Katherine	G	\$57,484.00	Farley, Louise	P	\$21,959.65
Bubnowicz, Kimberly	H	\$71,887.00	Feeley, Jodi	P	\$5,242.85
Childress, Jill	H	\$44,399.20	Fleming, Jeanne	P	\$27,756.06
Lapointe, Chris	H	\$71,887.00	Gagnon, Lynn	P	\$5,285.41
Savoie, Jaime	H	\$47,857.00	Goldstein, Jacob	P	\$19,737.81
Fitzgerald, Edward	I	\$32,058.68	Greenblatt, Tara	P	\$26,490.97
Palojarvi, James	K	\$50,320.56	Grimley, Louise	P	\$13,819.20
Aubuchon, Jeffrey	L	\$68,038.00	Guarnera, Amanda	P	\$1,379.29
Farrell, Julie	L	\$71,887.00	Haddad, Melissa	P	\$21,737.89
Barnard, Charles	M	\$72,450.00	Hansen, Kelly	P	\$20,065.47
Flis, Jane	N	\$53,199.00	Haschig, Lee	P	\$30,417.20
Lofquist, Susan	N	\$54,902.00	Hoover, Sarah	P	\$29,130.90
Quigley-Belliveau, Susan	N	\$56,199.00	Humphrey, Patricia	P	\$18,094.58
Sharkey, Marcia	N	\$71,199.00	Jackson, Robert	P	\$21,273.25
Taylor, Nancy	N	\$52,401.00	Jasinski, Kathleen	P	\$20,865.63
Williams, Heidi	N	\$53,199.00	Johnson, Jane	P	\$22,180.35
Stanton, Gail	O	\$69,319.12	Kalagher, Susan	P	\$24,762.29
Allain, Johanna	P	\$19,462.19	Kane, Cathy	P	\$20,353.17
Allen, Kathy	P	\$31,766.77	Kelley, Alexandra	P	\$4,059.00
Anderson, Kevin	P	\$3,591.75	Kirdulis, Danielle	P	\$1,944.00
Anderson, Michelle	P	\$2,889.00	Kirker, Destiny	P	\$234.00
Barron, Cheryl	P	\$32,199.73	Lafferty, Gretchen	P	\$22,680.90



Landine, Jennifer	P	\$22,866.75	Alario, Susan	T	\$58,199.00
Leblanc, Danielle	P	\$4,558.50	Allen, Gianna	T	\$43,663.00
Leblanc, Danielle	P	\$29,000.04	Altobelli, Dana	T	\$74,827.00
Leblanc, Laura	P	\$21,115.86	Archangelo, Alana	T	\$63,123.00
Leblanc, Tanya	P	\$21,790.69	Banning, Anne	T	\$69,873.00
Leger, Heather	P	\$19,462.19	Baril, Talia	T	\$46,793.00
Maguire, Kelsey	P	\$1,692.00	Barry, Gregory	T	\$80,038.00
Maillet, Alexis	P	\$4,245.12	Barry, Theresa	T	\$65,387.00
Maloney, Kristi	P	\$4,606.94	Beaudoin, Brian	T	\$69,873.00
Marinelli, Kathryn	P	\$23,423.27	Belkin, Kristin	T	\$71,887.00
Marlborough, April	P	\$30,023.31	Bennett, Katherine	T	\$74,827.00
Marlborough, Linda	P	\$22,600.64	Bennett, Lija	T	\$56,887.00
Mccormack, Amber	P	\$12,287.50	Berg, Troy	T	\$57,145.00
Mccune, Colleen	P	\$1,359.00	Brogan, Sue	T	\$65,327.00
McLoughlin, Juneanne	P	\$4,689.83	Brogna, Rebecca	T	\$60,484.00
Miller, Deborah	P	\$31,766.77	Brooks, Theresa	T	\$12,501.81
Monaghan, Ryan	P	\$19,462.19	Brown, Stacie	T	\$73,887.00
Moran, Jennifer	P	\$19,781.10	Burke, Kristin	T	\$73,887.00
Murphy, Richard	P	\$29,014.82	Caldwell, Renee	T	\$49,053.00
Nolan, Larissa	P	\$891.00	Campagna, Beth	T	\$55,825.00
Nolan, Larissa	P	\$17,884.52	Caouette, Timothy	T	\$53,199.00
O'Brien, Juliet	P	\$30,844.88	Cariglia, Anne	T	\$59,887.00
O'Connell, Lavaun	P	\$20,980.72	Christensen, Lindsey	T	\$52,825.00
Osborne, Janelly	P	\$21,737.89	Clabaugh, Elizabeth	T	\$71,887.00
Paajanen, John	P	\$24,015.69	Cohen, Barbara	T	\$65,387.00
Perez, Melinda	P	\$27,322.05	Collins, Jennifer	T	\$65,387.00
Pilsbury, Becky	P	\$19,685.01	Cormier, Kimberly	T	\$76,827.00
Reed, Joann	P	\$5,746.70	Correia, Jean	T	\$74,827.00
Robichaud, Michelle	P	\$5,402.52	Courtemanche, Lynne	T	\$74,827.00
Ruschioni, Cynthia	P	\$30,456.27	Couture, Jaclyn	T	\$71,827.00
Scaficchia, Jillian	P	\$23,704.17	Cringan, Cynthia	T	\$71,887.00
Schlier, Gretchen	P	\$5,307.98	Crowley, Donna	T	\$82,803.00
Seguin, Kimberly	P	\$9,678.49	Crowley, Ruth	T	\$74,827.00
Seppelin, Gayane	P	\$24,724.27	Cucchiara, Craig	T	\$57,145.00
Stanton, Christine	P	\$29,000.04	Cummings, Judith	T	\$71,887.00
Stone, Juana	P	\$22,180.35	Cutter, Cara	T	\$50,279.00
Stundtner, April	P	\$9,431.09	Daigle, Jessica	T	\$45,874.00
Sylvester, Kristina	P	\$28,705.42	Daniels, Linda	T	\$73,887.00
Talbot, Erica	P	\$25,040.01	Dauphinais, Deborah	T	\$49,969.59
Tucker, Barbara	P	\$10,327.74	Davis, Tiffany	T	\$80,038.00
Valentino, Michelle	P	\$5,310.26	Davolio, Diane	T	\$66,452.00
Veillette, Cassie	P	\$20,126.42	Dawley, Eric	T	\$82,267.00
Wilder, Wendy	P	\$23,275.43	Deaver-Whittier, Regina	T	\$71,887.00
Wojnas, Beth	P	\$23,891.08	Decicco, John	T	\$82,038.00
McClenahan, Linda	R	\$57,482.64	Decicco, Sharon	T	\$67,449.00

Demarest, Amber	T	\$26,040.00	Lantry, David	T	\$73,887.00
Demoura, Kris	T	\$71,887.00	Lantry, June	T	\$73,887.00
Disalle, Kristi	T	\$65,387.00	Larson, Madonna	T	\$71,887.00
Douglas, Timothy	T	\$72,123.00	Leamy, Jane	T	\$14,352.29
Dufour, Daniel	T	\$58,199.00	Leblanc, Ariana	T	\$43,663.00
Duncan, Brett	T	\$65,327.00	Leblanc, Wendy	T	\$82,038.00
Duncan, Sarah	T	\$59,887.00	Lenart, Laurie	T	\$59,887.00
Erickson, Diane	T	\$82,803.00	Lilly, Elizabeth	T	\$80,038.00
Faneuff, Michelle	T	\$45,565.27	Litalien, Cori	T	\$55,825.00
Farrand, Kaitlyn	T	\$51,536.00	Lordan, Joseph	T	\$56,887.00
Fitzgerald, Carol-Ann	T	\$76,827.00	Losordo, John	T	\$65,387.00
Fleck, Debra	T	\$74,827.00	Lucander, Kris	T	\$69,699.00
Fluet, Tracy	T	\$45,874.00	Maki, Stephen	T	\$7,382.59
Foss, William	T	\$54,145.00	Marion-Cox, Carrie	T	\$71,887.00
Foster, Elizabeth	T	\$82,803.00	Martin, Melissa	T	\$82,038.00
Fowke, Sandra	T	\$52,825.00	Matthews, Doris	T	\$74,827.00
Fredette, Juliana	T	\$20,440.00	Mccaffrey, Edwin	T	\$48,164.29
Gagnon, Mary	T	\$76,827.00	Mckay, Erynn	T	\$49,053.00
Galeota, Katharine	T	\$47,265.12	Mcmanus, Ashley	T	\$47,857.00
Galeota, Nathan	T	\$49,053.00	Miller, Theresa	T	\$73,887.00
Gera, Nancy	T	\$7,440.00	Miville, Kathryn	T	\$93,644.46
Giannetti, Brenda	T	\$65,387.00	Moorman-Smith, Gretchen	T	\$73,887.00
Girouard, Jean	T	\$80,038.00	Moran, Colleen	T	\$44,235.39
Gleason, Anthony	T	\$80,038.00	Morrison, Nicole	T	\$45,652.00
Goodwin, Caron	T	\$73,538.00	Mossman, Joann	T	\$82,803.00
Griffin, Shirley	T	\$13,243.20	Munroe, Laurie	T	\$71,887.00
Gusek, Theresa	T	\$74,827.00	Murphy, Robin	T	\$73,887.00
Hadmack, Kevin	T	\$47,857.00	Myette, Robert	T	\$73,887.00
Harrison, Jana	T	\$56,120.25	Myracle, Germaine	T	\$32,314.46
Hart, Kevin	T	\$82,803.00	Nally, Patrick	T	\$24,240.00
Hertel-Therrien, Heidi	T	\$76,827.00	Nevard, Mark	T	\$73,887.00
Hirons, Karsa	T	\$52,825.00	O'Brien, Patricia	T	\$67,623.00
Jackson, Cynthia	T	\$71,887.00	O'Callaghan-Greco, Suzanne	T	\$54,145.00
Jensen, Jennifer	T	\$65,387.00	Parker, Paula	T	\$74,827.00
Jepson, Kenneth	T	\$84,107.79	Perkins-Cote, Jennifer	T	\$49,504.29
Jepson, Randall	T	\$71,887.00	Perrett, Debra	T	\$74,827.00
Jette, Tracy	T	\$69,699.00	Perrett, Karen	T	\$67,449.00
Jones, Gerard	T	\$71,887.00	Phelps, Audrey	T	\$76,827.00
Kay, Ralph	T	\$63,123.00	Potter, Douglas	T	\$57,145.00
Kendall, Amy	T	\$74,827.00	Provost, Amy	T	\$67,623.00
Kendall, Dayna	T	\$59,887.00	Quinn, Ashley	T	\$47,857.00
King, Melissa	T	\$46,689.00	Quinn, Jared	T	\$71,887.00
Kostich, Nicholas	T	\$44,755.00	Raff, Charles	T	\$41,302.84
Laine, Kelley	T	\$70,538.00	Reck, Caitlin	T	\$51,902.00
Lambert, Ryan	T	\$59,887.00	Rheault, Laurie	T	\$74,827.00

Richard, Tracy	T	\$52,825.00	Szalay, Lawrence	T	\$59,887.00
Robbins, Cynthia	T	\$69,873.00	Terry, Pamela	T	\$71,887.00
Robichaud, Kellie	T	\$71,887.00	Theriault, Marc	T	\$49,053.00
Rogers, Jessica	T	\$43,663.00	Therrien, Jacqueline	T	\$56,199.00
Romano, Mary	T	\$71,887.00	Tobia, Carolyn	T	\$76,827.00
Romano, Peter	T	\$71,887.00	Tucker, Mackenzie	T	\$47,857.00
Roy, Leanne	T	\$73,538.00	Vanderhoof, Maureen	T	\$72,123.00
Sargent, Brian	T	\$88,590.80	Vera, Aimee	T	\$68,887.00
Seager, Kelly	T	\$71,887.00	Volke, Kerry	T	\$62,387.00
Secino, Gregory	T	\$71,887.00	Walsh, Kathleen	T	\$71,887.00
Shattuck, Lori	T	\$71,887.00	Weiderman, Thomas	T	\$56,887.00
Sifert, Eric	T	\$73,887.00	Weiss, Joy	T	\$71,827.00
Sinclair, Katrina	T	\$65,387.00	Woollacott, Elizabeth	T	\$62,387.00
Slocum, Julie	T	\$50,279.00	Young, Jason	T	\$71,887.00
Sparks, Katharine	T	\$44,755.00	Caron, Kenneth	U	\$10,500.00
Sparrow, Michelle	T	\$45,874.00	Koski, Virginia	X	\$52,790.64
Stafford, Jane	T	\$74,827.00	Olson, Sharon	X	\$5,680.00
Stefanakos, Paula	T	\$71,887.00	Judah, Richard	Y	\$82,803.00
Stiles, Lincoln	T	\$80,038.00	Wilson, Kelcey	Y	\$53,380.00
Stukuls, Amy	T	\$71,887.00			

A=Administrator  
B=Payroll/Benefits  
C=Custodial  
D=Admin. Assistant  
E=Extended Day  
F=Cafeteria

G=Guidance  
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

## Montachusett Regional Vocational Technical School



# ANNUAL REPORT 2014 - 2015

1050 Westminster Street  
Fitchburg, MA 01420  
(978) 345-9200  
[www.montytech.net](http://www.montytech.net)





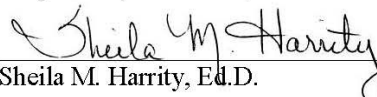
The 2014-2015 school year was my first year as Superintendent-Director of Montachusett Regional Vocational Technical School District, and it seemed to come and go in a minute; I would be remiss if I did not take time to reflect upon the numerous achievements our talented students, faculty and staff accomplished throughout the school year. These awards, recognitions, and distinctions are the result of years of high quality education and vocational-technical training. They are the hallmark of a Monty Tech education, earned by both individuals' and team efforts. While they are, in deed, an honor, they are simply a snapshot of the wonderful experiences happening on a day-to-day basis here at Monty Tech. I am delighted to present the District's 2014-2015 annual report to you, highlighting some of the year's most notable achievements, including:

- A talented team of three Monty Tech Engineering students won the gold medal for Engineering Technology and Design at the SkillsUSA national competitions held in Louisville, KY. Nicolas Wicker of Fitchburg, Leon Gaulin of Winchendon and Devan Kumar, also of Winchendon, led by instructor Dennis Cormier, created a portable game console designed with retro gaming in mind. The team has developed patents on their prize-winning efforts, and continues to expand their business and engineering acumen.
- The Machine Technology program aligned curriculum to MASSMEP (Massachusetts Manufacturing Extension Partnership) standards, and as a result students are now able to earn Level 1 and Level 2 Applied Manufacturing Technology Pathway Certifications. Having these certifications will ensure program graduates stand-out when they enter the workforce upon graduation, as employers are better able to verify technical skills and expertise with this widely accepted training model. Also, our instructors are now able to access the manufacturing curriculum developed through Worcester Polytechnic Institute, adding rigor and relevance to our very popular Machine Technology program.
- The Monty Tech Auto Body/ Collision Repair Department was featured in the April 2015 edition of the New England Automotive Report, applauded for its dedication to excellence. Molly Brodeur, President of the Alliance of Automotive Service Providers, Massachusetts cited the program's innovative technologies, spacious facilities, and specialized equipment as among the best in New England.
- Outpacing more than 1,000 teams across the United States, and competing in three categories: network security, digital forensics, and Cisco networking, a team of six talented students captured first place at the CyberPatriot event, a national high school cyber defense competition, founded by the Air Force Association.
- Students at Montachusett Regional Vocational Technical School continued to demonstrate high academic achievement. In the spring of 2015, Monty Tech's passing rate on the MCAS English Language Arts exam was 100%, Mathematics 98%, and Biology 98%.

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 are 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. And what is best, I believe, is preparing students for both college and career.

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.

Respectfully submitted,

  
Sheila M. Harrity, Ed.D.

## Superintendent-Director

### **Our Mission**

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

### **Our District**

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

Ashburnham  
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*  
*Dayana Carlson, Assistant Principal*  
*Tammy Crockett, Business Manager*  
*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, 2015, student enrollment at Monty Tech included 1,418 students in grades nine through twelve. Students are represented from every community in the district: Ashburnham (61), Ashby (35), Athol (88), Barre (37), Fitchburg (368), Gardner (146), Harvard (5), Holden (71), Hubbardston (62), Lunenburg (78), Petersham (4), Phillipston (18), Princeton (20), Royalston (18), Sterling (61), Templeton (93), Westminster (81), and Winchendon (146). The remaining 26 students were from out-of-district towns, including Ayer, Clinton, Lancaster, Leominster, Orange, Shirley, Webster and Worcester.

Throughout 2014-2015, Monty Tech offered a variety of opportunities for students, parents, and community members to learn about and visit the school. In October 2014, 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. 2014-2015 proved to be an exceptionally busy year for her, as the school received 631 applications for admission. Of those, 575 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, 338 freshmen and 3 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 2014-2015 school year, serving approximately 600 area students.

### **Class of 2015 Awards**

Members of the Class of 2015 were awarded approximately \$55,000 in scholarships. The Monty Tech Foundation generously provided \$35,000 in scholarships to graduating seniors, ranging in amounts of \$200 to \$2,000. 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. Approximately 54% of the graduating class of 2015 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 2014-2015, a great deal of effort was put forth by the School Committee, administration, and staff. The final fiscal year 2014-2015 Educational Plan totaled \$25,640,833, which represents a 3.5% increase over the 2013-2014 Educational Plan. The District's FY15 budget, once again, only meets the minimum spending required by Massachusetts General Law Chapter 70.

The District was audited in August 2015 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 2015, state and federal grant sources provided the school with \$866,668. 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 Perkins Postsecondary Education. Using these allocation funds, the school was able to purchase a variety of instructional technology, equipment and supplies to enhance the learning experience across both academic and vocational programs.

### **Academic Achievement**

In 2014-2015, students at Montachusett Regional Vocational Technical School continued to demonstrate high academic achievement, earning commendable MCAS scores in English Language Arts, Mathematics and

Biology. For Spring 2015, Monty Tech's passing rate on the English Language Arts was 100%, Mathematics 98%, Biology 98%.

The district is particularly proud of the number of students earning Advanced scores, and is pleased to report significant increases in this category. On the English Language Arts exam, students scoring Advanced increased by 16% from 2014. On the Math exam, we saw a 10% increase in Advanced from 2014, and on the Grade 10 Biology exam, there was a 3% increase in students scoring Advanced.

English Language Arts	2013	2014	2015
Students Tested	352	364	374
Passing	99%	100%	100%
Advanced/ Proficient	95%	95%	96%
Needs Improvement	5%	5%	4%
Failing	1%	0%	0%

Mathematics	2013	2014	2015
Students Tested	352	366	375
Passing	98%	98%	98%
Advanced/Proficient	80%	84%	87%
Needs Improvement	18%	14%	11%
Failing	2%	2%	2%

Biology	2013	2014	2015
Students Tested	398	351	347
Passing	97%	99%	98%
Advanced/ Proficient	73%	74%	77%
Needs Improvement	24%	25%	21%
Failing	3%	1%	2%

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

### **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 2014-2015 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: A highlight of the 2014-2015 school year was the addition of new instructor, Michael Forhan, who brings wonderful industry experience and expertise to the popular Auto Body program. The program received an I-CAR Education Foundation Grant, and as a result, sophomores and



juniors will receive a Level I I-CAR certification. Students detailed, repaired, and repainted more than eighty automobiles and trucks, including a dump truck for the Winchendon Housing Authority. Six ski chairs were coated for the Johnny Appleseed Trail Association, and trail brackets were painted for Baldwinville Department of Conservation. A state-of-the-art fresh-air system was installed in the spray booth, providing our students with clean air while working in the booth, eliminating the need for respirators. (Total enrollment: 62; 34 males, 28 females)

Automotive Technology: As in past years, the Automotive Technology program continues to service a variety of vehicles for faculty, staff, municipalities, and district residents. 2014-2015 proved to be a very busy year for the program, as more than 400 vehicles were serviced by talented students and instructors. The Automotive Technology program continues to work to align instruction to the 2014 CVTE frameworks, as well as the recently revised NATEF standards. Instructors are pleased to report an increase in student enrollment, and offer congratulations to Senior student, Cody Caley, who placed third at the State SkillsUSA competition. A total of seven students participated in the Co-Op program, applying their technical skills in real work settings. (Total enrollment: 67; 54 males, 13 females)

Business Technology: Students graduating from Monty Tech's Business Technology program may qualify for up to nine college credits, taking advantage of articulation agreements with either Mount Wachusett Community College or New England Institute of Technology. Recognizing the work that these students have done throughout their high school year, college officials have agreed to provide qualified Business Technology students with college credits, at no charge, saving the students time and money as they pursue higher education. During the 2014-2015 school year, four students participated in the school's popular Co-Operative Education Program. Additionally, Business Technology stand-out Rebecca Parker was named SkillsUSA National Voting Delegate, and traveled to Louisville in June 2015. Business Technology students continue to post the daily menu on the Monty Tech website for the Mountain Room, distribute, collect, and maintain the Community Service database for all shops, and run a successful school store, the Gear House, refining their skills in cash handling, customer service, organization, and marketing. (Total enrollment: 66; 15 males, 51 females)

Cabinetmaking: Throughout 2014-2015, Monty Tech's Cabinetmaking instructors and students built and installed custom cabinetry and casework in the Westminster Senior and Community Center, the City of Gardner Mayor's Office, and in each of the school's three house-building projects. At the Westminster Senior Center, the talented Cabinetmaking students were charged with finishing all interior architectural woodworking, and did a beautiful job on that project. More than \$20,000 in materials and five months of labor was devoted to that job, saving the Town of Westminster a substantial amount of money. The students also built a beautiful podium and hepplewhite table, and personally delivered the furniture with historical significance to Governor Baker at the Massachusetts State House. Incorporating antique designs into today's Cabinetmaking curriculum has been challenging and has also provided students with additional career opportunities within the trade. Finally, eleven Cabinetmaking students participated in the school's Co-Op program. (Total enrollment: 70; 51 males, 19 females)

Cosmetology: The Monty Tech Cosmetology program introduced students to a talented new instructor, Lirazol Alie, who brings tremendous industry experience, expertise, and enthusiasm to the popular program. 2014-2015 also brought new educational initiatives, including computer literacy objectives. Programs such as Quizlet, Remind, and Google Classroom were introduced, and have been providing additional avenues for students and instructors to communicate and share ideas. The program accepted twenty-four Freshmen, all first choice students. In addition to serving more than 1,500 clients throughout the 2014-2015 school year, students provided mothers from Head Start in Athol with a complimentary "Day of Beauty" in honor of Mother's Day. Also in line with the program's commitment to community service, a portion of all fees collected from October through March were donated to support Horizons for Homeless. More than half of the graduates from the Cosmetology program reported plans to work in the trade, while the remaining graduates went on to pursue higher education. (Total enrollment: 91, 0 males, 91 females)

**Culinary Arts:** Students and instructors in the Monty Tech Culinary Arts program are among the busiest in our school. In addition to operating a full-service dining room and bakery, serving more than one hundred patrons daily, culinary students showcase their talents throughout the year at various catering events and trade shows in our sending districts, and at meetings and workshops within the school. Throughout the 2014-2015 school year, Culinary Arts students and staff prepared food for: United Way Day of Caring (150 people), Advisory Dinner/Meetings (Over 600 people), Monty Tech Homecoming Dance (500 people), Monty Tech Retirees Holiday Buffet (90 people), Women in Technology Event (150 people), Graduation reception (125 people), Department of Elementary and Secondary Education meeting (25 people), four Monty Tech Foundation breakfast meetings, the annual Superintendent's Dinner, and all school committee and subcommittee meetings. Additionally, we participated in the Greater Gardner Chamber of Commerce Chowder & Chili fest, and hosted private events for Gardner AARP, Chairtown Lumber, and Montachusett Home Care. (Total enrollment: 101; 34 males, 67 females)

**Dental Assisting:** During 2014-2015, the Dental Assisting program introduced twenty-one students to industry experience through externships, while seven students participated in affiliation, and one student earned a co-operative educational placement, working with an area dentist. 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 100% passing rate on the Infection Control exam and an outstanding 100% passing rate on the Radiology exam. For the fifth 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, more than thirty 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: 57; 5 males, 52 females)

**Drafting Technology:** The 2014-2015 school year was a busy one for Drafting Technology students and instructors. A total of five students (three Juniors and two Seniors) participated in the school's Co- Operative Education program, and ten students advanced to the SkillsUSA state competitions. Instructors are pleased to report that a majority of the graduating seniors intend to pursue careers in the field of drafting. Like most programs in the school, the Drafting Technology program is committed to community service, and throughout the year worked to provide food and household products for a family in the community. The students and instructors also gathered items to donate for Project Shoebox, which provides personal care items to children in the foster care system, offered design services to the Lunenburg Cemetery Building project, and designed landscape and general layout for Railroad Park in Fitchburg. Students also created countless banners and signage for area community organizations and Monty Tech's graduation, college fair, greenhouse, JROTC, and Drama Club, to name a few. (Total enrollment: 56; 33 males, 23 females)

**Early Childhood Education:** The Early Childhood Education program began the 2014-2015 school year with a dynamic new instructor, Karla Boudreau. The program received three new Baby Care Parent Simulation dolls, each with car seat detections, as well as temperature detectors. Also, two new cameras were purchased to document students' work for individual professional portfolios. The program participated in the Massachusetts Association for the Education of Young Children's Recognition Dinner, and in preparation for the event, students created thirty games for this recognition dinner. Students and instructors worked to raise critical funds for Lucy's Love Bus, an agency that provides grants for children with cancer who are not covered by health insurance, and contributed to a number of other child-centered causes, including: SkillsUSA Change for Children, Salvation Army Christmas Angel, and the school's National Honor Society food and supplies drive. All of the program's graduating seniors are college bound and report plans to continue in the field of education. (Total enrollment: 62; 2 males, 60 females)

**Electrical:** The Electrical program continues to be one of the busiest trades in the school. During 2014-2015, students completed more than 90 work orders throughout the building, including wiring the following: a new CNC milling machine in Cabinetmaking, new milling machines in machine shop, new lifts in Auto

Technology, a new grinder in HVAC & Property Maintenance, a new smart board in Drafting, a new shear in Welding/ Metal Fabrication, new shapers and chop saws in Cabinetmaking, a new scoreboard in the gym, new office space for both the Vice Principal and the Dean of Admissions, and new charger outlets for calculators in an academic room. Students also rewired the Engineering department's storage room and relocated much of their equipment, and a new Prototrak machine in Machine Technology. In addition to wiring equipment, students performed numerous repairs and installations throughout the school as needed, including lights, outlets, computers, sensors, and CATV jacks. The Electrical program was instrumental in ensuring the school responded to all aspects in the most recent Coordinated Program Review's safety audit, and completed each of the recommended findings in a very timely manner. Students and instructors participated in the two house building projects in 2014-2015, again ensuring their work was done in a timely and efficient manner. The program's instructional space was updated to create a more conducive learning environment. Finally twelve students were awarded co-op positions, and more than half of the graduating senior class entered the workforce upon graduation, continuing into the electrical apprenticeship. (Total enrollment: 92; 76 males, 16 females)

**Engineering Technology:** The Monty Tech Engineering Technology program continued to enhance their curriculum and instruction by embedding four Project Lead the Way courses into the already rigorous vocational-technical curriculum. Students performed well on the end of course assessments affiliated with the Project Lead the Way coursework, with four students earning college credit in Principles of Engineering, eleven students earning college credit in Introduction to Engineering Design, and six students earning credit in Computer Integrated Manufacturing. These students may apply these credits at colleges and universities across the country. The exploratory program during the 2014-2015 school year yielded positive results for the program, with 12 students selecting Engineering Technology as their first choice and one as second choice. All sixteen seniors graduated, and a majority reported plans to continue their education or continue working in the engineering field. The instructors are pleased with the work done in their instructional space, citing better organization and increased safety. Some of the major improvements included a dropped ceiling, new work benches and stools, insulated front wall and fresh paint and the installation of a second SMART board. The Junior class went on a field trip to EASTEC, in Springfield to see the latest technology in manufacturing technologies and techniques. All Freshmen and Sophomores completed OSHA 10 hour training, and earned an OSHA 10 card. Six Seniors presented capstone projects to sponsors, parents and fellow students, demonstrating individual creativity and a deep understanding of engineering principles. Finally, the Monty Tech Engineering students were top performers at SkillsUSA contests throughout the year. At the district competitions, students earned two gold, two silver, and six bronze medals. At the state competitions, three gold and two bronze medals were captured. And at the national competitions held in Louisville, KY, a talented team of three Monty Tech Engineering students won the gold medal for Engineering Technology and Design. (Total enrollment: 55; 42 males, 13 females)

**Graphic Communications:** Instructors in Monty Tech's Graphic Communications program are pleased to report that all graduating seniors had plans to attend college, and many expected to pursue advanced degrees in the field. Throughout the 2014-2015 school year, the shop continued to produce large quantities of print projects for district towns and community service organizations, completing more than 300 print projects. Because Graphic Communications provides print and design services at deep discounts to local agencies, instructors report saving these offices more than \$100,000 this school year. Students and instructors also completed numerous in-house jobs, resulting in a savings to the school district of more than \$220,000 from black and white copies, wide format printing, yearbook print and production. Three students were placed in co-op experiences, applying and refining their technical skills in local businesses. The program also received six new iMac computers with CS6 Software, and the computer lab was reconfigured and equipped with new desks and a new SMART board. (Total enrollment: 86; 32 males, 54 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. During the 2014-2015 school year, students and instructors organized a large baby shower, benefiting Battered Womens' Resources, Inc. All items collected through that event were donated to expectant mothers living in the shelter.

Students and instructors also participated in Pediatric Day, in conjunction with the school's Early Childhood Education program. The Health Occupations program was awarded a grant of \$42,400, which was used to purchase simulation devices for advanced training and simulated patient scenarios and case studies. Fifteen seniors passed the National Healthcare Association (CCMA) exam, while the program continues to offer students opportunities to earn an array of industry-recognized credentials, including: Occupational Safety and Health Administration (OSHA) 10-hour certification; Cardiopulmonary Resuscitation (CPR) and First Aid Certificate through the American Heart Association; and Certified Nursing Assistant License through the American Red Cross. Finally, Health Occupations students performed quite well throughout the year at various SkillsUSA competitions, earning a silver medal in Medical Assisting and a bronze medal in Freshman Commentary. Two students were also named State Officer Elect and National Voting Delegate, representing the school and program well. Twenty-three of the graduating seniors in 2015 reported plans to enroll in college, and a majority intend to stay close to the medical field. (Total enrollment: 106; 7 males, 99 females)

House Carpentry: Unlike other vocational-technical programs at Monty Tech, a majority of the work done by students and instructors in the House Carpentry program is completed off-campus, completing renovation, building, and repair work for member communities. Last year was no exception, as students and instructors worked together to complete the following projects: a duplex in Fitchburg for Habitat for Humanity, a two-story colonial home in Ashburnham for Montachusett Enterprise Center, Inc. (MEC), and a set of stairs in the school's Plumbing department. Mr. Morrison, the most recent addition to the House Carpentry staff, and Mr. Pearson, a Monty Tech science teacher, completed an Academic/Vocational Integration project, in an effort to further connect academic elements to practical, real-world applications. The result of the unique lesson was twenty-five bluebird houses, handcrafted by each student, and taken home to share with families and friends. (Total enrollment: 57; 40 males, 17 females)

HVAC & Property Maintenance: The 2014-2015 school year saw some changes in the HVAC & Property Maintenance Program. For many years this program had been named Industrial Technology, but when the Department of Elementary and Secondary Education outlined changes in the program's curriculum frameworks in 2014, it seemed an appropriate time to update the name of the program and refine curriculum so that students and graduates will be better prepared to pursue a variety of career pathways in the Building & Property Maintenance and HVAC fields. Combining elements from both programs, the instructors have developed a broad curriculum that continues to engage students and impress area business owners. Throughout the year, students and instructors collaborated with other Monty Tech programs to complete a number of "outside jobs", including: installing sheetrock and vinyl siding on a duplex home for Habitat for Humanity in Fitchburg, installing siding and wood molding products in a single family home in Ashburnham, and installing brackets for the Holden Recreation Department snowmobile trail. The program was proud to have thirteen students (6 seniors and 7 juniors) participate in the school's popular Co-Operative Education program – more students than in any other program at Monty Tech! (Total enrollment: 64; 57 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 400 hours of repair, upgrading, and troubleshooting computer problems for Monty Tech community members. Competing in the Cyber Patriot event, a national high school cyber defense competition, founded by the Air Force Association, Information Technology and Engineering students, led by program instructor Richard Duncan, captured first place at the March competition. A team of twelve Information Technology students participated in the Fitchburg State University Programming Competition, and there our students placed 13<sup>th</sup>, 24<sup>th</sup>, and 25<sup>th</sup> from the 32 teams in attendance. To ensure program graduates are armed with valuable industry-recognized certifications, program instructors offer students the following certification opportunities: TestOut PC Pro certification, IC3 Certification, Cisco IT Essential Course for Computer Repair and Maintenance, and Cisco Introduction to Networking. (100% passing rate for Sophomores). Instructors are proud to report a 98% passing rate for the juniors who took the first test of the CIW Web Foundation certification exams. Two students applied their skills, working with area non-profit agencies, building user-friendly websites for the following: Big Cheese 5K Road Race for the Town



of Athol, Community Health Connections website, and Fitchburg East Rotary website. Two talented students, Derick Kay and Ryan Perenzin, earned gold medals at the SkillsUSA District competitions, traveled to the state event and continued their winning streak with another gold medal. The pair earned the right to travel and compete on the national level in June 2015, for the third time in their high school career. (Total enrollment: 61; 60 males, 1 female)

Machine Technology: Machine Technology students and instructors had the opportunity to take part in several field trips throughout 2014-2015, including: MTD in Charlton, NyproMold in Clinton, Rocheleau Tool & Die in Fitchburg, LS Starrett in Athol, and the EASTEC show in Springfield. These field trips provided students with opportunities to see how their education connects to local industry, as well as some of the emerging technologies in the machining field. Students were also fortunate to hear from local experts, including a guest speaker from LS Starrett, who discussed proper band saw blade selection. Perhaps one of the program's greatest accomplishments was aligning curriculum to MASSMEP (Massachusetts Manufacturing Extension Partnership) training efforts. This exciting new relationship will provide our students opportunities to earn level 1 and level 2 machinist certifications, and will grant the instructors access to manufacturing curriculum developed through Worcester Polytechnic Institute. Finally, students successfully completed a number of machining jobs to benefit the school and community offices, which included: plaques for the "Ride of your Life" suicide prevention fundraiser, plaques for the school's space shuttle mission, gifts for various visitors and guests, memorial tile engraving, parts for engineering technology projects, dental base components, for plumbing projects, and parts needed to repair the district's field lawn mowers. (Total enrollment: 60; 57 males, 3 females)

Masonry: The Masonry program introduced a new instructor, Christopher Giardina to the program in 2014-2015. Students and instructors continued to focus on a number of community projects, including: brick steps and tiles for Habitat for Humanity House in Fitchburg; tile and concrete floor for Montachusett Enterprise Center, Inc. (MEC) house in Ashburnham; brick step repairs and concrete floor for Sterling Municipal Light; stone veneer and tile for the Westminster Senior Center; block dug outs for Gardner Little League; stone wall repair for St. Bernard's Elementary School; and, repointed brick for Winchendon Senior Center. When the students weren't busy in our district communities, they were preparing for and competing in the Massachusetts Trowel Trades Association (MTTA) competition, where they earned top recognitions and awards. (Total enrollment: 68; 57 males, 11 females)

Plumbing: The Monty Tech Plumbing program, like other trades throughout the school, is committed to community service. As a result, students and instructors worked throughout the year to complete a duplex house in Fitchburg for Habitat for Humanity and a single-family home in Ashburnham for Montachusett Enterprise Center, Inc. (MEC). Both projects included lessons in high efficiency heating and cooling systems. The students successfully installed gas piping for the homes, as well. A senior student was named Vocational Technical All-Star from the Plumbing, Heating and Cooling Contractors Association of Massachusetts, and as a result, he received tools and a scholarship for continuing his education in the plumbing licensure program. Another stand-out student was recognized by the Central Massachusetts Plumbing & Gas Fitting Inspectors Association, and was also awarded a scholarship to continue his education in the field. Instructors are proud to partner with a number of local companies that have committed to hiring program graduates, and throughout the 2014-2015 school year, the program saw eight students (5 seniors and 3 juniors) earn co-op jobs, where they were challenged to take their technical skills to a new level. On campus, students repaired leaks, cleaned drains, replaced a hot water heater, worked on water coolers, and repaired and maintained the plumbing system throughout the school. The teachers' area within the shop was improved with custom made desks and a counter top, designed and crafted by Monty Tech's Cabinetmaking students. (Total enrollment: 71; 69 males, 2 females)

Welding/Metal Fabrication: Throughout the 2014-2015 school year, the Welding/Metal Fabrication program successfully completed numerous projects on the Monty Tech campus, and more than eighty projects for residents of our community. Some of the more notable community service projects included: fabricating and welding a twenty-one foot tall, multi-section statue for the Fitchburg Art Museum, which is now the focal

point to their main entrance; repairing a band cart for Fitchburg High school; fabricating and welding panels for Winchendon Housing Authority's dump truck; fabricating and welding trail marking brackets for the Department of Conservation & Recreation of Winchendon; fabricating and welding stainless steel counter tops and trim at the Westminster Senior Center; and repairing net for Templeton, Narragansett Youth Baseball. In addition, the program benefited from added technology, including a portable fume extractor donated by industry partner Airgas East, and various portable power hand tools donated by Tractor Supply, Inc. The program's hydraulic power shear blades were also rotated and adjusted to specifications. Two juniors and eight seniors participated in the school's popular Co-Operative Education program, applying and refining their technical skills in area businesses. (Total enrollment: 64; 55 males, 9 females)

### **Student Support Services**

During the 2014-2015 school year, Montachusett Regional Vocational Technical School District provided special services to approximately three hundred and fifteen 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 language 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 2014-2015 Monty Tech continued the process of improving our network infrastructure to meet future needs. Additional access points were added to our wireless network to broaden connectivity. Internet bandwidth was increased, and multiple carriers were contracted to reduce the possibility of Internet downtime. A back up generator was installed and connected to our network servers to decrease the possibility of unexpected shutdown of vital equipment.

Monty Tech successfully completed two Massachusetts Department of Elementary and Secondary Education initiatives involving technology. Pilot testing for PARCC, an online student assessment program, was conducted in Spring 2015, and state reporting of SIMS (student data) and SCS (student course schedule data) via SIF (Schools Interoperability Framework) commenced in March 2015.

Monty Tech continued the process of enhancing and automating procedures. Teachers began using x2 Aspen's Teacher Recommendations to enter student course requests, and the school improved parent

communication by including email addresses as part of our parent/student notification system. The school also initiated improvements to technical support through the automation of computer builds and updates.

Monty Tech began the transition of becoming a Google for Education school by changing our email system to Gmail for staff and students. Three Chromebook mobile labs were purchased late in the school year and will be ready for classroom use in 2015-2016. Monty Tech will plan professional development and support for additional Google apps as they are introduced during 2015-2016, and will consider a Chromebook 1:1 initiative.

### *SkillsUSA*

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

The 2014-2015 school year was an extraordinary one for the Monty Tech chapter of SkillsUSA. The students met the challenges of the district competitions, performed well at the state level, and winners advanced to the coveted National Conference in June 2015. Co-advisors Kelsey Moskowitz (English Instructor), Anne Marie Cataldo (Early Childhood Education Instructor), and Brad Pelletier (Special Education Instructor), helped students successfully complete several community service projects, raising money for selected charitable organizations. Highlights of the year include:

- In November, fifteen students, consisting of chapter officers and Leadership Team members, attended a three-day Annual Fall State Leadership Conference, developed leadership skills and performed community service at an area YMCA Day Camp. They also donated nonperishable food items for the local food bank, as well as hats, mittens, and books for underprivileged children.
- The local competition was held in December 2014, and spanned three weeks consisting of a variety of skill and leadership events.
- In March 2015, qualified Monty Tech students traveled to Bay Path Regional Vocational Technical School to compete at the SkillsUSA District Competition. There, Monty Tech students were awarded 44 medals, including: 12 gold, 11 silver and 21 bronze medals. Additionally, Grace Kirrane qualified to run for the State Executive Council.
- Rebecca Parker, a Class of 2015 Business Technology student, and Cassandra Campbell, a Class of 2016 Drafting Technology student, served on the State Advisory Committee to help aid in the planning of the State Conference.
- Twenty-three district medalists and qualifiers, sixteen local leadership and skill-related event contestants, one state officer candidate, and twenty-three voting delegates - a total of 63 students - attended the State Leadership and Skills Conference, held April 30 – May 2, 2015, at Blackstone Valley Vocational Technical School and the Best Western Royal Plaza (Marlboro). Monty Tech finished the competition with fourteen medals. Seven students were awarded gold medals and earned the right to compete at the National Leadership & Skills Conference held in Louisville, Kentucky in late June. Grace Kirrane was elected to the State Executive Council and will serve as a National Voting Delegate in Louisville along with Alyanna Giuliano, Cassandra Campbell, and Rebecca Parker who were also selected to serve.
- Twelve students and five instructors attended the National Leadership & Skills Conference in Louisville, KY. from June 22 – 27, 2015.

- A team of three talented Engineering Technology students received a Gold Medal for their performance at the National Engineering Technology/Design Contest. Working closely with their instructor, Dennis Cormier, Nicolas Wicker (Class of 2015), Leon Gaulin (Class of 2017), and Devan Kumar (Class of 2017) brought home this well-deserved honor.
- Taryne Swan and Cassandra Campbell were also recognized at the National Conference, receiving the President's Volunteer Service Award, Gold Standard
- 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 Officer Training Corps (MCJROTC) had a sensational school year. All program objectives for the 2014-2015 school year were achieved, most notable was the JROTC Cyber Security Team, led by First Sergeant Paul Jorret and Information Technology Instructor Richard Duncan, once again capturing national recognition by placing first in the Air Force Association's National Cyber Security Competition held in Washington, DC.

The 2014-2015 Corps of Cadets completed over eighty-eight hundred hours (8800+) of community service throughout the district. The corps conducted a major canned food drive, worked side-by-side with the Marine Corps Reserve in a national Toys 4 Tots campaign, and spent four weekends working with the local Salvation Army helping to raise over \$26,000 for needy families. The cadets conducted their annual 10 mile "March-A-Thon" to support NEADS (National Education of Assistance Dogs Services) from Princeton, MA, raising \$25,000 for their Service Dogs for Veterans program.

Sixty Monty Tech cadets attended a leadership camp at the Citadel in Charleston, SC. The camp provided cadets with individual and team development opportunities, as well as the opportunity to visit many historical sites.

During the summer of 2015, our Cadet Cyber Team was again asked to support a Cyber STEM camp for the National Marine Corps JROTC program. The Cyber Team coordinated the 12-day camp that focused on defending cyber networks from attacks. The camp also offered an introduction to robotics programming using the VEX Robotics System. The camp was attended by 200 students, representing thirty-five states.

The Cyber team along with community financial support and a group of Monty Tech staff volunteers also conducted a week-long Cyber Security camp for 50 middle school students. The camp, which was offered at no cost to the students, focused on computer operating systems, security and cyber ethics. In partnership with Fitchburg State University and Mount Wachusett Community College, the students also had an opportunity to visit both campuses to explore STEM pathways.

The Monty Tech JROTC program received an incredible honor, having been named a Marine Corps Honor School by the Commanding General Marine Corps Training & Education Command. Only ten percent of Marine Corps JROTC programs nationwide receive this recognition. The selection was based on several criteria, including cadet citizenship, the percentage of cadets involved in student government organizations, the number of cadets active in school activities and clubs, the number of community service hours for the unit as a whole and per cadet, the number of organizations assisted by the unit, and scholastic achievements including the number of academic awards and scholarships given to cadets. The units were also measured by participation in public affairs events, drill team competitions, rifle team competitions, physical fitness team competitions, and field trips.



Because of this prestigious status, we are pleased to announce that the Monty Tech JROTC instructors unit will now have the opportunity to make nomination recommendations to the U.S. Naval Academy, U.S. Air Force Academy, and the Military Academy at West Point under the Honor School Category.

### *Women in Technology*

Monty Tech is one of the original members of the North Central Massachusetts Women In Technology Program and the 2014-2015 school year marked the school's 13<sup>th</sup> year in this innovative school-to-business partnership. The highly successful collaborative program continues to grow with membership including students from six area high schools, introducing female students to well-paying careers in business and technology. Participants spend 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.

The program has been so successful in its mission of providing a proven pathway to corporate America, that it was recently recognized as one of the region's premier experience-based educational programs of its kind. Affiliation with the program, and skills acquired through participation, 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 2014-2015 school year, the Monty Tech Athletic program saw a record number of student athletes participating in competitive sports programs, more than 614 participants! During the fall of 2014, Monty Tech was well-represented by seventeen teams. In the winter months, there were fourteen teams, and wrapping up the year, spring saw another fourteen teams come together at Monty Tech.

In the Fall of 2014, the Monty Tech Varsity Football team finished with a record of 2 – 9, but with a lot of younger players, the coaches expect a rebound in 2015. The JV Football team was 2 – 6 - 1 and the Freshman Football team was 2 – 4. The Varsity Boys Soccer team finished at 11 – 5 – 2 and qualified for the post-season tournament. They finished third in the Colonial Athletic League with a 6 – 4 – 2 record. The JV Boys Soccer team was 7 – 4 – 2. The Varsity Golf team was 4 – 12, and the JV Golf team played in three tournaments getting much valuable experience on the links. The Varsity Field Hockey team was 13 - 3 - 3, qualifying for the Central Mass Tournament for the fifth consecutive year. They lost to Grafton, 1 – 0 in an exciting match. The JV Field Hockey team finished at 5 – 3 – 1. The Boys Cross Country team was 7 - 8 and finished 3rd in the Colonial Athletic League with a 4 – 3 record. The Girls Cross Country team was 6 – 5 overall and 2 – 2 in the Colonial Athletic League, finishing 2nd. The Varsity Girls Volleyball team went 8 – 12. The team hosted its annual Bump-Set-Spike competition, to fight Breast Cancer, in October 2014, and raised over \$3,000. The JV Girls Volleyball team was 18 - 1 and the Freshmen Girls team continued to improve with a 6 – 6 record. The Varsity Girls Soccer team was 11 – 6 – 1 and qualified for the post-season, where they lost to Northbridge 6 – 0. The JV Girls Soccer team finished at 12 – 2 and will send some fine players to the varsity next year.

The Girls Varsity Basketball finished at 7 – 13 on the season, while the Junior Varsity Girls were 12 - 4 and the Freshman Girls finished with a record of 8 – 3. The Varsity Boys Basketball team finished at 14 – 9 and qualified for both the State Vocational Tournament and the Districts. They lost to Worcester Tech in the first round of the Vocational Tournament and beat Ayer in the first game of the Districts before losing to Hopedale in the quarterfinals. The JV Boys Basketball team was 16 – 2, and the Freshman Boys were 2 – 16. The Co-Op Wrestling team, a group of student-athletes from Fitchburg, Oakmont and Murdock, participated in many dual meets and tournaments finishing at 3 – 11. The Co-Op Boys Ice Hockey team, a partnership with Fitchburg High School, finished at 11 – 9 and qualified for the Districts, where they beat Littleton in the first round and lost to Worcester in the semi-finals. The Junior Varsity Ice Hockey team played very well, and is expected to send some talent up to the varsity in 2015-2016. Monty Tech also participated in a Co-op Swim team with Leominster, North Middlesex and Oakmont (in partnership with Fitchburg State University) and had 7 swimmers participating. Indoor Track & Field for both boys and girls participated in the Dual Valley Conference this year, as a guest. Both teams finished with a record of 2 – 3 on the season.

In the spring of 2015, the Monty Tech Varsity Softball team qualified for the Central Mass Tournament for the 22<sup>nd</sup> consecutive year with an 11 - 9 record. There, they lost a tight match against Maynard 7 - 6. Coach Reid is just 6 wins shy of 600 for his career at Monty Tech. The JV Softball team was 6 – 8. The Varsity Boys Volleyball team was 15 – 8 and 8 – 2 in the Colonial Athletic League. They beat Assabet 3 - 1 in the first round of the State Vocational Tournament before losing to Greater New Bedford Regional Vocational Technical High School 3 – 0 in the finals. The boys also lost to Wachusett 3 – 1 in the District Tournament. The JV Boys Volleyball team played strong all year and finished with a record of 8 – 8. The Varsity Baseball team finished at 5 – 15, while the JV Baseball team was 10 – 4 and the Freshman Baseball team was 3 – 9. Both the Varsity and JV teams played a majority of their home games on the Fitchburg State University and Oakmont fields, while the freshmen played a number of their games at the Westminster Babe Ruth field, as the conditions of our baseball fields were not acceptable due to the very wet spring. The Boys Track & Field team was 6 - 2, finishing 3rd in the Colonial Athletic league, and the Girls Track & Field team was 5 – 3, with a 4<sup>th</sup> place finish in the Colonial Athletic League. The Varsity Boys Lacrosse team played in 16 games going 7 – 9, missing the playoffs by only one win. The JV Boys Lacrosse was 7 – 4 – 3, and are expecting improved results in the coming years. The Girls Lacrosse team was a Co-Op with North Central Charter Essential School (Sizer). There were fifteen girls from Monty Tech on the team, and the district hopes to form its own team by 2017. Finally, there were seven total students (2 boys and 5 girls) playing in a Co-Op Tennis program with Fitchburg High School.

Congratulations to the Outstanding Male and Female athletes for 2014-2015, Kyle Morris and Kaitlyn MacAlister.

### **Postgraduate and Continuing Studies**

The Post Graduate and 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 2014, Monty Tech offered 78 in-house classes with 626 registrations. We also offered a number of online course options, with a total of 27 registrations. For the Spring 2015 semester, we offered 73 in-house courses with 568 registrations and an additional 47 registrations for online programs.

In March 2015 the postgraduate program successfully graduated our third class of nine Emergency Medical Technicians. The very successful EMT program is pleased to report increased acceptance/ enrollment numbers, as the program accepted a class of 16 students for the 2015-2016 school year.

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

### *Practical Nursing Program*

The Practical Nursing Program is 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, accomplishes 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

On June 18, 2015, the Monty Tech Practical Nursing Program saw one of its largest graduating classes - forty (40) students - complete the Practical Nursing Program and enter the nursing profession. The class achieved an initial NCLEX pass rate of 88%, and just over 75% of the 2015 graduates are currently working in the North Central area, in various health care settings including long-term care, sub-acute care, clinics, medical offices, and prison health care.

The Monty Tech Practical Nursing Program continues to develop the “LPN to BSN Bridge” relationship with Fitchburg State University. Both institutions were awarded a grant from the Massachusetts Department of Higher Education, supporting the "Nurse of the Future" initiative. 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 military specialties.

In January, the program added a technology component called Shadow Health, a virtual patient-centered clinical experience software package. Students were asked to complete assignments at home, and were assessed according to their patient/student interaction and clinical practice interactions. The added technology proved to be beneficial, allowing the educational program to continue despite the challenging weather and school closings.

Finally, the Monty Tech PN Class of 2015 completed a meaningful community service project, adopting a Monty Tech family in need referred by the school’s Student Support Services Department. The nursing students purchased holiday gifts and food for the family, making sure they were consistent with the family requests and needs.

### *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 businesses: To support the school’s popular Business Technology program, specifically addressing the financial elements found within the program’s frameworks, school leaders began exploring opportunities to bring banking to Monty Tech students. In collaboration with Workers’ Credit Union, school officials are pleased to announce a developing partnership that will result in a full-service branch located on the school’s campus, offering students opportunities to develop authentic financial literacy

skills and experience while still in high school. Additionally, students studying in the school's Business

Technology program will be trained as bank tellers, effectively preparing them for entry-level jobs in banking institutions across North Central Massachusetts.

Expand partnerships with area colleges and universities: Students in Monty Tech's very busy Health Occupations program may just be getting busier in the coming years. While the program already offered a number of industry-recognized credentials, school leaders began working with college partner, Mount Wachusett Community College, to determine if a college-level Emergency Medical Technician (EMT) training program could be embedded into the senior year of study. We are pleased to announce that this collaboration has resulted in an agreement that will effectively allow seniors to earn 8 college credits, at no charge, and the opportunity to sit for the certification exam in June 2016. By providing additional career pathways in the medical field, and access to college level coursework while still enrolled in high school, school administrators and teachers are confident that program graduates will not only be more qualified for entry level positions, they will be more apt to find an area of interest within the medical field, and continue to refine the technical skills they developed while at Monty Tech.

Expand Access to Instructional Technology: A Monty Tech education is effective because efforts are made to continually access our programming, instructional equipment, and our educational resources. Through this assessment, it has become clear that while so many students have access to technology away from the school, many do not. It is important, then, to arm every student with the tools necessary to succeed not only in the workplace, but in the classroom, as well. The district is pleased to announce a large-scale technology initiative that began in August 2015, when every educator at Monty Tech was provided with a Chromebook and individualized professional development on how to best incorporate this added technology into daily instruction. So many teachers have embraced the concept, and continued to explore learning opportunities that have resulted in classroom instruction that better reflects our 21<sup>st</sup> Century school. The Monty Tech technology initiative continues, and in August 2016, every student at Monty Tech will also be provided with a Chromebook to support his/her learning, more efficiently communicate with teachers, and to promote collaboration among student peers.

Expand vocational-technical educational opportunities: As you know, Montachusett Regional Vocational Technical School is home to twenty vocational-technical programs, and currently serves over 1,400 students from eighteen cities and towns in North Central Massachusetts. We are so proud of our students and accomplishments, and every year we strive to provide only the best educational programs, both academic and vocational, to each and every student. As we review our student demographic, the regional workforce data, and feedback we have received from students interested in attending our school, we consider the benefits of adding new vocational programs. We are pleased to announce that Monty Tech is in the development stages of bringing a new program – our 21<sup>st</sup> program – to the school – Animal/Veterinary Science. The new program will respond to much-needed workforce training and community services, and will effectively prepare students to enter both college and career pathways upon graduation. Students and instructors, in collaboration with program partner, Becker College, will effectively learn concepts associated with a high school veterinary assisting program, while running a fully-functioning veterinary clinic, designed to provide care for pets in low-income families. Students will have access to college level coursework, and earn industry-recognized credentials, so that they may either advance to related post-secondary programs, or enter into the workforce to fill the projected 25.32% growth in veterinary technician opportunities through 2022. While this program is only in its development stages, a great deal of work has already been done to assure its success. Student surveys have been collected, collaborative working groups have been established, and industry experts across North Central Massachusetts have been called upon to offer expertise to help ensure the innovative facility is designed with both education and service in mind, and that all equipment and services align with industry standards.



### *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 experiences and varying perspectives, and we are thankful to the following members of the 2014-2015 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  
Dr. 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/Ross Barber, Westminster  
Burton E. Gould, Jr., Winchendon

Terri Hillman, Winchendon  
*Secretary*

Norman J. LeBlanc  
*District Treasurer*

Respectfully Submitted By:

Sheila M. Harrity, Ed.D.  
Superintendent-Director  
Montachusett Regional Vocational Technical School  
January 20, 2016

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

# BOARD OF ASSESSORS

## 2015 Annual Report

The Board of Assessors respectfully submits their annual report for 2015. The Board held 18 posted meetings.

The primary responsibility of the assessor's office is the valuation of all real estate and personal property in the Town of Westminster. Under Massachusetts General Laws Chapter 59, Section 38, the Board of Assessors must assess all property, real and personal, at full and fair cash value. These values are used as the basis of the local property tax. The office also administers all real estate tax exemptions, real estate tax abatements and excise tax abatements.

### THE FOLLOWING WERE CALCULATED ON A FISCAL YEAR 2015 (July 1, 2014– June 30, 2015)

Fiscal year 2015 tax rate \$18.95 per thousand dollars of valuation

	VALUE	TAX
Real Estate.....	678,436,152	\$12,856,365.08
Commercial.....	55,969,210	\$1,060,616.53
Industrial.....	50,485,300	\$956,696.44
Personal Property.....	48,209,073	\$913,561.93
Totals.....	833,099,735	\$15,787,240.00
EXEMPTIONS GRANTED		
Widow/widower:		
Clause 17D.....	19	\$3,488.02
Veterans:		
Clause 22.....	56	\$22,400.00
Clause 22E.....	9	\$9,000.00
Clause 22D.....	3	\$7,504.21
Blind:		
Clause 37A.....	5	\$2,500.00
Elderly:		
Clause 41B.....	20	\$10,490.00

*The following is information compiled during the calendar year 2015:*

# Of motor vehicle bills processed.....	10,140
Amount committed to collected.....	\$1,224,656.38
# Of motor vehicle abatements granted.....	383
Amount of abatements granted.....	\$34,645.72

In addition, the Assessing Department must administer the processing of motor vehicle excise tax

bills, which are generated from the Massachusetts Registry of Motor Vehicles. We review applications for exemptions, 3ABC, Forms of List and Veterans applications.

*The Assessor's Office hours are:*

Monday-Thursday, 8-4:30 and Fridays, 8-1:00.

Our phone number is 978-874-7401 and our fax is 978-874-7462.

During 2015, the Board of Assessors were required to do a Revaluation of the whole town and submit a Revaluation Report to the Department of Revenue; this is required every three years. 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 Administrator, Town Planner, Town Clerk, Council on Aging, Highway Department and the Building Department.

The board would 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 COLLECTOR'S REPORT

Period Ended—June 30, 2015

	FISCAL YEAR	COMMITTED OR FORWARDED	COLLECTED	ABATED OR LIENED	REFUNDED OR ADJUSTED	BALANCE
<b>REAL ESTATE TAX</b>	2014	379,916.62	232,689.80	141,248.51	818.82	6,797.13
	2015	14,885,785.83	14,487,579.18	68,236.27	52,241.86	382,212.24
<b>PERSONAL</b>	2011	46.99	0.00	46.99	0.00	0.00
	2012	68.97	0.00	68.97	0.00	0.00
	2013	116.14	0.00	0.00	0.00	116.14
	2014	5,371.81	2,171.05	0.00	0.00	3,200.76
	2015	927,026.74	922,060.92	80,157.37	80,065.97	4,874.42
<b>ROLL BACK TAXES</b>	all years	1,056.00	0.00	0.00	0.00	1,056.00
<b>STUMPAGE TAX</b>	all years	0.00	0.00	0.00	0.00	0.00
<b>TAXES IN LITIGATION</b>	all years	0.00	0.00	0.00	0.00	0.00
<b>MOTOR VEHICLE EXCISE</b>	2007	2,751.37	0.00	0.00	0.00	2,751.37
	2008	2,934.19	0.00	0.00	0.00	2,934.19
	2009	2,027.82	71.88	0.00	0.00	1,955.94
	2010	2,624.08	495.43	137.50	137.50	2,128.65
	2011	4,427.84	514.60	0.00	0.00	3,913.24
	2012	5,541.98	1,716.37	48.75	154.49	3,931.35
	2013	17,717.88	11,426.57	506.98	592.81	6,377.14
	2014	188,870.01	176,100.21	13,785.74	12,232.20	11,216.26
	2015	964,940.25	908,939.24	20,031.85	7,906.17	43,875.33

# TOWN COLLECTOR'S REPORT CONT.

	FISCAL	COMMITTED OR FORWARDED	COL- LECTED	ABATED OR LIENED	REFUNDED OR ADJUSTED	BALANCE
<b>WATER USAGE</b>	2006	12,223.65	0.00	0.00	0.00	12,223.65
	2014	68,109.97	19,580.78	48,529.19	0.00	0.00
	2015	737,488.25	663,517.50	4,476.58	0.00	69,494.17
<b>WATER LIENS</b>	2014	10,086.85	2,155.75	6,842.57	0.00	1,088.53
	2015	48,068.20	52,078.40	0.00	0.00	-4,010.20
<b>WATER SERVICES</b>	2015	2,919.95	2,318.20	108.23	0.00	493.52
<b>HOLMES PARK WATER ASSESSMENT</b>	2014	2,438.16	2,336.57	0.00	0.00	101.59
<b>LEINO PARK WATER ASSESSMENT</b>	2015	22,875.00	22,125.00	0.00	0.00	750.00
<b>SEWER USAGE</b>	2014	78,722.43	22,622.28	56,100.15	0.00	0.00
	2015	892,871.52	773,270.33	13,386.46	0.00	106,214.73
<b>SEWER LIENS</b>	2014	26,832.29	6,477.64	19,474.94	0.00	879.71
	2015	55,272.34	63,669.81	0.00	0.00	-8,397.47
<b>SEWER SERVICES</b>	2015	1,474.85	1,146.31	0.00	0.00	328.54
<b>APPORTIONED SEWER BETTERMENT NOT YET DUE</b>	2005	276,206.27	4,294.16	55,895.69	0.00	216,016.42
<b>APPORTIONED SEWER BETTERMENTS</b>	2014	2,693.02	1,619.48	536.77	0.00	536.77
	2015	55,895.69	53,236.35	0.00	0.00	2,659.34
<b>COMMITTED INTEREST</b>	2014	966.18	644.12	161.03	0.00	161.03
	2015	13,783.25	13,271.01	0.00	0.00	512.24
<b>TAX LIENS RECEIVABLE</b>	all years	504,760.85	191,523.86	146,794.56	34,370.49	515,119.66
<b>TAX POSSESSIONS</b>	all years	1,382.39	34,370.49	0.00	0.00	35,752.88
<b>DEFERRED TAXES</b>	all years	58,032.58	991.44	0.00	0.00	59,024.02



# TOWN TREASURER'S REPORT

Period Ended—June 30, 2015

## **GENERAL FUND**

Town Clerk's Cash Drawer	100.00
Treasurer/Collector's Cash Drawer	100.00
Citizens Bank	1,406,547.30
Eastern Bank	81,352.39
Enterprise Bank	2,469,762.10
Fidelity Bank	435,728.51
Greenfield Cooperative Bank	502,693.56
Massachusetts Municipal Depository Trust	293,179.69
Peoples United Bank	508,034.40
Rollstone Bank	241,733.22
UniBank for Savings	1,163,527.46
United Bank	1,020,952.32

## **SPECIAL FUNDS**

### **Citizens Bank**

1856 Hearse House Building Fund	697.48
250th Anniversary Fund	24,874.17
Aalto/Salo Memorial	2,821.80
Altobelli Memorial	7,213.55
Board of Health 53G	0.14
Compost Bin Sales	206.39
Conservation Commission/Stein Fund	1,454.62
Cultural Council	5,379.16
Forbush Library Building & Renovation Fund	260.63
Forbush Memorial Library Endowment Fund	29,897.88
Inflow & Infiltration	4,593.98
Law Enforcement Trust	27,796.99
Library Preservation Fund	118.45
Library State Grant	39,787.15
Planning Board Escrow	5,929.33
Planning Board Escrow/Brookside	7,058.21
Planning Board Escrow/Overlook	1,847.84
Planning Board Escrow/Rte 31 Business Park	29,391.90
Planning Board Escrow/Westminster Woods/53G	4,516.27
Rebanna Road Development	4,920.01
ZBA Cell Tower/53G	325.74
Zoning Board/Kingsbury Arms/53G	768.98
Zoning Board/Mountainview Estates/53G	3,126.04
Westminster Business Park Phase II	234,301.56
Westminster Business Park Planning Board	20,859.67

# TOWN TREASURER'S REPORT CONT.

## **SPECIAL FUNDS**

### Massachusetts Municipal Depository Trust

Planning Board Escrow/Westminster Business Park	40,542.28
Planning Board Escrow/Escrow of R. Lehtola	57,603.43

### Bartholomew & Company

Stabilization Fund	1,028,640.53
Stabilization Fund/Building Maintenance	415,721.03
Stabilization Fund/Capital Equipment	1,150,650.51
Stabilization Fund/Technology	654,263.97
Stabilization Fund/OPEB	403,891.09
Stabilization Fund/Road Maintenance	498,899.18

## **TRUST FUNDS**

### Bartholomew & Company

Charles F. Giles Fund	130,284.97
Conservation Fund	2,069.11
Fred W. Smith Poor Fund	118,420.33
Joseph Forbush Worthy Poor Fund	84,193.71
Westminster Grange Fund	3,476.04

## **CEMETERY FUNDS**

### Bartholomew & Company

Expendable Funds	55,211.98
Non-Expendable Funds	252,312.82

## **LIBRARY FUNDS**

### Bartholomew & Company

Expendable Funds	27,826.94
Non-Expendable Funds	46,298.54

<b>TOTAL ALL FUNDS</b>	13,552,165.35
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# TOWN ACCOUNTANT

## 2015 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 2015 the Town Accountant oversaw financial transactions of \$29,106,170.43 in revenue and receipts and \$24,459,785.85 in expenditures, for a combined total of transactions in the amount of \$53,565,646.28.

The following financial statements are included in the following pages:

Balance Sheet-All Funds Types and Account Groups  
Appropriation and Expenditure Report/Activity Report  
Report of Fixed Assets  
Detailed Schedule of Receipts  
Statement of Debt

Respectfully submitted,

Julie M. Costello, CPA

Interim Town Accountant



### DEFINITIONS

**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.

**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.

**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.

**Stabilization Fund** - This is used to account for certain unencumbered accumulated financial resources that are subject to appropriation as directed by the Town's legislative branch. These funds are typically used for nonrecurring expenditures, usually capital in nature, unexpected items that may arise during the year, or they may be targeted resources for a particular use.

**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.

**Agency Fund** - Account for assets held by a government in a purely custodial capacity.

**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).

## Balance Sheet-All Funds Types and Account Groups

Description	Account#	6/30/2015
BS Balance Sheet		
Invested Cash	3*-1040	360,107.76
<b>TOTAL ASSET</b>		<b>360,107.76</b>
Warrants Payable	3*-2010	
Bond Anticipation Notes Payable	3*-2720	1,207,500.00
<b>TOTAL LIABILITY</b>		<b>1,207,500.00</b>
South St. Main	30-450	(199,999.78)
Senior Center	31-123	98,814.18
Water Main Replacements	31-450	(397,864.67)
New Town Hall	36-192	21,464.82
South St. Recon	39-123	70,193.21
Fire Truck	39-220	(440,000.00)
<b>TOTAL FUND BALANCES</b>		<b>(847,392.24)</b>
<b>TOTAL LIABILITY AND FUND BALANCES</b>		<b>360,107.76</b>



# TOWN ACCOUNTANT CONT.

## Appropriation/Expenditure Report—General Fund

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
<b>Board of Selectmen</b>				
Personal Services	\$ 4,000.00	\$ 2,131.88	\$ 1,868.12	*
Expenses	\$ 26,500.00	\$ 22,677.46	\$ 3,822.54	*
Permanent Easement - Art. #10	\$ 1,785.00	\$ -	\$ 1,785.00	*
Subtotal - Selectmen	\$ 32,285.00	\$ 24,809.34	\$ 7,475.66	
<b>Town Administration</b>				
Personal Services	\$ 123,046.00	\$ 117,755.50	\$ 5,290.50	*
Expenses	\$ 3,175.00	\$ 753.45	\$ 2,421.55	*
Wireless Network	\$ 1,841.00	\$ -	\$ 1,841.00	
Mapping Services	\$ 10,000.00	\$ -	\$ 10,000.00	
Subtotal - Coordinator	\$ 138,062.00	\$ 118,508.95	\$ 19,553.05	
<b>Advisory Board</b>				
Expenses	\$ 3,185.00	\$ 694.99	\$ 2,490.01	
Subtotal - Advisory Board	\$ 3,185.00	\$ 694.99	\$ 2,490.01	*
<b>Reserve Fund</b>				
Transfers (Memo)	\$ 52,771.80	\$ -	\$ 52,771.80	*
<b>Town Accountant</b>				
Personal Services	\$ 23,827.00	\$ 11,828.55	\$ 11,998.45	
Expenses	\$ 81,390.00	\$ 78,805.30	\$ 2,584.70	
Subtotal - Accountant	\$ 105,217.00	\$ 90,633.85	\$ 14,583.15	*
<b>Board of Assessors</b>				
Personal Services	\$ 49,290.00	\$ 49,001.83	\$ 288.17	
Expenses	\$ 17,450.00	\$ 16,302.76	\$ 1,147.24	
Subtotal - Assessors	\$ 66,740.00	\$ 65,304.59	\$ 1,435.41	*
<b>Revaluation</b>				
Revaluation Consultant - FY15	\$ 50,000.00	\$ -	\$ 50,000.00	
Revaluation Consultant - FY14	\$ 50,000.00	\$ 10,948.17	\$ 39,051.83	
Revaluation Consultant - FY13	\$ 368.90	\$ 368.90	\$ -	
Subtotal - Revaluation	\$ 100,368.90	\$ 11,317.07	\$ 89,051.83	
<b>Town Treasurer/Collector</b>				
Personal Services	\$ 123,426.00	\$ 119,454.18	\$ 3,971.82	*
Expenses	\$ 9,526.00	\$ 7,128.17	\$ 2,397.83	*
Cash Mgmt Software	\$ 9,500.00	\$ 9,312.00	\$ 188.00	*
Subtotal - Treasurer/Collector	\$ 142,452.00	\$ 135,894.35	\$ 6,557.65	
<b>Legal</b>				
Expenses	\$ 67,500.00	\$ 54,734.80	\$ 12,765.20	
Subtotal - Legal	\$ 67,500.00	\$ 54,734.80	\$ 12,765.20	*

# TOWN ACCOUNTANT CONT.

	Appropriations/		Unexpended	
	Transfers	Expenditures	Balances	
<b>Personnel Administration</b>				
Personal Services	\$ 41,034.00	\$ 41,034.00	\$ -	
Expenses	\$ 11,085.00	\$ 9,545.34	\$ 1,539.66	*
	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00	
Subtotal - Personnel	\$ 56,119.00	\$ 52,579.34	\$ 3,539.66	
<b>Data Processing</b>				
Expenses	\$ 71,000.00	\$ 52,752.64	\$ 18,247.36	*
Computer System Upgrades	\$ 30,000.00	\$ -	\$ 30,000.00	
Radio System Comp	\$ 75,000.00	\$ 74,370.06	\$ 629.94	
Subtotal - Data Processing	\$ 176,000.00	\$ 127,122.70	\$ 48,877.30	
<b>Tax Title Foreclosure</b>				
Tax Title Foreclosures - FY14	\$ 529.28	\$ 529.28	\$ -	
Tax Title Foreclosures - FY15	\$ 25,000.00	\$ 16,164.83	\$ 8,835.17	
Subtotal - Tax Title Foreclosure	\$ 25,529.28	\$ 16,694.11	\$ 8,835.17	
<b>Town Clerk</b>				
Personal Services	\$ 82,492.00	\$ 79,758.63	\$ 2,733.37	
Expenses	\$ 7,305.00	\$ 4,711.31	\$ 2,593.69	
Subtotal - Town Clerk	\$ 89,797.00	\$ 84,469.94	\$ 5,327.06	*
<b>Elections &amp; Registration</b>				
Personal Services	\$ 5,370.00	\$ 4,979.68	\$ 390.32	
Expenses	\$ 11,930.00	\$ 10,555.85	\$ 1,374.15	
Subtotal - Election & Registration	\$ 17,300.00	\$ 15,535.53	\$ 1,764.47	*
<b>Conservation Commission</b>				
Personal Services	\$ 20,698.00	\$ 17,734.19	\$ 2,963.81	
Expenses	\$ 1,975.00	\$ 1,578.93	\$ 396.07	
Subtotal - Conservation Commission	\$ 22,673.00	\$ 19,313.12	\$ 3,359.88	*
<b>Town Planner</b>				
Personal Services	\$ 65,772.00	\$ 65,772.00	\$ -	
Expenses	\$ 3,000.00	\$ 2,756.94	\$ 243.06	*
Subtotal - Town Planner	\$ 68,772.00	\$ 68,528.94	\$ 243.06	
<b>Planning Board</b>				
Expenses	\$ 1,200.00	\$ 567.28	\$ 632.72	
Subtotal - Planning Board	\$ 1,200.00	\$ 567.28	\$ 632.72	*
<b>Zoning Board of Appeals</b>				
Personal Services	\$ 1,600.00	\$ 422.43	\$ 1,177.57	
Expenses	\$ 500.00	\$ -	\$ 500.00	
Subtotal - Zoning Board	\$ 2,100.00	\$ 422.43	\$ 1,677.57	*

# TOWN ACCOUNTANT CONT.

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
<b>Economic Development</b>				
Expenses	\$ 750.00	\$ 62.20	\$ 687.80	
Subtotal - Economic Development	\$ 750.00	\$ 62.20	\$ 687.80	*
<b>Public Buildings &amp; Properties Maintenance</b>				
Personal Services	\$ 94,697.00	\$ 88,315.33	\$ 6,381.67	*
Expenses	\$ 229,550.00	\$ 211,991.60	\$ 17,558.40	*
Telephone Service Upgrade - Art. #31	\$ 35,000.00	\$ -	\$ 35,000.00	
Secure/Demo Tax Possessions	\$ 30,000.00		\$ 30,000.00	
Computer Mail Servers - Art. #34	\$ 200.28	\$ 200.28	\$ -	
Computer Updates - Art. #34	\$ 9,123.12	\$ 7,997.76	\$ 1,125.36	
Generator Town Hall - Art. #40	\$ 50,000.00	\$ 40,800.00	\$ 9,200.00	
Generator Town Hall - Art. #4	\$ 10,000.00	\$ 925.00	\$ 9,075.00	
Subtotal - Public Buildings & Prop. Maint.	\$ 460,070.40	\$ 350,354.37	\$ 109,716.03	
<b>Printing of Town Reports</b>				
Expenses	\$ 2,000.00	\$ 1,484.99	\$ 515.01	
Subtotal - Printing of Town Reports	\$ 2,000.00	\$ 1,484.99	\$ 515.01	*
<b>Crocker Pond</b>				
Personal Services	\$ 14,800.00	\$ 14,419.30	\$ 380.70	*
Expenses	\$ 6,655.00	\$ 4,615.68	\$ 2,039.32	*
Encumbrances	\$ 207.35	\$ 11.91	\$ 195.44	*
Prior Year Bill	\$ 352.77	\$ 250.00	\$ 102.77	
Subtotal Crocker Pond	\$ 22,015.12	\$ 19,296.89	\$ 2,718.23	
<b>Police/Dispatch Department</b>				
Personal Services	\$ 1,443,496.00	\$ 1,427,779.29	\$ 15,716.71	*
Expenses	\$ 227,303.00	\$ 223,586.03	\$ 3,716.97	*
Encumbrance	\$ 1,184.00	\$ 705.15	\$ 478.85	*
Replace Window - Art. #18	\$ 231.60	\$ -	\$ 231.60	*
Handguns - Art. #20	\$ 91.25	\$ 91.25	\$ -	
Police Cruiser - Art. #28	\$ 40,000.00	\$ 40,000.00	\$ -	
Police Cruiser - Art. #25	\$ 35,000.00	\$ -	\$ 35,000.00	
Finger Print Scan - Art. #30	\$ 3,420.00	\$ 3,420.00	\$ -	
Bullet Proof Vests - Art. #31	\$ 7,206.23	\$ -	\$ 7,206.23	
Police Cruiser - Art. #29	\$ 40,000.00	\$ 36,459.20	\$ 3,540.80	
Subtotal - Police/Dispatch Dept.	\$ 1,797,932.08	\$ 1,732,040.92	\$ 65,891.16	

# TOWN ACCOUNTANT CONT.

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
<b>Fire Department</b>				
Personal Services	\$ 783,334.00	\$ 671,340.34	\$ 111,993.66	*
Expenses	\$ 117,330.00	\$ 113,207.22	\$ 4,122.78	*
Encumbrance	\$ 2,124.30	\$ 1,987.50	\$ 136.80	*
Fire Exhaust - #5	\$ 25,000.00	\$ 24,020.00	\$ 980.00	
Call Firefighters - FY14	\$ 2,709.30	\$ 2,709.30	\$ -	
Pick up Truck - Art. #26	\$ 3,713.12	\$ 232.50	\$ 3,480.62	
Sprinkler System - Art. #27	\$ 2,510.00	\$ 1,298.24	\$ 1,211.76	
Utility Vehicle - Art. #32	\$ 2,549.92	\$ 2,549.92	\$ -	
SCBA - #26	\$ 225,000.00	\$ 202,059.43	\$ 22,940.57	
Chest Compression - #27	\$ 27,000.00	\$ 27,000.00	\$ -	
Call Firefighters - FY15	\$ 4,500.00	\$ 2,254.65	\$ 2,245.35	
Subtotal - Fire Dept.	\$ 1,195,770.64	\$ 1,048,659.10	\$ 147,111.54	
<b>Ambulance Service</b>				
Personal Services	\$ 112,844.00	\$ 76,036.81	\$ 36,807.19	**
Expenses	\$ 81,610.00	\$ 75,194.02	\$ 6,415.98	**
Encumbrance	\$ 2,195.23	\$ 1,754.00	\$ 441.23	**
	\$ -		\$ -	
Patient Care - Art. #6	\$ 17,975.00	\$ 13,124.13	\$ 4,850.87	**
Patient Care - Art. #7	\$ 10,000.00	\$ -	\$ 10,000.00	
Subtotal - Ambulance Service	\$ 224,624.23	\$ 166,108.96	\$ 58,515.27	
<b>Building Department</b>				
Personal Services	\$ 137,809.00	\$ 112,098.37	\$ 25,710.63	
Expenses	\$ 12,950.00	\$ 10,364.32	\$ 2,585.68	
Subtotal - Building Dept.	\$ 150,759.00	\$ 122,462.69	\$ 28,296.31	*
<b>Animal Control</b>				
Expenses	\$ 35,829.00	\$ 32,488.90	\$ 3,340.10	
Subtotal - Animal Control	\$ 35,829.00	\$ 32,488.90	\$ 3,340.10	*
<b>Tree Warden</b>				
Expenses	\$ 19,600.00	\$ 17,705.58	\$ 1,894.42	
Subtotal - Tree Warden	\$ 19,600.00	\$ 17,705.58	\$ 1,894.42	*
<b>Emergency Planning</b>				
Personal Services	\$ 1,000.00	\$ -	\$ 1,000.00	
Expenses	\$ 12,609.00	\$ 9,445.00	\$ 3,164.00	
Subtotal - Emergency Planning	\$ 13,609.00	\$ 9,445.00	\$ 4,164.00	*



# TOWN ACCOUNTANT CONT.

	Appropriations/ Transfers		Expenditures		Unexpended Balances	
<b>Regional School District</b>						
K-12 Assessment	\$	8,921,973.00	\$	8,921,973.00	\$	-
Vocational School Assessment	\$	762,026.00	\$	754,280.00	\$	7,746.00 *
Security Equipment - Art. #2	\$	40,469.00	\$	-	\$	40,469.00
WES Multiple Requests - Art. #33	\$	7,860.00	\$	4,999.00	\$	2,861.00
Meetinghouse - Art. #33	\$	288.00	\$	-	\$	288.00
Boiler Storage Tank - #32	\$	18,275.00	\$	18,275.00	\$	-
Overlook Roof - Art. #33	\$	3,806.00	\$	-	\$	3,806.00 *
Generator Meetinghouse - Art. #34	\$	36,000.00	\$	-	\$	36,000.00 *
Freesestats Meetinghouse - #32	\$	10,000.00	\$	-	\$	10,000.00
Roof Repair Meetinghouse - #32	\$	15,000.00	\$	-	\$	15,000.00
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	\$	9,837,723.83	\$	9,699,527.00	\$	138,196.83
<b>Highway Administration</b>						
Personal Services	\$	258,731.00	\$	258,727.65	\$	3.35
Subtotal - Highway Administration	\$	258,731.00	\$	258,727.65	\$	3.35 *
<b>Highway Department</b>						
Personal Services	\$	498,188.00	\$	476,823.32	\$	21,364.68 *
Expenses	\$	259,170.92	\$	257,300.79	\$	1,870.13 *
Oil and Seal Roads - Art. #28	\$	200,000.00	\$	199,921.02	\$	78.98
Pick up Truck	\$	514.80	\$	-	\$	514.80
Dump Truck - Art. #24	\$	5.00	\$	-	\$	5.00
Shingle Roof Garage - Art. #22	\$	20,000.00	\$	15,800.00	\$	4,200.00 *
Pickup with Plow - #29	\$	45,000.00	\$	44,855.20	\$	144.80
Wheel Dump Truck - Art. #25	\$	2,233.30	\$	-	\$	2,233.30 *
10-wheel Dump/Sander - #30	\$	50,000.00	\$	50,000.00	\$	-
Truck Lift - Art. #26	\$	1,063.33	\$	-	\$	1,063.33 *
Exhaust System - Art. #27	\$	45,000.00			\$	45,000.00
Subtotal - Highway Dept.	\$	1,121,175.35	\$	1,044,700.33	\$	76,475.02
<b>Snow &amp; Ice Removal</b>						
Personal Services	\$	119,230.00	\$	119,226.72	\$	3.28
Expenses	\$	445,930.00	\$	445,716.34	\$	213.66
Subtotal - Snow & Ice Removal	\$	565,160.00	\$	564,943.06	\$	216.94 *
<b>Street Lighting</b>						
Expenses	\$	22,000.00	\$	16,970.91	\$	5,029.09
Subtotal - Street Lighting	\$	22,000.00	\$	16,970.91	\$	5,029.09 *

# TOWN ACCOUNTANT CONT.

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
<b>Sewer</b>				
Eng Consult USDA - #4	\$ 25,000.00	\$ 19,704.12	\$ 5,295.88	
<b>Cemetery Department</b>				
Personal Services	\$ 94,416.00	\$ 94,416.00	\$ -	*
Expenses	\$ 12,515.00	\$ 6,575.51	\$ 5,939.49	*
Prior Year Bill - Art. #2	\$ 39.73	\$ -	\$ 39.73	
Subtotal - Cemetery Dept.	\$ 106,970.73	\$ 100,991.51	\$ 5,979.22	
<b>Health Department</b>				
Personal Services	\$ 113,840.00	\$ 113,568.90	\$ 271.10	
Expenses	\$ 6,680.00	\$ 6,539.91	\$ 140.09	
Subtotal - Health Dept.	\$ 120,520.00	\$ 120,108.81	\$ 411.19	*
<b>Council On Aging</b>				
Personal Services	\$ 25,711.00	\$ 22,578.67	\$ 3,132.33	
Expenses	\$ 12,050.00	\$ 6,402.74	\$ 5,647.26	
Subtotal - Council on Aging	\$ 37,761.00	\$ 28,981.41	\$ 8,779.59	*
<b>MART ( Other Special Programs)</b>				
Personal Services	\$ 74,364.00	\$ 63,716.25	\$ 10,647.75	
Expenses	\$ 13,120.66	\$ 9,468.47	\$ 3,652.19	
Subtotal - MART	\$ 87,484.66	\$ 73,184.72	\$ 14,299.94	*
<b>Veterans Services</b>				
Personal Services	\$ 5,182.00	\$ 5,182.00	\$ -	
Expenses	\$ 1,188.20	\$ 750.16	\$ 438.04	
Subtotal - Veterans Services	\$ 6,370.20	\$ 5,932.16	\$ 438.04	*
				*
<b>Veterans Assistance</b>				
Expenses	\$ 64,000.00	\$ 63,775.62	\$ 224.38	
Subtotal - Veterans Assistance	\$ 64,000.00	\$ 63,775.62	\$ 224.38	*
<b>Library</b>				
Personal Services	\$ 228,096.00	\$ 221,116.20	\$ 6,979.80	*
Expenses	\$ 113,770.00	\$ 113,737.39	\$ 32.61	*
Appraisal - Art. #19	\$ 1,295.00	\$ -	\$ 1,295.00	
Subtotal - Library	\$ 343,161.00	\$ 334,853.59	\$ 8,307.41	

# TOWN ACCOUNTANT CONT.

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
<b>Parks &amp; Recreation</b>				
Personal Services	\$ 15,000.00	\$ 14,123.25	\$ 876.75	*
Expenses	\$ 14,475.00	\$ 13,129.36	\$ 1,345.64	*
Custodial Coverage - Art.#18	\$ 6,000.00	\$ 6,000.00	\$ -	
Lacrosse Field Bench - Art.#19	\$ 2,000.00	\$ 1,830.20	\$ 169.80	
Custodial Coverage - Art.#20	\$ 445.00	\$ 445.00	\$ -	
Subtotal - Parks & Recreation	\$ 37,920.00	\$ 35,527.81	\$ 2,392.19	
<b>Care Of Town Clock</b>				
Expenses	\$ 250.00	\$ 250.00	\$ -	
Subtotal - Care of Town Clock	\$ 250.00	\$ 250.00	\$ -	
<b>Historical Commission</b>				
Expenses	\$ 1,280.00	\$ 339.93	\$ 940.07	*
Grant Writing Services	\$ 2,000.00	\$ 400.00	\$ 1,600.00	
Civil War Monument - #23	\$ 5,000.00	\$ 4,920.00	\$ 80.00	
Subtotal - Historical Commission	\$ 8,280.00	\$ 5,659.93	\$ 2,620.07	
<b>Memorial Day Celebration</b>				
Expenses	\$ 1,200.00	\$ 1,005.34	\$ 194.66	
Subtotal - Memorial Day	\$ 1,200.00	\$ 1,005.34	\$ 194.66	*
<b>Band Concerts</b>				
Expenses	\$ 3,000.00	\$ 3,000.00	\$ -	
Subtotal - Band Concerts	\$ 3,000.00	\$ 3,000.00	\$ -	
<b>Retirement of Debt:</b>				
<b>Principal:</b>				
Wastewater Management Plan	\$ 36,890.00	\$ 36,890.00	\$ -	
New Town Hall	\$ 370,000.00	\$ 370,000.00	\$ -	
Fire Truck	\$ 110,000.00	\$ 110,000.00	\$ -	
Senior Center Design	\$ 26,700.00	\$ 26,700.00	\$ -	
South St. Redesign	\$ 87,500.00	\$ 87,500.00	\$ -	
Subtotal - Principal	\$ 631,090.00	\$ 631,090.00	\$ -	
<b>Interest:</b>				
Town Hall B.A.N.	\$ 48,100.00	\$ 48,100.00	\$ -	
Short Term Interest	\$ 5,000.00	\$ -	\$ 5,000.00	
Fire Truck	\$ 3,025.00	\$ 3,025.00	\$ -	
Wastewater Management Plan	\$ 1,206.00	\$ 1,205.74	\$ 0.26	
Septic Management Program	\$ 3,000.00	\$ -	\$ 3,000.00	
Engman Conservation	\$ 1,198.00	\$ 241.43	\$ 956.57	
Senior Center Construction	\$ 18,700.00	\$ 17,798.06	\$ 901.94	
Senior Center Design	\$ 1,068.00	\$ 550.23	\$ 517.77	
South St. Redesign	\$ 1,750.00	\$ 1,029.63	\$ 720.37	
Subtotal - Interest	\$ 83,047.00	\$ 71,950.09	\$ 11,096.91	*

# TOWN ACCOUNTANT CONT.

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
<b>Hager Park Commission</b>				
Expenses	\$ 250.00	\$ 249.97	\$ 0.03	*
Forest Mgmt Plan - #24	\$ 3,000.00	\$ 2,070.00	\$ 930.00	
Subtotal - Hager Park Commission	\$ 3,250.00	\$ 2,319.97	\$ 930.03	
<b>Montachusett Regional Planning Commission Assessment</b>				
Regional Planning Council Assessment	\$ 2,253.00	\$ 2,252.68	\$ 0.32	
Subtotal - Planning Commission	\$ 2,253.00	\$ 2,252.68	\$ 0.32	*
<b>State Assessments</b>				
Air Pollution Control	\$ 2,098.00	\$ 2,098.00	\$ -	
MBTA (Extended Area)	\$ 22,397.00	\$ 22,397.00	\$ -	
Regional Transit Authority	\$ 25,460.00	\$ 25,460.00	\$ -	
RMV Non-Renewal Surcharge	\$ 6,600.00	\$ 6,600.00	\$ -	
Subtotal - State Assessments	\$ 56,555.00	\$ 56,555.00	\$ -	
<b>County Retirement Assessment</b>				
County Retirement Assessment	\$ 528,022.00	\$ 518,056.00	\$ 9,966.00	*
Subtotal - County Retirement	\$ 528,022.00	\$ 518,056.00	\$ 9,966.00	
<b>Group Health Insurance</b>				
Group Health Insurance	\$ 745,000.00	\$ 700,257.42	\$ 44,742.58	
Flexible Spending	\$ 4,000.00	\$ 1,746.90	\$ 2,253.10	
Other Employee Benefits	\$ 50,000.00	\$ -	\$ 50,000.00	
Medicare	\$ 58,000.00	\$ 55,800.13	\$ 2,199.87	
Subtotal - Group Health Insurance	\$ 857,000.00	\$ 757,804.45	\$ 99,195.55	*
<b>Group Life Insurance</b>				
Expenses	\$ 4,000.00	\$ 2,676.33	\$ 1,323.67	
Subtotal - Group Life Insurance	\$ 4,000.00	\$ 2,676.33	\$ 1,323.67	*
<b>All Other Insurance</b>				
Expenses	\$ 285,000.00	\$ 268,317.60	\$ 16,682.40	
Subtotal - Other Insurance	\$ 285,000.00	\$ 268,317.60	\$ 16,682.40	*
<b>Interfund Transfers</b>	\$ 467,919.00	\$ 467,919.00	\$ -	
<b>General Fund Totals</b>	<b>\$ 20,655,875.22</b>	<b>\$ 19,544,026.02</b>	<b>\$ 1,111,849.20</b>	

\*Balance closed to Undesignated Fund Balance

\*\*Balance closed to Ambulance Receipts Reserved

All other balance carried forward to fiscal 2016

Reserve Fund Memo: Appropriations \$60,000, transfers \$7,228.20, Balance \$52,771.80 as noted above.



# TOWN ACCOUNTANT CONT.

## Sewer Enterprise Fund

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
<b>Sewer Department</b>				
Personal Services	\$ 93,806.00	\$ 84,159.72	\$ 9,646.28	*
Expenses	\$ 727,425.00	\$ 714,545.26	\$ 12,879.74	*
Debt Service	\$ 281,708.00	\$ 281,707.50	\$ 0.50	*
PY Bills	\$ 25,000.00	\$ 23,008.56	\$ 1,991.44	*
Utility Van - Art. #25	\$ 2,084.85	\$ 1,051.11	\$ 1,033.74	
<b>Interfund Transfers</b>	\$ 140,661.00	\$ 140,661.00	\$ -	

**Sewer Enterprise Fund Totals**      **\$ 1,270,684.85**      **\$ 1,245,133.15**      **\$ 25,551.70**

\*Balances closed out to Retained Earnings,  
all other balances carried forward to fiscal 2016

## Water Enterprise Fund

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
<b>Water Department</b>				
Personal Services	\$ 106,337.00	\$ 104,036.21	\$ 2,300.79	*
Expenses	\$ 321,925.00	\$ 306,458.66	\$ 15,466.34	*
Debt Service	\$ 229,000.00	\$ 224,232.00	\$ 4,768.00	*
Capital Outlay	\$ 110,658.00	\$ 100,657.78	\$ 10,000.22	*
Utility Van - Art. #25	\$ 2,084.87	\$ 1,051.12	\$ 1,033.75	
Rebuild Press Reduct - Art. #21	\$ 7,061.82	\$ -	\$ 7,061.82	*
<b>Interfund Transfers</b>	\$ 176,301.00	\$ 176,301.00	\$ -	

**Water Enterprise Fund Totals**      **\$ 953,367.69**      **\$ 912,736.77**      **\$ 40,630.92**

\*Balances closed out to Retained Earnings,  
all other balances carried forward to fiscal 2016

## Transfer Station Enterprise Fund

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
<b>Solid Waste Department</b>				
Expenses	\$ 262,425.00	\$ 250,483.17	\$ 11,941.83	*
Encumbrances	\$ 25,000.00	\$ -	\$ 25,000.00	*
<b>Interfund Transfers</b>	\$ 21,756.00	\$ 21,756.00	\$ -	

**Transfer Station Enterprise Fund Totals**      **\$ 309,181.00**      **\$ 272,239.17**      **\$ 36,941.83**

\*Balances closed out to Retained Earnings,  
all other balances carried forward to fiscal 2016

# TOWN ACCOUNTANT CONT.

## Non-Appropriation Accounts

### MWPAT Receipts Reserved for Appropriation

	Account#	Receipts		Expenditures	
MWPAT	21-510	\$	19,552.00	\$	-
<b>MWPAT RRA Fund Totals</b>		\$	<b>19,552.00</b>	\$	<b>-</b>

### MWPAT Loan Program

	Account#	Receipts		Expenditures	
MWPAT	22-510	\$	50.00	\$	21,552.00
<b>MWPAT Loan Program Fund Totals</b>		\$	<b>50.00</b>	\$	<b>21,552.00</b>

### Highway Improvements Fund

	Account#	Receipts		Expenditures	
State Highway Reimbursement	23-422	\$	600,658.43	\$	767,773.84
<b>Highway Improvements Fund Totals</b>		\$	<b>600,658.43</b>	\$	<b>767,773.84</b>

# TOWN ACCOUNTANT CONT.

## Other Special Revenue Fund

	Account#	Receipts	Expenditures
250th Anniversary	122-501	\$ 22.86	\$ -
Selectmen (Cable Access)	122-502	\$ 7,976.35	\$ 2,572.16
Agricultural Commission	122-884	\$ 4,410.00	\$ 4,363.02
Hagar Park Memorial	122-888	\$ -	\$ -
Insurance Recovery	123-503	\$ 42,557.09	\$ 47,557.09
Wetlands Protection Act	171-505	\$ 6,769.50	\$ 3,000.00
Town Earth Day Fund	171-506	\$ -	\$ -
Noise Study	172-533	\$ -	\$ -
Johnny Appleseed	172-535	\$ 4,225.00	\$ 4,225.00
Planning Board- 53G Consultants	175-507	\$ 521.58	\$ 2,365.63
Zoning Board - 53G Consultants	176-508	\$ 0.50	\$ -
Clean Energy	192-621	\$ -	\$ -
Simplex Donation	210-532	\$ -	\$ -
EMS Equipment	220-510	\$ -	\$ -
Fire Hazmat Revolving	220-512	\$ 70.00	\$ -
Fire Donation Account	220-513	\$ 3,655.00	\$ 2,197.00
Fire Ambulance Rec. Res.	220-514	\$ 299,117.11	\$ 221,454.00
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	\$ 3,575.00	\$ -
Cemetery Urn Garden Gift	491-519	\$ -	\$ -
Cemetery Donation Account	491-520	\$ -	\$ -
Flu Clinics	510-885	\$ 5,621.47	\$ 3,063.73
Board of Health - 53G Consultants	510-886	\$ -	\$ -
Council on Aging Gift	541-521	\$ 160.00	\$ 1,218.04
Library Building & Renovation Account	610-522	\$ 0.03	\$ -
Library Preservation Fund	610-523	\$ 0.01	\$ -
Altobelli Memorial	610-524	\$ 1,010.71	\$ 559.20
Aalto/Salo Memorial	610-525	\$ 0.24	\$ -
Library Endowment Fund	610-526	\$ 25,001.04	\$ -
Library Gift	610-527	\$ 5,838.86	\$ 3,758.44
Historical Commission Gift	691-528	\$ -	\$ 700.00

### Other Special Revenue Fund Totals

**\$ 410,532.47      \$ 297,033.31**

# TOWN ACCOUNTANT CONT.

## Federal and State Grants Fund

	Account#	Receipts	Expenditures
Cultural Council	123-601	\$ 5,300.44	\$ 5,995.00
MIIA	123-622	\$ -	\$ -
Green Community	123-625	\$ -	\$ -
MSPHB Old Town Hall	123-691	\$ -	\$ -
Extended Polling Hours	164-602	\$ 969.00	\$ 1,682.65
PD State 911 PSAP	210-618	\$ 23,346.76	\$ 9,998.41
Traffic Enforcement	210-620	\$ 5,894.00	\$ 5,215.19
911 Support/Incentive	210-630	\$ 5,123.25	\$ 21,125.44
Fire S.A.F.E.	220-606	\$ 7,218.00	\$ 8,447.17
Arson Watch Reward	220-623	\$ -	\$ 3,000.00
Task Force	231-607	\$ -	\$ 321.59
Recycling Comm. Sale of Compost	433-608	\$ 0.02	\$ -
BOH PHER	510-659	\$ 770.88	\$ 770.88
Elder Affairs	541-610	\$ 10,960.00	\$ 10,960.00
Library State Aid	610-611	\$ 10,937.84	\$ 7,466.93
Library Documentary	610-612	\$ -	\$ -
Civil War Monument	610-626	\$ 4,900.00	\$ 4,880.00

<b>Federal and State Grants Fund</b>	<b>\$ 75,420.19</b>	<b>\$ 74,983.26</b>
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## Capital Projects Fund

	Account#	Receipts	Expenditures
Conservation Restriction Bragg	29-171	\$ 95,775.00	\$ -
South St. Main	30-450	\$ 100,000.00	\$ -
Bacon St.	30-450	\$ -	\$ 243,486.00
Senior Center	31-123	\$ 2,862,675.00	\$ 594,736.20
New Ambulance	31-231	\$ -	\$ 1,963.12
Water Main Replacements	31-450	\$ 120,000.00	\$ 66,412.43
Land Acquistiton	32-123	\$ -	\$ 6,214.43
Land Acquistiton	34-123	\$ -	\$ 26,344.13
New Town Hall	36-192	\$ -	\$ 17,475.00
Forest Legacy	38-123	\$ -	\$ 4,929.35
South St. Recon	39-123	\$ 87,500.00	\$ -
Fire Truck	39-220	\$ 110,000.00	\$ -

<b>Capital Projects Fund Totals</b>	<b>\$ 3,375,950.00</b>	<b>\$ 961,560.66</b>
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# TOWN ACCOUNTANT CONT.

## Expendable Trust Fund

	Account#	Receipts	Expenditures
Forbush Worthy Poor Fund	123-801	\$ 1,333.10	\$ 2,608.32
Fred Smith Poor Fund	123-802	\$ 1,913.44	\$ 6,183.24
Chartes F. Giles Fund	123-803	\$ 2,062.91	\$ 4,036.24
Westminster Grange Fund	123-804	\$ 55.06	\$ 107.67
Upton School Fund	147-812	\$ 182.62	\$ -
Stabilization Fund	147-815	\$ 13,391.01	\$ -
Stabilization Fund - Repair of Buildings	147-816	\$ 5,943.68	\$ 43,275.00
Stabilization Fund - Capital Equip.& Improve.	147-817	\$ 412,626.83	\$ 210,548.97
Stabilization Fund - Info Tech / Telecomm Sys	147-818	\$ 503,294.84	\$ 75,000.00
Stabilization Fund - OPEB	147-819	\$ 205,134.88	\$ -
Stabilization Fund - Road Maint.	147-820	\$ 300,204.35	\$ -
Conservation Fund	171-821	\$ 1,017.04	\$ 32.47
Aina E. Stein Conservation Fund	171-822	\$ 0.12	\$ -
Police Law Enforcement Fund	210-831	\$ 2.81	\$ -
Elizabeth Rose Cemetery Fund	491-841	\$ 1,472.73	\$ 2,881.52
D.W. Sanders Cemetery Fund	491-842	\$ 58.56	\$ 114.55
Florence B. Rice Cemetery Fund	491-843	\$ 8.67	\$ 17.00
J.R. Barrell Cemetery Fund	491-844	\$ 47.08	\$ 92.12
Laurie F. Dobb Cemetery Fund	491-845	\$ 28.11	\$ 54.99
M.A. Creed Cemetery Fund	491-846	\$ 34.93	\$ 68.31
Cemetery Perpetual Care Fund	491-847	\$ 6,877.22	\$ 12,718.45
Sarah M. Barnes Library Fund	610-861	\$ 3.61	\$ 7.04
M.A. Farnsworth Library Fund	610-862	\$ 16.33	\$ 463.24
Graham Library Fund	610-863	\$ 97.40	\$ 190.61
Bigelow (Children's Books) Library Fund	610-864	\$ 38.61	\$ 425.49
Agnes M. Bigelow Library Fund	610-865	\$ 18.22	\$ 35.63
Otto & Hilda Huusari Library Fund	610-866	\$ 431.61	\$ 858.13
Lucy Childs Library Fund	610-867	\$ 4.67	\$ 9.13
Preston P. Ellis Library Fund	610-868	\$ 14.66	\$ 426.96
Fred S. Whitman Library Fund	610-869	\$ 6.16	\$ 12.02
Adelaide W. Berry Library Fund	610-870	\$ 1.83	\$ 3.57
Minnie F. Dexter Library Fund	610-871	\$ 18.00	\$ 35.27
A.R. Hager Library Fund	610-872	\$ 15.24	\$ 29.83
C.A. Forbush Library Fund	610-873	\$ 10.96	\$ 21.47
M.D. Haws Library Fund	610-874	\$ 18.01	\$ 35.26
Westminster Library Fund	610-875	\$ 37.54	\$ 73.45
D.W. Sanders Library Fund	610-876	\$ 41.09	\$ 80.40
Joseph W. Forbush Library Fund	610-877	\$ 43.01	\$ 1,245.13
Charles Wyman Library Fund	610-878	\$ 107.53	\$ 243.48
Universalist Society Library Fund	610-879	\$ 4.22	\$ 8.28
George A. Miller Library Fund	610-880	\$ 38.83	\$ 75.94
Henrietta Gates Library Fund	610-881	\$ 21.81	\$ 42.66
Mossman Memorial	610-882	\$ 192.08	\$ 375.83
<b>Expendable Trust Fund Totals</b>		<b>\$ 1,456,871.41</b>	<b>\$ 362,437.67</b>
<b>Total All Funds</b>		<b>\$ 5,939,034.50</b>	<b>\$ 24,459,475.85</b>

# TOWN ACCOUNTANT CONT.

## FY2015 Receipts—General Fund

### Taxes:

Personal Property Taxes	\$ 844,132.79	
Real Estate Taxes	\$ 14,644,472.30	
Tax Liens.	\$ 146,794.56	
Motor Vehicle Excise	\$ 1,073,534.71	
		<b>\$ 16,708,934.36</b>

### Penalties & Interest:

Property Taxes	\$ 51,360.80	
Motor Vehicle	\$ 44,924.67	
Tax Lien Redemptions	\$ 35,479.90	
In Lieu of Taxes	\$ 58,550.51	
		<b>\$ 190,315.88</b>

### Charges for Services:

Contracted Landfill Fees	\$ 1,665,420.37	
Council on Aging MART Fares	\$ 3,198.75	
		<b>\$ 1,668,619.12</b>

### Other Departmental Revenue:

Police Department	\$ 742.00	
Fire Department	\$ 30.00	
Library	\$ 1,095.85	
Town Clerk	\$ 4,036.00	
Assessors	\$ 309.00	
Treasurer/Collector	\$ 7,475.00	
Cemetery Department	\$ 17,450.00	
Miscellaneous	\$ 352.40	
		<b>\$ 31,490.25</b>

### Licenses & Permits:

Alcoholic Beverages Licenses	\$ 10,455.00	
Town Clerk	\$ 16,430.00	
Police Department	\$ 550.00	
Fire Department	\$ 8,973.25	
Building Department	\$ 183,620.41	
Board of Health	\$ 29,232.80	
Other Licenses & Permits	\$ 3,097.00	
		<b>\$ 252,358.46</b>

### Revenue From The State:

State Owned Land	\$ 127,294.00	
Abatements to Elderly	\$ 9,538.00	
Lottery, Beano and Charity	\$ 582,509.00	
Room Tax	\$ 57,191.00	
Veterans' Benefits	\$ 38,107.00	
		<b>\$ 814,639.00</b>

### Fees:

Treasurer/Collector Misc.	\$ 3,244.45	
Town Clerk	\$ 4,664.00	
Planning Bd Hearings	\$ 4,775.00	
Appeals Bd Hearings	\$ 1,500.00	
Police Dept.	\$ 17,356.30	
Fire Dept.	\$ 786.00	
Health Dept.	\$ 18,550.00	
		<b>\$ 50,875.75</b>

TOWN ACCOUNTANT CONT.
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**Fines & Forfeitures:**

Parking Violations	\$	1,245.50	
Civil Motor Vehicle Infractions	\$	47,540.50	
PD Restitution/Court Fines	\$	2,122.50	
Dog Fines	\$	3,665.00	
Library Fines	\$	5,185.32	
			\$ 59,758.82

**Miscellaneous Revenues:**

Reimbursement for MART Van Use	\$	68,885.92	
Earnings on Investments	\$	6,732.14	
Premium on Sale of Bonds	\$	12,668.59	
Other Miscellaneous Revenue	\$	13,361.57	
			\$ 101,648.22

<b>Interfund Transfers:</b>	<b>\$ 962,571.35</b>
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<b>Total General Fund Receipts</b>	<b>\$ 20,841,211.21</b>
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## TOWN ACCOUNTANT CONT.

### Sewer Enterprise Fund

#### Enterprise Receipts:

Sewer Usage Charges	\$	795,892.61	
Sewer Inspection & Connection Fees	\$	2,150.00	
Miscellaneous Sewer Charges	\$	9,412.72	
Sewer Liens	\$	70,147.45	
Committed Interest Added To Taxes	\$	13,915.13	
Sewer Services	\$	5,941.12	
Earnings on Investments	\$	2,264.57	
			\$ 899,723.60

#### Sewer Betterment Assessments:

Betterments Interest/Pay Offs	\$	59,149.99	
			\$ 59,149.99

#### Inflow/Infiltration Repair:

Earnings on Investments	\$	0.48	
			\$ 0.48

#### Interfund Transfers:

Transfer From General Fund	\$	140,854.00	
			\$ 140,854.00

<b>Total Sewer Enterprise Fund Receipts</b>			<b>\$ 1,099,728.07</b>
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## TOWN ACCOUNTANT CONT.

### Water Enterprise Fund

#### Enterprise Receipts:

Water Usage Charges	\$	669,773.94	
Water Service Connection	\$	11,000.00	
Water Receipts Reserve	\$	7,453.71	
Miscellaneous Water Charges	\$	5,102.75	
Water Liens	\$	54,234.15	
Lien Interest	\$	21,953.26	
Water Services	\$	24,356.37	
Earnings on Investments	\$	1,297.61	
			\$ 795,171.79

#### Interfund Transfers:

Transfer From General Fund	\$	20,132.00	
			\$ 20,132.00

**Total Water Enterprise Fund** **\$ 815,303.79**

### Transfer Station Enterprise Fund

Trash Hauler Fees	\$	9,746.00
Contracted Landfill Fees	\$	399,996.00
Earnings on Investments	\$	1,150.86

**Total Landfill Enterprise Fund** **\$ 410,892.86**

**Total Receipts ---- All Funds** **\$ 23,167,135.93**

# ADVISORY BOARD

## 2015 Annual Report

### Introduction

The following is the recommended budget proposal for the Town of Westminster from the Advisory Board for FY2016. The operating budget for the Town is presented in one article on the Annual Town Meeting Warrant (article 7). The remaining FY2016 budget is comprised of additional articles that cover capital expenditures and requests for special services by the Town. Each year Town Meeting reviews the proposed budget and adopts it by voting to appropriate funds for each warrant article.

### Budget Recommendations

The current budget recommendation is a responsible balanced budget that is within the 2 ½ plus growth guidelines.

The recommended operating budget (article 7) for FY2016 is \$19,081,350. This is an increase of \$572,817 (3.1%) over the FY2015 operating budget. The increase is due to a number of factors which include:

- An increase of \$136,610 in "Retirement & Pensions" due to a change in the Worcester Regional Retirement System Actuarial Study and the goal to fully fund the unfunded liability by 2035 instead of by 2040.
- An increase of \$181,332 in Town Debt & Interest due to the Senior Center Bond payments beginning.
- An increase of approximately \$178,000 in cost of living adjustments and contractual obligations (salaries). This amount does not include the schools.

The chart above shows the breakdown of the operating budget by department for FY2016.

The FY2016 budget is also comprised of enterprise funds (Sewer, Water and Transfer Station – articles 8, 9 and 10) which total \$2,192,196 and are funded primarily by user fees.

Article 11 is for additional funds (\$163,219) for the operating budget of the Ashburnham Westminster Regional School District. A separate article is needed since Ashburnham's portion require funding that at the time of this printing was not included in their budget.

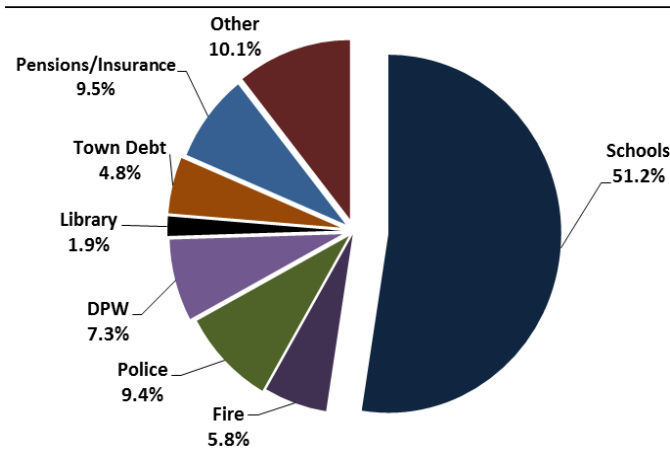
Articles 16 through 24 are non-capital money articles that total \$83,995. These articles are requests submitted by various departments/committees but are not part of the Capital Plan.

Finally the proposed Capital Improvement Plan for FY2016 is a total of \$1,169,000 of which \$354,000 will be funded from Raise & Appropriate and the remaining amount of \$815,000 will be funded from stabilization funds (\$362,307), enterprise funds (\$45,000), ambulance receipts (\$250,000) and other sources (\$157,693). For details please see the "Annual Report of the Capital Planning Committee" further in this booklet.

To offset the tax increase \$250,000 of free cash is recommended to balance the budget. This is the same amount used in FY2015. We have been reducing our dependency on free cash to balance the budget by \$75,000 per year. This year the decision was to leave the amount at \$250,000.

### Revenue

The sources of revenue for the Town of Westminster are State Aid, Property Taxes and Local Receipts. Local Receipts can be further broken down into Landfill Receipts and Other Local Receipts. Examples of Other Local Receipts include Excise Tax, Licenses/Permits, Fees and Fines/Penalties. The following graph below shows the combined Local Receipts (including the landfill revenue estimate) and State Aid (\$3,114,675). The State Aid estimate has increased by \$42,088 for

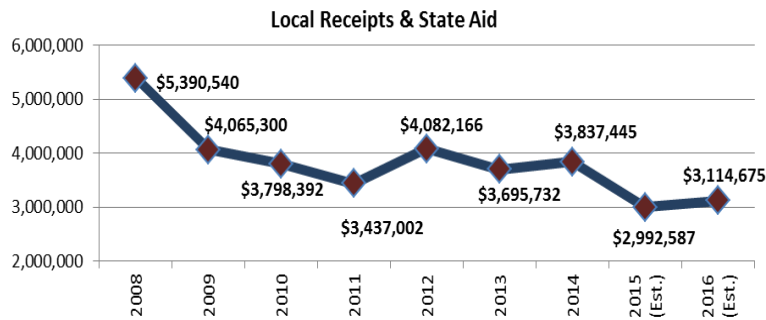


# ADVISORY BOARD CONT.

FY2016 to a total of \$763,675. This is the first time since FY2013 that State Aid has increased. It is still however, far below the amount received in FY2008 which was \$966,213. The estimate for Local Receipts has also increased by \$80,000. Overall, the FY2016 local receipts increased \$122,088 but it is significantly below the amount in FY2008 - when the landfill receipts topped over 2 million dollars. The FY2016 estimated increase in revenues has helped offset some of the budget increase mentioned above.

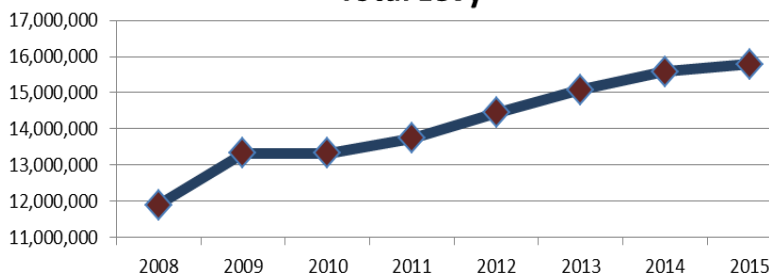
## Revenue – Property Tax Data

The following graph shows the Total Property Tax Levied for the Town. The property tax chart shows a significant increase in FY2009 and a steady increase since FY2010.



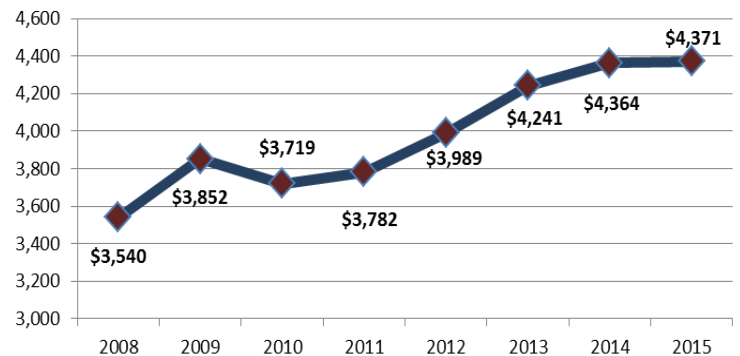
The current tax rate is **\$18.95** per \$1,000 of valuation. The valuation of all property in Town for FY2015 is \$833,099,735. Any increase of \$100,000 in spending will increase the tax rate by approximately \$ 0.12 per \$1,000 of assessed value.

## Total Levy



Below are the average “Single Family Home” tax bills, and the percentage of home value these tax bills represent. This is for FY2015 for some of our neighboring communities, and for some nearby communities of similar population.

## Average Single Family Tax Bill



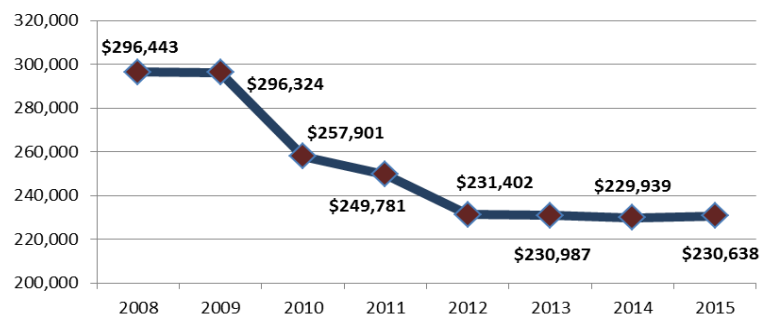
Residential tax rate different than industrial, commercial, open space and personal property

## Revenue – Property Tax Data

The following chart illustrates the average home value in the Town of Westminster over the past eight years. Home values have declined since FY2008 with the sharpest decline from FY2009 to FY2010. The last four years have remained steady.

The following chart illustrates the average single family tax bill for the Town of Westminster over the past eight years. The average single family tax bill is \$831 more than it was in FY2008 or approximately 23.5% higher.

## Average Single Family Value



The source for all the Property Tax Data information is from the <http://www.mass.gov/dor/local-officials/> website.

# CAPITAL PLANNING COMMITTEE

## 2015 Annual Report

### Annual Town Meeting, Saturday May 2, 2015 Capital Planning Committee Report Fiscal Year 2016

#### Report from the Capital Planning Committee

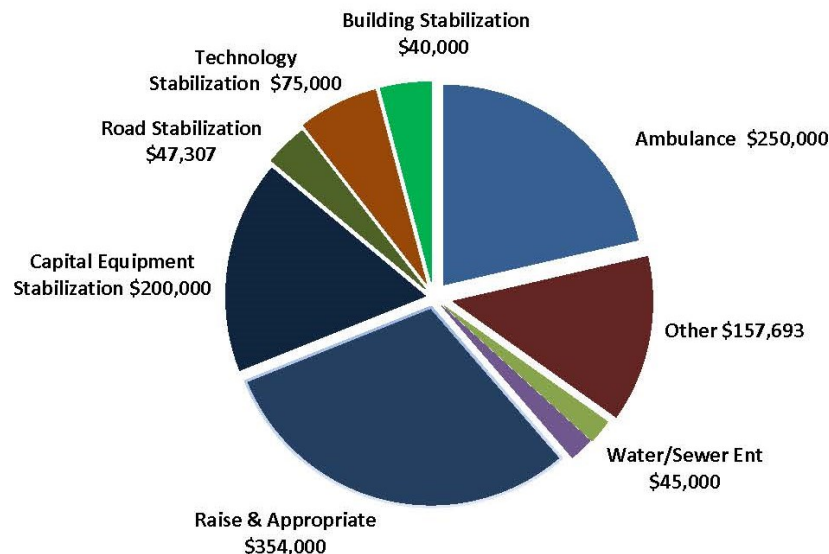
The primary focus of the Capital Planning Committee is to study, research and make recommendations on capital improvement projects. In addition the committee may develop processes and policies in order to maintain the capital improvement program. A set of financial policies have been created by the Capital Planning Committee and approved by the Board of Selectmen on October 27, 2014.

The Capital Planning Committee has met with the various department heads over the past year and developed the following five year CIP. The committee is pleased to recommend the following report to the Town of Westminster.

#### FY2016 Capital Plan

The proposed CIP for FY2016 totals \$1,169,000. The FY2016 CIP is funded from a combination of sources: Raise & Appropriate (taxes), Stabilization Accounts, Enterprise Funds and Other Funding (e.g. Chapter 90, Ambulance Receipts...etc). The following chart (Chart 1) illustrates the breakdown of the funding for the FY2016 Capital Plan.

**Chart 1 - FY2016 Capital Funding Chart**



For additional details regarding the FY2016 - FY2020 Capital Plan please see the published "Capital Improvement Plan" on the Capital Planning Committee's web page on the Town Website at <http://www.westminster-ma.gov/>.



# CAPITAL PLANNING COMMITTEE

## FY2016 Capital Plan (cont.)

The purpose of the committee is to study capital (tangible assets and projects) spending requests with a dollar value greater than \$15,000. The committee is charged with preparing annual capital spending recommendations to be submitted to the Board of Selectmen and Advisory Board and to be published in the Advisory Board booklet. The committee is also charged with developing a long range capital plan of at least five years.

The following table is the FY2016 Recommendation from the Capital Planning Committee.

Department	Project	Raise & Appropriate	Capital Equipment Stabilization	Building Maintenance Stabilization	Technology Stabilization	Road Maintenance Stabilization	Water/Sewer Enterprise	Ambulance	Other
Department of Public Works	Road Maintenance	\$200,000							
Department of Public Works	Engineering Design Rte. 140					\$47,307			\$157,693
Department of Public Works	1997 Ford 6-Wheel Truck		\$175,000						
Department of Public Works	2006 Chevrolet 2500 Pick-Up Truck						\$45,000		
Police Department	2011 Ford Taurus	\$35,000							
Police Department	2009 Ford Crown Victoria	\$43,000							
Fire Department	1999 KME Fire Engine		\$25,000						
Fire Department	2007 Ford Cut Van Ambulance							\$250,000	
Fire Department	2008 Ford Explorer	\$45,000							
Technology	Computer Replacement	\$31,000							
Technology	Dispatch Radio Equipment				\$75,000				
Schools	Roof Maintenance			\$40,000					
Totals		\$354,000	\$200,000	\$40,000	\$75,000	\$47,307	\$45,000	\$250,000	\$157,693

# CAPITAL PLANNING COMMITTEE

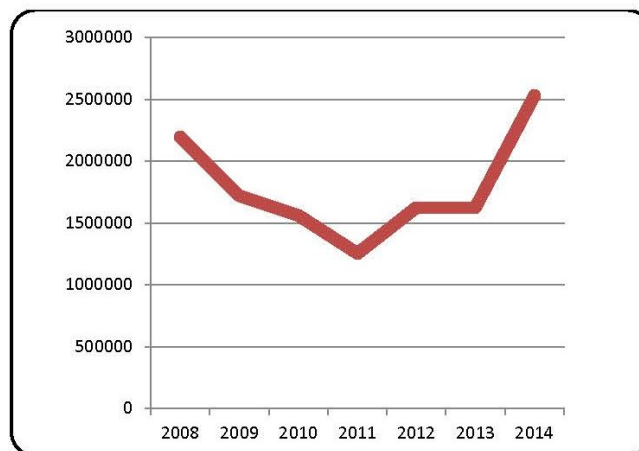
## FY2016 Capital Plan (cont.) - Stabilization Fund Summary

The goal of the Capital Planning Committee is to develop a fiscally responsible five year CIP and identify funding sources for at least the next three years of the plan. All Capital requests will be reviewed and prioritized by the Capital Planning Committee using defined priority tables. Furthermore, the five year CIP will be utilized as a planning tool to determine future Stabilization Fund Amounts.

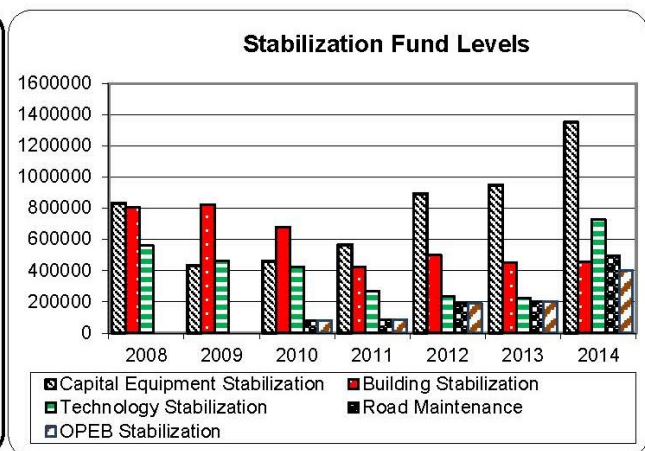
Part of the CIP is funded from Stabilization Funds. Maintaining adequate stabilization fund levels is important to the financial stability of the Town. The Capital Planning Committee has defined minimum levels for each stabilization fund. As the Capital Planning Committee refines the five year CIP and identifies the funding sources the stabilization fund levels will be monitored. Adjustments to the five year CIP and/or funding sources may be required if future Stabilization Fund levels drop too low. Chart 2 illustrates the stabilization fund levels from 2008 through 2014 (amount includes the Capital Equipment, Building Maintenance and Technology Stabilization Funds). Chart 3 lists the stabilization fund amounts after the Fall Town Meeting on 11/18/2014.

The stabilization fund levels have improved over the past few years with the biggest increase in the past year. The certified free cash for FY2014 was slightly over 2 million dollars. This is higher than the typical average. Contributing factors to this higher than average free cash amount was the collection of some revenue that is not expected to repeat. For example, the Town collected over \$215,000 in tax liens which was higher than estimated. The school certified a lower budget amount than what was voted in last years Annual Town meeting - the difference came back as free cash slightly over \$200,000. In addition the school was required to reduced its assessment to the Town by approximately \$260,000 (the certified amount of E&D was over the 5% allowable limit dictated by the state) . Finally, the landfill generated approximately \$246,000 more than was estimated. This influx of free cash greatly helped the stabilization fund levels and will help fund the five year CIP.

**Chart 2**  
**Combined Amount in 3 Stabilization Funds**  
**(Capital Equip, Building Maint and Technology)**



**Chart 3**  
**Stabilization Fund Amount on 11/18/2014**



# CAPITAL PLANNING COMMITTEE

## FY2016 Capital Plan (cont.) - Stabilization Funds - Encumbered

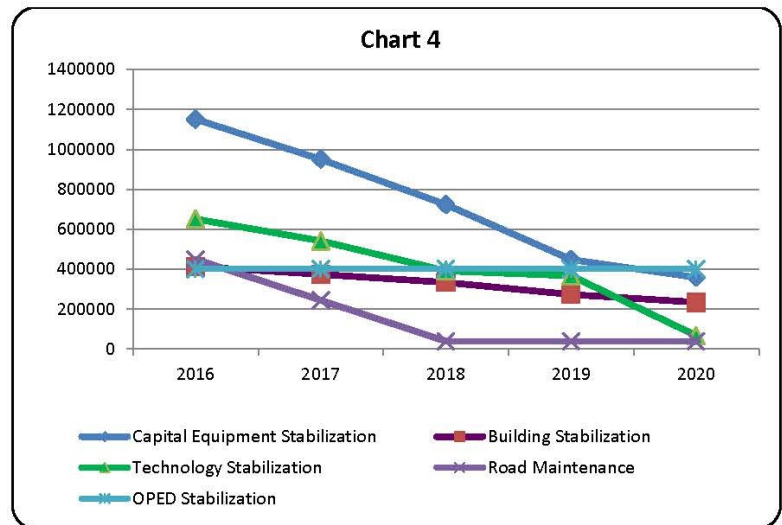
An important aspect of the Stabilization Funds is not only the current levels but also the levels over the next five years as they are used to fund the CIP. A portion of the amount in the Stabilization Funds are encumbered or reserved for future capital purchases. This encumbering of funds is essential in funding the five year CIP and ensures that not only will capital purchases happen in a timely manner but the impact of these projects have a minimum effect to the overall budget. The following Table reflects the amounts encumbered in each of the Stabilization Funds over the next five years based on the current CIP.

**Table 2**  
**Stabilization Fund Amounts Encumbered to fund the CIP**

Stabilization Funds	2016	2017	2018	2019	2020	5 Year Total
Capital Equipment Stabilization	\$200,000	\$200,000	\$227,000	\$275,000	\$90,000	\$992,000
Building Maintenance Stabilization	\$40,000	\$40,000	\$40,000	\$60,000	\$40,000	\$220,000
Technology Stabilization	\$75,000	\$110,000	\$150,000	\$25,000	\$300,000	\$660,000
Road Maintenance Stabilization	\$47,307	\$205,000	\$205,000			\$457,307
OPEB Stabilization						

Taking into account the future Stabilization Fund encumbrances the chart on the right shows the impact to the fund levels.

The fund levels will decline if no additional money is transferred back into the Stabilization Funds. This is an important factor to understand when considering the Stabilization Fund levels. Each year the Town votes to transfer money back into the Stabilization Funds from the Certified Free Cash.



The amount transferred back into the Stabilization Funds is something that the Capital Planning Committee recommends based on the five year CIP. The amount transferred into the Stabilization Funds is part of a plan based on what is expected to be used in the future



# CAPITAL PLANNING COMMITTEE

## FY2016 Capital Plan (cont.) - Debt Summary

A comprehensive CIP involves a strategy that includes a debt management plan. The debt management plan should be developed to meet the financing needs of the Town in a cost effective manner, taking into account Town priorities, as well as legal, financial, and structural considerations. The Capital Planning Committee has defined a debt policy to ensure that debt is managed within sustainable levels based upon annual revenues.

The following Tables below show the current five year debt projections: (updated on 3/11/15). The information is broken into two tables to show debt excluded vs non-debt excluded projects.

**Table 3**  
**Debt Summary - 5 year projection**

Description	Date of Vote	Debt Excluded	Amount Issued	Debt Matured	FY2016	FY2017	FY2018	FY2019	FY2020
*Sewer Extension Bond	4/15/2004	Yes	\$3,515,000	FY2019	\$235,000	\$235,000	\$230,000	\$230,000	
*Sewer Extension Bond – Int					\$37,660	\$18,860	\$9,545	\$4,773	
Wastewater Mgmt Plan Bond	11/16/2005	Yes	\$343,116	FY2016	\$37,636				
Wastewater Mgmt Plan – Int					\$405				
Senior Center Bond	4/1/2015	Yes	\$2,830,100	FY2030	\$195,100	\$190,000	\$190,000	\$190,000	\$190,000
Senior Center Bond - Int					\$68,702	\$64,800	\$61,000	\$57,200	\$53,400
**South Street Water Main	5/1/2010	No	\$500,000	FY2017	\$100,000	\$100,000			
**South Street Water - Int					\$2,000	\$1,000			
**Water Main Replacement	2/6/2013	No	\$600,000	FY2019	\$120,000	\$120,000	\$120,000	\$120,000	
**Water Main Replace - Int					\$2,400	\$1,800	\$1,200	\$600	
***Septic Management Plan	5/4/2013	No	\$300,000		\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
***Septic Management - Int					\$3,000				
South Street Redesign	3/1/2011	No	\$350,000	FY2016	\$87,500				
South Street Redesign - Int					\$875				
2014 KME Fire Engine	7/10/2013	No	\$550,000	FY2019	\$110,000	\$110,000	\$110,000	\$110,000	
2014 KME Fire Engine - Int					\$2,376	\$1,815	\$1,210	\$605	
Town Hall Bond	5/1/2007	No	\$3,700,000	FY2017	\$370,000	\$370,000			
Town Hall Bond - Int					\$29,600	\$14,800			

\* 50% paid through betterment

\*\* Water Receipts Reserve

\*\*\*Authorized and Unissued Debt



# CAPITAL PLANNING COMMITTEE

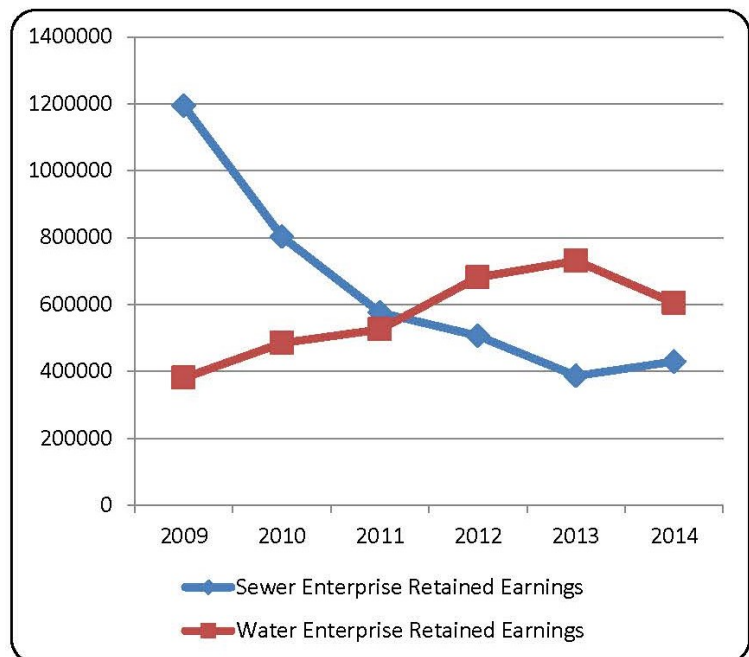
## FY2016 Capital Plan (cont.) - Enterprise Funds

Enterprise funds establish a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods and services. The Town has three enterprise funds (water, sewer and transfer station). Some of the items on the CIP are funded by the enterprise funds. For example, if a pick up truck used by the water/sewer department is in need of replacement, then the funding for a new truck would come from the water and sewer enterprise funds. In addition some items on the debt schedule are funded or partially funded by the enterprise funds (this is noted on the debt schedule - see previous page).

Similar to the stabilization funds, the enterprise fund levels must be maintained at adequate levels for financial stability. The chart on the right shows the Sewer & Water Enterprise levels from 2009 to 2014.

The Water Enterprise Fund level has increased from \$380,726 in 2009 to \$605,027 in 2014. On the other hand the Sewer Enterprise Fund level has declined since 2009. In 2009 the Sewer Enterprise fund was slightly under 1.2 million dollars. In 2014 the fund is at \$430,256. The Sewer Enterprise fund did increase from 2013 to 2014.

In FY2013 approximately 47% of the Sewer Enterprise expenditures went to collection charges paid to the City of Fitchburg. Another 26% was used to pay the debt for the sewer extension bond. The sewer expansion bond debt matures in FY2019 which will benefit the Sewer Enterprise fund by eliminating the debt payment.



Overall, the status of the Town's financial position is positive. The stabilization funds have been restored to adequate levels and the Town now has an adopted policy addressing these funds and their minimum levels. In addition the five year CIP is successfully leveraging these funds for future capital expenses and thus keeping the amount needed to raise & appropriate from taxes consistent year over year. The Town debt levels are expected to decrease in FY2018 once the bond for the Town Hall is retired. Finally, the Enterprise Fund levels are being monitored and the long range plan is to grow these levels in order to support future capital project

# CAPITAL PLANNING COMMITTEE

## Special Town Meeting, September 29, 2015 Capital Planning Committee Recommendations Fiscal Year 2016

The Capital Planning Committee supported the construction of an In-Line Sewer Storage System along State Road East (Rt. 2A), upgrades to the Whitman River Pumping Station and I&I (Inflow and Infiltration) mitigation. The In-Line Sewer Storage System will allow for current flows permitted to be connected and supports future Economic Development. Also, 3 of the 5 expansion phases (Phases 1, 2 & 5) listed in the CWMP could be added to the system in the future.

To fund this project the committee recommended borrowing the estimated \$2.5 million dollars. The Town will apply for a USDA Rural Development loan which could provide up to a 25% cost reimbursement for the project.

Department	Project	Raise & Appropriate	Capital Equipment Stabilization	Building Maintenance Stabilization	Technology Stabilization	Road Maintenance Stabilization	Water/Sewer Enterprise	Ambulance	Borrowing
Department of Public Works	In Line Storage System Upgrade								\$2,500,000
Totals									\$2,500,000

## Special Town Meeting, November 17, 2015 Capital Planning Committee Recommendations Fiscal Year 2016

The Capital Planning Committee did not support transferring \$20,000 from the Road Maintenance Stabilization Fund to supplement the amount appropriated under Article 25 of the May 2, 2015 Annual Town Meeting for road maintenance, specifically, for the purpose of hiring a consultant to perform engineering services for repairs and improvements to Bathrick Road.

The committee recommended transferring \$35,000 from the balance remaining in Article 35 of the May 3, 2014 Annual Town Meeting to purchase a generator and related equipment for the Public Safety Building.

The committee recommended the following transfers from certified free cash to the stabilization funds

Amount	Stabilization Fund
\$100,000	General Stabilization
\$200,000	Capital Equipment
\$200,000	Building Maintenance
\$250,000	Technology Stabilization
\$200,000	Road Maintenance Stabilization
\$250,000	OPEB Stabilization

## VOTE TAKEN AT ANNUAL TOWN ELECTION APRIL 28, 2015

A total of 398 voters (Precinct 1-145 and Precinct 2-253) cast ballots at the Annual Town Election. This represents a 7.5 percent voter turnout (5,182 total voters). The following are the results:

### Board of Selectman-3 years

	Precinct 1	Precinct 2	Total
<b>Heather M. Billings</b>	130	210	340
Blanks	15	42	57
Write-In	0	1	1
<b>TOTAL</b>	<b>145</b>	<b>253</b>	<b>398</b>

### Board of Health-3 years

	Precinct 1	Precinct 2	Total
Andrea L. Crete	12	26	38
<b>Michael G. Popik</b>	130	226	356
Blanks	2	1	3
Write-In	1	0	1
<b>TOTAL</b>	<b>145</b>	<b>253</b>	<b>398</b>

### Assessor-3 years

	Precinct 1	Precinct 2	Total
<b>Donald L. Frigoletto</b>	125	189	314
Blanks	20	64	84
Write-In	0	0	0
<b>TOTAL</b>	<b>145</b>	<b>253</b>	<b>398</b>

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

	Precinct 1	Precinct 2	Total
<b>Walter M. Haney</b>	110	176	286
<b>Leola M. Leger</b>	124	187	311
Blanks	56	142	198
Write-In	0	1	1
<b>TOTAL</b>	<b>290</b>	<b>506</b>	<b>796</b>

## VOTE TAKEN AT ANNUAL TOWN ELECTION APRIL 28, 2015

### Hager Park Commission-3 years

	Precinct 1	Precinct 2	Total
<b>Christopher C. Mossman</b>	134	203	337
Blanks	11	50	61
Write-In	0	0	0
<b>TOTAL</b>	<b>145</b>	<b>253</b>	<b>398</b>

### Planning Board-3 years

	Precinct 1	Precinct 2	Total
<b>Jon C. Wyman</b>	121	191	312
Blanks	24	62	86
Write-In	0	0	0
<b>TOTAL</b>	<b>145</b>	<b>253</b>	<b>398</b>

### Planning Board-1 year

	Precinct 1	Precinct 2	Total
<b>William Clinton Taylor II</b>	124	178	302
Blanks	20	75	95
Write-In	1	0	1
<b>TOTAL</b>	<b>145</b>	<b>253</b>	<b>398</b>

### Housing Authority-5 years

	Precinct 1	Precinct 2	Total
<b>Peter F Yraola</b>	122	206	328
Blanks	23	47	70
Write-In	0	0	0
<b>TOTAL</b>	<b>145</b>	<b>253</b>	<b>398</b>

### Cemetery Commission-3 years

	Precinct 1	Precinct 2	Total
<b>Stanley V. Skamarycz</b>	127	204	331
Blanks	18	49	67
Write-In	0	0	0
<b>TOTAL</b>	<b>145</b>	<b>253</b>	<b>398</b>



## VOTE TAKEN AT ANNUAL TOWN ELECTION APRIL 28, 2015

### Regional School Committee-Westminster -3 years

	Precinct 1	Precinct 2	Total
<b>Jeffrey W. Boudreau</b>	125	193	318
Blanks	19	59	78
Write-In	1	1	2
<b>TOTAL</b>	<b>145</b>	<b>253</b>	<b>398</b>

### Regional School Committee-Ashburnham -3 years

	Precinct 1	Precinct 2	Total
<b>Keith P. Glenny</b>	124	189	313
Blanks	21	64	85
Write-In	0	0	0
<b>TOTAL</b>	<b>145</b>	<b>253</b>	<b>398</b>

## MEETING MINUTES—MAY 2, 2015

### ANNUAL TOWN MEETING

The meeting was called to order at the Westminster Elementary School at 1:00 pm by Moderator John Bowen. The Constable's Return of the Warrant was read by Town Clerk Denise MacAloney. A total of 127 voters were in attendance. The votes taken are as follows:

ARTICLE 1 Voted to transfer \$215,060 from Free Cash to supplement the amount voted under Article 7 of the May 3, 2014 Annual Town Meeting for the Snow & Ice Removal accounts (Department 423).

ARTICLE 2 Voted to transfer \$50,000 from the Town Accountant Department Head Salary line item (01.135.001.5111) to the Town Accountant Professional Services line item (01.135.002.5308) in the Fiscal Year 2015 Operating Budget adopted under Article 7 of the May 3, 2014 Annual Town Meeting.

The meeting was adjourned at 1:07 pm.

#### VOTE TAKEN AT ANNUAL TOWN MEETING MAY 2, 2015

The meeting was called to order at the Westminster Elementary School at 1:07 pm by Moderator John Bowen. The Constable's Return of the Warrant was read by Town Clerk Denise MacAloney. Scott Ryder and Vance Butterfield were sworn as teller. A total of 127 voters were in attendance.

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.

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

The votes taken are as follows:

#### CUSTOMARY ARTICLES

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

maintenance of public highways for the ensuing fiscal year.

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

ARTICLE 3. Reports presented by the following committees appointed to act on Town affairs: Advisory Board (financial report)-Jim Delisle  
Energy Advisory Committee-Kerry Koskinen  
Public Safety Building Needs Committee-David Turcotte  
Agricultural Commission-ML Altobelli

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

## MEETING MINUTES - MAY 2, 2015 ANNUAL TOWN MEETING

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:

#### AMOUNT APPROPRIATED

##### **Selectmen**

Temporary Labor	4,000
Expenses	4,500
Lease Copiers	12,000
Johnny Appleseed	10,000

##### **Town Administration**

Salaries	127,663
Expenses	3,175

##### **Advisory Board**

Expenses	3,185
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##### **Reserve Fund**

Expenses	60,000
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##### **Accountant**

Salaries	75,841
Expenses	31,400

##### **Assessors**

Salaries	51,328
Expenses	17,450

##### **Treasurer/Collector**

Stipend	1,000
Salaries	125,462

Expenses	9,526
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##### **Legal**

Expenses	77,500
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##### **Personnel Admin**

Salaries	43,117
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Expenses	9,400
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##### **Data Processing**

Expenses	83,050
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##### **Town Clerk**

Stipend	1,175
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Salaries	83,763
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Expenses	7,375
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##### **Elections**

Stipend	600
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Salaries	5,185
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Expenses	9,680
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##### **Conservation**

Salary	21,718
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Expenses	1,050
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##### **Town Planner**

Salary	69,113
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Expenses	2,750
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##### **Planning Board**

Expenses	1,000
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##### **Board of Appeals**

Salary	1,600
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Expenses	500
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##### **Economic Dvlpmnt**

Expenses	700
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##### **Public Bldgs & Prop**

Salaries	97,659
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Expenses	243,300
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##### **Town Report**

Expenses	2,000
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##### **Crocker Pond**

Salaries	17,000
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Expenses	6,655
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##### **Police/Dispatch**

Salaries	1,562,894
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Expenses	232,604
----------	---------

##### **Fire**

Salaries	768,051
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Expenses	122,151
----------	---------

##### **Ambulance**

Salaries	113,950
----------	---------

Expenses	89,060
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# MEETING MINUTES - MAY 2, 2015 ANNUAL TOWN MEETING

## Emergency Mgmt

Stipend	1,000
Expenses	11,985

## Building Dept

Salaries	140,424
Expenses	15,700

## Animal Control

Expenses	35,205
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## Tree Warden

Salary	2,000
Expenses	17,600

## K-12 Schools

Contribution to Fndn Budget	6,469,813
Additional Funds	1,304,452
Transportation	546,420
Comm Serv.	4,244
WES Bond	301,215
Oakmont Bond	283,984

## Monty Tech

Foundation State Minimum	716,205
Transportation	46,187
Bonds	13,149

## Highway Admin

Salaries	265,201
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## Highway Dept

Salaries	516,112
Expenses	248,550

## Snow & Ice Control

Salaries	52,000
Expenses	298,100

## Street Lighting

Expenses	22,000
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## Cemetery Dept

Salaries	96,681
Expenses	12,515

## Health Department

Salaries	116,669
Expenses	6,680

## Council on Aging

Salaries	40,123
Expenses	12,050

## Veteran's Services

Salaries	7,388
Expenses	895

## Veteran's Assistance

Expenses	70,000
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## MART

Salaries	72,932
Expenses	12,250

## Library

Salaries	238,296
Expenses	115,520

## Recreation Dept

Salaries	16,920
Expenses	14,475

## Concerts

Expenses	3,000
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## Hager Park Comm

Expenses	250
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## Historical Comm

Expenses	1,280
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## Memorial Day

Expenses	1,200
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## Care of Town Clock

Expenses	250
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## Town Debt Retirement

Total Expenses	800,236
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## Town Debt Interest

Total Expenses	109,958
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## Reg Plan Council

Expenses	2,309
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## Retirement & Pensions

Expenses	664,632
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## Group Health Ins

Expenses	845,000
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## Group Life Ins

Expenses	4,000
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## Other Insurance

Expenses	306,000
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And further vote to appropriate the total sum of \$19,094,185 and to meet that appropriation as follows:

Raise and appropriate \$18,888,175

Transfer \$203,010 from the Ambulance Receipts Reserved Account, with any unused balance from this transfer reverting to that account at the end of the fiscal year.



# MEETING MINUTES - MAY 2, 2015 ANNUAL TOWN MEETING

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

Salaries	99,875
Expenses	757,100
Debt Principal	235,000
(Sewer Ext.)	
Debt Interest	37,660
(Sewer Ext.)	
Reserve Fund	<u>10,000</u>
<b>SUBTOTAL</b>	<b>1,139,635</b>
Shared Costs	<u>150,345</u>
<b>TOTAL</b>	<b>1,289,980</b>

And further, that of said sums, an appropriation of \$1,139,635 be raised as follows:

\$200,000 Retained Earnings  
 \$136,330 General Fund Subsidy  
 \$803,305 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. Voted the following sums be approved for the operation of the Water Enterprise.

Salaries	119,456
Expenses	325,500
Debt Principal	220,000
(water main replacement)	
Debt Interest	3,400
(water main replacement)	
Capital Outlay	100,905
Reserve Fund	<u>10,000</u>
<b>SUBTOTAL</b>	<b>779,261</b>
Shared Costs	<u>180,624</u>
<b>TOTAL</b>	<b>959,885</b>

And further, that of said sums, an appropriation of \$779,261 be raised as follows:

\$175,000 Retained Earnings  
 \$ 20,181 General Fund Subsidy (Tax Levy)  
 \$584,080 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. And further, that of said sums, an appropriation of \$273,300 be raised as follows:

\$273,300 from available departmental receipts, investment earnings, and other revenues of the Solid Waste Transfer Facility Enterprise.

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

ARTICLE 11. Voted to pass over (Supplement school budget)

## CUSTOMARY MONEY ARTICLES

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

ARTICLE 13. Voted to raise and appropriate \$2,000 for the Westminster Cultural Council.

ARTICLE 14. Voted to raise and appropriate \$50,000 to fund a portion of the cost of retaining a professional consultant to perform the revaluation of real and personal property in the Town as required under Massachusetts General Laws.

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

## MEETING MINUTES - MAY 2, 2015 ANNUAL TOWN MEETING

### NON-CAPITAL MONEY ARTICLES

ARTICLE 16. Voted to raise and appropriate \$7,000 to be spent under the direction of the Town Planner to hire a professional planning consultant to assist the Planning Board in drafting standards for a new Village Center Zoning District for the Town Center.

ARTICLE 17. Voted to raise and appropriate \$2,000 to be spent under the direction of the Historical Commission to hire an architectural preservationist to research and prepare applications to list homes on the State Register of Historical Places.

ARTICLE 18. Voted to raise and appropriate \$10,500 to be spent under the direction of the Police Chief for the purchase and installation of a commercial grade air conditioner for the 911/server room at the Police station.

ARTICLE 19. Voted to raise and appropriate \$30,000 to be spent under the direction of the Police Chief to provide Juvenile Specialist training and services, said appropriation to be contingent upon the Town of Ashburnham Annual Town Meeting appropriating the same amount for this purpose.

ARTICLE 20. Voted to raise and appropriate \$8,000 to be spent under the direction of the Fire Chief to replace the pump on Tower 1 (ladder truck).

ARTICLE 21. Voted to raise and appropriate \$12,000 to be spent under the direction of the Town Administrator to replace a set of air conditioning compressors at the Town Hall.

ARTICLE 22. Voted to raise and appropriate \$10,000 for the OPEB Stabilization Account.

**(2/3 vote required)**

**UNANIMOUS**

ARTICLE 23. Voted to transfer \$3,200 from the "Giles Fund" for the purpose of funding an

Emergency Home Heating Assistance program for the 2015-2016 heating season, with any unused balance from this transfer reverting to the Fund at the end of the fiscal year.

ARTICLE 24. Voted to transfer \$1,295 from the balance remaining in Article 19 of the May 5, 2012 Annual Town Meeting (insurance appraisals for library items); said amount to be spent under the direction of the Forbush Memorial Library Board of Trustees for the improvement of the library building and grounds.

### CAPITAL EXPENDITURES

ARTICLE 25. 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 26. Motion did not carry (Citizen's Petition to transfer \$73,000 from Free Cash for engineering study to improve Bathrick Road)

ARTICLE 27. Voted to appropriate \$615,000 to be spent under the direction of the Public Works Commission for engineering and design improvements for Route 140, from Narrows Road to the Princeton town line; said appropriation to be funded as follows:

- Transfer \$47,307 from the Road Maintenance Stabilization Fund
- Appropriate \$157,693, which represents the remaining unexpended amount initially borrowed to finance the South Street Reconstruction Project (authorized under Article 1 of the March 1, 2011 Special Town Meeting), which is now complete and for which no further liability remains.

Borrow \$410,000; and that to meet this portion of the appropriation, the Treasurer, with the approval of the Board of Selectmen, be authorized to borrow \$410,000 under MGL c. 44, § 7(5), or any other enabling authority.

**(2/3 vote required)**

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

ARTICLE 28. Voted to transfer \$175,000 from the Capital Equipment Stabilization Fund to be spent

## MEETING MINUTES - MAY 2, 2015 ANNUAL TOWN MEETING

under the direction of the Public Works Director for the purchase of a 6-wheel truck and related equipment for the Highway Department, said appropriation to include the trade-in of a 1997 Ford 6-wheel truck.

**(2/3 vote required)**

**UNANIMOUS**

ARTICLE 29. Voted to appropriate \$45,000 to be spent under the direction of the Public Works Director to purchase a new pickup truck with related equipment for the Water and Sewer Departments, said purchase to include the trade-in of a 2006 Chevrolet 2500 pickup truck. Further, to fund said appropriation by transferring \$22,500 from Water Enterprise Retained Earnings and \$22,500 from Sewer Enterprise Retained Earnings.

ARTICLE 30. Voted to raise and appropriate \$35,000 to be spent under the direction of the Police Chief to purchase a police cruiser and related equipment, said appropriation to include the trade-in of a Police Department vehicle.

ARTICLE 31. Voted to raise and appropriate \$43,000 to be spent under the direction of the Police Chief to purchase a police cruiser and related equipment, said appropriation to include the trade-in of a Police Department vehicle.

ARTICLE 32. Voted to transfer \$25,000 from the Capital Equipment & Improvements Stabilization Fund to be spent under the direction of the Fire Chief to refurbish Engine 1.

**(2/3 vote required)**

**UNANIMOUS**

ARTICLE 33. Voted to raise and appropriate \$45,000 to be spent under the direction of the Fire Chief to purchase a new vehicle with related equipment, said appropriation to include the trade-in of a 2008 Ford Explorer.

ARTICLE 34. Voted to transfer \$250,000 from Ambulance Receipts Reserved for Appropriation to be spent under the direction of the Fire Chief for the purchase of a new ambulance with related equipment, said appropriation to include the trade-in or disposal as surplus of a 2007 Ford ambulance.

ARTICLE 35. Voted to raise and appropriate \$31,000 for ongoing computer system updates and technology-related items for the various town departments; said amount to be expended under the direction of the Town Administrator.

ARTICLE 36. Voted to transfer \$75,000 from the Technology Stabilization Fund to create a public safety communications network connection using microwave radio technology.

**(2/3 vote required)**

**UNANIMOUS**

ARTICLE 37. Voted to transfer \$40,000 from the Building Maintenance & Repairs Stabilization Fund to be spent under the direction of the Ashburnham-Westminster Regional School District to make roof repairs at Westminster Elementary School.

**(2/3 vote required)**

**UNANIMOUS**

### MISCELLANEOUS ARTICLES

ARTICLE 38. Voted to pass over (Regional School Agreement amendments)

ARTICLE 39. Voted to amend the vote taken under Article 26 of the May 1, 2007 Annual Town Meeting to create a Bylaw Review Committee, by increasing the number of citizens-at-large on the committee from one to three.

ARTICLE 40. Voted to transfer the care, custody, management and control of the town-owned tax possession property located on Fitchburg Road identified on Assessors' Map 115 Lot 1 (Sawmill Pond) from the Board of Selectmen for the general purposes for which it is currently held, to the Conservation Commission to be held for conservation purposes.

**(2/3 vote required)**

**UNANIMOUS**

ARTICLE 41. Voted to amend the Westminster Zoning Bylaw (Chapter 205 of the Code of the Town of Westminster, Massachusetts) by adding a definition for "loading area" to Article II, "Definitions," and by replacing the current Article VIII, "Off-Street Parking," with a newly titled Article VIII, "Off-Street Parking and Loading Requirements," as printed in the warrant:

**Add to Article II (Definitions):**

LOADING AREA: An off-street area for the loading and unloading of goods and materials from a vehicle.

**ARTICLE VIII**

**Off-Street Parking and Loading Requirements**

**§ 205-27. Requirements to be met**

Parking and loading standards for the Commercial-III Downtown District shall be determined by the appropriate permitting authority on a case by case basis. For all other zoning districts, the following parking and loading standards shall apply.

No land shall be used and no building or structure shall be erected, enlarged or used unless the off-street parking and loading space requirements are provided as specified in this section. For the purpose of this section, an enlargement of any building shall require the provision of off-street parking and loading for the existing building as if it were newly constructed if the floor area of any building existing upon adoption of this chapter is increased by more than 5%.

**§ 205-28. Computation of required spaces**

Where the computation of required parking space results in a fractional number, only the fraction of one-half (1/2) or more shall be counted as one.

**§ 205-29. Location of spaces**

With the exception of approved shared parking arrangements for uses within the commercial zoning districts, required off-street parking facilities shall be provided on the same lot as the principal use they are designed to serve.

Parking areas for commercial uses shall be located in the rear of the primary building, unless the owner can demonstrate that this is not reasonably feasible owing the shape of the building, shape of the lot or other factors approved by the Planning Board.

For commercial zoning districts, shared parking areas may be permitted by the Planning Board subject to Site Plan Approval, for the purpose of servicing two (2) or more principle uses on separate lots provided that:

A. Evidence is submitted that parking is available

within four hundred (400) feet of the premises if the lot satisfies the parking requirements of this Bylaw and has excess capacity during all or part of the day.

B. A proposed contract, agreement or suitable legal instrument acceptable to the Planning Board shall be filed specifying the location of all spaces to be jointly used, the number of such spaces, the hours during the day that such parking is available, and the duration of limit, if any on such parking.

C. Any reduction in area required for parking because of these joint use provisions may be required to be reserved for landscaped open space.

D. Nothing in this section shall relieve the owner from providing parking facilities in accordance with this Bylaw if subsequently the joint use of parking facilities shall terminate.

**§ 205-30. Abutting Commercial Districts; Access to Parking**

For two commercial uses that abut each other within a commercial zoning district, the Planning Board may require that the parking lots for both uses be linked by a paved strip of land twenty feet (20) wide located between each lot's parking area and shared lot line that will enable customers to enter the abutting commercial property without having to use the road providing frontage to the two lots.

**§ 205-31. Size of spaces; paving**

Each required car space shall be not less than nine (9) feet in width and eighteen (18) feet in length, exclusive of drives and maneuvering space.

Handicapped parking: Parking spaces for the exclusive use of handicapped individuals shall be provided in accordance with the most recent rules and regulations of the Architectural Access Board, 521 CMR 23.00.

**§ 205-32. Buildings containing multiple uses**

Where one building is used for more than one use, parking requirements shall be computed for each use (a motel with a restaurant would be required to



## MEETING MINUTES - MAY 2, 2015 ANNUAL TOWN MEETING

provide parking for both rental units and for seating capacity of the restaurant; (a professional office in a residence must provide the space for the office use in

time and, therefore, additional parking is not necessary.

### **Principal Use**

### **Minimum Number of Spaces**

1- and 2-family dwellings	2 per dwelling unit
Apartments	2 per dwelling unit
Apartments built under housing for the elderly	1 per dwelling unit
Rooming houses and lodging houses	4, plus 1 for each rental unit over 2
Nursing homes	1 for each 2 beds
Motels, hotels and inns	2, plus 1 1/4 for each rental unit, plus 1 for each 20 square feet of floor area available for meetings or functions
Permitted offices in residences	3, plus 1 for each nonresident employee
Retail stores and services	In districts other than Commercial III Districts, 1 for each <u>250</u> square feet of gross floor area
Restaurants, theaters and other places of assembly exclusive of churches	In districts other than Commercial III Districts, 1 for each 4 seats
Bowling alleys	4 for each alley
Offices	In districts other than Commercial III Districts, 1 space for each 500 square feet of gross floor area
Warehouses and other commercial or industrial buildings	1 for each 900 square feet of gross floor area

addition to the residential requirement) unless the applicant provides adequate information through the site plan review process showing that the peak demand for the proposed uses is not at the same

### **§ 205-33. Number of required spaces**

A. The minimum number of required parking spaces shall be as follows:

B. For accessory uses not listed above there shall be provided adequate off-street parking as determined by the Planning Board.

### **§ 205-34. Location of Parking and Loading Spaces**

No parking or loading space shall be located within ten (10) feet of any property line or road right-of-way.

A. Parking and loading areas for non-residential uses (excluding customary home occupations) shall be setback twenty-five (25) feet of any property line when the property abuts a residential district or residentially used property, and the Planning Board may require landscaping and/or fencing to be installed within the setback areas.

B. Parking and loading areas for non-residential uses (excluding customary home occupations) that are supported by retaining walls shall have an additional setback requirement equal to the height of the retaining wall and applied to the nearest lot line abutting said retaining wall.

### **§ 205-35. Screening of Parking and Loading Areas**

Parking and loading areas for non-residential uses (excluding customary home occupations) shall be effectively screened on each side which adjoins or faces the side or rear lot line of a lot located in a residential zoning district or a residentially used property, through the use of landscaping and/or fencing. Fencing shall consist of a solid fence or wall not less than three (3) feet, or more than six (6) feet in height at the time of occupancy of such lot.

# MEETING MINUTES - MAY 2, 2015 ANNUAL TOWN MEETING

## § 205-36. Loading Requirements

- A. General: Off-street loading spaces or loading areas shall be provided and maintained by the owner of the property for each non-residential building or use which is erected, enlarged or altered after the effective date of this Bylaw, according to the following provisions.
- B. Same Lot: All loading spaces or loading areas required by this Bylaw shall be located on the same lot as the building or use which they are intended to serve, and in no case shall any required loading area be part of an area used to satisfy the off-street parking requirements of this Bylaw.
- C. No Queues or Backing onto Street: No loading facility shall be designed to require trucks to queue on a public way while waiting to be off-loaded. No loading facility shall be designed to require vehicles to back onto a public way; all turning maneuvers shall be accommodated on the premises.

(2/3 vote required)

**UNANIMOUS**

ARTICLE 42. Voted to amend the Westminster General Bylaw at Chapter 104, "Firearms," by adding the Crocker Pond Recreation Area to Section 104-2, "Use in parks;" said section to read as follows:

"Hunting and firearms are prohibited in Hager Park, the Rambler Recreation Area, and the Crocker Pond Recreation Area."

ARTICLE 43. Voted to authorize the Board of Selectmen to enter into Tax Agreements pursuant to M.G.L. Chapter 59, Section 38H(b), and Chapter 164, Section 1, and/or any other enabling authority and related regulations, for personal property taxes associated with the following proposed solar facility projects, each to be located on privately owned land, upon such terms and conditions as the Board of Selectmen deems to be in the best interest of the Town, and to take all actions necessary to implement and administer such agreements; further, that each agreement shall be subject to the solar facility project obtaining site plan approval from the Planning Board and any other required permits:

The Annual Town Meeting adjourned at 4:13 pm.

Entity	Location	Est. Size	Term	Rate
Theodore Drive Solar, LLC	Theodore Drive (Lots I-4C, I-2 and I-3)	1.9 MW	20 yrs.	\$15k/ MW 2% esc.
Westminster Solar, LLC	So. Ashburnham Rd. (Whitmanville Farm)	1.3 MW	20 yrs.	\$15k/ MW 2% esc.
Housatonic Solar 1, LLC	So. Ashburnham Rd.	.55 MW	20 yrs.	\$16.5k /MW 1% esc.
Solar MA Project Management LLC, Series III, a subsidiary of Seaboard Solar Holdings, LLC	100 Simplex Drive	.78 MW	20 yrs.	\$15k/ MW 2% esc.

## MEETING MINUTES—SEPTEMBER 29, 2015

### SPECIAL TOWN MEETING

The meeting was called to order by Moderator John Bowen at the Westminster Elementary School at 7:30 pm. Town Clerk Denise MacAloney read the Constable's return of the warrant. A total of 117 voters (2 percent turnout) attended the meeting. The votes taken are as follows:

ARTICLE 1: Voted to appropriate \$2,500,000 for the purpose of financing the engineering, permitting, construction and all costs incidental and related to the Whitman River Sewer System Improvements Project; said project to include, without limitation, the construction of an in-line storage system on Route 2A, the upgrade of the Whitman River pump station, and inflow and infiltration mitigation; that the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow all or a portion of the project costs and issue bonds or notes therefore under Chapter 44, Sections 7 and 8 of the Massachusetts General Laws and/or any other enabling authority. The Selectmen, and any other appropriate officials of the Town, are authorized to apply for and accept any forms of financial assistance that may be available to the Town on account of this project from the United States Department of Agriculture's Rural Development Department (USDA), and in connection therewith, to enter into any necessary agreements with the USDA for a loan and otherwise to contract with the USDA with respect to any such loan or loans. The amount authorized to be borrowed pursuant to this vote shall be reduced to the extent of any grants or gifts received by the town on account of this project. The Board of Selectmen shall be authorized to apply for, accept, and expend all funds available for this project, and to take any other action necessary to carry out this project, including but not limited to entering into any and all contracts on such terms and conditions as are in the best interest of the Town; while constituting a general obligation of the Town, it is the intention of the Town that eighty-five per cent (85%) of the Town's share of

the borrowing authorized by this vote to pay project costs will be paid, in the first instance, from general tax revenues, and fifteen per cent (15%) will be paid from sewer user fees; further, provided that the amount authorized to be borrowed hereunder shall be contingent on a debt exclusion vote to exempt from the provisions of proposition two and one half, so-called, the amounts required to pay the principal and interest on the bonds to be issued to finance this project.

**YES – 109 NO – 6**

**(2/3 vote required)**

ARTICLE 2: Voted to authorize the Board of Selectmen to enter into an agreement with one or more energy companies for the purchase of net metering credits generated by a solar renewable energy facility with a term of up to 20 years (from the date of commercial operation of such facility) on such terms and conditions, and for such consideration, as the Board of Selectmen deems in the best interest of the Town, and to authorize the Board of Selectmen to take such actions and execute such other instruments and agreements as may be necessary or appropriate to implement and administer such agreement.

The meeting was adjourned at 8:24 pm

**VOTE TAKEN—NOVEMBER 3, 2015**  
**SPECIAL TOWN ELECTION**

A total of 456 voters cast ballots (Precinct 1-205 and Precinct 2-251) out of a possible 5,241 voters. This represents a 9 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 amounts required to pay for the bond issued for the Whitman River Sewer System Improvements Project?”

	Precinct 1	Precinct 2	Total
YES	106	156	262
NO	99	95	194
BLANKS	0	0	0
TOTAL	205	251	456



# MEETING MINUTES—NOVEMBER 17, 2015

## SPECIAL TOWN MEETING

After informational presentations by Dr. Michael Popik, Board of Health member, concerning mosquito monitoring and Town Planner Stephen Wallace on upcoming Zoning By-Law changes, Moderator John Bowen called the meeting to order at the Westminster Elementary School at 7:45 pm. Town Clerk Denise MacAloney read the Constable's return of the warrant. A total of 117 voters attended the meeting.

The following non-residents were given permission to address the town meeting: Town Counsel Jonathan M. Silverstein, Town Administrator Karen Murphy, Council on Aging Director Susan Fisher, and Town Planner Stephen Wallace.

***After Article 4-An affirmative vote was taken 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 to transfer \$510.00 from free cash to pay the following unpaid bills from Fiscal Year 2015:

Bill/(Department)	Amount
Stephen Wallace (Town Planner-reimbursement for purchase made from Worcester Business Journal)	\$50.00
United Elevator Inv. #312550A dated 3/23/2015 (Public Safety Building)	\$460.00

**UNANIMOUS**

**(9/10 vote required)**

ARTICLE 2. Voted to establish a part-time (per diem) Computer Specialist position.

ARTICLE 3. Voted to amend the vote on Article 7 of the May 2, 2015 Annual Town Meeting (department operating budgets) for the fiscal year beginning July 1, 2015 as follows:

Transfer \$50,000 from Dept. 135-Accountant Salaries to

Dept. 135-Accountant Expenses

Transfer \$15,000 from Dept. 155-Data Processing Expenses to Dept. 155 Data Processing Salaries

Transfer \$6,500 from Dept. 241-Building Department Salaries to Dept. 241-Building Dept. Expenses

ARTICLE 4. Voted to establish one additional part-time position of Council on Aging Administrative Assistant.

ARTICLE 5. Voted to transfer \$20,000 from the Road Maintenance Stabilization Fund to supplement the amount appropriated under Article 25 of the May 2, 2015 Annual Town Meeting for road maintenance, specifically, for the purpose of hiring a consultant to perform engineering services for repairs and improvements to Bathrick Road.

**(2/3 vote required)**

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

ARTICLE 6. Voted to transfer \$35,000 from the balance remaining in Article 35 of the May 3, 2014 Annual Town Meeting (police cruiser); said amount to be spent under the direction of the Police Chief to purchase a generator and related equipment for the Public Safety Building.

ARTICLE 7. Voted to appropriate \$20,000 from free cash to be spent under the direction of the Town Administrator to upgrade the Town's existing data backup systems.

ARTICLE 8. Voted to appropriate \$13,200 from free cash to be spent under the direction of the Town Clerk to purchase two new voting tabulators, including related equipment and training.

ARTICLE 9. Voted to convert the position of

MEETING MINUTES—NOVEMBER 17, 2015  
SPECIAL TOWN MEETING

Treasurer/Collector from an elected position to an appointed position. within the scope of the general public objectives of this petition.

ARTICLE 10. Voted to amend the General Bylaws by adding an appropriately numbered section to Chapter 1-General Provisions, Article I-General Rules, to read as follows:

“The Town Clerk shall hereby be authorized to assign appropriate numbers to bylaw sections, subsections, paragraphs and subparagraphs, where none are approved by Town Meeting, and, if such are approved by town Meeting, after consultation with the Town Administrator, to make non-substantive, editorial revisions to ensure consistent and appropriate sequencing and numbering, provided that such editorial revisions shall be identified by a footnote or other convention.”

Further, that the Town Clerk be authorized to correct the duplicate numbering appearing in the Zoning Bylaws at Article VIII, §205-35 and §205-36, as amended under Article 41 of the May 2, 2015 Annual Town Meeting, by renumbering these sections as §205-34.1 and §205-34.2, respectively.

ARTICLE 11. Voted to appropriate \$11,000 from free cash to be spent under the direction of the Town Planner to hire a consultant to evaluate various options for the potential reuse of the property located at 5 Bacon Street (Old Town Hall), including costs associated with each option and related administrative costs.

ARTICLE 12. Voted to accept General Laws Chapter 32B, Section 20 to allow the Town to establish an “Other Post-Employment Benefits Liability Trust Fund, and to transfer \$100,000 from free cash into said Trust Fund.

ARTICLE 13. Voted to authorize the Board of Selectmen to petition the General Court for a special act in the form set forth in the warrant, establishing a private road maintenance revolving account relative to Chapter 173, Article V of the Town Code; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court; and, provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be

ARTICLE 14. Voted to transfer \$100,000 from free cash to the General Stabilization Fund.

**(2/3 vote required)**

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

ARTICLE 15. Voted to transfer \$250,000 from free cash to the Information Technology and Telecommunications Stabilization Fund.

**(2/3 vote required)**

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

ARTICLE 16. Voted to transfer \$200,000 from free cash to the Capital Equipment and Improvements Stabilization Fund.

**(2/3 vote required)**

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

ARTICLE 17. Voted to transfer \$200,000 from free cash to the Building Maintenance and Repairs Stabilization Fund.

**(2/3 vote required)**

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

ARTICLE 18. Voted to transfer \$250,000 from free cash to the Other Post-Employment Benefits (OPEB) Stabilization Fund.

**(2/3 vote required)**

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

ARTICLE 19. Voted to transfer \$200,000 from free cash to the Road Maintenance Stabilization Fund.

**(2/3 vote required)**

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

The meeting was adjourned at 9:10 p.m.

# POLICE DEPT. DISPATCH STATISTICS

## 2015

### Call Reason

209A VIOLATION	4	WATER PROBLEM	11
258E VIOLATION (HARRASSMENT)	1	HARRASSMENT	16
911 UNINTENTIONAL	24	HAZARDOUS CONDITION	207
911 ABANDONED	41	HIT AND RUN	20
ATTEMPTED B&E	2	IDENTITY THEFT	10
ADVICE	162	ILLEGAL DUMPING	11
ABANDONED MOTOR VEHICLE	5	INVESTIGATION	97
ANIMAL COMPLAINT	215	JUVENILE OFFENSES	2
ANIMAL PROBLEM	51	K-9 DEPLOYMENT	9
AREA CHECK	382	KEEP THE PEACE	14
ALARM SYSTEM LOG	28	LARCENY /FORGERY/ FRAUD	80
ASSIST THE POLICE	2	LIFT ASSIST	21
ASSAULT	4	LIQUOR LAW VIOLATION	1
ASSIST OTHER AGENCY	152	LOG ENTRY	338
BURGLAR ALARM	279	MEDICAL	533
LOCKOUT, BUILDING	8	MISSING PERSON	14
B & E, PAST	34	MUTUAL AID	84
BUILDING CHECK	2788	MVA NO INJ. OR HAZMAT	259
CARBON MONOXIDE ALARM	38	MVA WITH INJURIES	16
COMPLAINT	94	MOTOR VEHICLE COMPLAINT	240
COMPUTER CRIME	1	MOTOR VEHICLE FIRE	12
CHILD PASS. SAFETY SEAT	43	LOCKOUT, MOTOR VEHICLE	74
DETAIL CANCELLATION	4	MOTOR VEHICLE STOP(GRANT)	160
DRUG DROP OFF	15	MOTOR VEHICLE STOP	982
DEBRIS IN ROADWAY	8	NOISE COMPLAINT	34
DIRECTED PATROL	456	OUTSIDE FIRE	5
DISTURBANCE	75	PARKING COMPLAINT	23
DRUG LAW VIOLATION	7	PANIC ALARM/HOLD UP ALARM	9
DISABLED MV	302	ANNOYING PHONE CALLS	3
DOMESTIC	35	PROPERTY DAMAGE	39
DETAIL REQUEST	36	FOUND/LOST PROPERTY	91
DRUG RECOGNITION EXPERT CALL	2	PARKING TICKET	8
ELECTRICAL PROBLEM	1	PROPERTY TRANSFER	16
EXPLOSION	1	REPOSSESSION	8
FIRE ALARM	111	ROAD RAGE	2
BRUSH FIRE	20	RECOVER STOLEN PROPERTY	2
FIREWORKS	2	RUNAWAY	6
BUILDING FIRE	14	SERVE PAPERS	126
FOLLOW UP	35	SHOPLIFTING	1
FRAUD	50	ODOR OF SMOKE IN THE AREA	5
GUN SHOTS	25	MOTOR VEHICLE THEFT	4
		SOLICITING	3

# POLICE DEPT. DISPATCH STATISTICS

SPEEDING COMPLAINT  
 SPEED TRAILER  
 SERVICE CALL  
 TROUBLE ALARM  
 SUICIDE AND/OR ATTEMPT  
 SUSPICIOUS PERSON  
 SUSPICIOUS ACTIVITY  
 THREATS  
 TRANSPORT  
 TRAFFIC CONTROL  
 TRESPASSING  
 TASK FORCE ACTIVITY  
 UNATTENDED DEATH  
 UNAUTHORIZED BURNING  
 UNWANTED GUEST  
 VANDALISM  
 WARRANT  
 WELFARE CHECK  
 WATER / SEWER ALARM

**TOTAL**

## Motor Vehicle Citations:

### Citation Statistics

From: 01/01/2015 thru: 12/31/2015

Arrest 53

Civil 145

Complaint 66

Warnings 518

**Total 782**

11	<b><u>Offenses</u></b>	
29	A&B	2
23	A&B	15
59	A&B (DOMESTIC)	1
6	A&B AGGRAVATED	1
22	A&B ON +60/DISABLED WITH INJUR	1
236	A&B ON FAMILY / HOUSEHOLD MEMB	1
4	A&B ON POLICE OFFICER	1
18	A&B ON PUBLIC EMPLOYEE	1
13	A&B ON PUBLIC EMPLOYEE	1
13	A&B ON RETARDED PERSON	1
1	A&B WITH DANGEROUS WEAPON	2
2	ABUSE PREVENTION ORDER, VIOLAT	4
2	ALCOHOL IN MV, POSSESS OPEN CO	4
15	All Other Offenses	1
17	All Other Offenses	1
19	ASSAULT	4
126	ASSAULT ON AMBULANCE PERSONNEL	2
47	ASSAULT W/DANGEROUS WEAPON	2
9816	ATTEMPT MURDER/POISONING,DROWN	1
	ATTEMPT TO COMMIT CRIME	1
	B&E BUILDING DAYTIME FOR FELON	10
	B&E BUILDING NIGHTTIME FOR FEL	4
	B&E FOR MISDEMEANOR	4
	B&E IN TO BOAT/VEHICLE FOR MIS	3
	B&E IN TO BOAT/VEHICLE FOR MIS	1
	B&E VEHICLE/BOAT DAYTIME FOR F	1
	B&E VEHICLE/BOAT NIGHTTIME FOR	4
	BUILDING, VANDALIZE	1
	BUILDING, VANDALIZE	1
	CHILD IN NUDE, DISTRIB MATERIA	1
	CHILD PORNOGRAPHY, POSSESS	1
	CHURCH, VANDALIZE	1
	CIVIL RIGHTS VIOLATION	1
	CONSPIRACY	1
	CREDIT CARD FRAUD OVER \$250	3
	CREDIT CARD FRAUD UNDER \$250	2
	CREDIT CARD FRAUD UNDER \$250 B	1
	CREDIT CARD, IMPROPER USE UNDE	2



## POLICE DEPT. DISPATCH STATISTICS

CREDIT CARD, LARCENY OF	2	LICENSE SUSPENDED, OP MV WITH,	2
Destruction / Damage / Vandalism	1	LIGHTS VIOLATION, MV	2
DESTRUCTION OF PROPERTY -\$250,	1	LIQUOR, PERSON UNDER 21 POSSES	6
DESTRUCTION OF PROPERTY +\$250,	9	MARKED LANES VIOLATION	17
DESTRUCTION OF PROPERTY +\$250,	2	MAYHEM	1
DISORDERLY CONDUCT	2	MOBILE PHONE USE AS AN ADULT O	1
DISTURBING THE PEACE	3	MOTOR VEH, LARCENY OF	4
DOMESTIC ASSAULT OR ASSAULT AN	12	MOTOR VEH, MALICIOUS DAMAGE TO	2
DOMESTIC ASSAULT OR ASSAULT AN	1	NAME/ADDRESS CHANGE, FL NOTIFY	1
DRUG, DISTRIBUTE CLASS D, SUBS	1	NEGLIGENT OPERATION OF MOTOR V	12
DRUG, LARCENY OF	1	NUMBER PLATE VIOLATION	1
DRUG, OBTAIN BY FRAUD	1	OBSCENE MATTER, DISTRIBUTE	1
DRUG, POSSESS CLASS A, SUBSQ.O	1	OUI DRUGS	2
DRUG, POSSESS CLASS B	1	OUI LIQUOR	15
DRUG, POSSESS CLASS D	1	OUI LIQUOR & SERIOUS INJURY &	1
FIREARM, LARCENY OF	1	OUI LIQUOR, 2ND OFFENSE	2
FRAUD/CHEAT, GROSS	2	POSSESSION OF ONE OUNCE OR LES	10
HARASSMENT, CRIMINAL	3	PROTECTIVE CUSTODY	5
IDENTITY FRAUD	13	RAPE	2
IMPROPER OPERATION OF MV, ALLO	1	RAPE OF CHILD, STATUTORY	1
INDECENT A&B ON PERSON 14 OR O	2	RECEIVE STOLEN PROPERTY +\$250	5
INSPECTION/STICKER, NO	6	RECKLESS OPERATION OF MOTOR VE	2
JUNIOR OPERATOR OP 12-5 AM W/O	3	REGISTRATION NOT IN POSSESSION	1
JUNIOR OPERATOR WITH PASSENGER	2	RESIST ARREST	1
KIDNAPPING		RIGHT LANE, FAIL DRIVE IN	4
LARCENY BY CHECK OVER \$250	1	RMV DOCUMENT, POSSESS/USE FALS	1
LARCENY FROM BUILDING	15	SAFETY STANDARDS, MV NOT MEETI	1
LARCENY OVER \$250	1	SCHOOL, DISTURB	3
LARCENY OVER \$250	13	SCHOOL, VANDALIZE	1
LARCENY OVER \$250	39	SHOPLIFTING BY CONCEALING MDSE	1
LARCENY OVER \$250 BY FALSE PRE	1	SPEEDING	11
LARCENY OVER \$250 BY SINGLE SC	2	SPEEDING IN VIOL SPECIAL REGUL	7
LARCENY OVER \$250 FROM +60/DIS	1	STATE HWAY TRAFFIC VIOLATION	1
LARCENY UNDER \$250	3	STOP/YIELD, FAIL TO	4
LARCENY UNDER \$250	16	TAGGING PROPERTY	2
LEAVE SCENE OF PROPERTY DAMAGE	15	TELEPHONE CALLS, ANNOYING	2
LICENSE NOT IN POSSESSION	1	THREAT TO COMMIT CRIME	7
LICENSE RESTRICTION, OPERATE M	1	TRESPASS	5
LICENSE REVOKED AS HTO, OPERAT	1	UNINSURED MOTOR VEHICLE	4
LICENSE SUSPENDED, OP MV WITH	5	UNLICENSED OPERATION OF MV	4
		UNREGISTERED MOTOR VEHICLE	6
		UNSAFE OPERATION OF MV	1
		UTTER FALSE CHECK	1
		VANDALIZE PROPERTY	7
		VIOLATION, HARASSMENT PREVENT	3
		WARRANT ARREST	6
		WITNESS, INTIMIDATE	2

TOTALS

458

# AGGREGATE ANNUAL REMUNERATION OF ALL TOWN EMPLOYEES

Ahearn	William	Hwy Superintendent	Reg	\$83,063.86				
Aker	Brittany	Dispatcher	Reg	\$8,950.48				
Albert	Angela	Parks/Rec Counselor	Reg	\$805.50				
Albert	David	Master Mechanic	Reg	\$56,794.44	OT	\$9,939.97		
Albert	Emily	Parks and Rec Director	Reg	\$3,200.00				
Albert Jr	Salvatore	Police Chief	Reg	\$122,958.34				
Amadon	Brandon	Patrolman	Reg	\$51,732.35	OT	\$14,655.46		
Amendola	Dana	Call Firefighter	Reg	\$6,269.30				
Arsenault	Steven	Truck Driver/Laborer	Reg	\$47,636.99	OT	\$7,906.44	DT	\$500.40
Auffrey	Nicholas	Patrolman	Reg	\$57,512.99	OT	\$17,716.92		
Aveni	Jeffrey	Parks/Rec Counselor	Reg	\$823.50				
Aveni	Nicholas	Dispatcher	Reg	\$18,430.71	OT	\$3,264.78		
Barrett	Alan	Truck Driver/Laborer	Reg	\$44,900.92	OT	\$10,595.58	DT	\$229.35
Barrett Sr	Loring	Wiring Inspector	Reg	\$24,829.56				
Bean	Adam	Call Firefighter	Reg	\$1,449.54				
Belliveau	Julie	Personnel Administrator	Reg	\$41,817.66				
Benson	Kent	Patrolman	Reg	\$60,881.97	OT	\$5,696.54		
Bentley-Wandless	Yvonne	Crossing Guard	Reg	\$130.30				
Blauser Jr	Theryn	Fire Support Specialist	Reg	\$3,893.19				
Blessington	Bruce	Call Firefighter	Reg	\$864.73				
Bodanza	Brenda	Admin Assistant	Reg	\$31,561.45				
Boivin Jr.	Francis	Call Firefighter	Reg	\$13,029.32				
Bowen	Jesse	Dispatcher	Reg	\$34,766.77	OT	\$6,549.10		
Brighenti	Karen	Poll Worker	Reg	\$18.00				
Bryce	David	Dispatcher	Reg	\$3,215.81				
Burgess	Celia	ZBA Clerk	Reg	\$701.94				
Buso	Phillip	Veterans Agent	Reg	\$600.00				
Butterfield	Kyle	Firefighter Captain	Reg	\$77,774.99	OT	\$13,477.57		
Cannavino	Richard	Alternate Wiring Inspec- tor	Reg	\$1,375.66				
Casey	Claudette	Poll Worker	Reg	\$252.00				
Casper	Ryan	Call Firefighter	Reg	\$22,656.48				
Cavanaugh	Jason	Adult Services Librarian	Reg	\$34,279.64				
Chadbourne	Bennett	Firefighter	Reg	\$15,628.28	OT	\$3,387.09		
Chapman	Joshua	Working Forman	Reg	\$56,381.44	OT	\$16,661.07		
Chapman	Susan	Maintenance Supervisor	Reg	\$41,039.00	OT	\$764.06	DT	\$38.04

# AGGREGATE ANNUAL REMUNERATION OF ALL TOWN EMPLOYEES

Ciesluk	Kaylin	Parks/Rec Counselor	Reg	\$756.00			
Cloutier	Adam	Crocker Pond Supervisor	Reg	\$7,317.28			
Cole	Madison	Parks/Rec Counselor	Reg	\$675.00			
Couture	Steven	Police Officer	Reg	\$847.68			
Cramm	Robert	Maintenance Worker	Reg	\$38,895.10	OT	\$561.04	
Davis	Jason	Groundskeeper	Reg	\$1,122.75			
Dean Jr.	Daniel	Call Firefighter	Reg	\$2,549.08			
Deloge	Daniel	Firefighter	Reg	\$3,996.65			
Demarco	Alexander	Crocker Pond Attendant	Reg	\$3,947.56			
D'Entremont	Phillip	Call Firefighter	Reg	\$42,408.29	OT	\$12,034.24	
Descarreux	Kevin	Truck Driver/Laborer	Reg	\$39,399.77	OT	\$6,383.16	DT \$171.60
Devoll	Andrew	Call Firefighter	Reg	\$36,869.70	OT	\$9,902.62	
Doane	Brittany	Call Firefighter	Reg	\$3,956.31			
Driscoll	Patricia	DPW Admin Secretary	Reg	\$43,265.04			
Duncan	Brett	Call Firefighter	Reg	\$12,166.84			
Dunn	Jamison	Parks/Rec Counselor	Reg	\$648.00			
Elliott	Stephen	Call Firefighter	Reg	\$1,069.14			
Erickson	Lisa	Library Asst Child	Reg	\$12,906.60			
Farley	Daniel	Call Firefighter	Reg	\$3,909.06			
Farrell	Karen	Poll Worker	Reg	36			
Fisher	Susan	Council on Aging Director	Reg	\$40,992.08			
Fix	David	Cemetery Laborer	Reg	\$6,728.22			
Flynn	Gary	Firefighter	Reg	\$2,270.08			
Forrest	Kyle	Call Firefighter	Reg	\$23,208.09			
Gallant	Michael	Building Commissioner	Reg	\$32,093.32			
Garland-Wheelend	Louise	Poll Worker	Reg	\$72.00			
Gerde	Anne	Library Asst Child	Reg	\$8,472.06			
Gilbert	Patrick	Parks/Rec Counselor	Reg	\$688.50			
Gilbreath	Elise	Library Aide	Reg	\$3,155.50			
Goguen	Robert	Sub Van Driver COA	Reg	\$112.32			
Grenier	Theresa	Poll Worker	Reg	\$252.00			
Gronroos	John	Cemetery Superintendent	Reg	\$51,372.10			
Haley-Cormier	Marybeth	Assistant Town Clerk	Reg	\$11,134.34			
				\$105,847.8			
Hall	Joshua	DPW Director	Reg	4			
Hartford	Benjamin	Call Firefighter	Reg	\$1,208.16			
Hawkins	Nathan	Dispatcher	Reg	\$36,685.10	OT	\$13,415.27	

# AGGREGATE ANNUAL REMUNERATION OF ALL TOWN EMPLOYEES

Hawkins Jr	Leroy	Police Seargant	Reg	\$78,437.03	OT	\$25,233.39	
Henry	David	Call Firefighter	Reg	\$3,862.12			
Hildreth	Charles	Cemetery Laborer	Reg	\$8,496.16			
Hill	Bruce	Sub Van Driver COA	Reg	\$10,695.28			
Holm	Robin	Administrative Assesor	Reg	\$38,558.05			
Horn	Michaela	Assistant Town Accountant	Reg	\$10,047.60			
Hughes	Albert	Poll Worker	Reg	\$252.00			
Hughes	Gloria	Poll Worker	Reg	\$252.00			
Hurd	Timothy	Special Motor Vehicle Operator/	Reg	\$54,763.74	OT	\$11,407.86	DT \$475.57
Hurlbut Jr.	David	Call Firefighter	Reg	\$18.66			
Hynes	Lucas	Parks/Rec Counselor	Reg	\$832.50			
Ilinitch	Shawn	Administrative Aide	Reg	\$16,595.28			
Johndrow	Michelle	Police Clerk	Reg	\$55.28			
Johnson	Michelle	Department Assistant I	Reg	\$11,477.08			
Johnson	Robert	Sub Van Driver COA	Reg	\$2,055.91			
Kalagher	Susan	Conservation Clerk	Reg	\$3,646.99			
Kazan	Betty	Executive Assistant	Reg	\$4,881.23			
Keena	Jeanne	Treasurer/Collector Principal Clerk	Reg	\$17,089.37			
Kelley	Timothy	Special Motor Vehicle Operator/	Reg	\$8,478.90			
Klein	Andrew	Call Firefighter	Reg	\$553.67			
Kotoski	Constance	Poll Worker	Reg	\$252.00			
Krakowsky	Jane	Asst Town Accountant	Reg	\$1,412.01			
Krasawski	James	Cemetery Laborer	Reg	\$8,669.01			
Lahtinen	Stephanie	Executive Assistant	Reg	\$30,857.36			
Landry	Clayton	Call Firefighter	Reg	\$37,672.03	OT	\$5,275.28	
Langhart	Nicholas	Library Director	Reg	\$65,345.30			
Leahy	Shannon	Parks/Rec Counselor	Reg	\$756.00			
Lebel	Andrew	Call Firefighter	Reg	\$3,370.10			
Leblanc	David	Dispatcher	Reg	\$33,914.21	OT	\$8,593.90	
Leblanc	Eric	System Operator	Reg	\$51,221.36	OT	\$17,386.62	
Leblanc	Joyce	Adminisrative Assistant	Reg	\$34,540.90			
Leblanc	Ralph	Detective	Reg	\$79,293.10	OT	\$22,101.89	
Loescher	Andrew	Dispatch Supervisor	Reg	\$44,246.06	OT	\$7,534.02	
Long	Karen	Adminisrative Assistant Emt B	Reg	\$42,208.64	OT	\$1,317.21	
Long	Nathaniel	Call Firefighter	Reg	\$470.81			



# AGGREGATE ANNUAL REMUNERATION OF ALL TOWN EMPLOYEES

Lucander	Joyce	BOH Administrative Assistant	Reg	\$32,735.80		
Lucier	Dale	DPW Secretary/Receptionist	Reg	\$35,809.68		
Lucier	Susan	Library Tech Service	Reg	\$22,417.84		
Macaloney	Denise	Town Clerk	Reg	\$57,289.72		
Maeder	Thomas	Veterans Agent	Reg	\$6,363.98		
Magee	Kathryn	Parks/Rec Counselor	Reg	\$657.00		
Major	Ryan	Firefighter	Reg	\$48,084.07	OT	\$8,712.83
Maki	Robert	Conservation Agent	Reg	\$15,518.43		
Manning	Geraldine	Head Of Childrens Services	Reg	\$46,949.32		
Martin	Daniel	Local Inspector	Reg	\$12,780.26		
Martineau	Peter	System Operator	Reg	\$49,021.69	OT	\$17,578.17
Martins	Danny	Call Firefighter	Reg	\$1,964.68		
Mcconville	Rita	Assistant Health Agent	Reg	\$21,914.93		
Mcdonald	Michael	Police Lieutenant	Reg	\$102,818.90		
Mcevoy	John	Firefighter	Reg	\$52,613.13	OT	\$11,837.29
Mcgee	Maryann	Library Assistant I	Reg	\$5,099.65		
Mcintyre	John	Maintenance Mechanic	Reg	\$52,762.04	OT	\$9,415.36
Michaud	Laila	Poll Worker	Reg	\$252.00		
Michel	Richard	Patrolman	Reg	\$61,116.19	OT	\$19,518.60
Miller	Susan	Poll Worker	Reg	\$40.50		
Monty	David	Firefighter	Reg	\$58,853.60	OT	\$24,337.65
Murphy	Karen	Town Administrator	Reg	\$87,439.46		
Nelson	Amy	Patrolman	Reg	\$68,805.54	OT	\$25,715.24
Nivala	Kevin	Fire Chief	Reg	\$104,244.42		
Noonan	Brian	Call Firefighter	Reg	\$598.38		
Novak	Daniel	COA Meals Driver	Reg	\$9,590.79		
O'Brien	Connor	Parks/Rec Counselor	Reg	\$1,561.50		
Page	Ann Marie	Treasurer/Collector Clerk	Reg	\$9,651.48		
Parsons	Barbara	Poll Worker	Reg	\$252.00		
Pelullo	Katherine	Poll Worker	Reg	\$252.00		
Perior	Jayne	COA Meals Driver	Reg	\$6,921.18		
Perry	Samuel	Farmers Market Manager	Reg	\$1,025.00		
Pierce	Nanette	Police Administrative Assistant	Reg	\$42,675.33	OT	\$30.72
Quaye	Rachel	Parks/Rec Counselor	Reg	\$1,800.00		
Quaye	Samuel	Parks/Rec Counselor	Reg	\$832.50		

# AGGREGATE ANNUAL REMUNERATION OF ALL TOWN EMPLOYEES

Racine	Mickey	Truck Driver/Laborer	Reg	\$395.00			
Rathier	Raymond	Cemetery Laborer	Reg	\$6,290.45			
Reed	Joann	Crossing Guard	Reg	\$3,621.51			
Reed	Samantha	Parks/Rec Counselor	Reg	\$576.00			
Reilly	Jack	Crocker Pond Attendant	Reg	\$3,865.20			
Robbins	Edward	Police Seargant	Reg	\$82,412.28	OT	\$23,900.75	
Rogowski	David	Call Firefighter	Reg	\$576.00			
Rogowski	Robert	Call Firefighter	Reg	\$3,434.62			
Rooney	Colin	Call Firefighter	Reg	\$1,674.06			
Root	Diane	Library Assistant I	Reg	\$1,168.83			
Roy	Renee	Assessors Clerk	Reg	\$14,047.83			
Scarale	Frank	Cemetery Laborer	Reg	\$10,118.78			
Schultz	Kimberly	Sub Meals Driver	Reg	\$6,270.79			
Sears	Megan	Parks/Rec Counselor	Reg	\$801.00			
Seidl	Eric	Call Firefighter	Reg	\$4,860.30			
Sepulveda	Edwin	Dispatcher	Reg	\$6,499.48			
Shampine	Jeffrey	Patrolman	Reg	\$65,090.90	OT	\$9,908.96	
Sheehan	Ellen	Dept Asst I	Reg	\$16,080.14			
Sheehan	Maura	Parks/Rec Counselor	Reg	\$810.00			
Sheehan	Michael	Firefighter	Reg	\$23,824.78	OT	\$1,668.30	
Slauenwhite	Nancy	Poll Worker	Reg	\$126.00			
Smith	Melody	Treasurer/Collector	Reg	\$62,627.52			
Smith	Michael	Call Firefighter	Reg	\$240.38			
Snee	Ryan	Firefighter	Reg	\$8,651.84	OT	\$954.26	
Streeter	Patricia	Substitute Meals Driver	Reg	\$3,545.76			
Sutela	Thomas	Equipment Operator Ii	Reg	\$48,992.02	OT	\$8,939.97	DT \$200.24
Swedberg	Elizabeth	Health Agent	Reg	\$59,690.08			
Szocik	Robert	Hwy Working Forman	Reg	\$46,606.72	OT	\$12,487.26	DT \$356.00
Tamulen	Jason	Patrolman	Reg	\$64,662.14	OT	\$22,334.56	
Vacarelo	Judith	Library Assistant I	Reg	\$14,648.23			
Wallace	Stephen	Town Planner	Reg	\$67,029.14			
Wetherbee	Jason	Patrolman	Reg	\$62,259.99	OT	\$20,297.21	
Wheeler	Alexiss	Call Firefighter	Reg	\$4,014.07			
Wiinikainen	Tom	Gas/Plumbing Inspector	Reg	\$16,084.89			
Yraola	Susan	Library Assistant Ii	Reg	\$17,704.54			
Zbikowski	David	Truck Driver/Laborer	Reg	\$44,022.69	OT	\$8,085.56	

*We would like to extend our sincerest appreciation to all the residents who submitted photos for the 2015 Annual Report! A special thanks to Mr. Greg Barry and the student artists of Oakmont Regional High School who created amazing work for this publication. Thank you all for bringing something truly unique and special to this year's report.*

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