



Westminster MASSACHUSETTS

ANNUAL TOWN REPORT

2023

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ANNUAL *Town* REPORT

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NORTH CENTRAL MASSACHUSETTS CHAMBER OF COMMERCE GIFTED THE TOWN WITH A NEW "WELCOME TO WESTMINSTER" SIGN LOCATED AT THE INTERSECTION OF WEST MAIN STREET & MAIN STREET. THE REPRESENTATIVES OF NCMCC OFFICIALLY MADE THEIR PRESENTATION, ALONG WITH REP KIM FERGUSON. PICTURED ABOVE (L TO R): TRAVIS CONDON, KIM FERGUSON, SAM ALBERT, STEPHANIE LAHTINEN, ROY NASCIMENTO

WESTMINSTER

ASHBURNHAM/WESTMINSTER SCHOOL DISTRICT

MEETINGHOUSE SCHOOL	GRADE K-1
WESTMINSTER ELEMENTARY	GRADE 2-5
OVERLOOK MIDDLE SCHOOL	GRADE 6-8
OAKMONT REGIONAL HIGH SCHOOL	GRADE 9-12
MONTACHUSETT REGIONAL VOCATIONAL TECHNICAL SCHOOL	GRADE 9-12

TOWN BUILDING LOCATIONS

TOWN OFFICES	11 SOUTH STREET
DEPARTMENT OF PUBLIC WORKS	2 OAKMONT AVENUE
PUBLIC SAFETY BUILDING	7 SOUTH STREET
SENIOR CENTER.....	69 WEST MAIN STREET
LIBRARY.....	118 MAIN STREET
TOWN HALL HOURS	MON 7:00A—7:00 P • TUE -THU 7:30A-4:30P • FRI - CLOSED
SENIOR CENTER HOURS	MON - FRI 8:00A TO 4:00P
LIBRARY HOURS	TUE - THU 10A - 8P • FRI 10A - 5 P • SAT 9A - 2P • SUN-MON CLOSED
TOWN BENEFIT	NEIGHBORS HELPING NEIGHBORS (2ND SUNDAY IN AUGUST)
TOWN WEBSITE	WWW.WESTMINSTER-MA.GOV



FACTS ABOUT

Westminster

MA



INCORPORATED - 1759
AREA (SQ MILES) - 37.5

TOWN GOVERNMENT

OPEN TOWN MEETING
SELECT BOARD & TOWN ADMINISTRATOR

ANNUAL TOWN CAUCUS— LAST MONDAY IN FEBRUARY
ANNUAL TOWN ELECTION—LAST TUESDAY OF APRIL



TOWN HALL MEETINGS



ANNUAL TOWN MEETING— FIRST SATURDAY IN MAY
SPECIAL TOWN MEETING— SECOND TUESDAY IN NOVEMBER

2023 TAX RATE - \$13.06 PER \$1,000 VALUE
PUBLIC UTILITIES - WATER/ SEWER / SOLID WASTE

Census



CURRENT POPULATION - 8,418
REGISTERED VOTERS - 6,701
PRECINCTS - 4 (INCLUDES PRECINCT 2A)

REGIONAL PLANNING AGENCY - MONTACHUSETT
REGIONAL TRANSIT AUTHORITY - MART





U.S. & STATE OFFICIALS FOR WORCESTER COUNTY / 3RD DISTRICT

U. S. SENATORS

ELIZABETH WARREN / EDWARD MARKEY

U. S. CONGRESS REPRESENTATIVE

LORI TRAHAN

GOVERNOR / LT GOVERNOR

MAURA HEALEY / KIMBERLEY DRISCOLL

ATTORNEY GENERAL / SECRETARY OF STATE

ANDREA CAMPBELL / WILLIAM GALVIN

DISTRICT STATE SENATOR

PETER J. DURANT

STATE REPRESENTATIVES

KIMBERLY FERGUSON

DISTRICT ATTORNEY

JOSEPH D. EARLY JR

TOWN OF WESTMINSTER 2023 HIGHLIGHTS

Community Grants



GREEN COMMUNITIES GRANT \$199,999

In hopes to reduce energy costs & increase efficiency, this grant will cover capital level projects related to lighting upgrades, weatherization & building management in two elementary schools.



WELCOME to WESTMINSTER / CANDIDATES NIGHT

The Library hosted this event for all town boards/committees & departments to meet the public and provide essential material about their purpose & activities to the residents and to meet the candidates up for election



RANDOM ACTS OF KINDNESS INITIATIVE

passed out over 3,500 goody bags to people throughout Worc County. Through

this initiative, our hope is that we inspire others to do random acts of kindness all year long. It gives law enforcement opportunity to interact with community on all levels and engage one on one developing & fostering relationships. Thank you to Worc County Dep Sheriff's Assoc for making this possible.

JAN

FEB

MAR

APR

MAY

JUN

Master Plan

MASTER PLAN GRANT AWARD \$153,500

Received from the Executive Office of Economic Dev (EOED). These funds will support the update of our town's ten year old Master Plan; which will benefit the town now and in the future



POLICE DEPT RECEIVED GRANT FOR BODY CAMS

from the Department of Justice in the amount of \$33,960. The Police Dept will begin a pilot program early in 2024



3.5 MILLION GRANT AWARDED to Commonwealth Community Developers from Gov. Maura Healy for the construction of 50 units of Senior Housing to be constructed within the next 24 months



SHADY AVE WATER TANK PROJECT

The 1 million gallon Shady Avenue prestressed concrete water storage tank built in 1970 was rehabilitated this year.



NEW WEBSITE LAUNCHED FOR LIBRARY

The Library planned, funded & launched a new website. The site was built to be very contemporary and interactive which has been well received



OLD TOWN HALL

In October 2023, after a multi-phased process, the Select Board voted & awarded the Old Town Hall to Pillar & Post LLC for the purpose of historic preservation and re-use of this structure to meet commercial & residential needs.

JUL

AUG

SEP

OCT

NOV

DEC



FARMER'S CO-OP BUILDING

The Town was awarded a \$50,000 grant from Mass Office of Travel & Tourism. The property & building went through phase one of it's restoration to further its use and preservation.



GFOA CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING

The Town received the GFOA Award, which is the highest form of recognition in governmental accounting & financial reporting. This is the Town's ninth year receiving this award.



LAND GRANT AWARD

The Town was awarded a LAND Grant for the purchase and conservation of 80 acres of open space abutting the Midstate Trail. This is a great achievement in our conservation efforts.

TOWN HALL EMPLOYEES THAT HAVE RETIRED/LEFT THIS YEAR

PAUL BLANCHARD - BUILDING COMMISSIONER - 7 YEARS

SONJIA FICHEL - PERSONNEL ADMINISTRATOR— 4 YEARS

JON MAXWELL—IT TECH—8 YEARS

ROB CARPENTER - ASST HEALTH AGENT- 1 YEAR

We thank them all for their years of dedication and service to the Town of Westminster and wish them much happiness and success in their future endeavors.

NEW TOWN HALL EMPLOYEES

The Town would like to Welcome and Introduce the following new Employees:

GEORGE TIGNOR—BUILDING COMMISSIONER

CINDY MARTINEAU—PERSONNEL ADMINISTRATOR

RACHEL ARSENAULT— ASSISTANT HEALTH AGENT

RYAN FORGUES—LAND USE ADMIN ASSISTANT

MICHELLE JOHNSON—DEPT ASSISTANT (CLERK'S OFC)

AUDRA KIRTLAND—COMMUNITY SERVICES DIRECTOR



IN APPRECIATION



JOHN BOWEN ~ TOWN MODERATOR

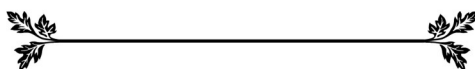
Our friend and longtime pillar of our community, John Bowen, has stepped down after decades of distinguished service as Town Moderator.

If you have never been to a New England town meeting, you've been missing an historic slice of Americana, where the citizens meet to make major decisions affecting the town.

John Bowen has been the man presiding over those meetings in Westminster. For those of you who might not know John Bowen, he is something of a town historian with a deep appreciation for the local culture and rich heritage which give Westminster its unique town character. John reveres and understands the old New England town meeting form of government which has been passed down to us from our forefathers since colonial times. He presides over town meeting with an infectious smile and quick wit. He typically opens town meeting with a humorous quip relating to Westminster trivia or one of our colorful residents. Even during the course of the meeting, John will occasionally pause for a moment or two to regale us with some nostalgic anecdote from town meetings past.

John has earned his own place as part of Westminster history through his decades of service to the community.

We'll miss him at town meetings moderating. Thank you for your service and for the memories.



IN MEMORIAM



STANLEY SKAMARYCZ “STAN THE MAN”

Stanley was born June 15, 1928 in Gardner. After he graduated Gardner High School, a short time later he enlisted in the U.S. Army. He served in Italy with the 88 Infantry Division and the Trieste Garrison. He attended Becker Junior College and received an associates degree in accounting. After the Korean War began, he was recalled to active duty and served in the 2nd Infantry Division in Korea.

His military decorations include the Bronze Star Medal, the European Occupation Medal, the World War II Victory Medal, the Korean Service Medal with three battle stars, the Republic of Korea Medal, the United National Medal, the Presidential Unit Citation and the American Defense Medal.

He is predeceased by his wife Theresa and survived by his two children, four grandchildren and five great-grandchildren.

He worked as an insurance salesman for ten years. In 1965 President Lydon B. Johnson appointed him as Postmaster of Westminster 01473, where he served until October 1992 when he retired from government service.

During his Postal career, he was active in the National Association of Postmasters serving as President of Central Mass for three terms, he also served the State organization first as Secretary/Treasurer for three years followed by two years as State President. Upon retiring he served as State President of Retired Postmasters for a several years. For many years he was also the Political Action Committee Chairman raising thousands of dollars to support elected officials who supported Postal and Postmaster Legislation.

He was a proud member of the Westminster Cemetery Commission for several years , resigning in 2022, and was known town-wide for always being first to call for adjournment at every Annual Town Meeting.



William Antoniac of Westminster for 45 years, passed away peacefully on November 5, 2023 at the age of 72. Beloved husband to Valerie (Spare) of 50 years, a loving Father of two and Grandfather to four.

Bill was a former union carpenter and then employed as construction inspector for the U.S Government. He worked at Ft Devens and retired from the Coast Guard Academy in New London, CT in 2008.

He was an enthusiastic fisherman and avid hunter. He enjoyed camping, going to the beach, playing cribbage, spending his winters in Englewood FL., traveling and spending time at the Westminster Senior Center . He was also a member on the Council on Aging Committee.

IN MEMORIAM



Robert "Bob" Sampson of Westminster passed away peacefully on February 17, 2023 at the age of 88. Beloved husband to Nancy Colbert Sampson of 65 years. A loving Father of three and Grandfather to five.

Bob worked for Simonds Saw and Steel as an Inventory Control Manager for 30 years before joining his wife Nancy as a co-owner of their successful pottery business, "The Tobacco Shed Pottery". He loved live theater and was a member of the Stratton Players in Fitchburg, MA for over 20 years, performing in and directing numerous productions. An avid skier, Bob shared his passion with the whole family.

Bob also enjoyed traveling. Him & his wife explored many locations across Europe, making friends and memories along the way. Bob was a firm believer in community service and held many positions in Westminster over the years, including on the Library Board of Trustees, the Board of Assessors and as the Chair of the Westminster Caucus Committee.



Raymond Joseph Rathier of Westminster passed away peacefully on July 15, 2023 at the age of 84. He grew up in Burrillville, RI and moved to Fitchburg, MA in 1961. He graduated from Mt Wachusett Community College with a degree in Fire Science Technology. He completed many course at Meadowood Fire Academy and course in the Heath & Safety field. He was a certified National and State EMT.

He joined the Westminster Fire Department in 1971 as a recruit and retired from the department in 2001 as Deputy Chief. Raymond was one the first on the department to become certified as an EMT.

Raymond worked at American Co in Fitchburg for 7 years as a machinist and then for Digital Equipment as an Environmental Health and Safety Engineer. He then worked for Toltec Fabrics in Dudley. He also work for the Town of Westminster in the Cemetery Department retiring in June 2022 after 15 years and was then elected to the Cemetery Commission.

Raymond belonged to the Mid-state Antique Auto Club of Fitchburg, he was past secretary, past vice-president and on the board of directors. He was a life member of Worcester West forest Wardens Association. He belonged to the Knights of Columbus, (4th degree) Bishop Beavan Assembly where he was Past Faithful Navigator and Honor Guard Commander.

He is survived by his wife, Louise, five children, eleven grandchildren and eighteen great-grandchildren.

TOWN DEPARTMENT CONTACT INFORMATION

TOWN HALL

MONDAY 7:00 AM—7:00 PM

TUESDAY -THURSDAY 7:30 AM – 4:30 PM

FRIDAY - CLOSED

TOWN HALL OFFICES:

ACCOUNTING978-874-7405
 ASSESSORS 874-7401
 BOARD OF HEALTH874-7409
 BUILDING DEPARTMENT874-7407
 CONSERVATION COMMISSION874-7413
 COMMUNITY SERVICES DIRECTOR 874-7461
 EXECUTIVE ASSISTANT874-7408
 PARKS & RECREATION 874-7410
 PERSONNEL874-7404
 SELECT BOARD874-7400
 TOWN ADMINISTRATOR874-7400
 TOWN CLERK874-7406
 TOWN PLANNER 874-7414
 TREASURER/COLLECTOR874-7403
 VETERANS' AGENT (GARDNER)978-630-4017

FORBUSH MEMORIAL LIBRARY 978-874-7416
 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 AGING978-874-7402
 MONDAY - FRIDAY 8:00 AM – 4:00 PM

DEPARTMENT OF PUBLIC WORKS 978-874-5572
 MONDAY – FRIDAY 7:00 AM – 3:30 PM

SOLID WASTE DROP-OFF CENTER

165 FITCHBURG RD/ROUTE 31978-874-0612
 FRIDAY 7:30 AM – 3:00 PM
 SATURDAY7:30 AM – 1:00 PM
 SUNDAY 9:00 AM–1:00 PM
 MONDAY7:30 AM—3:00 PM

PUBLIC SAFETY BUILDING 978-874-2313

POLICE DEPARTMENT

24 HOURS A DAY
 911 – EMERGENCY ONLY

FIRE DEPARTMENT

OPEN 24/7
 911 – EMERGENCY ONLY

ASHBURNHAM-WESTMINSTER REGIONAL SCHOOL DISTRICT:

MEETINGHOUSE SCHOOL 978-874-0163
 OAKMONT REGIONAL HIGH SCHOOL827-5907
 OVERLOOK MIDDLE SCHOOL827-1425
 SPECIAL NEEDS827-3063
 SUPERINTENDENT OF SCHOOLS827-1434
 WESTMINSTER ELEMENTARY874-2043
 SUPERINTENDENT OF SCHOOL827-1434

OTHER DEPARTMENTS:

ANIMAL CONTROL OFFICER874-2933
 TREE WARDEN874-5572
 CEMETERY874-7415

**FIND ALL THIS INFORMATION, TOWN
 NEWS , UPCOMING EVENTS AND MUCH
 MORE ON OUR TOWN WEBSITE...
 STAY IN TUNE...SUBSCRIBE FOR ALERTS!!**

WWW.WESTMINSTER-MA.GOV



GENERAL *Government*



SELECT BOARD & TOWN ADMINISTRATOR



(L TO R) SALVATORE ALBERT JR, HEATHER BILLINGS (C), MELISSA BANKS

This report is respectfully submitted to the residents of the Town of Westminster.

Heather M. Billings assumed the Chairmanship of the Select Board in May of 2023, with Melissa Banks serving as Vice Chairman, and newly re-elected Board member Salvatore J. Albert, Jr. as Clerk.

First, the Board wishes to recognize and acknowledge our departing Chair, Heather M. Billings. After twelve years serving our Town as a valued member of the Select Board, among many other appointed positions,

Ms. Billings decided not to run for re-election in April 2024. Heather has given countless hours and immeasurable effort to support Westminster, and we are extremely grateful to her.

This Board also acknowledges many of our long-time staff members that retired this year and welcome new members of our Town departments. The Town has been fortunate to consistently attract energetic, qualified and motivated staff and we are looking forward to continued successful operations as well as new ideas and projects!

One of the most significant issues the Town has dealt with in the past years has been the question of what to do with the Old Town Hall/Historic Meetinghouse. Since 2006, when Town offices were relocated to our current address at 11 South Street, the Old Town Hall has remained vacant. After several re-use committees and many years, the Town re-issued a Request for Proposals (RFP) to sell building. In 2023, the Select Board placed a non-binding referendum on the Annual Town Election ballot, and a Special Town Meeting was called by Citizen's Petition in June; regarding the ultimate disposition of the building. After the ballot vote and meeting, this Select Board took a two phased approach and released an RFP for the sale of the building and sought quote for potential demolition. After many public meetings and discussions and recommendation by a robust RFP Review Committee, the Board awarded the building to Pillar and Post LLC of Windham, New Hampshire.

Following the award of the Old Town Hall, the Select Board earmarked \$350,000 in American Recovery Plan Act (ARPA) funding towards the planning and construction of a public playground on Town owned property. The Board has charged the siting and recommendation of the parcel to the Parks and Recreation Commission and is looking forward to building a site where our youth are able to play and enjoy the outdoors.

In addition to the larger projects taken on by the Town, there is much to be said about smaller, more direct initiatives. In December, the Select Board sent a memorandum to the Agricultural Commission, Hager Park Commission, Parks and Recreation, Historical Commission and other committees soliciting small project requests for funding through the American Rescue Plan Act (ARPA) funding received during the pandemic. The Board is eagerly awaiting receipt of these requests in order to direct funds to support our smaller volunteer groups for the betterment of our community.

SELECT BOARD & TOWN ADMINISTRATOR

The year 2023 came with many plans, changes and undertakings spanning all Town departments. This is a testament to the motivation of our team, both employees and volunteers, as well as the continued support from our local legislators in Representative Kim Ferguson, Representative Jonathan Zlotnik, Congresswoman Lori Trahan and our new State Senator Peter Durant. Due to the successful acquisition of multiple earmarks and grant funding the Town has been able to move forward on various projects without burdening our taxpayers.

The Town relies on the willingness of residents to volunteer their time for the various boards and committees. Throughout the year, the Board had the pleasure of appointing many fine residents to serve in various capacities. The Select Board made two joint appointments to elected positions this year; first with the Planning Board in order to jointly appointment Amy Fantoni; with the Cemetery Commission to appoint Brian Vincent to their vacant seat. Other newly appointments this year were Gary Hulecki, Zoning Board of Appeals; Linda Landry, Board of Registrars; Taryn Hearn and Bryce Kirby, Parks and Rec; Carol Urban, Council on Aging; Karen Conte-Moore, Capital Planning; and finally, Jo Grant, Patricia Gendron, and Jonathan Harvey to the Cultural Council. The Board and our Town is extremely grateful to your volunteerism.

The Town and its financial team, in particular Town Administrator Stephanie Lahtinen, Treasurer/Collector Melinda Horrigan and Town Accountant Julie Costello were again recognized, for the ninth consecutive year, with a Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association. In addition, the Financial Team collaborated with the Collins Center of UMass Boston, our financial advisors at UniBank and our audit team on the compilation of new, comprehensive financial policies for the Town. These policies were reviewed and approved by the Select Board in December of 2023 in anticipation of our Bond Rating call in early 2024. We are hopeful that our sound financial practices and these policies with their full implementation will bring us to a AAA Bond Rating.

As the elected executive body of the Town of Westminster, we take very seriously our fiduciary and management responsibilities to insure that the Town remains fiscally strong and operationally sound. We would like to thank all Town employees and all elected and appointed volunteer board, committee and commission members who work diligently toward these goals as well.

Heather M. Billings

Melissa A. Banks

Salvatore J. Albert, Jr.

(The Select Board meets every other week on Monday evenings at 5:00 pm at the Town Hall, with additional meetings scheduled as needed. Meeting schedules for all town boards can be viewed on the town website at www.westminster-ma.gov. Select Board meetings are broadcast live on Cable Channel 9 and are available through video-on-demand on the Ashburnham-Westminster Community Media www.awcm.org)



(L TO R) TAMIE CHIARELLI, EXECUTIVE ASSISTANT
STEPHANIE LAHTINEN, TOWN ADMINISTRATOR

APPOINTED OFFICIALS

ADVISORY BOARD

JOHN FAIRBANKS	6/30/2025
DAVID LIBBY	6/30/2025
PETER NORMANDIN	6/30/2026
LISA ROCHELEAU	6/30/2026
ERIN CASALI	6/30/2026

AGRICULTURAL COMMISSION

HEATHER BOWEN	6/30/2024
SHERYL VAILLETTE	6/30/2024
JODY JESS	6/30/2025
MARY-LOUISE ALTABELLI	6/30/2026
SUSAN NICKERSON (ALTERNATE)	

ANIMAL CONTROL OFFICERS

CHERYL SLACK	6/30/2024
ALANA MESERVE	6/30/2024

BOARD OF REGISTRARS

KENNETH D. MARIEN	3/31/2024
LINDA L. LANDRY	3/31/2026
ELLEN M. SHEEHAN, TOWN CLERK	

BUILDING COMMISSIONER

/ZONING ENFORCEMENT OFFC.

PAUL BLANCHARD (RETIRED JULY)	
ERIC CHARTRAND (JULY—NOV)	
GEORGE TIGNOR (PRESENT)	6/30/2024

CAPITAL PLANNING COMMITTEE

STEVE ROCHELEAU	
GARY McDONALD	
KAREN CONTE-MOORE	
LISA ROCHELEAU	ADVISORY BOARD LIAISON
MELISSA BANKS	SELECT BOARD LIAISON
STEPHANIE LAHTINEN	EX-OFFICIO
MELINDA HARRIGAN	EX-OFFICIO

CONSERVATION COMMISSION

DANIEL BARTKUS	6/30/2025
VIC PELLETIER	6/30/2025
TIM SHEEHAN	6/30/2025
ANTHONY MARESSA	6/30/2025
CARRIE MONTY	6/30/2026

COUNCIL ON AGING

DON BARRY (JAN—OCT)	10/2023
WILLIAM ANTONIAC (DECEASED)	2023
JOAN LONG	6/30/2024
ANN MARIE PAGE	6/30/2024
ELAINE JONES	6/30/2025
JOYCE LUCANDER	6/30/2025
DOT BARRETT	6/30/2026
CAROL URBAN	6/30/2026

CROCKER POND REC. AREA COMM.

KATHLEEN BRENNAN	6/30/2024
CHRISTOPHER JAGGIE	6/30/2024
HEATHER BILLINGS	6/30/2024
PATRICIA STREETER	6/30/2025
SHARON LEWIS	6/30/2026

CULTURAL COUNCIL

PATRICIA McALLISTER	6/30/2024
BETTE ROY	6/30/2025
JAMES HEDLUND	6/30/2025
CYNTHIA FLYNN	6/30/2026
NANCY SWANSON	6/30/2026
PATRICIA GENDRON	6/30/2026
SAMMI DAWLEY	6/30/2026
JO GRANT	6/30/2026
JONATHAN HARVEY	6/30/2026

ENERGY ADVISORY COMMITTEE

DOUGLAS HURLEY	6/30/2024
KEVIN KEENA	6/30/2024
KERRY KOSKINEN	6/30/2024
ISAIAH GRIGOS	6/30/2024
HEATHER BILLINGS	6/30/2024

HISTORICAL COMMISSION

NICHOLAS LANGHART	6/30/2024
RONI BEAL	6/30/2025
ELIZABETH HANNULA	6/30/2025
JOAN LONGCOPE	6/30/2025
CAROLE BRAMANTE	6/30/2026

LIQUOR COMMISSION

MICHAEL DENZER	6/30/2024
ALLISON STREETER	6/30/2025
GARY McDONALD	6/30/2026

APPOINTED OFFICIALS

OPEN SPACE COMMITTEE

JODI SNYDER	6/30/2024
SUSAN MILLMAN	6/30/2024
AMY TISDALE TETRAULT	6/30/2024
ISAIAH GRIGOS	6/30/2024
MARIE AUGER	6/30/2024
HEATHER BILLINGS	6/30/2024

MART ADVISORY BOARD

HEATHER BILLINGS	6/30/2026
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MONTY TECH SCHOOL COMMITTEE REPRESENTATIVE

ROSS BARBER	6/30/2028
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PARKS & RECREATION COMMITTEE

BRYCE KIRBY	6/30/2025
JESSICA COSTA	6/30/2026

PERSONNEL BOARD

M. CLARE ROWLAND	6/30/2025
GREG BUCKMAN	6/30/2026
JOHN CAPPELLINI	6/30/2026
DAVID SCHLIER	6/30/2026
SALVATORE ALBERT (EX-OFFICIO)	

INSP. OF PLUMBING & GAS PIPING

JAMES IMPRESCIA	6/30/2024
WAYNE LITTLE	6/30/2024
ANTHONY HOFFMAN	6/30/2024

INSPECTOR OF WIRING

RICHARD CANNAVINO	6/30/2024
HARRY PARVIANEN	6/30/2024

ZONING BOARD OF APPEALS

MATTHEW KOTOSKI	6/30/2024
ALAN TWOMLEY	6/30/2025
ELIZABETH IRVINE	6/30/2026
GLENN DAVIS (ASSOC.)	
JOHN BOWEN (ASSOC.)	
GARY HUKLECKI (ASSOC.)	

DEPARTMENT OF PUBLIC WORKS COMMISSION

LORRAINE EMERSON	6/30/2024
VANCE BUTTERFIELD	6/30/2025
ROSS BARBER	6/30/2026

WACHUSETT ADVISORY BOARD

WILLIAM WINTURRI	6/30/2025
CHRIS MOSSMAN	6/30/2025

VETERAN'S GRAVE OFFICER

MARK LANDRY	6/30/2024
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TREE WARDEN

JOSHUA HALL	6/30/2024
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VETERAN'S SERVICE AGENT

LYNETTE GABRILLA	6/30/2024
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ELECTION OFFICIALS

(APPOINTED THROUGH 8/15/2024)

KAREN BRIGHENTI
SHEILA CASEY
CAROLE CHRISTENSEN
MARY CONDON
ANNIE CUNDARI
ANITA DUBE
JENNIFER DUQUETTE
THERESA GRENIER
BETSY HALEY-CORMIER
COLLEEN HIRONS
ELIZABETH IRVINE
MICHELLE JOHNSON
LEEANN LAMSA
LINDA MCCLENAHAN
PAULA MCGEE
KATHY PELULLO
SUSAN YRAOLA







TOWN CLERK

★ *Election Results*

★ *Town Meeting
Minutes*

TOWN CLERK

The following is a breakdown of activity that took place in the Town Clerk's Office during the past year of 2023:

2023 Population	8418
Births Recorded	65
Deaths Recorded	66
Brought Into Town for Burial	27
Burial Permits Issued	16
Marriage Intentions Recorded	35
Marriage Certificates Recorded	34
Business Certificates Recorded/Renewed	57
Certificates of Registration (Storage Permits)	8
Copies of Vital Records (births, deaths, marriages)	503
Joint Pole Locations Requests	2
Single Pole Location Requests	1
Raffle Permits	3
ZBA Hearing Applications	8
Adoptions Recorded	3

MONEY COLLECTED

Sales (Books, Vital Records, Copies, etc.)	\$ 5,310
Fees (Dog licenses and fines, Marriage Intentions, Business Certs, ZBA Appl., etc.)	\$ 41,208
TOTAL	\$ 46,518

DOG LICENSES ISSUED BY THE TOWN CLERK'S OFFICE:

1,564 Dog Licenses

7 Kennel Licenses for 5-10 dogs

3 Kennel Licenses for 11 or more dogs

One rabies clinic was held for our residents in April at the Gardner Animal Shelter by Gardner Animal Care.

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 2023 was forwarded to this office by the Office of the Jury Commissioner and may be viewed in the Town Clerk's Office.

TOWN CLERK

ELECTION AND REGISTRATION

REGISTERED VOTERS (December 31, 2023)

	Precinct 1	Precinct 2	Precinct 2A	Precinct 3	TOTAL
Democrat	316	223	72	364	975
Republican	297	246	83	269	895
Unenrolled	1608	1217	398	1511	4734
Libertarian	7	11	1	10	29
Conservative	0	1	0	2	3
Green Rainbow	2	1	0	7	10
Constitution	0	1	0	0	1
MA Independent	3	1	0	1	5
Amer. Independent	2	2	1	2	7
Socialist	0	1	0	0	1
Inter. 3 rd Party	3	0	0	2	5
Working Families	1	0	0	0	1
Pizza Party	1	0	0	0	1
United Indep. Party	13	7	2	12	34
TOTALS	2253	1711	557	2180	6701

TOWN ELECTION AND TOWN MEETINGS HELD

We conducted our Annual Town Election on April 25th with a total of **799** voters casting their ballots. A Special Town Meeting along with our Annual Town Meeting was held on May 6th. In addition, Special Town Meetings were held on June 21st and then again on November 15th to close out the year.

We continue to interpret and put into practice any new laws enacted. Further, we continue to rework space configurations for elections to ensure the safety of our residents while voting at the polls. All elections are held at the Westminster Community/Senior Center, 69 West Main Street.

STATE ELECTIONS HELD

Due to the resignation of our State Senator Anne Gobi, we conducted a Special State Primary on October 10th in which 251 voters cast their ballots and a Special State Election on November 7th, in which we had 1,089 voters participate.

Early Voting by mail continues to be the most popular option for our residents– not so much in person.



TOWN CLERK

MISCELLANEOUS

The Town Clerk's office regularly attends all conferences and courses offered three times a year by the MA Town Clerks' Association in conjunction with State Elections, Vital Records and other state and local agencies so that we are fully trained for running efficient elections, processing vital records, and gaining new knowledge or procedures for the Office of Town Clerk.

Individuals working in the Town Clerk's Office include Town Clerk Ellen M. Sheehan, Assistant Town Clerk Jennifer Duquette, and Department Assistant Michelle Johnson. The Office of the Town Clerk is open Monday from 7 a.m. to 7 p.m. and Tuesday through Thursday from 7:30 a.m. to 4:30 p.m. We are now closed on Fridays. Contact may also be made through Ellen Sheehan at the Town of Westminster's website at esheehan@westminster-ma.gov.

Our office is responsible for maintaining access to all meeting notices and agendas for all departments, 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 posted in compliance with the State Open Meeting Law and can be found on the town's website at www.westminster-ma.gov.

In 2023, our population was (8,418) residents and the number of registered voters was (6,701). With the demands of conducting federal, state and local elections, along with early voting, we continue to offer our residents all of the services that the Town Clerk's office supports. This can be challenging, especially when we manage large state primaries and elections with a small staff. As always, our goal is to provide the finest customer service possible to our residents. We are always here working and ready to serve with courtesy and respect!

Respectfully submitted,

Ellen M. Sheehan, CMMC, CMC
Westminster Town Clerk



(L TO R) JENNIFER DUQUETTE, ELLEN SHEEHAN (TOWN CLERK)
MICHELLE JOHNSON

ELECTED OFFICIALS

MODERATOR- 3 YRS

DANA ALTOBELLI, 79 LANES ROAD 2026

SELECT BOARD -3 YRS

HEATHER M. BILLINGS, 19 BACON STREET 2024

MELISSA A. BANKS , 12 KIRALI CT 2025

SALVATORE J. ALBERT, JR, 66 BEAN PORRIDGE HILL RD 2026

BOARD OF HEALTH- 3 YRS

MICHAEL G. POPIK, 12 PARTRIDGE HILL ROAD 2024

EDWARD J. SIMONCINI, JR, 8 WHITNEY STREET 2025

JOHN C.LUTZ, 148 S. ASHBURNHAM ROAD 2026

TOWN CLERK - 3 YRS

ELLEN M. SHEEHAN, 1 CARPENTER LANE2026

ASSESSORS- 3 YRS

ROBERT J. SAMPSON, 15 FENNO DRIVE (DECEASED) 2023

DONALD L. FRIGOLETTO, 16 NOTOWN ROAD 2024

ROBIN L. HOLM, 34 SUNSET ROAD 2025

LIBRARY TRUSTEES- 3 YRS

CYNTHIA J. BROWN, 32 HONEY BEE LN (RESIGNED) 2024

TIFFANY G. DAVIS, 80 LANES ROAD 2024

MARGHERITA ALTOBELLI, 260 DAVIS ROAD 2025

MARTHA A. RAINVILLE, 51 OLD OAK AVE (RESIGNED) 2025

KIMBERLY A. SAMSON, 25 SCENIC DRIVE 2026

KIMBERLY BROTHERS-CAISSE, 83 OAKMONT AVE 2026

NEEPA C. SHAH, 3 HOWARD RD (APPT 8/23) 2024

MICHELLE L. MILLER, 69 STATE RD WEST (APPT 9/23) 2024

HAGER PARK COMMISSION- 3 YRS

CHRISTOPHER C. MOSSMAN, 57 DEPOT ROAD.....2024

MATTHEW E. PEARSON, 152 BRAGG HILL ROAD 2025

ALAN J. WIKTORSKI, 50 WORCESTER ROAD.....2023

PLANNING BOARD- 3 YRS

JACKLYN M. NALLY , 21 PATRICIA ROAD 2024

JODI T. SNYDER, 262 W. PRINCETON ROAD 2025

GREGG A. BUCKMAN, 51 OLD OAK AVE (RESIGNED) 2025

MICHAEL A. FERRIS, 32 WHITE PINE DR. 2026

ISAIAH R. GRIGOS, 36 W. PRINCETON RD 2026

AMY FANTONI, 17 SAWIN DRIVE (APPT 8/23) 2024

HOUSING AUTHORITY-5 YRS

STATE APPOINTEE (VACANT) 2016

ZACHARY U. BANKS, 12 KIRALI CT 2024

PETER F. YRAOLA, 15 BACON STREET 2025

CHARLES D. PAPPAS, 23 SCENIC DR 2026

BRENDA M. ALBERT, 8 SCENIC DRIVE 2028

CONSTABLES-3 YRS

SALVATORE J. ALBERT, JR, 66 BEAN PORRIDGE HILL RD

.....2025

STEVEN L. COUTURE, 46 DAWLEY ROAD 2026

CEMETERY COMMISSION-3 YRS

RAYMOND J. RATHIER, 11 CHURCH ST (DECEASED) 2023

BRIAN VINCENT, 46 EDRO ISLE RD (APPT 11/23) 2024

PAUL J. BANKS, JR., 12 KIRALI COURT 2025

SHAWN O'LEARY, 25 NICHOLS STREET 2026

REGIONAL SCHOOL COMMITTEE

(WESTMINSTER MEMBERS)

COURTNEY ROSE MCGEE, 29 ASHBURNHAM STATE RD

..... 2024

JANET C. SMITH, 13 BATTLES ROAD 2025

ANDREW D. STORM, 78 STATE ROAD EAST 2025

KIMBERLY M. RUSSO, 7 PARTRIDGE HILL RD 2026

NADINE N. LEGER, 18 NEWTON RD 2026



APRIL 25, 2023 ANNUAL TOWN ELECTION

A total of 799 voters (Precinct 1-274, Precinct 2-284 and Precinct 3-241) cast ballots at the Annual Town Election. This represents a 0.1217 percent voter turnout (6,563 total registered voters).

The following are the results:

Moderator - 3 years

	Precinct 1	Precinct 2	Precinct 3	Total
Dana N. Altobelli	225	248	202	675
Write-In	0	0	0	0
Blanks	49	36	39	124
TOTAL	274	284	241	799

Select Board - 3 years

	Precinct 1	Precinct 2	Precinct 3	Total
Salvatore J. Albert	197	213	179	589
Jospeh Serio	19	14	12	45
Write-In	0	0	0	0
Blanks	58	57	50	165
TOTAL	274	284	241	799

Board of Health - 3 years

	Precinct 1	Precinct 2	Precinct 3	Total
Gwen Farley	46	62	54	162
John Lutz	112	32	36	180
Evan Croft	0	8	0	8
Write-In	0	0	0	0
Blanks	116	182	151	449
TOTAL	274	284	241	799

Assessor - 3 years

	Precinct 1	Precinct 2	Precinct 3	Total
Robin L. Holm	301	369	347	1017
Write-In	0	2	0	2
Blanks	93	116	77	286
TOTAL	394	487	424	1305

Town Clerk - 3 years

	Precinct 1	Precinct 2	Precinct 3	Total
Ellen Sheehan	217	229	205	651
Write-In	0	0	0	0
Blanks	57	55	36	148
TOTAL	274	284	241	799

Library Trustee (two positions) - 3 years

	Precinct 1	Precinct 2	Precinct 3	Total
Kimberly A. Samson	181	216	188	585
Kimberly Brothers-Caisse	190	200	174	564
Write-In	0	0	0	0
Blanks	177	152	120	449
TOTAL	548	568	482	1598

APRIL 25, 2023 ANNUAL TOWN ELECTION

Hager Park Commission -3 years

	Precinct 1	Precinct 2	Precinct 3	Total
Alan P. Wiktorski	214	225	194	633
Write-In	0	0	0	0
Blanks	60	59	47	166
TOTAL	274	284	241	799

Planning Board (two positions) 3 years

	Precinct 1	Precinct 2	Precinct 3	Total
Marie N. Auger	80	123	107	310
Daniel T. Bartkus	73	111	93	277
Michael A. Ferris	152	101	75	328
Isaiah Grigos	194	157	130	481
Write-In	0	0	0	0
Blanks	49	76	77	202
TOTAL	548	568	482	1598

Planning Board (one position) - 1 year

	Precinct 1	Precinct 2	Precinct 3	Total
Jaclyn M. Nally	180	205	165	550
Write-In	0	0	0	0
Blanks	94	79	76	249
TOTAL	274	284	241	799

Housing Authority - 5 years

	Precinct 1	Precinct 2	Precinct 3	Total
Brenda M. Albert	197	202	194	593
Write-In	0	0	0	0
Blanks	77	82	47	206
TOTAL	274	284	241	799

Housing Authority - 3 years

	Precinct 1	Precinct 2	Precinct 3	Total
Charles D. Pappas	1697	206	178	581
Write-In	0	0	0	0
Blanks	77	78	63	218
TOTAL	274	284	241	799

Housing Authority - 1 year

	Precinct 1	Precinct 2	Precinct 3	Total
Zachary U. Banks	195	203	168	566
Write-In	0	0	0	0
Blanks	79	81	73	233
TOTAL	274	284	241	799

Constable - 3 years

APRIL 25, 2023 ANNUAL TOWN ELECTION

	Precinct 1	Precinct 2	Precinct 3	Total
Steven L. Couture	206	215	197	618
Write-In	0	0	0	0
Blanks	68	69	44	181
TOTAL	274	284	241	799

Cemetery Commission -3 years

	Precinct 1	Precinct 2	Precinct 3	Total
Shawn O'Leary	220	222	198	640
Write-In	0	0	0	0
Blanks	54	62	43	159
TOTAL	274	284	241	799

Cemetery Commission- 1 year

	Precinct 1	Precinct 2	Precinct 3	Total
Raymond J. Rathier	214	213	192	619
Write-In	0	0	0	0
Blanks	60	71	49	180
TOTAL	274	284	241	799

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

	Precinct 1	Precinct 2	Precinct 3	Total
Kimberly M. Russo	199	205	182	586
Nadine N. Leger	196	213	175	584
Write-In	0	0	0	0
Blanks	153	150	125	428
TOTAL	548	568	482	1598

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

	Precinct 1	Precinct 2	Precinct 3	Total
Jeremy Smeltekop	145	157	102	404
Laura B. St. Cyr	187	187	148	522
Chris J. Couillard	12	17	20	49
Write-In	0	0	0	0
Blanks	204	207	212	623
TOTAL	548	568	482	1598

Question 1 (Non-Binding)

	Precinct 1	Precinct 2	Precinct 3	Total
Yes	144	134	123	401
No	100	125	98	323
Blanks	30	25	20	75
TOTAL	274	2984	241	799

Question 2 (Non-Binding)

	Precinct 1	Precinct 2	Precinct 3	Total
Yes	128	142	120	390
No	127	112	99	338
Blanks	19	30	22	71
TOTAL	274	284	241	799

MAY 6, 2023 SPECIAL TOWN MEETING MINUTES

VOTE TAKEN AT SPECIAL TOWN MEETING HELD MAY 6, 2023

Before Town Meeting began, Moderator Dana Altobelli allowed Betsy Hannula, of the Westminster Historical Society, to present their upcoming events. Moderator Dana Altobelli also recognized John Bowen for his 33 years of service as our previous Town Moderator.

The meeting was officially called to order by Moderator Dana Altobelli at 1:02 p.m. with 78 people in attendance. The Constable's Return of the Warrant was read by Town Clerk Ellen Sheehan. Melinda Horri-gan and Keith Harding were sworn in as tellers.

The following non-residents were given permission to address town meeting when appropriate: Town Counsel, Brian Riley, Cemetery Superintendent Alan Mayo, Town Planner Tracy Murphy, Acting Police Chief Jason Tamulen, Board of Health Agent Abby Conlin, and representatives from Montachusett Regional Vocational Technical High School.

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

The votes taken were as follows:

ARTICLE 1.

Voted to transfer **\$400,000** from free cash to supplement the amount voted under Article 5 of the May 7, 2022 Annual Town Meeting for the FY2023 Snow & Ice Removal accounts (Department 423).

UNANIMOUS

ARTICLE 2.

Voted to transfer **\$75,000** from Solid Waste Enterprise Funds for the replacement of the gate and operating software at the landfill.

UNANIMOUS

The special town meeting adjourned at 1:05 p.m.

Respectfully submitted,
Ellen M. Sheehan, CMMC, CMC
Westminster Town Clerk



MAY 6, 2023 ANNUAL TOWN MEETING MINUTES

VOTE TAKEN AT ANNUAL TOWN MEETING HELD MAY 6, 2023

The meeting was called to order by Moderator Dana Altobelli at 1:08 p.m. with 78 people in attendance. The Constable's Return of the Warrant was read by Town Clerk Ellen Sheehan. Melinda Horrigan and Keith Harding were sworn in as tellers.

The following non-residents were given permission to address town meeting when appropriate: Town Counsel, Brian Riley, Cemetery Superintendent Alan Mayo, Town Planner Tracy Murphy, Acting Police Chief Jason Tamulen, Board of Health Agent Abby Conlin, and representatives from Montachusett Regional Vocational Technical High School.

Moderator Altobelli recognized former Moderator John Bowen for his 33 years of service to the Town of Westminster as Town Moderator.

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

The votes taken were as follows:

CUSTOMARY ARTICLES

ARTICLE 1. Voted to authorize the Select Board 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 Select Board 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 it deems to be in the best interests of the Town.

ARTICLE 3. Heard the reports of the following committees appointed to act on Town affairs or in its behalf:

- Advisory Board financial report
- Agricultural Commission

ARTICLE 4. Voted to set the following spending limits for each Revolving Fund authorized under Chapter 28-9 of the Town Bylaws for FY2024:

Hazardous Materials Recovery - \$12,000
Agricultural Commission Programs - \$10,000
Public Health Clinic and Emergency Response - \$25,000
Private Road Maintenance - \$10,000



ARTICLE 5. Voted to establish one (1) full-time Community Services Director position in the Recreation Department. (Presentation followed)

NOT UNANIMOUS

OPERATING BUDGETS

ARTICLE 6. Voted to fix the compensation of appointed and elected officers, provide for a Reserve Fund, and determine what 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.

MAY 6, 2023 ANNUAL TOWN MEETING MINUTES

AMOUNT APPROPRIATED

Selectmen	Salaries	\$4,000
	Expenses	28,250
Town Administration	Salaries	154,750
	Expenses	7,200
Advisory Board	Expenses	650
Reserve fund	Expenses	98,400
Accountant	Salaries	112,312
	Expenses	38,900
Assessor	Salaries	72,383
	Expenses	21,695
Treasurer/Collector	Stipend	1,000
	Salaries	158,298
	Expenses	19,816
Legal	Expenses	75,000
Personnel Admin	Salaries	56,166
	Expenses	21,175
Data Processing	Salaries	72,918
	Expenses	132,100
Town Clerk	Stipend	1,200
	Salaries	93,945
	Expenses	11,960
Elections	Stipend	700
	Salaries	9,620
	Expenses	20,425
Conservation	Salaries	42,072
	Expenses	1,050
Town Planner	Salaries	85,891
	Expenses	4,500
Planning Board	Salary	2,000
	Expenses	1,150
Board of Appeals	Salaries	1,000
	Expenses	300

MAY 6, 2023 ANNUAL TOWN MEETING MINUTES

AMOUNT APPROPRIATED

Agricultural Commission	Expenses	500
Economic Development	Expenses	1,300
Public Buildings & Property	Salaries	114,330
	Expenses	262,550
Town Report	Expenses	2,250
Crocker Pond	Salaries	22,983
	Expenses	7,655
Police /Dispatch	Salaries	2,171,429
	Expenses	403,978
Fire	Salaries	1,079,762
	Expenses	209,595
Ambulance	Salaries	485,111
	Expenses	173,182
Emergency Management	Salaries	31,025
	Expenses	12,405
Building Department	Salaries	228,405
	Expenses	20,000
Animal Control	Expenses	40,700
Tree Warden	Salary	2,000
	Expenses	33,200
K-12 Schools	Contrib to Fund Budget	8,297,014
	Additional Funds	2,073,708
	Transportation	551,050
	Comm Serv.	4,330
	WES Bond	232,953
	Oakmont Bond	226,938
Monty Tech	Foundation State Min	771,335
	Transportation	26,472
	Capital	14,682
	Bonds	0
Highway Admin	Salaries	344,596

MAY 6, 2023 ANNUAL TOWN MEETING MINUTES

AMOUNT APPROPRIATED

Highway Dept	Salaries	\$678,765
	Expenses	266,670
Snow & Ice Control	Salaries	77,000
	Expenses	320,000
Street Lighting	Expenses	20,000
Cemetery Dept	Salaries	172,525
	Expenses	17,180
Health Dept	Salaries	132,115
	Expenses	19,860
Council on Aging	Salaries	65,770
	Expenses	15,700
Veteran's Services	Salaries	0
	Expenses	18,000
Veteran's Assistance	Expenses	75,000
MART	Salaries	95,038
	Expenses	12,250
Library	Salaries	323,119
	Expenses	162,765
Recreation Dept	Salaries	93,202
	Expenses	21,440
Concerts	Expenses	3,000
Hager Park Commission	Expenses	1,100
Historical Commission	Expenses	1,280
Memorial Day	Expenses	1,300
Care of Town Clock	Expenses	350
Town Debt Retirement	Expenses	407,000
Town Debt Interest	Expenses	51,290
Regional Plan Council	Expenses	2,972
Other Employee Benefits	Expenses	40,000
Retirement & Pensions	Expenses	1,335,167
Group Health Insurance	Expenses	1,387,183
Group Life Insurance	Expenses	4,900
Other Insurance	Expenses	362,000

MAY 6, 2023 ANNUAL TOWN MEETING MINUTES

Voted to appropriate the total sum of \$25,380,805 and to meet that appropriation as follows:

- Raise and appropriate \$24,169,345
- Transfer \$658,293 from the Ambulance Receipts Reserved Account, with any unused balance from this transfer reverting to that account at the end of the fiscal year.
- Transfer \$3,000 from the Wetlands Filing Fees Account, with any unused balance from this transfer reverting to that account at the end of the fiscal year.
- Transfer 535,167 from Pension Stabilization to offset the annual assessment increase.
- Transfer \$15,000 from the Septic Loan Management Program.

ARTICLE 7. Voted the following sums for the operation of the Sewer Enterprise for fiscal year 2024:

Salaries	122,661
Expenses	1,057,160
Debt Principal	53,554
(USDA Loan)	
Debt Interest	48,601
(USDA Loan)	
Reserve Fund	10,000
SUBTOTAL	1,291,976
Shared Costs	240,906
TOTAL	1,532,882

Further, that of said sums, an appropriation of \$1,291,976 be raised as follows:

\$ 150,000	Retained Earnings
\$ 86,832	General Fund Subsidy
\$1,055,144	From available departmental receipts, investment earnings, and other revenues of the Sewer Enterprise Fund.

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

ARTICLE 8. Voted the following sums for the operation of the Water Enterprise for fiscal year 2024.

Salaries	148,961
Expenses	521,938
Debt Principal	67,573
(Ellis Rd water tank)	
Debt Interest	82,000
(Ellis Rd water tank)	
Capital Outlay	
Reserve Fund	10,000
SUBTOTAL	830,472
Shared Costs	227,858
TOTAL	1,058,330

MAY 6, 2023 ANNUAL TOWN MEETING MINUTES

Further, that of said sums, an appropriation of \$830,472 be raised as follows:

\$150,000	Retained Earnings
\$680,472	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 9. Voted the following sums for the operation of the Solid Waste Transfer Facility Enterprise for fiscal year 2024.

Salaries	
Expenses	264,200
Reserve Fund	<u>10,000</u>
SUBTOTAL	274,200
Shared Costs	<u>57,105</u>
TOTAL	331,305

Further, that of said sums, an appropriation of \$274,200 be raised as follows:

\$274,200	from available departmental receipts, investment earnings, and other revenues of the Solid Waste Transfer Facility Enterprise.
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(Note: Shared costs have been appropriated in the general fund.)

CUSTOMARY MONEY ARTICLES

ARTICLE 10. Voted to raise and appropriate the sum of \$10,500, as follows:

\$4,000 for the Westminster Cultural Council

\$5,000 for the Conservation Fund as provided for in Section 8C of Chapter 40 of the General Laws.

\$1,500 Agricultural Commission, as provided in Section 8L, Chapter 40 of the General Laws to support programs and future projects.

ARTICLE 11. Voted to raise and appropriate \$100,000 to fund a portion of the cost of retaining a professional consultant to perform the revaluation of real and Personnel property in the Town as required under Massachusetts General Laws.

ARTICLE 12. Voted to transfer \$230,000 from Free Cash to reduce the Fiscal Year 2024 tax rate.

MAY 6, 2023 ANNUAL TOWN MEETING MINUTES

NON-CAPITAL MONEY ARTICLES

ARTICLE 13. Voted to transfer \$6,000 from Free Cash to be spent under the direction of the Cemetery Superintendent for a new lowering device.

ARTICLE 14. Voted to transfer \$6,000 from Free Cash to be spent under the direction of the Cemetery Superintendent for a hot/cold power washer.

ARTICLE 15. Voted to transfer \$3,000 from Free Cash to be spent under the direction of the Historical Commission for continued work with an historic preservationist.

ARTICLE 16. Voted to transfer \$14,000 from free cash to be spent under the direction of the Town Administrator to hire an independent consultant to perform a search for a full time, permanent Police Chief.

ARTICLE 17. Voted to transfer \$8,500 from IT Stabilization to be spent under the direction of the Treasurer/Collector to upgrade the Town's financial cash book, receivables package and other software.

2/3 Vote Required and Recognized

UNANIMOUS

ARTICLE 18. Voted to establish an Opioid Abatement Stabilization Fund, in accordance with Chapter 40, Section 5B of the Massachusetts General Laws, to be used, upon further appropriation, for the purposes of implementing the abatement strategies set forth in the Massachusetts State Subdivision Agreement for Statewide Opioid Settlements, dated March 4, 2022.

ARTICLE 19. Voted to accept the fourth paragraph of Chapter 40, Section 5B, of the Massachusetts General Laws, which allows the dedication, without further appropriation, of all, or a percentage not less than 25 percent, of particular fees, charges or receipts to a stabilization fund established under Chapter 40, Section 5B of the Massachusetts General Laws, to be effective for all fiscal years beginning on July 1, 2023.

ARTICLE 20. Voted to dedicate 100 percent, of the Opioid Litigation Settlement Funds received or to be received by the Town, as defined in the State-Subdivision Agreement for Statewide Opioid Settlements, to the Opioid Abatement Stabilization Fund established in accordance with Chapter 40, Section 5B of the Massachusetts General Laws, effective for the fiscal year 2024, beginning on July 1, 2023.

2/3 VOTE REQUIRED AND RECOGNIZED

UNANIMOUS

MAY 6, 2023 ANNUAL TOWN MEETING MINUTES

ARTICLE 21. Voted to transfer \$330,000 from Free Cash, for the purpose of acquiring, for conservation and passive recreation purposes certain property located at 216 Ashburnham State Road, together with buildings thereon, known as the Therriault Property, consisting of 80 acres, more or less, and identified on Westminster Assessors Map 4 as Parcel 2, and costs incidental or related thereto, and to authorize the Select Board to acquire said property by purchase, gift, and/or eminent domain on such terms as the Select Board deems appropriate, which property shall be held under the care, custody and control of the Conservation Commission for the foregoing purposes under the provisions of G.L. c. 40, §8C, and, further, at authorize the Select Board, the Conservation Commission and/or their designee to apply for, accept and expend funds from the Commonwealth of Massachusetts or other public or private sources to defray all or a portion of the costs of acquisition, including, but not limited to, grants and/or reimbursements from the Commonwealth under G.L. c. 132A, §11 (the so-called LAND Grants), and/or any other federal, state or other grants or reimbursement programs in any way connected with the scope of this article, and to enter into any and all agreements and execute any and all instruments as may be necessary or convenient on behalf of the Town of Westminster to effectuate said acquisition.

2/3 VOTE REQUIRED AND RECOGNIZED

UNANIMOUS

CAPITAL EXPENDITURE ARTICLES

ARTICLE 22. Voted to appropriate \$2,650,168 to be spent under the direction of the corresponding departments for the following capital equipment and projects, including related incidental costs, as follows:

2/3 VOTE REQUIRED AND RECOGNIZED

UNANIMOUS



MAY 6, 2023 ANNUAL TOWN MEETING MINUTES

22	Department	Amount Requested	Funding Source
22-01	DPW - Road maintenance (including oiling, sealing, re-surfacing, drainage, guardrails, removing trees/brush, and other such activities.)	\$300,000.00	Raise and Appropriate
22-02	DPW - Road Improvement Program	\$500,000.00	Road Maintenance Stabilization
22-03	DPW - Storm Water Permit	\$50,000.00	Free Cash
22-04	DPW - Replace Ford F550	\$115,000.00	Capital Equipment Stabilization
22-05	DPW - Replace 2013 Ford E250 Cargo Van	\$60,000.00	Water & Sewer Enterprise
22-06	DPW - Fuel Pump and Management System	\$30,000.00	Capital Equipment Stabilization
22-07	DPW - Replace Ford F350	\$70,000.00	Capital Equipment Stabilization
22-08	DPW - Replace Water Meters	\$100,000.00	Water & Sewer Enterprise
22-09	Police - Hybrid 2022 Ford Explorer	\$50,000.00	Capital Equipment Stabilization
22-10	Police - Hybrid 2022 Ford Interceptor	\$60,000.00	Capital Equipment Stabilization
22-11	Police - Bullet Proof Vests	\$40,000.00	Capital Equipment Stabilization
22-12	Police - Firearms/Weapons	\$30,000.00	Capital Equipment Stabilization
22-13	Fire - Replace 2016 Chevy Ambulance	\$467,000.00	Ambulance Receipts
22-14	Fire - Replace 2016 Ford Explorer	\$85,000.00	Capital Equipment Stabilization
22-15	Fire - Air Compressor	\$110,000.00	Capital Equipment Stabilization
22-16	Cemetery - Zero Turn Mower	\$15,000.00	Capital Equipment Stabilization
22-17	Cemetery - Mt Pleasant Stone Wall Repair	\$30,000.00	Building Maintenance Stabilization
22-18	Tech - Computer Replacement	\$48,000.00	Technology Stabilization
22-19	Tech - LAN Wireless Apps	\$22,000.00	Technology Stabilization
22-20	Tech - Server upgrade Phase III	\$18,000.00	Technology Stabilization
22-21	Tech - Upgrade Library Phone System	\$30,000.00	Technology Stabilization
22-22	Schools - Districtwide Capital Projects	\$215,168.00	Building Maintenance Stabilization
22-23	Schools - Westminster Capital Projects	\$205,000.00	Building Maintenance Stabilization

2/3 VOTE REQUIRED AND RECOGNIZED

UNANIMOUS

MAY 6, 2023 ANNUAL TOWN MEETING MINUTES

MISCELLANEOUS AND ZONING ARTICLES

ARTICLE 23. Voted pursuant to General Laws Chapter 44, §20 to transfer \$100,000 from the amount borrowed pursuant to Article 21 of the 2018 Annual Town Meeting and Article 6 of the November 17, 2020 Special Town Meeting to the amounts previously appropriated for the Shady Avenue Water Tank project.

2/3 VOTE REQUIRED AND RECOGNIZED

UNANIMOUS

AMENDMENT TO ARTICLE 24: to change the convening time of the Annual Town Meeting to **NOT EARLIER THAN** 10:00 A.M. **AMENDMENT FAILS.**

VOTED TO PASS OVER ARTICLE 24.

ARTICLE 24. **DID NOT vote** to amend the Westminster General Bylaws (Chapter 25 of the Code of the Town of Westminster, Massachusetts, §25-4 and §25-6) to change the convening time of the Annual Town Meeting to 10:00AM and the convening time of the Special Town Meeting to not earlier than 6:00PM and to authorize the Town Clerk to make such changes to the Bylaw.

ARTICLE 25. Voted to transfer the care, custody and control of the parcel described below from the board having custody thereof for the purposes for which it is currently held to the Select Board for the purpose of conveyance, and to authorize the Select Board to convey all or a portion of the Town-owned parcel of land located at the intersection of Laurie Lane, consisting of 11,885 square feet, directly adjacent to Assessors Map 138, Parcel 38 on such terms and conditions and for such consideration as the Select Board deems appropriate.

2/3 VOTE REQUIRED AND RECOGNIZED

UNANIMOUS

MOTION TO TABLE ARTICLE 26. MOTION FAILS. (Needed a 2/3 vote.)

Yes – 30

No – 26

ARTICLE 26. Voted to amend the Zoning Bylaw, Chapter 205 of the Code of the Town of Westminster, to add Section 205-32.1 under Article XI Special Provisions as follows, and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of the Town of Westminster:

205-32.1.1. PURPOSE.

The purposes of this section are to:

1. Provide a process through which certain residential dwelling units and bedrooms within dwelling units may be registered with the Town of Westminster for use as "short-term rentals";
2. Provide health and safety standards for short-term rentals; and
3. Provide for the orderly operation of short-term rentals within the Town.

MAY 6, 2023 ANNUAL TOWN MEETING MINUTES

205-32.1.2. DEFINITIONS.

"Short-term rental", an owner-occupied, tenant-occupied or non-owner occupied property including, but not limited to, an apartment, house, cottage, condominium or a furnished accommodation that is not a hotel, motel, lodging house or bed and breakfast establishment that is rented for thirty-one (31) days or less.

Short-term renter: Any person or persons occupying a dwelling unit, or a bedroom within a dwelling unit, as a short-term rental.

Short-term rental operator: The person or persons offering a Dwelling Unit or bedroom within a Dwelling Unit, for short-term rental, with the written permission of the owner, condominium association, and homeowners association where applicable.

Operator-occupied short-term rental: The short-term rental of a Dwelling Unit, or of individual bedrooms within a Dwelling Unit, that is the primary residence of its operator.

Operator-adjacent short-term rental: The short-term rental of a Dwelling Unit that is not the primary residence of the operator, but is located within a dwelling with a total of four or fewer Dwelling Units where one of the Dwelling Units in the building is the primary residence of the operator.

205-32.1.3 REQUIREMENTS. Operator-occupied, and operator-adjacent short-term rentals are permitted as an accessory use to a permitted principal residential use, subject to the following requirements:

- I. No Dwelling Unit, or bedroom within a Dwelling Unit, may be used as a short-term rental except in compliance with this bylaw.
2. The following Dwelling Units may not be used as short-term rentals:
 - i. Dwelling Units designated as affordable or otherwise income-restricted, which are subject to affordability covenants or are otherwise subject to housing or rental assistance under local, state, or federal programs or law;
 - ii. Accessory Apartments as defined in Section 205-34; and
 - iii. Any Dwelling Unit in violation of the State Sanitary Code, 105 CMR 410.
3. All short-term rental operators shall register with the Health Department prior to short-term rental use and occupancy in conformance with Section 205-32.1.5 Registration, Inspection and Fees.
4. A short-term rental operator may make available no more than one (1) Dwelling Unit for operator-occupied short-term rentals, which may include the separate short-term rental of each of no more than three (3) individual bedrooms, and one (1) Dwelling Unit for operator adjacent short-term rentals, which may be rented only as a whole unit to one (1) party of short-term renters at any one (1) time and may not be rented as separate bedrooms to separate parties.

MAY 6, 2023 ANNUAL TOWN MEETING MINUTES

5. A short-term rental shall be limited to parking of one (1) vehicle per lawful bedroom in the short-term rental.
6. The short-term rental operator or their agent shall maintain an up-to-date log of all occupants that occupy the short-term rental, which shall contain the occupants' names, ages, principal residence address, and dates of commencement and expiration of each short-term rental period. The log shall be available for inspection by Town officials with authority to regulate use of the Dwelling Unit, including the Town's Board of Health. The purpose of this requirement is to ensure that the Town shall have basic identifying information of all occupants of the short-term rental at all times.
7. The short-term rental operator must be current with all town taxes, water, and sewage charges on the property being rented.
8. Each short-term rental shall comply with 105 CMR 460.100 (D).
9. All short-term rental operators shall maintain liability insurance appropriate to cover the short-term rental use.
10. During any period of seven (7) or more consecutive days when the short-term rental operator is away from the Dwelling Unit, an operator-occupied short-term rental may be rented only as a whole unit and not rented as separate bedrooms to separate parties.
11. The number of bedrooms made available for operator-occupied short-term rentals within a dwelling unit shall not be greater than the number of lawful bedrooms in the dwelling unit.
12. Renting for an hourly rate, or for rental durations of less than ten (10) consecutive hours, shall not be permitted.

205-32.1.4 REGULATIONS.

The Board of Health shall have the authority to promulgate regulations to carry out and enforce the provisions of this Section 205-32.1 "Short-Term Rentals."

205-32.1.5 REGISTRATION, INSPECTION AND FEES.

1. All Dwelling Units, or bedrooms within a Dwelling Unit, offered for short-term rentals shall register with the Health Department and secure a Certificate of Registration according to standards set forth by the Board of Health, and pay all associated fees. The Certificate of Registration shall require the short-term rental operator to agree to abide by the requirements of this bylaw.
2. It is the responsibility of the short-term rental operator to renew its Certificate of Registration on an annual basis or upon change of operator or owner.
3. Prior to issuing or renewing a certificate of registration, the Health Department and Fire Department shall conduct an inspection to verify that each Dwelling Unit, or bedroom within a Dwelling Unit, to be rented to short-term renters meets the requirements of this bylaw.
4. Units shall be annually recorded in the Short-Term Rental Registry for a fee set by the Board of Health.

Yes – 42

No -- 15

2/3 VOTE REQUIRED AND RECOGNIZED

MAY 6, 2023 ANNUAL TOWN MEETING MINUTES

ARTICLE 27. **DID NOT** vote to amend the Zoning Bylaw, Chapter 205 of the Code of the Town of Westminster, Attachment 1, Table of Use Regulations, to add a new category (18) under Section I. Accessory uses and off-street parking, as follows: (See Amendment to the Amendment below.)

Use	Residential			Commercial			Industrial	
	R-I	R-II	R-III	C-I	C-II	VC	I-I	I-II
(18) Short term rental (See § 205-32.1)	Y	Y	Y	Y	Y	Y	Y	Y

MOTION TO AMEND ARTICLE 27 TO CHANGE TO ALL N'S IN THE TABLE.

MOTION TO AMEND THE AMENDMENT TO ARTICLE 27 TO CHANGE THE TABLE TO N'S IN R-I, R-II, R-III, Y'S IN C-1, C-II, N IN V-C, and Y'S IN I-I, I-II.

THE AMENDMENT TO THE AMENDMENT TO ARTICLE 27 CARRIES AS FOLLOWS:

Voted to amend the Zoning Bylaw, Chapter 205 of the Code of the Town of Westminster, Attachment 1, Table of Use Regulations, to add a new category (18) under Section I. Accessory uses and off-street parking, as follows:

Use	Residential			Commercial			Industrial	
	R-I	R-II	R-III	C-I	C-II	VC	I-I	I-II
(18) Short term rental (See § 205-32.1)	N	N	N	Y	Y	N	Y	Y

2/3 VOTE REQUIRED AND RECOGNIZED

ARTICLE 28. Voted to accept as gifts three acrylic on canvas paintings done by Amy Kukta in 2002 of scenes intended for murals in the library stairway given by LeeAnn Lamsa and accepted by the Library Board of Trustees on January 10, 2023.

Annual Town Meeting adjourned at 4:34 p.m.

Respectfully submitted,

Ellen M. Sheehan, CMMC, CMC
Westminster Town Clerk



JUNE 21, 2023 SPECIAL TOWN MEETING MINUTES

The meeting was officially called to order by Moderator Dana Altobelli at 7:50 p.m. with 286 people in attendance. The Constable's Return of the Warrant was read by Town Clerk Ellen Sheehan. Melinda Horrigan and Andrew Storm were sworn in as tellers.

The following non-resident was given permission to address town meeting when appropriate: Town Counsel, Brian Riley.

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

Resident Leeann Lamsa read the following article, which was presented by a Citizens' Petition:

Article 1. To see if the Town will vote to rescind, repeal and revoke the authority to demolish the property located at 3 Bacon Street (the former Town Hall) which was given to the Select Board under Article 36 of the 2020 Annual Town Meeting, and to reinstate the prior purpose of the property, which was to be conveyed subject to a historic preservation restriction, or act in relation thereto.

A motion was made to Amend Article 1 as follows:

Conveyance of said property to any company, group or person must include a demonstrated source(s) of funding to complete the project. That funding source must include but not be limited to the following:

- 1. Binding letter of credit from a bank or loan originator.**
- 2. Legal binding documents from any company, organization or individuals for any gifts of cash, labor or materials to complete the project.**
- 3. Demonstrated ability to fully fund the ongoing costs of the building once completed without any Town of Westminster taxpayer funds.**

The amendment does not pass.

A Motion was made, seconded and passed in favor of voting on the article by secret ballot. The number of votes to use a secret ballot were:

Yes – 141

No -- 90

The votes taken for Article 1 were as follows:

YES: 148

NO: 126

TOTAL VOTES: 274

Two thirds vote (183) was required and necessary for this article to pass as per MGL Chapter 40, Section 15A; therefore, the MOTION DID NOT PASS.

The special town meeting adjourned at 9:40 p.m.

Respectfully submitted,

Ellen M. Sheehan, CMMC, CMC
Westminster Town Clerk

NOVEMBER 14, 2023 SPECIAL TOWN MEETING MINUTES

After several community announcements and a presentation by the Public Safety Building Committee were made, the Special Town Meeting was officially called to order by Moderator Dana Altobelli at 8:15 p.m. with 131 people in attendance. The Constable's Return of the Warrant was read by Town Clerk Ellen Sheehan. Melinda Horrigan and Kathleen Brennan were sworn in as tellers.

Non-resident, Town Counsel Brian Riley, was given permission to address town meeting when appropriate.

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

The votes taken were as follows:

ARTICLE 1. Voted to transfer \$420.00 from free cash to pay the following unpaid bills from fiscal year 2023:

Plumbing Services (DPW) \$400.00

Miscellaneous Charges (Parks and Rec) \$20.00

(9/10 vote required and recognized)

ARTICLE 2. Voted to amend the Westminster General Bylaws (Chapter 25 of the Code of the Town of Westminster, Massachusetts, §25-4 and §25-6) by making the following amendments with text to be deleted in strikethrough and text to be added in bold:

§ 25-4. Convening and adjourning times of Annual Town Meeting.

The business session of said Annual Town Meeting shall be convened at ~~1:00 p.m.~~ **10:00 a.m.**, and if there remain articles unacted upon at 6:00 p.m., the Meeting shall be adjourned to the following Saturday at ~~1:00 p.m.~~ **10:00 a.m.**, unless otherwise voted.

§25-6. Hours for Special Town Meetings.

Special Town Meetings may be held on any weekday, but not earlier than ~~7:30 p.m.~~ **6:00 p.m.**, except that on Saturday they shall not be held earlier than ~~1:00 p.m.~~ **10:00 a.m.**

Yes votes = 40

No votes = 38

ARTICLE 3. Voted to accept as a public way the roadway known Rowtier Drive, as heretofore laid out by the Public Works Commission and shown on a plan of land entitled "Roadway Acceptance Plan Rowtier Drive Westminster, MA 01473", dated February 10, 2023, prepared by Andrysick Land Surveying, and on file with the Town Clerk, and authorize the Public Works Commission, acting as the Road Commissioners, to acquire, by gift, purchase, and/or eminent domain, the fee to and/or easements in Rowtier Drive for all purposes for which public ways are used in the Town of Westminster and any drainage, access, utility and/or other easements related thereto.

(2/3 Vote Required and Recognized)

UNANIMOUS

NOVEMBER 14, 2023 SPECIAL TOWN MEETING MINUTES

ARTICLE 4. Voted to amend the vote taken at the May 6, 2023 Annual Town Meeting in Article 22 -10 and replace the term "Hybrid 2022 Ford Interceptor" with "Replace 2019 Chevy Tahoe".

UNANIMOUS

ARTICLE 5. Voted to transfer \$5,800 from Free Cash to be spent under the direction of the Town Clerk for the purchase of one (1) voting tabulator.

ARTICLE 6. Voted to transfer \$475,000 from free cash to the Capital Equipment Stabilization Fund.

ARTICLE 7. Voted to transfer \$750,000 from Free Cash to the Pension Liability Stabilization Fund.

ARTICLE 8. Voted to transfer \$200,000 from Other Post-Employment Benefits (OPEB) Stabilization Fund to the Other Post-Employment Benefits (OPEB) Trust Fund.

(2/3 Vote Required and Recognized)

ARTICLE 9. Voted to transfer \$400,000 from free cash to the Road Maintenance Stabilization Fund.

This special town meeting adjourned at 8:41 p.m.

Respectfully submitted,
Ellen M. Sheehan, CMMC, CMC
Westminster Town Clerk



RESULTS OF STATE PRIMARY HELD OCTOBER 10, 2023

A total of 251 voters cast ballots out of a possible 6,653 voters. This represents a three (3) percent turn-out. The results are as follows:

TOTAL VOTES CAST:

	Precinct 1	Precinct 2	Precinct 2A	Precinct 3	TOTAL
Democrat	19	26	6	40	91
Republican	48	50	14	46	158
Libertarian	0	1	0	1	2
TOTAL	67	77	20	87	251

DEMOCRAT	Precinct 1	Precinct 2	Precinct 2A	Precinct 3	TOTAL
Senator in Gen Crt					
Jonathan D. Zlotnik	19	26	6	38	91
Write-In	0	0	0	0	0
Blanks	0	0	0	2	2
TOTAL	19	26	6	40	93

REPUBLICAN	Precinct 1	Precinct 2	Precinct 2A	Precinct 3	TOTAL
Senator in Gen Crt					
Bruce K. Chester	35	30	8	24	97
Peter J. Durant	13	19	6	22	60
Write-In	0	0	0	0	0
Blanks	0	1	0	0	1
TOTAL	48	50	14	46	158

LIBERTARIAN	Precinct 1	Precinct 2	Precinct 2A	Precinct 3	TOTAL
Senator in Gen Crt					
Write-In	0	1	0	1	2
Blanks	0	0	0	0	0
TOTAL	0	1	0	1	2

RESULTS OF SPECIAL STATE ELECTION

HELD NOVEMBER 7, 2023

A total of 1089 voters cast ballots out of a possible 6,680 voters. This represents a 0.16 percent turn-out. The results are as follows:

TOTAL VOTES CAST:

Senator in Gen Crt	Precinct 1	Precinct 2	Precinct 2A	Precinct 3	TOTAL
Peter J. Durant	186	147	54	192	579
Jonathan D. Zlotnik	162	134	43	169	508
Write-In	0	0	0	0	0
Blanks	1	0	0	1	2
TOTAL	349	281	97	362	1089

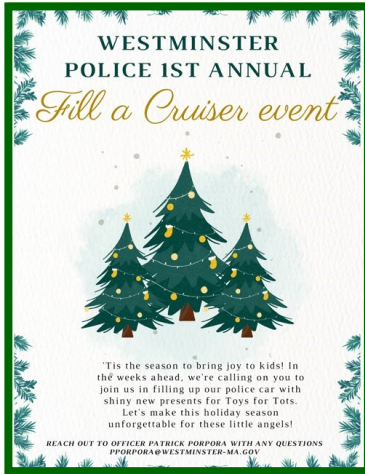
TOTAL EARLY VOTES CAST BY PRECINCT (These are included in the above):

Senator in Gen Crt	Precinct 1	Precinct 2	Precinct 2A	Precinct 3	TOTAL
Absentee Voters	3	4	4	4	15
Early Voters	17	25	6	20	68
TOTAL	20	29	10	24	83

Respectfully submitted,

Ellen M. Sheehan, CMMC, CMC
Westminster Town Clerk





POLICE EVENTS

TOYS FOR TOTS



PURPLE PAWS Walk / Event

Saturday, April 29th, 9am-1:30pm

Join us for a fun-filled day and help the Purple Paws Foster Project to shelter pets of domestic violence survivors while they seek safety. All are welcome! Canine companions are encouraged to attend!

LOCATION
Pulaski Dog Park,
2 Charbonneau St., Gardner, MA 01440

REGISTER
Pre-registration: \$20
Day of event Registration: \$25

To pre-register, or sign up as a vendor or sponsor, visit VoicesofTruthCenter.org/purple-paws-pet-project

This is a RAIN or SHINE event. All pet owners are asked to follow the rules and guidelines of the dog park as posted.

DAY OF EVENT
9am-10am
Check-in and Registration for the Purple Paw Walk
10am-11am
Purple Paw Walk
11am-12pm
Pet Costume Registration & K-9, bloodhound Presentations
12pm-1pm
Pet Costume Parade & Winner Announced
1:30pm
Raffle Winners Announced

SPONSORSHIP OPPORTUNITIES
All sponsors will be given promotional recognition.
\$50 Yorkie
\$100 Cocker Spaniel
\$250 German Shepherd
\$500 English Mastiff

Activities: Meet and Greet, Vendor, Food Trucks, Raffle, Live Music





PUBLIC *Safety*

POLICE DEPARTMENT

The Westminster Police Department has fifteen full-time officers, one vacant position, three part-time officers, and four special police officers. The dispatch staff comprises of four full-time dispatchers and five part-time dispatchers.

Throughout the year, the department made 190 arrests/summons, served 38 restraining orders, and issued 777 citations, with 831 incidents.



At the Westminster Police Department, we believe in a policing philosophy that emphasizes community, government, and police partnerships. We use proactive problem-solving and community engagement to address the root causes of crime, fear of crime, and other community issues. Through these alliances, we aim to identify public safety problems that affect the quality of life in the community. We develop strategies to address those problems and take responsibility for implementing solutions using all available resources.

Our commitment is to work in partnership with the community to promote a safe and secure environment that is free of crime and the fear of crime. We strive to maintain order and provide for the safe and expeditious flow of traffic. We practice our core values of integrity, respect, service, and fairness. We also aim to preserve life, maintain human rights, protect property, and promote individual responsibility and community commitment.

Training

In 2023, the Westminster Police Department continued to provide extensive Use of Force-related training to its officers, which included training related to Firearms, Tasers, and the MILO Range Training System. These training sessions are designed to keep officers up-to-date with the necessary skills required to use force and integrate these skills into realistic scenarios. This year we also purchased new firearms as tasers which we need to conduct additional training on to put in service.

The MILO Training System, also known as Multiple Interactive Learning Objective, enables the instructors to evaluate how officers can apply their skills and knowledge to real-life situations. Firearms training is conducted thrice a year for both full-time and part-time officers who actively participate in patrol. Each training session focuses on a different firearms-related topic, which aids skill-building and enhances the officer's ability. Reserve officers who exclusively work traffic details participate in two firearms sessions annually, focusing on maintaining and expanding firearms skills while meeting required qualification standards. Some of the training topics covered during firearms training this year were firearm manipulation, marksmanship, shooting under stress, multiple targets, moving and shooting, reactive targets, and qualification standards.

Tasers are issued to and carried by all patrol shift officers as a less lethal force option. Officers are required to certify the use of Tasers annually. Taser training covers the function of the Taser platform, policies, and laws surrounding the use of Tasers. It requires live fire scenarios to show the officer understands how to use a Taser.

The MILO Training System was acquired in 2021 and has continued to be utilized as an effective training tool. The MILO System allows instructors to test individuals and groups through interactive simulations, including classroom-based lessons and physical hands-on firearms training during use-of-force exercises.

MILO has been employed by thousands of public safety and military agencies with its specially designed interactive environment. Officers are put through scenarios every month to improve their skills and decision-making abilities.

School Resource Officer

The Westminster Police Department partners with the Ashburnham Police Department to provide School Resource Officers (SRO) to the Ashburnham/Westminster School District. Officer Andrew Loescher is the current full-time SRO, supported by Officer Max Rameau. Sergeant Nathan Hawkins and his partner Merle, along with Detective/SRO Dave Leblanc, also support them in the school district. Sergeant Amy Nelson successfully completed becoming a School Resource Officer oversees the School Resource Officer program and works closely with the Ashburnham Police Department to provide this service.

Apart from safety, security, and law enforcement activities, SROs have various responsibilities. The partnership with the Ashburnham Police Department and the Ashburnham Westminster Regional School District has been very effective and well-received by students and staff. The Police Department will continue to support the school district through its SRO program, and thanks all SROs for their dedication and service.

Child Passenger Safety Car Seat Inspections and Installations

The Westminster Police Department provides free car seat safety checks to help parents ensure their children's safety. Almost 90% of child safety seats in use today are either being used incorrectly or installed improperly due to poor instructions and difficult applications. The officer trained in passenger safety also does presentations for schools, parent groups, birthing classes, and other agencies.

Massachusetts State Law requires all children under 40 pounds or 5 years of age to be restrained in a child safety seat. State law then requires all children to be "properly restrained." Parents and caregivers should be aware that at 5 years and 40 pounds, an adult seat belt alone will not "properly restrain" a child. A child should use a booster seat in conjunction with an adult lap and shoulder belt until they are 4'9" tall.

During car seat safety checks, officers will review the appropriate car seat selection for a child's age, weight, and height, review factors that may affect appropriate use, review the car seat instruction manual and the vehicle owner's manual to ensure that both are being followed correctly, ensure that an appropriate seating position in the vehicle is being used, check the car seat for recalls, visible damage, and an expiration date, and guide the installation of the car seat.

You can ask to learn how to install the car seat in different seating positions with different installation techniques, discuss the next steps for your child, such as when to move to the next type of car seat, discuss state laws and best practice recommendations for occupant safety, discuss the benefits of everyone riding properly restrained, including all adults, discuss safety in and around the vehicle, and get answers to any questions you may have.

The Westminster Police Department offers free Child Passenger Safety seat checks during various times and days throughout the week. You can set up an appointment with a trained, certified technician by calling the station at (978) 874-2933.

OFFICER TRAVIS HEATH
GRADUATION



Call Types

Call Type-Summary	Number
209A Violation	10
258E Violation	2
911 Unknown	411
Animal Problem	262
Advice	211
Area Checks	4983
Assist Citizen	52
Assist Other Agency	177
Burglar Alarm	267
BOLO Notifications	426
Building Checks	531
CIT Follow Up	146
Cell Inspections	12
Comfort K9	10
Directed Patrols	485
Disturbance	117
Disabled Motor Vehicles	301
Erratic Operator	140
Mutual Aid-EMS	158
Follow-Up	99
Gun Shots	12
Hazardous Conditions	322
Harassment	17
Hit and Run	18
Identity Theft	6
Investigation	41
Keep the Peace	32
Larceny/Forgery/Fraud	110
Minor Crash	117
Medicals	964
MVA w/injuries hazmat	107

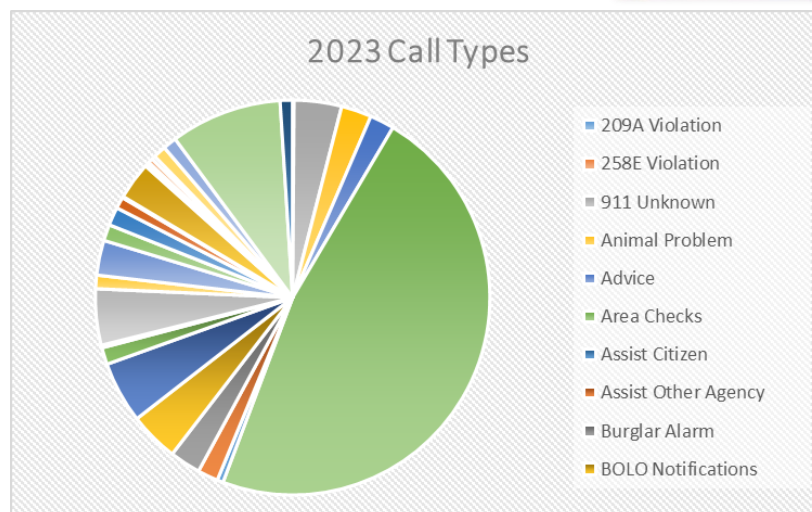
POLICE DEPARTMENT



MEMORIAL DAY



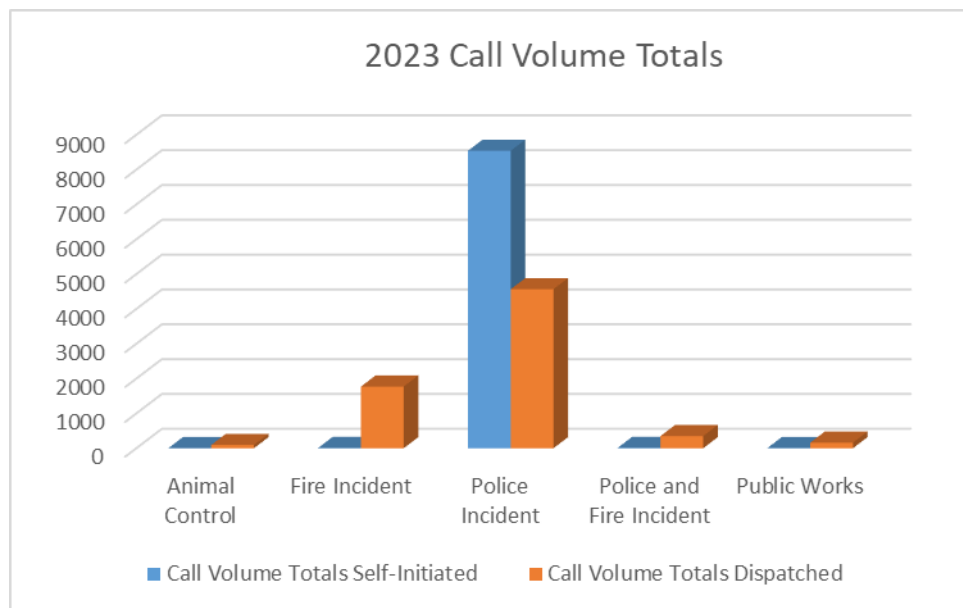
OFFICER ERIN
O'KANE
GRADUATION



POLICE DEPARTMENT

Call Volume Totals

Call Action	Self-Initiated	Dispatched	Total	Percentage %
Animal Control	4	94	98	Less than 1%
Fire Incident	9	1771	1780	11.5%
Police Incident	8540	4566	13106	84.5%
Police and Fire Incident	10	348	358	2.3%
Public Works	6	159	165	1.1%
Total	8569	6938	15507	100%



Detective's Report

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

In recent years, there has been an increase in crimes of fraud, which includes monetary loss to some residents. The Detective Unit works with the surround communities, police departments, as well as Federal agencies to work on combatting and deterring fraudulent activities. Another area where the Detective Unit has taken specialized training is regarding crimes against children. With this specialized training, the Detective Bureau can investigate more in-depth and work with juveniles to prevent these types of crimes.

The Westminster Police Department Detective is also a member of 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.



Community Policing

It is very important to the Westminster Police Department, that we identify what we need to do to engage our community members. Sir Robert Peel had stated, "the police are the people and the people are the police." With this in mind, it is our goal to offer the citizens of the town, the services that you need and desire. It is our goal to provide our residents the services you expect from your police department. In our plan, we have attempted to identify many services that we are currently striving to make available and other things we hope to accomplish for our citizens. Though we have attempted to identify as many topic as we could, we are always open to the community's suggestions, so we may enrich our relationship with our community.

The following is the police department's action plans for the near future:

- Continue our interest in improving the relationship between the police department and the residents of Westminster.
- Increase the police departments outreach to our residents suffering from mental illness, substance abuse and domestic abuse. By offering more referral services to them and their families.
- Enhance the relationship between the police department and the area schools, by providing assistance with the safety and security at our schools. As well as, continuingly to develop and expand our relationships between the students, parents, faculty, staff and our School Resource Officers.
- Improve communication and connections with local businesses, to help them understand what services the police department can provide them and what we can do to help them be successful.
- Continue to develop and enhance the department's relationship with our senior citizens of Westminster. And to look for ways to work with the town's Senior Center Staff to establish an outreach to those seniors who do not participate in the Senior Center's activities
- Increase the community's awareness of the roles of law enforcement within the community, so the ts have a better understanding of the functions and services the police department provides. Programs such as a Citizens Police Academy shall be considered, as well as regular police department tours with groups and organizations.

- Continue to try to actively seek new employees of various backgrounds to develop a broader representation of our community.
- Grow the department's relationship with the faith community to enrich our partnerships.
- Work to have a better understanding of the cultural and ethnical backgrounds of our residents, as our population grows and changes.
- Remain committed to providing Personnel safety education and training to our residents through our RAD and RADKids programs. While also looking to find ways to reach more people.
- Strive to find new ways to engage our citizens through social media and other forms of outreach, such as webpages and new community engagement opportunities.

The Westminster Police Department has always had a reputation of serving our community and believes our action plan provides a roadmap for us to continue our partnership with our residents.

Firearm Licensing

The Westminster Police Department is responsible for accepting and processing applications for License to Carry (LTC) and Firearm Identification Card (FID). Please note that the department will only accept and process your LTC/FID application if it is complete.

After submitting a complete application, an appointment will be scheduled for you. It is important to ensure that your application is complete to expedite the appointment process. The application process itself may take up to eight (8) weeks.

If you are an active license holder, please be aware that any restrictions previously placed on your LTC are no longer enforceable due to a recent Supreme Court decision. You do not need to update your existing license at this time. When you reapply for your LTC in the future, you will be provided with a new license without any restrictions.

All first-time LTC/FID applicants, with the exception of FID-chemical propellant, are required to attend and successfully complete a Firearms Safety Course presented by a certified State of Massachusetts Instructor. Additionally, applicants are required to participate in an interview with the appointing authority. This interview can be done either virtually or in person.

The members of the Westminster Police Department are among the most professional, dedicated and compassionate police officers, dispatchers and civilian personnel to be found in public safety. I would like to take this opportunity to publically thank them for their service!

It is an honor to be entrusted the leadership of this department and I look forward to many years of collaborating with our community to make it as safe, strong and supportive as possible for all community members. I am grateful to our community members, town departments and the Select Board for their hard work, dedication and support for our department and our community.

Respectfully submitted
Jason Tamulen
Acting Police Chief



OFFICER KENT BENSON

IT IS WITH GREAT PRIDE AND SOME SADNESS THAT WE ANNOUNCE THAT OFFICER BENSON IS RETIRING AFTER 25 YEARS OF DEDICATED SERVICE TO OUR COMMUNITY. WE CANNOT THANK HIM ENOUGH FOR THE SERVICE AND DEDICATION THAT HE AND HIS FAMILY HAVE MADE TO OUR COMMUNITY DURING HIS CAREER HERE. HE WILL STILL BE AROUND TOWN FOR THE NEXT SEVERAL MONTHS WORKING TRAFFIC DETAILS AS HE MAKES HIS TRANSITION TO THE NEXT CHAPTER OF HIS LIFE! WE WISH HIM AND HIS FAMILY ALL THE BEST! CONGRATULATIONS, IT'S BEEN AN HONOR!



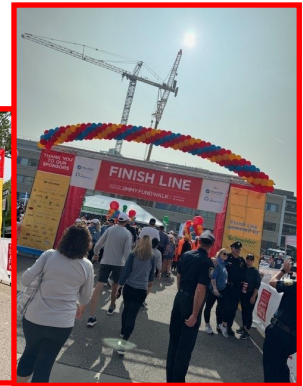
SOFTBALL GAME BETWEEN FIRE DEPT
& POLICE DEPT...FIRE DEPT WON!

POLICE DEPARTMENT

WALK TO SCHOOL DAY



JIMMY FUND WALK ACTING CHIEF JASON TAMULEN PARTICIPATED



PANCAKE BREAKFAST FOR THE SENIORS AT THE SENIOR CENTER SPONSORED BY THE POLICE DEPT



BBQ LUNCH FOR THE SENIORS AT THE SENIOR CENTER SPONSORED BY THE FIRE DEPT & POLICE DEPT





LEMONADE STAND FOR CHARITY

RESERVE OFFICERS AT FIRST DAY OF SCHOOL



BICYCLE RODEO— A FUN WAY INTRODUCE AND EDUCATE CHILDREN ABOUT BICYCLE SAFETY. THE RODEO CONSISTS OF STATIONS AND COURSES WHERE CHILDREN LEARN ABOUT BICYCLE SAFETY AND PRACTICE SAFE BICYCLING SKILLS.



SANTA VISITING THE CHILDREN IN TOWN





- ◆ FIRE
- ◆ EMS/RESCUE
- ◆ EMERGENCY SERVICES



FIRE DEPARTMENT

Introduction

The Fire Department continues to see increases in the request for emergency services. This year the department had a 0.68% increase in calls to finish the year with 1,919 incidents. There was one 2nd Alarm Fire, seven Working Fires and four 1st Alarm Fires. In addition to this the department completed 786 inspections and issued 298 burn permits with 762 activations.

The department remains at a critical crossroads as the department's staffing model. The current model has reached its effective limits due to the increase in calls that the department has seen. Couple this with a steady decline in on-call firefighters and those two factors have created a safety issue where the department is not able to staff apparatus. More often than not at fires the second piece of apparatus on scene is from a mutual aid partner.

The department continue to see a decline in on-call firefighters. There is an inability to recruit and retain new and existing on-call firefighters. This problem is not unique to Westminster and is a national problem with a decline in volunteerism. Since the Pandemic in 2020 there has been a national decline in the work force and that has hit on-call/volunteer organizations particularly hard.



The second major issue that effects the department staffing model is changes to the housing market within Westminster. Over the past ten years there has been a dramatic increase in housing costs. Due to the cost of housing the majority of the fulltime staff live outside of the community. Since the addition of fulltime staff in 1986, they have been strategically added as a stop gap to fill voids created in the on-call system as they appeared in order to maintain services. Up until ten years ago the majority of the fulltime staff lived in Westminster or in very close proximity, allowing them to be an effective resource when additional staff was needed for larger manpower intensive incidents. As the numbers of on-call firefighters dropped and fulltime staffing added they were a two fold benefit as they covered shifts while on duty and acted as on-call firefighters coming in for major incidents to fill the void. Fast forward ten years and the majority of the fulltime staff live in other communities and continue to move farther away in order to find affordable housing, which increases their response time off duty making them less effective in filling the spots created by the lack of on-call firefighters. These firefighters come back for major incidents but due to their extended drive to the station they can no longer be counted on for the second and third pieces of apparatus as they have in years past.

To combat these factors the department has increased the on duty staffing in the fire station. Currently there is one Lieutenant, and three firefighters on duty (two fulltime firefighters and one per diem firefighter). The on-duty personnel take care of the lion share of incidents, inspections and training. However, when a major incident occurs the department relies heavily on mutual aid. In years past the department was able to rely on the on-call and off-duty staff when major incidents occurred with mutual aid being in the second tier of apparatus responding to incidents. Due to these changes, mutual aid apparatus are often times filling the role of the second or third piece of apparatus on a scene of a major incident. These mutual aid apparatus come from our neighboring communities which increases the time before they can be integrated into operations at a scene by an average of 10 minutes in the first group of units from our closest allies and as much as 15-20 minutes for a second group if the incident requires additional units. All told we continue to walk a staffing and manpower tightrope while balancing the increasing emergency response needs of the community with multiple significant changes to our historic staffing models and the financial constraints of the community. The department has been proactive in lessening the impact of these changes with continued recruitment and in house training of on-call firefighters, the use of per-diem firefighters to supplement the fulltime staffing and the pursuit and award of a federal staffing grant that started this year that provides us with two additional fulltime members for three years.

FIRE DEPARTMENT

On-duty Staffing

The Westminster Fire Department currently has fifteen fulltime personnel. The Fire Chief, Deputy Chief and Administrator/EMT-B work a weekday administrative schedule. While the additional 12 members consisting of four Lieutenants and eight Firefighters, work rotating shifts to cover the town with two Firefighters 24 hours a day, 7 days a week. The department supplements our full-time staff with a part-time Firefighters 24 hours a day, 7 days a week.

Throughout the year the department remained stable. Josh Emerson was promoted to Lieutenant in January of 2023 with the departure of Lt. Algarin from the department at the end of 2022. With the SAFER Grant Firefighters Steve Robinson and Sam Johnson were hired in March of 2023. These firefighters will be funded by the grant 100% of their regular salaries and benefits for a period of three years.

Moving into the next few years the department will continue to study the issues that face the department. The two primary areas that are being looked at are the increase in call volume that the department has seen. Over the past five years the department a 368 incident increase in calls. The administration of the department has studied this issue, the growth of the community is the driving factor. There is no single call type increasing, it is call types across the board driving this increase. With that said as the town is poised to grow in the near future the department is expecting to continue to see increases in calls for service. The second area that is being studied is the departments staffing model. Currently the department is at the upper end of what the current staffing model nationally is capable of handling.



In 2023, Pmts Zack Racicot, Colton Mauch and Sam Johnson all graduated from the Career Recruit Training Academy at the Massachusetts Firefighting Academy Springfield Campus. Each class the recruits elect one person as their spokesperson to speak on their behalf. Pvt. Racicot was honored as the class spokesperson for his recruit class. In each class one recruit is selected as the top recruit based on the student's grade point average and practical performance. Pvt. Mauch received the Richard M. Bangs award for the outstanding recruit in his class. He was the first recruit from Westminster to receive this award and a testament to his skillset and performance.

On-Call Staffing

The department has continued to see the national trend of on-call and volunteer shortages. I would first like to commend and thank all of those who proudly serve the department and community. This group of individuals provide a key service to the community and department; and without their service the department would not be as successful as it is. The problem is there simply is not enough on-call/volunteers. The department continues to struggle to recruit on call firefighters due to a number of factors which include training, response requirements and a fundamental change in their life style. Lastly a gap exists with those who are interested in joining the fire service as a career.

On-call firefighters are required to complete a rigorous training program in order to become a firefighter. This training runs from four to six months long depending on the program and requires recruits attending two four-hour evening classes and one eight-hour weekend class. Completion of this training is just the start of their journey. Once a recruit becomes a firefighter there are additional training requirements where these firefighters are taught about department specific equipment, policies and procedures and other department specific requirements.



To become an on-call firefighter requires a fundamental change in lifestyle which can be a difficult transition for some. It requires responding to incidents in the middle of the night, during in-climate weather, holidays, birthdays and other major life events. It requires firefighters

FIRE DEPARTMENT

responding to a fire, staying up all night long and then going to their regular job in the morning. Many prospective firefighters are not able to make this change and forgo continuing in the process.

Another area of concern is that the on-call firefighters are asked to respond more than ever. Over the years the department was able to remain a consistently on-call department supplemented by fulltime day staff. As the call volume has increased and necessitated the change to fulltime staff handling a majority of the smaller incidents with the on-call staff being required for the major incidents. As the call volume continued to increase on-call firefighters have been asked to respond the incidents a much higher rate than previously and that has become unsustainable to maintain a strong call force.

With that said the on-call department has reached critical levels. The personnel level has reached a record low while the department is experiencing the highest level of emergencies in its history. The issue was first identified Chief MacAloney in 1999. This issue has been well studied by Chief MacAloney, Chief Nivala and Chief Butterfield. This shortage developed beginning with the on-call staff working out of town with critical service gaps between the hours of 6:00AM through 6:00PM. Today the critical issue is not being able to recruit and retain on-call firefighters while at the same time changes to the town's employment base have necessitated that on-call firefighters have relocated due to their employer moving from the area. This was most evident with Simplex and most recently Johnsons Controls shutting down operations in Westminster.

Lastly as the fire service continues to grow, expand and become more technical many who enter the ranks of on-call firefighters are looking to become a career firefighter. As these on-call firefighters join departments, gain experience and they also become EMT's or Paramedic's to obtain the basic requirements to be hired in a career fire department. As these firefighter's progress through their career some choose to leave their on-call positions or modify the amount of time they have to offer.

Year	Calls for Service	On-Call Firefighters	Part-Time Firefighters	Full-Time Firefighters
2000	791	34	0	3
2010	1,162	21	7	7
2021	1,783	7	16	10
2022	1,903	6	18	12
2023	1,919	2	22	14

Call Volume

2023 was another year where the department continued to break the previous year's call volume. This year the department responded to 1,919 emergency incidents. This was not as large of an increase as the department has faced in previous years but it still becomes a challenge to continue to provide services.

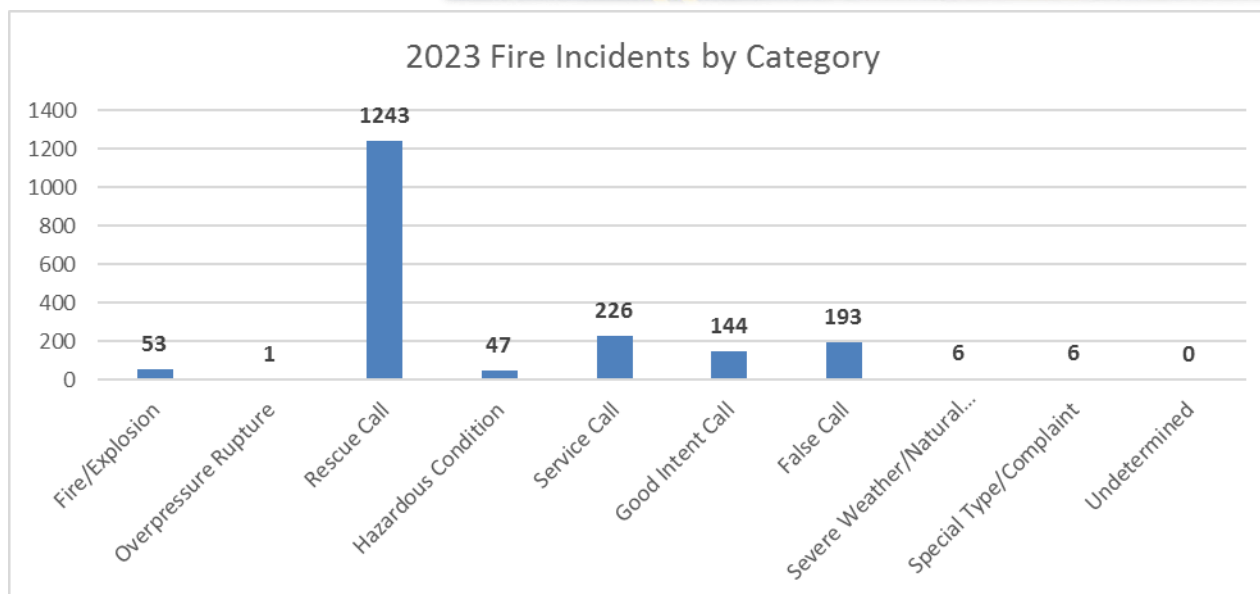
Through 2023 the department responded to a total of 25 building fires and a total of 53 fires. As the department has continued to deal with the shortage of on-call firefighters the department's run card has changed. In previous years a Working Fire was handled with the apparatus from Westminster only and mutual aid to cover the station. Now a Working Fire brings six pieces of apparatus from our mutual aid partners. This included two engines to the fire, one ladder to the fire, two engines to cover the station and one ambulance to the scene.

Type	Total	Percentage
Fire/Explosion	53	2.80%
Overpressure Rupture	1	0.10%
Rescue Call	1243	64.8%
Hazardous Condition	47	2.40%
Service Call	226	11.80%
Good Intent Call	144	7.50%
False Call	193	10.10%
Severe Weather/Natural Disaster	6	0.30%
Special Type/Complaint	6	0.30%
Undetermined	0	0.00%
Total	1,919	100.00%

Woods Ambulance from Gardner provides the department with a stand by ambulance for fires on all Working Fire or greater fires. In 2020 as the on-call firefighter shortage entered a critical phase this ambulance was added to the run card. At one fire there were two transports as a result of injuries and there was a delay with for an ambulance to arrive on scene. With the addition of the ambulance on scene for fires at least 50% of the time a transport results from either occupant on scene or injuries to firefighters.

Emergency Medical Services

In 2023, our Emergency Medical Services have witnessed another year of substantial development and enhancement. Building on the solid foundation laid in the previous year, we've significantly advanced our systems and processes, reaffirming our dedication to delivering outstanding emergency care.



This year, we've seen further improvements in our medication logistics. We continued to refine our system for managing controlled narcotics, ensuring secure storage and timely replenishment. Upgrades to our medication tracking systems were implemented, improving accuracy and efficiency and maintaining optimal stock levels to meet increasing service demands. We worked diligently with pharmacy staff to streamline the process of restocking and control of medications.

Our in-house training capabilities have continued to grow. We expanded our Advanced Cardiac Life Support (ACLS) program, allowing a greater number of providers to be trained and certified within our department. This enhancement has not only reduced costs but also promoted a culture of ongoing learning and development among our staff. This year we will be offering Pediatric Advanced Life Support (PALS) to our providers. With the growing population of younger families, this training allows our providers to have the most up to date options and knowledge for the potential difficult scenario of providing emergency prehospital care to our youngest and most vulnerable citizens. Collaborating with local Police, Town Hall, and DPW, we extended our training programs to the broader community for the third consecutive year. All DPW personnel received certification in CPR, AED usage, and Basic First Aid. We have maintained the implementation of DPW supervisor vehicles with advanced first aid kits, specifically designed for the emergencies they might encounter.

The Parks and Recreation Counselors and the Oakmont Coaching staff were also certified in CPR, a result of acquiring new CPR equipment funded by the recent town meeting article. As a result, we have expanded the opportunity

FIRE DEPARTMENT

for the community as a whole to acquire basic first aid training as well as CPR certification.

With Dr. Matthew LoContte's medical direction, we've started implementing an expanded scope of practice. This initiative allows our practitioners to effectively manage high acuity conditions in challenging locations like Mount Wachusett. Dr. LoContte expertise in Tactical Medicine and Operations has been beneficial in preparing our team for ASHER (Active Shooter Hostile Event Response) situations, greatly enhancing our operational capabilities. Finally, Chief Butterfield diligently created, authored, and implemented a four-part training system that we have implemented department wide. The program that Chief Butterfield created was granted approval through the Commonwealth Department of Public Health and has allowed us to bring our practices up to date in a rational and systematic manner. This new training is decades ahead of the existing standard that is being taught.

In 2023, we successfully replaced our CPR machines. Thanks to excellent maintenance, we were able to trade in our old machines and outfit 3 pieces of apparatus with new systems. This addition significantly bolsters our ability to handle multiple simultaneous EMS calls.

We have ordered the replacement for Ambulance A1. We are expecting to take delivery of the new ambulance sometime in FY26. The extended lead time is due to material shortages nationwide. Our proactivity in placing this order has resulted in the town saving thousands due to inflation and supply and demand. This new vehicle is expected to further improve our service efficiency and response capabilities.

As we move into 2024, our department is focused on integrating more virtual classes and special training opportunities through local facilities. Our objective continues to be providing the highest level of care by staying at the forefront of medical advancements and equipping our staff with the latest training and tools.

In conclusion, 2023 has been a year of notable achievements and growth for our EMS services. We are committed to serving our community with the highest professionalism and care, constantly seeking to improve and adapt to the changing demands of emergency medical services.



Ambulance Calls By Level of Care

Hospital	Occurrence	Percentage
At Scene Other	0	0.00%
No Treatment Required	8	0.69%
Patient Refused Care	217	18.61%
Treated and Released or Refused Transport	0	0.00%
Treated, Transferred Care	1	0.09%
Treated, Transported by EMS (ALS)	594	50.94%
Treated, Transported by EMS (BLS)	346	29.67%
Treated, Transported by Private Vehicle	0	0.00%
Unknown	0	0.00%
Total	1,166	100%

Ambulance Call by Destination

Destination	Occurrence	Percentage
Health Alliance - Leominster	365	31.30%
Heywood Hospital	445	38.16%
Other, In-State	4	0.35%
St. Vincent's	9	0.77%
UMASS Memorial	4	0.34%
UMASS University	65	5.57%
No Destination	274	23.50%
Total	1,166	100%

Simultaneous Incidents

Through 2023 the department responded consistently to simultaneous calls ending the year with a total of 280 incidents. This was 20 less simultaneous calls than the department faced in 2022 but remains a prominent issues the department continues to grapple with. This issue began to emerge in 2018 with the drastic reduction of on-call fire-fighters. Response times for second and third calls increased as well as the reliance on mutual to respond to incidents that on-call and off-duty staff used to respond to. Since this gap was identified the department began to look for ways to optimize response and meets the needs of the community. Since the departments request for additional staff was approved by the community the department was able to handle more simultaneous responses within the department than previously. The department had a reduction of 27% of mutual aid medical transports. Previously the large gap in response was during the daytime hours between 8:00AM through 6:00PM as this was the time where most of on-call department was at their fulltime job. Since the mid 2010's a shift occurred where the

2018	2019	2020	2021	2022	2023
132	170	182	233	300	280

department was struggling to meet the response needs during the overnight hours. The ability to handle more than one incident at a time has become a critical issue for the department. The citizens expect timely service when they call 911 for service. The vast majority of these incidents occur during the daytime hours. As the on-call shortage continues the department will be left to rely more heavily on on-duty staff to handle incidents.



Fire Prevention

Throughout 2023 the department completed 786 inspections and issued 298 open air fire permits. In 2023 town continued to see a decrease in new one and two family construction but the housing resale market remained strong. Along with the residential component the core inspectional requirement have remained the same. These include inspections that are required by law for the renewal of liquor licenses, school inspections and commercial inspections.

Beyond these core areas there has been quite a few large scale projects that will be starting in 2024 which include the new senior housing and a mixed use building located at 152 State Road East. These large projects require a significant amount of plan review, meetings and on-site inspections. These projects are expected to start in 2024 and will require a significant amount of time, inspections and permits issued from Fire Prevention.

FIRE DEPARTMENT

On area where the department has seen significant change is in the solar and battery power markets. Solar power related inspections significantly increased over the past year and is only expected to grow as the push for renewable energy sources continues. These inspections are a two fold process for the department. Firstly fire prevention reviews each plan for compliance with setbacks for firefighter access and the inspection itself to ensure the installation was completed per the submitted plans. Working on roofs becomes increasingly dangerous under smoky conditions encountered during a fire so ensuring there is access to the roof is important. The second part of this process are these installations are entered into the dispatch software database so firefighters are able to determine whether solar exists on a property prior to their arrival. This is important so a firefighter can shut the system down and reduce the chance of electrical related issues.



CHIEF BUTTERFIELD AT WELCOME TO WESTMINSTER

Battery installations are another area that the fire department has seen significant growth. Technology to store power has become readily available to homeowners and this area is expected to increase in the coming years as technology increases and costs reduce. Battery storage has proven to be a safe and effective way for homeowners to reduce utility costs. However, lithium ion batteries present a significant hazard to firefighters when they fail. Each installation above 1KW of storage requires a permit for installation from the fire department in conjunction with the building department. This ensures that the proper safeguards for occupants and firefighters are provided. As this new market continues to evolve it is expected that these installations are going to become more common.

Fire Investigation

The Fire Department continues to investigate all fires in accordance with Massachusetts General Laws in conjunction with our partners from the Westminster Police Department and the Massachusetts State Fire Marshals office. All fires are investigated and when appropriate, all legal options are followed.

One of the main changes to Fire Investigation in 2023 was the formation of a regional fire investigation unit through Massachusetts Fire District 8. This unit came online July 1st of 2023. Each department in the district has continued to face a decline in the number of investigators due to many factors. These include aging out of longtime fire investigators, lack of new fire investigators, and the overall decline in on-call departments throughout the district. Fire investigation has continued to become increasingly technical and requires far more training to maintain the standards of the field.

Lt. Chadbourne was selected to join the Fire Investigation Unit representing Westminster due to his technical competence. Throughout the year the department requested the investigation unit to investigate two fires in town and Lt. Chadbourne investigated 12 fires within the district.

Public Education

In 2023 Lt. Emerson was appointed to the position of SAFE Coordinator. Throughout the year there was a continued drive to deliver SAFE education through the Senior Center as well as getting involved in the school system to a greater extent. To that end, a week was spent with the 5th grade class reviewing fire safety topics, talking about the fire department, and showcasing the trucks to the students. Additionally, the 4th grade class utilized the SAFE program to learn about the heart and medical emergencies. Throughout the year various levels of boy scouts were educated in fire safety at the fire station as well as showcasing the Fire Service as a potential career. Finally, based on several cases in the community Lt. Emerson has been setting up a community risk reduction program to better identify, assist, and coordinate resources for members of the community who require temporary help but do not meet criteria for traditional services. 2024 will see a continued move to better develop the program and utilize it to a greater extent. Further, there will be a greater initiative in addressing fire safety in the elementary schools to target all age groups as well as developing a SAFE program for the high school students.

FIRE DEPARTMENT

Specialty Community Services

National Night Out

Due to weather events in 2023 National Night Out was cancelled. The department looks forward to this event in 2024.

Halloween Bonfire

2023 the department saw a resurgence of the Halloween Bon Fire. With three years of Covid behind the department 2023, was a well attended event. This is the highest attended event that the department puts on each year alongside our partners at the Forbush Memorial Library. The apple cider and costume contest are done by the Forbush Memorial Library.



Event Planning

The department continues to be part of community event planning. Due to the ongoing pandemic a majority of the annual events were cancelled. The department looks forward to working with our community partners ensuring a safe environment for all those in attendance.

Mid-State Mutual Aid

Westminster is a member of the Mid-State Fire Mutual Aid Association. Locally each Fire Department relies on mutual aid for not only man power but equipment resources as well when incidents exhaust or overwhelm the community in which the incident is occurring.

Fire/Police Department Softball Game

In 2023 the Police and Fire Department Softball game made a return. We hope to make this an annual event. It was a close game but the Fire Department inched out the win for 2023.



Department Training

The Training Division is led by Deputy Chief Bean in collaboration with the Fire Chief, EMS Coordinator, Lieutenants and a number of the Privates throughout the year. The Training Division is also an active member of our districts training officers working group and works in concert with the Massachusetts Firefighting Academy, Central Mass EMS, Medical Director Dr. Loconte, MIIA, Professional EMS and Mount Wachusett Community College.

In 2023 the Division provided the Department with 266 hours of training on a myriad of topics. The first six months of the year focused on honing our core skills while achieving compliance with State and Federal mandates. These courses incorporate an annual refresher on our breathing apparatus, blood borne pathogens, hazardous materials response, the skills needed to operate as a member of an Engine or Ladder company, auto extrication and roadway safety. During this time the department also hosted the MIIA driving simulator and were one of the first departments in the region to utilize a cutting edge, virtual reality training provided by CMEMS focused on improving field medical providers care of children. In the second half of the year we conducted an apparatus operator academy, rural water supply drill and wilderness rescue training with our mutual aid partners as well as hosted the Massachusetts Firefighting Academy's Flashover program. Aside from these larger scope training sessions the Lieutenant on each shift provided

FIRE DEPARTMENT

their groups with a daily shift drill which honed in on more specific topics, some of which included the proper use of our 5 gas meters, rollout of a new ventilation chainsaw and a deep dive into the various components of Rapid Intervention Team operations.

Emergency Medical training this year consisted of quarterly Morbidity & Mortality rounds conducted by our Medical Director Dr. Loconte from UMASS. These rounds give our staff an opportunity to review the care that we delivered to select cases with our Doctor, who provides insight into the outcome of the patients and any potential improvements we could make on our patients care. We also provide our staff with access to a self paced learning system thru Professional Ambulance in Cambridge that encompasses all the topics required to re-certify their licensure. In addition to this re-occurring annual training we provided a major focus on our response to potential Active Shooter events, this project was spearheaded by Chief Butterfield who developed a complete series of lessons based on the NFPA 3000 standard. The Chief delivered these lessons to the Police, DPW and Fire Departments in both Westminister and Ashburnham. With a regional school district, responses to our Middle and High Schools are a joint response between both communities and having all of the stakeholders on the same page is vital. Aside from the training series the Chief also put countless hours into improving this joint response by spearheading a joint response memorandum and hosting table tops drills with the School District staff and all of the involved agencies.



ICE RESCUE TRAINING

The department held an apparatus operator course for seven members this summer. This course was coordinated by Lieutenant Chadbourne and taught in house by department personnel following the IFSTA curriculum for apparatus operators. This course, coupled with an Emergency Vehicle Operator (EVOC) class as well as a pre-determined amount of practice, driving and operating each piece of apparatus, gives the members the didactic and practical skills needed to drive and operate the department apparatus. This program has been recognized and approved by Mount Wachusett Community College as meeting the curriculum needed for credit in their Fire Science program and the members that completed the program are able to apply to the college for 3 college credits.

Looking into 2024 the Training Divisions focus is to continue sharpening the spear, preparing our members to mitigate the emergencies of the Town of Westminister with precision and professionalism.

Apparatus

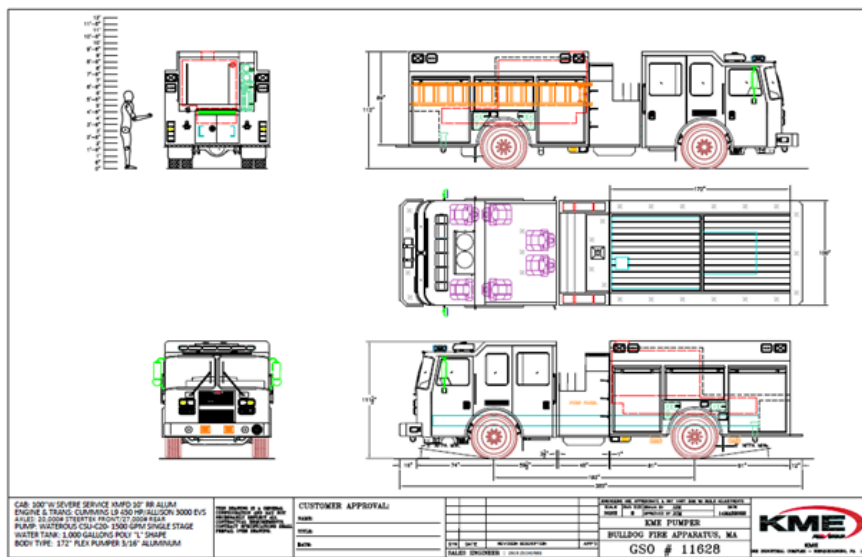
With the establishment of a preventative maintenance division within the department we have been able to combat common use issues, and provide a more thorough inspection of apparatus and equipment. Small engine maintenance which has typically been outsourced has been able to be kept in house. Lubrication of frame components and small non-mechanical issues have also been able to be completed by our maintenance division which has been assisted in taking some work load off the department of public works mechanics. Working in New England our apparatus is affected greatly by the corrosion which has shortened the life span of our equipment drastically. In conjunction with the department of public works, a preventative plan has been implemented to establish routine washing and inspection of the undercarriages followed by seasonal undercoating. The execution of this plan has shown to slow corrosion of our current apparatus and will likely help to prevent costs of larger issues moving forward.



Engine 1 - (2019 Class A Pumper) KME. The vehicle has a 1,500gpm pump with 1,250 gallons of water and is equipped with Class A foam for ordinary fires, this Engine is the primary attack truck for structure fires. This vehicle is three years old and is in excellent shape. It serves as the main attack engine and sees the lion share of response.

Engine 2 – (2001 Class A Pumper) KME. This vehicle has a 1,500gpm pump with 2,500 gallons of water. This vehicle is also equipped with a Class A foam for ordinary fires. This vehicle is a dual role vehicle able to perform as an attack pumper or a tanker for incidents in the areas of town with no hydrants. This vehicle was refurbished in 2016 and is in moderate shape. The vehicle is starting to show its age. The replacement of this vehicle has been secured and is not expected to arrive until FY2025 when this vehicle has been programmed for the capital plan. By securing the replacement the town has secured a price that will not be subject to inflationary increases.

Engine 3 – (2013 Class A Pumper/Rescue) KME. This vehicle has a 1,500gpm pump with 1,000 gallons of water. The vehicle is equipped with Class A and B foams allowing the vehicle to increase its fire suppression capability as well as fight flammable liquid fires. This vehicle serves as the department's heavy rescue carrying the specialty rescue items such as the Jaws of Life, structural cribbing, water/ice rescue and many other items. This vehicle is in good shape but, has started to experience corrosion and component failure. Due to the compact nature of the vehicle, parts are significantly more expensive to replace. Over the coming years it is expected the cost to maintain this vehicle will rise significantly.



Tower 1 – (2005 Ladder Truck) KME. The vehicle is a 95-foot aerial ladder with a bucket. This vehicle is equipped with a 2,000gpm pump and a 300-gallon water tank. This vehicle is starting to show its age and has experienced a couple major break downs to include the motors turbo and corrosion damage to the sub-frame that holds that supports the ladder. These items were repaired as part of the refurbishment. This vehicle is reaching its end of life and it is expected that it will require substantial repairs annually until its replacement arrives. The remainder of the refurbishment will include corrosion control and part replacement on wear and tear items.

Engine 5- (2008 Mini-Pumper) CET. Engine 5 is the departments brush truck. It has 4-wheel drive, 500gpm pump and 300 gallons of water. The vehicle is also equipped with Class A foam to increase its effectiveness on ordinary fires. This vehicle is fair shape, substantial corrosion was found on its sub-frame and was replaced. The Compressed Air Foam System (CAFS) was disconnected from the vehicle due to high repair costs. To replace this system would require a major service and removal of parts of the body. The cost benefit was evaluated and the benefits of the CAFS did not necessitate its repair. This vehicle is scheduled for replacement in the coming year and should meet its life expectancy.

Car 1 - is a 2020 Chevrolet Tahoe that is designed for emergency response and as a command vehicle. This vehicle was placed in service in March of 2020 and is in excellent shape.

Car 2 - Is a 2022 Chevy Silverado 1500 designed for emergency response and a command vehicle. This vehicle was placed into service in 2023 and is in excellent shape.

Car 3 - is a 2016 Ford Explorer designed for emergency response and as a command vehicle. The vehicle is in moderate shape. Its replacement is which is a 2024 Chevy Silverado is currently awaiting outfitting for emergency response and use as a utility vehicle.

FIRE DEPARTMENT

UTV – The UTV is a 2016 Gravelly UTV. The vehicle is designed for multiple roles including brush fire response in remote locations, rescue/transport of injured parties in remote locations and use during large events as a quick response vehicle. The department has seen and continues to have incidents in remote locations where we once relied upon mutual aid from other communities for a UTV vehicle where now the department can handle many of these calls ourselves.

Ambulance 1 – This is a 2016 Chevrolet Chassis with a Braun ambulance body. This ambulance responds to medical emergencies and transports patients to the hospital. This ambulance is in fair condition. It is showing signs of corrosion but should meet its scheduled life expectancy. The one factor that will extend this vehicle beyond its expected life span is the long lead times that are being encountered. A new vehicle will take 18-24 months to receive which will require more maintenance than expected.

Ambulance 2 – This is a 2020 Ford F-550 with a Braun ambulance body. This ambulance responds to medical emergencies and transports patients to the hospital. This vehicle is in excellent condition.

Support Trailers – In addition to the current fleet of apparatus the department also utilizes and maintains two supporting trailers.

These trailers are used to store and transport equipment to scenes where they are more readily available. These trailers include a water rescue unit housing all water rescue equipment, including the department inflatable boat. The hazmat trailer houses spill containment tools, products and PPE which allows a greater amount of supplies to be carried to scenes and readily available.



Station

Please visit the Public Safety Building Committee's webpage on the Town's Website. This site has the most up to date information from the committee.

The committee is currently evaluating the Meetinghouse Road Site for a Police Station only and the current Public Safety Building Site for a Fire Station only. With the loss of the Hager Park Road Site the committee began to re-evaluate other town owned sites. The committee has approved Techton Architects to provide basic site programming for both sites and these programs are expected to be complete in early 2024. Neither of these sites are as favorable as the Hager Park Road Site; and contain wetlands concerns and the cost of site development which will most likely exceed site development costs at the Hager Park Road site.



FLASHOVER

FIRE DEPARTMENT

Future

The Westminster Fire Department is an all hazards response, prevention and education agency. The level of commitment from the men and women of the department are the backbone of the department. These individuals not only respond to emergencies, they continue their education and training which leads to a more capable firefighter responding to calls. The investment into their training and progress has been overwhelming supported by the community and I am confident saying that the men and women of the department are top notch and the Town is lucky they choose to serve here. At the end of the day firefighting comes down to firefighters treating patients, extricated patients from vehicles, entering burning buildings to search victims and extinguish the fire. There is no single piece technology that exists to replace a firefighter. As the job continues to evolve it will require a commitment from the department to support their progress through training and equipment to ensure they are ready to respond to all emergencies encountered.

Please contact the office if you have any questions.



Fire Chief Kyle S. Butterfield
Westminster Fire Department
7 South St. Westminster, MA 01473
(978)-874-2313 x200
kbutterfield@westminster-ma.gov



ROOKIE SCHOOL GRADUATION



SWEARING IN - LT. EMERSON



VEHICLE FIRE - BEAN PORRIDGE HILL RD



BRUSH FIRE - WORCESTER RD



S. JOHNSON GRADUATION

EMERGENCY MANAGEMENT

Introduction

Throughout 2023 the Emergency Management department continued with restructuring the department to meet the needs of the community. Training was at the forefront of the emergency management department in 2023 with both Chief Butterfield and Deputy Emergency Manager Blauser attaining the title of Massachusetts Professional Emergency Manager. The department added four members to the department which will greatly enhance its ability to respond to emergencies.

As part of the restructuring that took place in 2022 Deputy Emergency Manager Blauser and Chief Butterfield continued their professional development. During 2023 both were able to attain the title of Massachusetts Professional Emergency Manager. This title is given to Emergency Managers who have completed the training requirements, real world experience and response. The requirements to hold this title requires over 110 hours of training, at least one year of experience as an emergency manager, real world experience in both training and response. These requirements are based on the Federal Emergency Management Agencies Basic Emergency Management Academy which is a three-week long class held in Maryland. This title is the first step in the career track for emergency managers and both Deputy Blauser and Chief Butterfield will continue their work through 2024 to attain the Specialist Level Emergency Manager which has a host of additional training requirements.



SHELTER ACTIVATION

In order to build redundancy in the department Deputy Blauser has completed the required training to fully operate in this role. During major events Chief Butterfield has multiple responsibilities ranging from the fire and emergency management departments. Deputy Blauser is able to fully operate in the emergency manager role when Chief Butterfield is not available. This ability has and will continue to enhance the department's ability to effectively respond to emergencies that affect the Town.

The department is thankful to the four new members who joined the Department. The departments volunteers are the backbone to the department and are what make emergency management operations successful. Without volunteers the department has to seek personnel from other departments to operate which takes personnel from other critical tasks. In 2023 Mike Cooley, Fran Cooley, Butch Boivin and Terri Boivin joined the department. These volunteers attend and respond to emergencies as required in support of overall community operations.

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Department of Public Works and Senior Center Generator

Since the Ice Storm in 2008 emergency generators have become a priority of the Emergency Management Department. One major gap in service ability lies in the Department of Public Works. Prior to an emergency generator the department relied on small portable generators to sustain the towns water and sewer system, fuel pumps and general operations. Through the Covid-19 pandemic a gap was identified in the Town's Shelter located at the Westminster Elementary School. Concerns existed with mixing the general population of the town in need of shelter with school aged children during the pandemic. With this concern identified the Senior Center was selected as a second shelter for the Town. Town Administrator Stephanie Lahtinen was able to secure an earmark from the State to fund emergency generators for both sites. This greatly enhances the Town's ability to respond to emergencies. The DPW will have the ability to operate at 100% capacity during power outages and will no longer have to set up multiple small generators. The Senior Center will be able to operate 100% during power outages which enhances the ability to run the shelter during emergencies.



Training

With four new members to the Emergency Management Department training was at the forefront of 2023's events. Members first were trained in the departments policies and procedures. A few of the highlights of the 2023 trainings are the finalization of the shelter opening procedure and start of the response/medical training. The finalization of a revised shelter opening procedure was completed. This document and training will allow the members to independently open the Town's shelters without the need for the Chief or Deputy EM being on site allowing them to focus on their roles during emergencies. The department also completed a portion of the medical training for the members.

Activations

Through January 23rd through January 25th the Town experienced a winter storm with high winds that caused major power disruptions. Due to these wide spread power outages throughout January 23rd and 24th shelters were opened up. The department and civilian volunteers worked through difficult conditions to open the shelter at the Elementary School. With wide spread power outages and plummeting temperatures, the decision was made to open the Elementary School Shelter. On Monday the 23rd of January, 80% of the town was without power, with restoration estimates of up to 48 hours. One major outage affected the Wellington House that was predicted to be out of power for over 36 hours. With that in mind and at the request of residents, that Shelter at the Elementary School was opened. The power company was able to restore the power to the senior housing much quicker than expected. With that completed, the occupants returned to the Wellington House and we were able to shut down the shelter at 11:00PM that evening.



WARMING SHELTER ACTIVATION WITH BOARD OF HEALTH

Tuesday January 24th a large portion of the Town's power had been restored. However there was approximately 20% of the community that would be without power for the following 24 hours. With that in mind the Senior Center was opened as a warming and charging shelter. With this in mind the Board of Health assisted with preparing meals for residents. The department would like to thank our civilian volunteers, town employees and other departments who helped make this event successful.

Preparation

As part of the preparing for emergencies the Emergency Management Department ASHER (Active Shooter Hostile Event Response) was in the forefront of the department's activities. A significant amount of time was dedicated to meeting the States NFPA 3000 Requirements. The NFPA 3000 standard was adopted by the State as the standard for response to ASHER incidents. With this in place the department worked hand in hand with other departments in town to create response policies and procedures, did community outreach and additional training on these topics. In May the department took part in a Community Interfaith Summit at the Bread of Life Church. At this summit Special Agent Harnett from the ATF was the keynote speaker focusing on campus safety.



In December, Chief Butterfield and Chief Tamulen were able to attend the 5th Annual Faith based Organizations Safety and Security Summit in December. This event partners private sector, community based organizations and public safety officials to provide the most up to date training and trends. The department partnered with the Police Department to provide further training to local faith-based organizations.

EMERGENCY MANAGEMENT

Comprehensive Emergency Plan

The department continues to work on and update the Comprehensive Emergency Management Plan (CEMP Plan). This is the overall guiding document for the community's response to emergencies. Each emergency is unique whether it is a large hurricane, winter storm or a man made event. However this document contains the guiding principles of recovery. Moving into 2024 additional work on this document will continue.

Activities

In 2023, the following are examples of activities that Emergency Management partook in.

- Monthly Emergency Management Meetings and Training for all members.
- Maintenance and Training Statewide Mutual Aid Agreement
- Attend quarterly Emergency Management Meetings held by MEMA.
- Participate in planning meetings with local Utility Companies, Unitil and National Grid being the primaries.
- Work with private citizens on Dam Safety and emergency plans
- Participate in MEMA Comprehensive Emergency Plan – Tabletop Exercise.
- Work in support of other town departments to provide Code Red notifications on multiple occasions.
- Maintain Code Red and provide community alerts as needed.
- Work with MEMA, FEMA and other outside agencies
- Opening of the Senior Center as a cooling shelter.
- Attend Town Events (Neighbors Helping Neighbors, National Night Out

Personnel

As the department continue the rebuilding process volunteerism national wide has been identified as a critical gap for volunteer organizations. Through 2023 four additional members were added to the department and they have been trained and integrated into their roles. Since the pandemic the function of Emergency Management has been highlighted. Throughout the pandemic emergency managers were busy securing protective equipment, reimbursement and other needs of communities. Since then the role has increased into community outreach for ASHER events, community training and other preparedness measures.



SCHOOL EMS TRAINING- STOP THE BLEED

The department continues to recruit from other departments, volunteer organizations and citizens who are interested in serving their community. Volunteerism shortages continues to be a problem nationally. The department is looking for citizens to volunteer for their communities.

Equipment

Emergency Management maintains equipment related to its function. There are six radiation detection devices dating back to the Civil Defense time. The shelter is outfitted with cots and associated sleeping materials. In 2023 the department added three iPads to the department which are multifunctional through a State Emergency Preparedness Grant. These devices will supplement paper forms when applicable for items such as shelter logs, contact information and other emergency management events. They are also available to members to use during trainings and exercises. These devices were outfitted with cellular connectivity which allows them to be used when WiFi is not available.

EMERGENCY MANAGEMENT

Preparedness

Emergency Management encourages all residents to have a kit prepared to be self-sustainable for 72 hours or longer. The department asks that residents prepare for their own unique family needs. Whether that be ensuring that there is enough medication on hand to get through an emergency, water, food and other supplies. In a major emergency residents should be self-sufficient for at least 72 hours. Some of the items residents should plan for are one gallon of water per person per day, three days' supply of nonperishable food, flashlight, batteries, a way to charge electronic devices and a small first aid kit. Medications should be included in the plan. For further information, please visit FEMA's www.ready.gov/kit

Code Red

Code Red remains the town's mass notification platform. This platform is the Town's official mass notification system. With the system all landlines within town will receive notification. For residents who want to stay up to date with emergencies in the community they are able to create an account with Code Red. With an account, residents are able to select additional ways of notification such as cell phone calls/text and email notification. Anyone seeking to create an account is able to sign up through our website to receive alerts and manage how they are notified. In addition, a smartphone app is available for download.

Future

Moving into 2024, the department will continue to build upon the successes of 2023 with recruitment and training of members. To be fully operational the department needs an additional five volunteers. Anyone interested in joining the Emergency Management Department should contact the Emergency Management Director at 978-874-2313 ext. 200

Please contact us in the office if you have any questions.

Respectfully submitted,



Fire Chief Kyle S. Butterfield
Emergency Management Director
Westminster Fire Department
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kbutterfield@westminster-ma.gov



Sign up for...



IMPORTANT AND EMERGENCY NOTIFICATIONS FROM WESTMINSTER OFFICIALS

USES

The CoderED system will be used to send important communications, from emergencies in town that could affect you, to missing children to special community reminders.

CALLER ID

When you see the following displayed, you will know the call is from us. If you would like to hear the last message delivered to your phone, simply dial the number back.

- EMERGENCY NOTIFICATIONS
1-866-419-5000
- GENERAL NOTIFICATIONS
1-855-969-4636

JOIN OUR DATABASE

To make sure you receive notifications, please register at:
<http://www.westminster-ma.gov/codered> or scan our QR code.



ANIMAL CONTROL

Westminster Animal Control is a team of highly trained, experienced, and certified professionals who enforce public safety, animal control and animal welfare under the control of the police department. The City of Gardner has contracted their services to ensure quality enforcement.

The duties and responsibilities of an ACO include, but are not limited to:

- Ensuring that all dogs are licensed annually and have received their proper vaccinations
- Conducting investigations
- Enforcing licensing regulations
- Issuing civil citations and criminal complaints
- Investigating animal abuse cases
- Enforcing restraining laws
- Regulating barking and dealing with vicious and/or dangerous dogs
- Quarantining animals if necessary
- Removing dead animals
- Providing testimony as required at court or other hearings.



Animal Control Call Log for 2023



LOOSE DOGS	
Animal Problem	46
WELLNESS	12
QUARANTINES	36
KENNEL INSPECTIONS	11
BARN INSPECTIONS	17
CITATIONS	15
HIT BY CAR	5
WILDLIFE	9
VET	0
CLERK/COURT	15
TOTAL CALLS	232
CITATIONS ISSUED	291
FINES COLLECTED	\$550

Licensing of Dogs

Dog owners or keepers are required to license their pets as per the provisions of MGL c. 140, §§ 137 through 139. The licensing fees are as follows:

- Male/Female: \$15
- Neutered/Spayed: \$10
- Kennels with four dogs or less: \$40
- Kennels with ten dogs or less: \$50
- Kennels with eleven dogs or more: \$75
- License transfer: \$2

Dog licenses can be purchased any time after January 1, but it must be done by March 31 at the Westminster Town Clerk's Office. If a dog owner or keeper has not licensed their pet that has attained the age of three months by April 15, they will be required to pay an additional fee of \$15.

ANIMAL CONTROL

Dogs that are four months or older must be vaccinated against rabies by a licensed veterinarian. Proof of vaccination is required to obtain a tag for the dog.

What to Do About Loose Animals

If you're experiencing a problem with someone's dog, the first step is to try and talk to the owner of the dog(s). If the problem persists, you should contact the Animal Control Office to report the issue. It's important to note that the ACO cannot take any action unless they witness the incident themselves – however, they will log the information provided for future reference. It's also worth noting that just because the officer cannot take immediate action, it doesn't 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

It's important to follow the law and be considerate of your neighbors. Ensure that your pets are up to date on their rabies vaccinations and that they have their license attached to their collar. Just because the Town of Westminster doesn't have a leash law, it doesn't mean that your neighbor wants your dog in their yard. The Town does have a restraining law, so please be mindful of it.

Emergency and After Hour Calls

Animal Control only responds to calls after hours for emergencies. An emergency is defined as a situation where a domestic, farm, or wild animal poses a threat to the life or safety of a human. If an animal is injured and the owner can be located, then it is the owner's responsibility to take care of the animal. 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

It is a reality that approximately 30 million puppies and kittens are born in the United States every year, out of which 4 to 6 million of these adoptable animals are euthanized due to lack of good homes. As a result, many unwanted animals suffer from homelessness, inadequate food and care, and, worst of all, lack of love and companionship. Animal shelters across the country report taking in over 10 million animals every year, which is more than they can realistically find good homes for.

Did you know that a single, unspayed female cat, her mate, and all their offspring can produce over 1.5 million kittens in as little as nine years? However, the good news is that you can help prevent pet overpopulation. Talk to your veterinarian about spaying and neutering your pet and be part of the solution to this problem. Preventing a litter can make a significant difference in the lives of these animals.

Spaying and Neutering is Good for Your Pet

It's a proven fact that spaying or neutering pets can help them live longer and healthier lives. In fact, it can prevent or reduce the occurrence of various health issues that can be challenging to treat once they develop. These health problems include ovarian or uterine cancer, breast cancer in animals, testicular cancer, and prostate disease. Spaying female pets can also eliminate their heat cycle, which reduces nervousness in them.

After spaying or neutering, pets are likely to become more affectionate and make better companions. They are less likely to exhibit negative behaviors such as biting, fighting, or running away, and their temperament issues are also less likely to occur.

ANIMAL CONTROL

Pet Population Control is a Community Responsibility

Many communities spend millions of dollars every year to control unwanted animals. Animal control officers often have to deal with irresponsible breeding, which contributes to the problem of dog bites and attacks on people and other animals. Stray pets cause problems such as getting into trash containers, defecating in public areas or on private lawns, and frightening or angering people who have no understanding of their misery or needs. Some stray animals also scare away or kill birds and wildlife. A responsible community can teach children the true meaning of responsible pet ownership and love by ensuring that all dog and cat pets are sterilized to prevent the birth of more homeless animals.

As a concerned citizen in your community, there is one more thing that you can do: Adopt a homeless pet. Adoptable pets at your local animal shelter can 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 start reproducing as early as 6 months old. Therefore, it is recommended to spay or neuter pets before they reach this age. The American Veterinary Medical Association endorses sterilization before 6 months of age. However, the Chief Veterinarian of the Humane Society of the United States recommends 4 months as the ideal age for spaying or neutering pets. Older pets can also safely undergo sterilization. It is important to emphasize that this is a routine procedure that does not cause pets' pain or stress. Most pets recover from the procedure within a day.

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

I would like to publicly commend The City of Gardner Animal Control and our ACOs for their dedication and professionalism.

Respectfully submitted,
Jason Tamulen,
Acting Chief of Police







DEPARTMENT OF *Public Works*

DEPARTMENT OF PUBLIC WORKS

HIGHWAY DEPARTMENT

The total snowfall for the 2022/2023 winter season was 94.2 inches. There were 20 storms, 12 of which were plowable events and the remaining 8 were treated by the use of rock salt or a combination of rock salt and brine. The season began on November 15th with two plowable events prior to Christmas, however, a large rain event washed most of the snow away which caused flooding issues. The season ended with Winter Storm Sage, who made her appearance on March 13th and left us with 29 inches of snow with considerable drifting. The brine program had a successful season once again, but due to many of the events starting off too wet, applications were less than previous years. A total of 25,114 gallons of brine was applied to the streets.



SPRAYING BRINE BEFORE A STORM ON SOUTH STREET – PHOTO COURTESY OF DAVID MONTY

Town and State Funds were used to accomplish the following:

1.86 miles of road paved

3.45 miles of pavement crack sealing

Bragg Hill Road (South Ashburnham Road to Barrel Road) full-depth pavement reclamation with asphalt emulsion, binder pavement 2 1/2-inch and top pavement 1 1/2-inch)

Ripley Road (full-depth pavement reclamation with asphalt emulsion, binder pavement 2 1/2- inch and top pavement 1 1/2-inch)

Knower Road (Ellis Road to Carter Road) full-depth pavement reclamation with asphalt emulsion, binder pavement 2 1/2-inch and top pavement 1 1/2-inch)

DEPARTMENT OF PUBLIC WORKS

Drainage Improvements

Bragg Hill Road - 525 feet 12-inch High-density polyethylene (HDPE) pipe
2 new drop-inlet basins

Ripley Road - 320 feet 10-inch High-density polyethylene (HDPE) pipe
2 new catch basins

Catch Basin/Manhole - Repaired/Replaced/Adjusted

Knower Road – 1 catch basin & 7 manholes

Ripley Road – 1 manhole

Guardrail

Bragg Hill Road – 181 feet of new guardrail

Street Sweeping

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

Brush Cutting

Brush was cut on main roads in town and was slowed due to heavy rains over the summer.

Other Items/Work

Highway crews were busy with the extensive rain received over the summer. The National Weather Service (NWS) indicated that local rains in the months of June through September deposited approximately 27.7 inches of rainfall which was well over the average of 16.2 inches. Highway crews also assisted the Water Department in the repair of several water service leaks and breaks.



WATER DEPARTMENT

There were 9 new services connected to the distribution system during the year. The number of service connections is now 1,344.

Daily water analyses for chlorine, fluoride and turbidity levels were all within the acceptable limits.

There were 4 water main breaks and 4 service leaks repaired during the year.

There were 2 hydrants replaced during the year.

126 water meters were replaced this year by Water Department personnel as part a 5-year water meter replacement project.

The 1 million gallon Shady Avenue prestressed concrete water storage tank built in 1970 was rehabilitated this year.

DEPARTMENT OF PUBLIC WORKS



SHADY AVENUE WATER STORAGE TANK ON GOODRIDGE DRIVE – PHOTO COURTESY OF DAVID MONTY

MONTHLY WATER CONSUMPTION			
MONTH	GALLONS	MONTH	GALLONS
January	9,903,000	July	10,440,000
February	9,365,000	August	11,604,000
March	9,757,000	September	12,555,000
April	10,017,000	October	15,824,000
May	11,697,000	November	14,613,000
June	10,250,000	December	9,233,000

TOTAL 2022 CONSUMPTION = 147,713,000 GALLONS

Average Daily Consumption =	370,570 gallons	
Largest Daily Consumption =	September 23, 2023	968,000 gallons
Largest Weekly Consumption =	November 12 – November 18, 2023	4,080,000 gallons

DEPARTMENT OF PUBLIC WORKS

WATER USE HISTORICAL TABLE

CALENDAR YEAR	TOTAL (GALLONS)	LARGEST DAY (GALLONS)	LARGEST WEEK (GALLONS)
2019	164,506,000	816,000	4,165,000
2020	176,974,000	846,000	4,714,000
2021	155,781,000	1,136,000	4,687,000
2022	147,713,000	907,000	3,957,000

SEWER DEPARTMENT

There were 2 new services connected to the collection system during the year. The total number of service connections is now 848.

There were 2 residential grinder pumps repaired/rebuilt/replaced during the year.

During the year, 63,897,152 gallons of sewerage passed through the town system and into the City of Fitchburg collection system.

SEWER USE HISTORICAL TABLE

CALENDAR YEAR	GALLONS TO FITCHBURG
2019	72,568,716
2020	63,684,380
2021	69,093,660
2022	58,296,128

SOLID WASTE DEPARTMENT

2,264 tons of Municipal Solid Waste (MSW) was generated at the Drop-Off Center during the year.

SOLID WASTE HISTORICAL TABLE

CALENDAR YEAR	TONS OF MSW
2019	2,566
2020	2,796
2021	2,428
2022	2,064

772 residential vehicle sticker permits were issued during the year.

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

735 drop-off permits to dispose of special fee items were issued totaling \$22,808.

DEPARTMENT OF PUBLIC WORKS

DROP-OFF FEE ITEM COMPARATIVE TABLE

MONTH	FREON ITEMS	TIRES	MATTRESS	BOXSPRING	PROPANE TANKS	CRT's (TV's)
JANUARY	7	0	18	8	0	10
FEBRUARY	8	0	17	7	0	20
MARCH	5	2	14	5	2	18
APRIL	10	6	19	5	5	19
MAY	18	13	20	13	10	21
JUNE	6	11	47	16	5	16
JULY	29	7	31	16	9	35
AUGUST	7	5	24	11	3	36
SEPTEMBER	15	2	23	15	8	15
OCTOBER	17	14	18	11	10	25
NOVEMBER	17	16	29	26	0	35
DECEMBER	16	5	22	18	3	24
TOTALS	155	81	282	151	55	274

Respectfully submitted,

WESTMINSTER PUBLIC WORKS COMMISSION

Lorraine J. Emerson, Chair

Vance A. Butterfield

Ross W. Barber

Joshua W. Hall, P.E.

Director of Public Works

Kevin C. Collins

Assistant Director of Public Works

Timothy E. Hurd

Highway Foreman

Peter R. Martineau, Jr.

Water/Sewer Foreman



ADMIN STAFF: (L TO R): TAMMY PAUL, DALE LUCIER

TREE WARDEN

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/areas:

Academy Hill Road, Barrel Road, Bathrick Road, Battles Road, Bean Porridge Hill Road, Beech Hill Road, Bragg Hill Road, Davis Road, East Road, Elliott Street, Ellis Road, Harrington Road, Hy Road, Leominster Street, Mile Hill Road, Needham Road, Notown Road, Oakmont Avenue, Old Town Farm Road, Old Worcester Road, Overlook Road, Pleasant Street, Sargent Road, Shady Avenue, South Ashburnham Road, Spruce Road, Town Farm Road, Turnpike Road, West Princeton Road, Whitney Street, Willard Road and Worcester Road.

Respectfully submitted,

Joshua W. Hall

Tree Warden



DID YOU KNOW?



Trees improve water quality by filtering rain water and preventing flooding by reducing stormwater runoff.



CEMETERY DEPARTMENT

The Westminster Cemetery Commission is empowered with the sole care, Superintendence and management of all public Burial grounds in the Town of Westminster.

Woodside Cemetery— located at 9 Narrows Rd.

Mount Pleasant Cemetery—located at the intersection of Ellis & Knowler Rd

Whitmanville Cemetery—located across from 245 South Ashburnham Rd.

The Cemetery Department improvements in 2023: We would like to thank the residents of Westminster for their support in the purchase of the following Equipment:

New Tractor Mower and Vacuum System,

Hot/ Cold pressure washer

New Lowering Device

The Cemetery Department also had repairs done to the Stone Wall on Knowler St, at Mount Pleasant Cemetery. A big Thank You to DPW for their assistance with this project. The Cemetery Department would also like to thank the DPW for their assistance throughout the year it is very much appreciated.

	2023	2022
Full Burials	15	17
Cremation Burials	33	22



Fees collected from the sale of lots were \$6,800 of which \$5,200 went into the Perpetual Care Fund and the principal as of 12/31/2023 is \$224,121.17.

The Cemetery Office is Located at 9 Narrows Rd. Normal working hours are from 7 AM to 3:30 PM, Monday through Friday. For Cemetery business, please contact us at 978-874-7415.

Respectively submitted,

Cemetery Commission

Ray Rathier (*deceased*)

Shaun O'Leary

Paul Banks

Brian Vincent

Superintendent

Alan Mayo



CEMETERY STAFF L TO R): CHARLES HILDRETH,
BRUCE SHAW, ALAN MAYO, (SUPERINTENDENT)



CEMETERY COMMISSION (L TO R):
BRIAN VINCENT, PAUL BANKS, SHAUN O'LEARY



BOARD OF HEALTH

At the beginning of the year, The Board of Health consisted of three elected members; the Chair: Mr. Edward Simoncini, Dr. Michael Popik, and Mr. Matthew Pearson. Matthew Pearson left the Board in April of 2023. Dr. John Lutz was voted in as the third member of the Board of Health at the Town Elections on April 25, 2023.

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

The Health Department's staff transitioned throughout the year. We said goodbye to Assistant Health Agent, Robert Carpenter, and in November of 2023, Rachel Arsenault joined the Health Department as the new Assistant Health Agent.

Board of Health's goal:

The Board of Health's goal is to preserve and protect the health and well-being of the residents of Westminster. The Board of Health protects the public's health, prevents and monitors disease, promotes safe and sanitary living conditions, promulgates, interprets and enforces regulations and protects the environment from hazards. The agents with the Board of Health conduct inspections on the following items: permanent and temporary food establishments, housing, septic, wells, pools, beaches, family campgrounds, recreational campgrounds, and the transfer station. They also respond to nuisance complaints regarding noise, odor, and dust.

Town Website:

www.westminster-ma.gov.

The Board of Health tab on the Town website has been completely updated, and new information is available on the website. We keep track of PFAS updates on the website, as well as post information on upcoming public meetings regarding the Bean Porridge Hill Rd. PFAS study area. On our Board of Health page, you can find our new Fee Schedule, which was updated in July of 2023. You can also find permit applications and our local regulations. There are links to different State regulations and resources. We have a variety of different information to browse and check out! Please let us know if there is anything that you might want to see added to our website!

Regionalization:

Westminster Board of Health continues to be a member of the "Montachusett Public Health Network" (MPHN). MPHN is a self-sustaining organization, consisting of thirteen local cities and towns. Members of the MPHN share a public health nurse for communicable disease surveillance and case management. The MPHN develops health programs and assists the Board of Health in putting on our annual Flu & Covid clinics. A total of 102 Flu vaccines and 75 Covid vaccines were administered at our 2023 clinics.

The MPHN administered 1,521 Flu vaccines and 1,340 Covid vaccines throughout the 2023 season within the thirteen local cities and towns.

The Westminster Board of Health is also a part of the Wachusett Medical Reserve Corps. They assist our department when we need support in running our annual flu clinics and by providing volunteers when we have to initiate our emergency warming/cooling shelters in town. The Wachusett MRC is able to host CPR/1st Aid and Stop the Bleed trainings. The Board of Health continues to actively seek both medical and non-medical volunteers to join the local arm of the Wachusett Medical Reserve Corps or Worcester Medical Reserve Corps (MRC). Please contact the administrator at wachusettMRC@juno.com in order to become a member or to get more information!

BOARD OF HEALTH

Drug Take-Back Program: A Drug/Medication Box is located inside of the Police Station lobby. Residents can drop-off medications to the take-back-box at any time.

No liquid medications please.

Sharps Collection Program: A sharps kiosk, located in the foyer of the police department, is available for disposal for sharps/needles. Red sharps boxes are available at the police station and the Board of Health office, for public use only.

Please do not use any other type of container to store or dispose of used needles or sharps.

EMERGENCY PLANNING

Emergency Dispensing Site (EDS) Plans:

The EDS plan is in place to assist our department in successfully setting up and running an Emergency Dispensing site. This must include a means to vaccinate/hand out medication to the entire community within 48 hours. The Health Department is currently updating the EDS plan, to reflect a change made to our EDS locations. We utilize Westminster Elementary School as our primary EDS Site. Our secondary EDS site is located at the Senior Center. We work closely and communicate with the Fire Dept., Police Dept., EMS, and Selectman. The Health Department practices the EDS process and flow during flu clinics and mandatory drills. The Health Department continued to take inventory and plan for upcoming years and emergencies. We frequently are asked to put in requests for new equipment to help with Emergency Planning.

In January of 2023, the Health Department ran through an EDS walkthrough with our Public Health Emergency Preparedness Planner. We involved the fire department. This was a great time to get ideas on how we can more effectively respond to emergencies.

Region 2:

The Health Department requested grant money through Region 2 Public Health Preparedness for emergency preparedness and response equipment throughout the year. LAPTOP PRIVACY SCREENS WALKIE TALKIE ANYTHING ELSE? CONES and DOLLY?

Some of the equipment consists of an iPad and computer to help us out if we have to set up an Emergency Dispensing Site. We also requested a table and tent to aid us in the event of a drive through vaccination clinic. We received two sets of two-way radios to replace old radios that no longer worked.

Flu Clinic:

During the 2023 year, the Board of Health voted to no longer purchase and hold vaccines for the flu and Covid clinics. The Board voted to enroll in the MPHVN vaccine program. In this, MPHVN will purchase and hold our vaccine. They will then help us put on the clinics and provide nursing staff. We requested at the time of voting, that they be able to provide us with enough vaccine for 2 clinics per year.

The Westminster BOH partnered with MPHVN to administer a total of **75** COVID-19 vaccinations and **102** Flu vaccinations during 2 clinics. The Board would like to thank the Montachusett Public Health Network for providing staff, supplies, and the vaccines needed. Thank you for the continued partnership and for 2 successful clinics!



PUBLIC HEALTH SAFETY MONITORING



Permits Issued for 2023

Septic Installers	41
Sewage Haulers	8
Motels and Inns	1
Bed and Breakfasts	0
Sundries	0
Semi-Public Swimming Pools	1
Semi-Public Beaches	1
Public Beaches	1
Selling Tobacco & Non-tobacco products	6
Funeral Homes	0
Emergency Beaver Trapping Permits	6
Outdoor Hydronic Heater	0
Recreational Summer Camps	1
Trash Haulers	2

Food Permits Issued

Food Service/ Restaurants Permits	45
Temporary Food/ Farmers Market Permits	108 permits & inspections
Residential Kitchen	6 permits & 6/6 inspections
Total Food Permits	153
Total Food Inspections (avg. 2 per annual permit)	145

Wells and Septic Applications

Septic systems servicing new construction and repairs	32
Private Well installations	14

Title 5 and Septic Installation Inspections

System Inspections performed by agents	111
Title 5 Inspections witnessed by agents	48
Percolation Tests witnessed by agents	27

Beach Testing

There are 2 permitted beaches in Westminster, Crocker Pond (Public) and Camp Pineshore (Semi-Public). Both beaches must be tested prior to opening, and then weekly throughout the bathing season. This follows the same process previously mentioned. Beach testing is required by Massachusetts state regulations and consists of an E.coli test to ensure safety while swimming. There were no exceedances in samples tested at Crocker Pond nor at Camp Pineshore. The bathing season runs from Memorial Day through Labor Day. In 2023, the Crocker Pond Beach area was deemed safe to swim in by Mass DEP. It is recommended to be mindful when swimming, as ingestions of PFAS is linked to negative health effects.

BOARD OF HEALTH

Food Inspections

The Commonwealth of Massachusetts requires a minimum of 2 inspections annually for permanent food establishments. This includes things like restaurants, school cafeterias, fast food establishments, the Senior Center and grocery stores. The Health Department inspects camps, concession stands, church kitchens, temporary food establishments and residential kitchens at least once a year. The Health Department uses an application called Food Code-Pro to help reduce paper waste from food inspections and make the process more efficient. Inspection reports generated from Food Code-Pro can include images taken during the inspection and have a more detailed report than the typical paper inspection. The Health Department is continuing to see growth in food establishments in town, residential kitchens and the amount of food trucks/temporary vendors that come to Town for events at Wachusett Mountain and Town sponsored events.

Temporary Food Events

Some temporary food events in Westminister consist of the Westminister Cracker Festival and events at Wachusett Mountain, like the BBQ Fest and Apple Fest. We also have a Farmer's Market in town that the Health Department inspects. This is held every Friday in Westminister from April-October. Vendors and food trucks are inspected at least once a year prior to serving. The Health Department follows up to check temperatures and sanitizer for vendors who participate in multiple events.

Food Recalls

Listed below are recommended websites for food safety information:

www.FDA.gov

www.fsis.usda.gov

www.foodsafety.gov

Town Events

The Health Agent reviews applications submitted to the Town for temporary events or races. We work with the sponsored event planners to ensure any food at the event/race is permitted and following Massachusetts regulations. We also permit portable toilet units in Westminister as per our Portable Toilet Regulations.

Communicable Diseases

The State has established the Massachusetts Virtual Epidemiology Network system (MAVEN). All communicable disease reporting is entered into this system which serves Massachusetts Department of Public Health and Local Boards of Health as the surveillance system. The MPH COVID-19 Response Team was established back in 2022 to support COVID-19 related needs for the towns of Athol, Clinton, Fitchburg, Gardner, Hubbardston, Leominster, Phillipston, Princeton, Royalston, Sterling, Templeton, Westminister, and Winchendon. The MPH does a lot of work in disease surveillance for the Town of Westminister. Foodborne illness cases are sent directly to our office so we can conduct inspections and investigation on said establishment.

On September 28, 2023, the Board of Health was informed there that the **Massachusetts Department of Public Health (MDPH) announced that West Nile virus (WNV) has been detected from a single mosquito. The positive sample came from one mosquito in the South West Quadrant of Westminister. There were no positive cases amongst people in Westminister.**

Landfill and Solid Waste Drop-Off Center:

24-Hour Odor Compliant Hotline: (866) 987-0985

Link to report noise, smell or other nuisances to DEP:

<https://www.mass.gov/forms/environmental-complaint-form>

Hours of Operation	Solid Waste Drop Off
Monday	7:30-3pm
Tuesday	Closed
Wednesday	Closed
Thursday	Closed
Friday	7:30-3pm
Saturday	7:30-1pm
Sunday	9-1pm

BOARD OF HEALTH

The residential waste drop-off area is inspected once a month by the Health Department, this increased to twice a month during the months April-October in the year 2023. Due to turnover in staff, a few landfill inspections were missed at during the last few months of the year.

The drop-off center has designated areas for bags of trash, scrap metal, yard waste, bottles/cans/plastic, paper, cardboard, waste oil, car batteries, florescent light bulbs, rechargeable batteries, cell phone batteries/button batteries, and charcoal/ashes. There is a Swap Shed for usable, unwanted items such as clothing, furniture, and toys. The drop-off center also has a seasonal paint shed to bring unwanted paint too. Recyclable items can be placed in the newspaper, paper, or comingled dumpsters. Small appliances and mattress disposal are available as a special fee permit. Permits for the Solid Waste Drop-Off Center can be obtained through the Department of Public Works at 2 Oakmont Ave, Westminster MA. (Tel: 978-874-7420) Permits must be purchased prior to bringing items to the drop off center.

You can purchase special fee permits for the drop-off center online at: <https://unipaygold.unibank.com/customerinfo.aspx>

Curbside Pickup: 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.

Vehicle Monitors (Dump Stickers): are available for residents from the DPW office.

Hazardous Waste Collection Days

Hazardous Waste Collection Days were held on June 19, 2022 and November 6, 2022. In 2023, the Hazardous Waste Collections Days will take place on July 8, 2023 and November 11, 2023. The hours of operation for these days will be from 9:00am to 12:00pm. Registration for this is no longer required, however proof of residency will be required.

The following items will be accepted:

Antifreeze*	DDT	Furniture Polish	Motor Oil*	Rodent killers
Art/photography supplies	Disinfectants	Gasoline	Moth ball	Septic tank cleaners
Automotive fluids	Dry gas	Herbicides	Muriatic acid	Spot removers/solvent
Button batteries*	Drain cleaners	Insect pump spray	Pesticides	Thermostats*
Car batteries*	Engine degreaser	Kerosene	Photographic supplies	Toilet bowl cleaners
Creosote	Flea killers	Lead acid batteries*	Rechargeable batteries*	Varnishes
Chemistry sets	Fluorescent bulbs*	Metal polish	(Nickel-Cadmium)*	

Paint: oil, marine, lead, hobby wood preservatives & stains

** Check with recycling center, these items may be collected on a permanent basis.*

BOARD OF HEALTH

Landfill Annual Receipts

2000: \$290,917.00	2001: \$368,553.00	2002: \$388,931.00	2003: \$415,267.00
2004: \$858,045.33	2005: \$2,501,857.72	2006: \$2,487,202.77	2007: \$2,727,874.92
2008: \$2,106,037.00	2009: \$1,571,190.60	2010: \$1,255,071.98	2011: \$1,464,951.10
2012: \$1,472,303.30	2013: \$1,431,949.05	2014: \$1,581,454.04	2015: \$2,656,910.09
2016: \$3,425,180.80	2017: \$3,678,432.73	2018: \$3,675,650.23	2019: \$3,376,152.75
2020: \$3,274,849.21	2021: \$2,574,385.40	2022: \$2,574,385.00	2023: \$1,808,000.00

TOBACCO CONTROL ALLIANCE

The Alliance provides inspectional services and guidance regarding all tobacco related issues including but not limited to enforcement of all youth access and environmental tobacco smoke regulations and enforcement of the 2019 Tobacco regulations.

Minimum legal sales age in Westminster for all tobacco products is 21 in conformance with State Law.

Tobacco Permits:

Number of Retail Sales Tobacco Issued	6
Number of Non-Tobacco Nicotine Delivery Product Permits Issued	2
Revenue Tobacco permits @ \$150 each	\$1200.00

Retailer Inspections:

Number of Inspections	6
Number of Violations, warnings, permit suspensions	0

PFAS Information

In February of 2022, private drinking water wells in the Bean Porridge Hill Rd/South Ashburnham Rd area were found to contain per- and poly-fluoroalkyl substances (PFAS) regulated by the Massachusetts Department of Environmental Protection under M.G.L. c. 21E and 310 CMR 40.0000 (the Massachusetts Contingency Plan). Massachusetts Natural Fertilizer Company has been named the potentially responsible party, and have hired a Licensed Site Professional, Lessard Environmental, to test the site and clean up the contamination. The LSP provides bottled water to all homes in the Study Area. The most current map of the Study Area, as well as additional information and contacts for the LSP, can be found at the website: westminsterpfas.com The LSP tests private wells, installs Point of Entry Treatment (POET) systems, and provides weekly IRA reports to the Westminster BOH. The Board discusses PFAS updates at their bi-weekly meetings, and ensures that information is available to the public. You can find more information on this issue at the Health Departments webpage at www.westminster-ma.gov or at westminsterpfas.com

There is a Neighborhood Residents Group related to this situation, please visit our website for more information if interested in joining.

BOARD OF HEALTH

Other Information

The Board requires a Title 5 Inspector permit from title 5 inspectors in order to inspect in Town. This requirement was new in 2021. The permit includes a list of requirements that inspectors must agree to follow.

Westminster Private Drinking Water Regulations and The Westminster Regulations for Private Subsurface Sewage disposal was also updated in July 2023. See www.westminster-ma.gov

Tobacco Regulations 2019: Board followed the State tobacco regulations. See www.westminster-ma.gov

The Board has been creating 2 new regulations. The first is our Lodging Regulations, as Short Term Rentals were allowed per the Town Meeting vote. The second are our Body Art Regulations as business owners have expressed interest in cosmetic tattooing. Both regulations have been reviewed and put on the Agenda multiple times and will most likely go into effect in 2024.

The Board and staff wish to thank all Boards, Committees, other elected officials, Attorneys from K P Law, Stephanie Lahtinen, Town Department Heads, and other department employees for their input and support during the year.

The Board would like to welcome our newest new staff member, Rachel Arsenault for joining our team at the end of 2023.

Respectfully submitted,

WESTMINSTER BOARD OF HEALTH

Members:

Edward Simoncini, Chairman

Dr. Michael Popik

Dr. John Lutz

Staff:

Abigail Conlin, Health Agent/Director

Rachel Arsenault, Assistant Health Agent

Stephanie Wiseman, Administrative Assistant



(L TO R) ABIGAIL CONLIN (BOH AGENT), RACHEL ARSENAULT (ASST HEALTH AGENT), STEPHANIE WISEMAN (ADMIN ASST)

BOARD OF HEALTH



SEPTIC TANK



PERC TESTING



PERC TESTING



SEPTIC TO GRADE 1



DISTRIBUTION BOX IN SEPTIC SYSTEM



COUNCIL ON AGING

The mission of the Council on Aging is to maintain the health and well-being of the Westminister seniors and to assist them with preserving their independence. There are currently 2529 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 Westminister Council on Aging meets on the second Tuesday of each month at 12:00 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.



SENIOR CENTER STAFF (L TO R) DAN NOVACK (DRIVER), PAT STREETER (ADM AST), KATHY LAWRENCE (ADM AST), SUE FISHER, (COA DIRECTOR), MICHELLE JOHNSON (ADM AST), DAN BOURGEOIS (DRIVER)

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 Meals on Wheels Program delivered 2739 meals to our seniors of Westminister (mostly shut-ins).

The Council continues to support the Montachusett Opportunity Council (MOC), which provides hot lunches 5 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.

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 14,610 for the year 2023.

WOW, Walkers of Westminister, 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.



CARDIO STRENGTH CLASS AT SENIOR CENTER WITH PAULA MCGEE

COUNCIL ON AGING

The Council also has the Senior Tax Relief Work-Off Program for eligible seniors. The Tax Work-off program has grown; we have 8 couples, and 20 individuals participating in the program.

We have a donation bin on the premises (Planet Aid), which has worked out great, (donation of clothes and shoes). We get 3 cents on every pound, which goes into our donation account.

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 32 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, senior center, local shopping errands, Friendship Club Meetings, etc. The Mart Van transported 78 clients with the total of 1251 rides. We provided 476 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 published and edited through L.P.I. (Liturgical Publications, Inc.), out of Cromwell, CT. Thank-you, to our local sponsors, for their support, the newsletter is available on the town web site.

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

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

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

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

Council on Aging Board Members

Respectfully submitted,

Don Barry- Chair (Jan- Oct)

Ann-Marie Page- Co-Chair

Joan Long-Secretary

Bill Antoniac-Member (deceased)

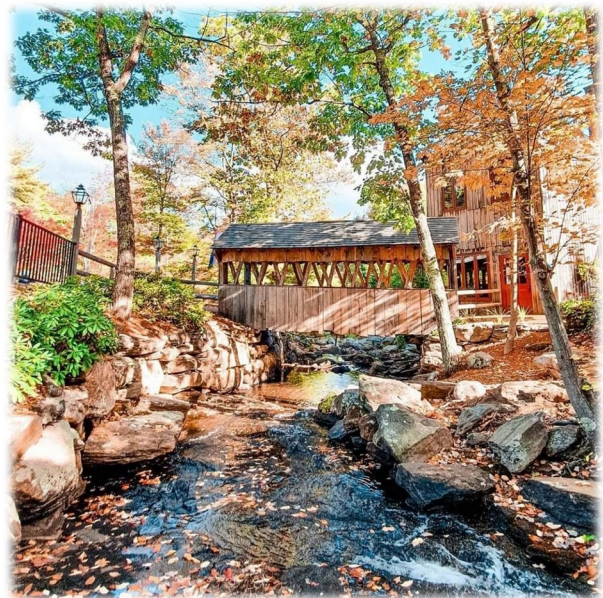
Dot Barrett- Member

Elaine Jones- Member

Joyce Lucander- Member

Carol Urban- Member

Neesa Miller – Associate Member



WACHUSETT DISTRICT VETERANS' SERVICES

Servicing Ashburnham, Ashby, Gardner, Princeton & Westminster

Chapter 115 benefits are a Massachusetts state initiative that provides financial aid for food, housing, clothing, and medical care to veterans and their dependents who have limited incomes. The program is funded by a combination of state and local funds; the community pays the benefits up front then the EOVS reimburses the community 75% of the approved benefits. While Chapter 115 is just one aspect of our responsibilities, we diligently manage its administration alongside a range of other vital services for veterans and their families. It's important to note that many veterans across the Commonwealth may not qualify for Chapter 115 due to income thresholds set at 200% of the federal poverty level. However, we remain committed to supporting all veterans by assisting them in accessing a variety of services, including disability claims, pensions, survivors' benefits, health insurance, education benefits (such as the GI Bill and VR&E), and various state and local programs. These services, when approved, not only benefit the veterans and their families but also have a positive economic impact on the local community by bringing in federal funding. By maximizing our clients' federal income, we reduce the burden on community resources funded through Chapter 115.

Filing a VA claim, especially an appeal, can be a time-intensive process. It often requires hours of preparation, including gathering medical records, military service records, and other supporting documents. Additionally, understanding the complex VA regulations and finding legal loopholes to strengthen the claims can add to the time commitment. Each case is unique, so the time required can vary widely. Some claims may be processed relatively quickly, while others may take months or even years to resolve, depending on the complexity of the case and the availability of evidence.

The Wachusett District is committed to fostering outreach and community engagement, recognizing the positive impact such initiatives can have on our communities. As part of this commitment, we are developing a Veterans ID Card program, which aims to promote community involvement, outreach, and the re-establishment of solidarity among veterans. One of the key objectives of this program is to improve mental health outcomes for area veterans while also encouraging support for locally-owned businesses. Through this program, we will invite local veterans to visit our office for a screening to determine their eligibility for various local, state, and federal benefits. During this process, we also seek their permission to send them information about local veteran events and ceremonies, as participation in such activities has seen a decline. In addition, we are reaching out to local businesses to invite them to participate in our program by offering discounts to veterans. Participating establishments will receive a window decal acknowledging their support for local veterans and will be featured in free advertisements on our city website and social media platforms. We have ordered all the supplies for the ID Card machine, and designed all applications. We are working on business partnership outreach. Once we have secured a base of community partners, we will begin issuing ID cards to area veterans.

Meet Our Staff:

As a Veterans' Services District we are bound by state-regulated staffing requirements based on the population of each community combined. We not only meet but exceed those expectations; our department is comprised of 3 full-time staff: Director/VSO, Assistant Director/VSO and Financial Administrator (previously listed as an Administrative Assistant).

The office Director, Lynette Gabrila, MSW specializes in PTSD claims due to Military Sexual Trauma and Combat. She has conducted several trainings educating veteran partners on handling these sensitive topics appropriately. Additionally, she is an active member of the MVSOA Executive Board, and chairing the Compliance Committee. She serves as the Vice President of the Worcester County VSO's and contributes

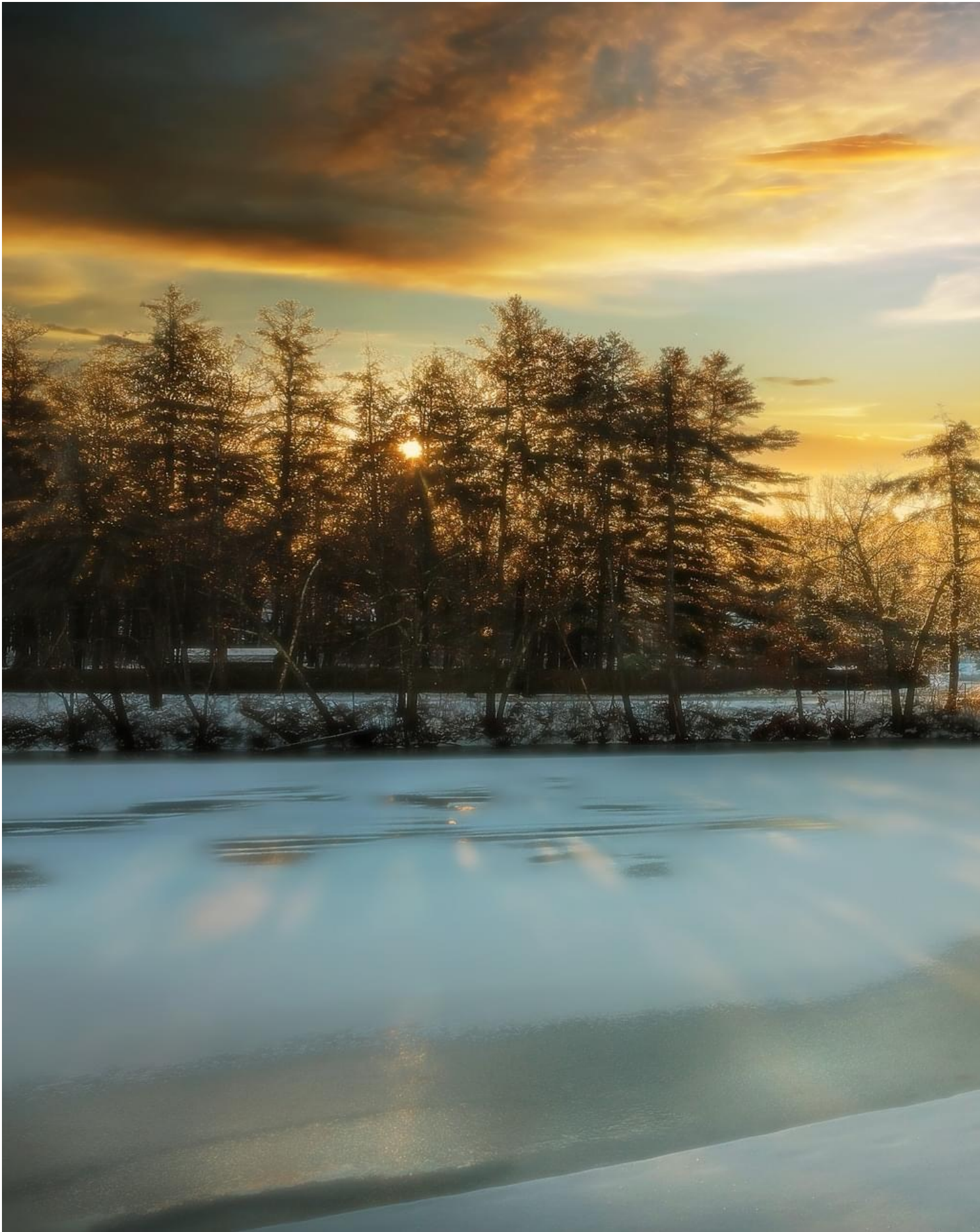
WACHUSETT DISTRICT VETERANS' SERVICES


to the Veterans Suicide Taskforce at Heywood Hospital. She was appointed by the Governor to two boards, the Veterans Equality Review Board and the Women Veterans Advisory Council, where she was elected Vice Chair. In her spare time, she volunteers for a myriad of veteran organizations and was nominated for the 2023 Women Veteran of the Year (Deborah Sampson) award.

The office Assistant Director, Cory Hasselmann is a highly experienced professional dedicated to supporting veterans, with a background that includes holding positions on the boards of various veteran non-profits and other veteran partnerships. His volunteer roles are extensive, including serving as DAV's Commander of Chapter #4 Worcester, as a Chapter Service Officer, and representing the Board of Directors for District #5. He is also a member of the Community Outreach Committee and serves on the Board of Directors for Frost Call. He is also an Executive Board member for the MVSOA. Cory's community outreach efforts are notable, including hosting Vet-to-Vet Café events and appearing on the Kelly's Heroes and Gardner TV shows, as well as participating in other community engagement activities.

The office Financial Administrator, Tav Adams is a skilled social services professional with a focus on clients with mental health conditions, which are prevalent in our office. She excels in de-escalation, mental health first aid, and suicide prevention. She has significantly improved office efficiency by developing Standard Operating Procedures. Her notable achievements include developing and implementing a Call Log to enhance communication among office staff and improve customer service. In terms of community outreach, Tav has developed many flyers outlining department services. Tav has represented the department at many community engagement activities, including participating in a Mass Vets & Pets cohort. Additionally, she assists with VA claims and edits narratives of sensitive and traumatic materials for content, grammar, and consistency. She also developed a PTSD symptom checklist that has streamlined PTSD/MST claims for Lynette, demonstrating her commitment to continuous improvement and providing excellent service to our clients.







CULTURE & *Recreation*



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 by making available technological resources both at the library and by remote access. The library also provides access to programming and serves as a community gathering space for people of all ages." - from the Long-Range Plan, 2019-2024

Contact

Phone: 978-874-7416 Website: www.forbushlibrary.org
Email: askalibrarian@westminster-ma.gov

Facebook: Forbush Memorial Library
(www.facebook.com/ForbushMemorialLibrary)

Instagram: Forbush Memorial Library
(www.instagram.com/ForbushMemorialLibrary)

Regular Hours: Tuesday-Thursday, 10am – 8pm; Friday, 10am – 5pm; Saturday, 9am – 2pm

Two Highlights of 2023:

New Website Successfully Launched

The commitment to building an entirely new website was ongoing throughout 2023, and the process involved staff, trustees and several professional consultants. Clearpeak Interactive, Inc. was chosen as the designer. This was truly a collaborative effort, which culminated in our new website going live at the end of October. All content was updated and new features added. Since then, we have added several new databases, an interactive calendar, an online booking system for museum passes, and an online room reservation system. The updated and expanded content has been enhanced by a new logo, along with changes in color and font styles. Our presence on the web, Facebook and Instagram continues to grow. We are proud of this accomplishment!

Friends of Forbush Reestablished

We are very pleased with the election of a full board of officers for the Friends of Forbush! A library Friends group is an independent, self-governing group of library enthusiasts who host and manage activities, events and fund-raisers to promote and support the library and its programs. After a focused reception in October, several individuals expressed interest, met together, and elected officers in November. They are Cheryl Robbins, president; Joann Mossman, vice president; Jeanne Erickson, treasurer; and Stephen Altobelli, secretary. They went on to manage the annual Photos with Santa in December and have committed to a full schedule of book sales in the coming year.

Adult and Community Programs

Pursuant to its mission as a community center, the library sponsored a diverse mix of evening events throughout the year. These events are publicized on the website, Facebook, Instagram and in press releases and signage.

Highlights this year included these free family events: "Reflections of the '60s" by Fran Hart; an impressive impersonation of Zelda Fitzgerald, funded by the Westminster Cultural Council; and a rollicking evening of laughter with Roger Kabler channeling Robin Williams and Charlotte Ann Dore recreating Liza Minnelli's act. Well-known presenters returned such as Ken Gloss of Brattle Books for an evening of rare book appraisals; Michael Tougias discussing his new book, *Abandon Ship!*; Jeff Belanger with *New England Legends*; Davis Bates with sea shanties; and Jeff Snow's *Celtic Christmas*. Tamie Chiarelli hosted a very popular evening painting class, and as a part of the Great Decisions seminar, Josh Spero from Fitchburg State University brought in his class recently returned from eastern Europe to discuss the Ukrainian war.

FORBUSH MEMORIAL LIBRARY

The Great Decisions discussion group has been a major library program since 1999. This 8-week course on current international affairs is supported by the Foreign Policy Association. The Association supplies unbiased reading material and DVD introductions for each session, many of which are led by Fitchburg State professors. This year, we added a Zoom group on an alternate night which doubled attendance. We are very grateful to the Westminster Cultural Council for their continuing support of these lively discussion groups.

We also hosted several local groups who meet regularly at the library such as Dungeons & Dragons, Trivial Pursuit, Community Yoga, a quilting group and two book clubs.

The trustees and staff sponsored the annual used book sale in conjunction with the town-wide yard sale which was a great success. This was followed by several more. The Friends and trustees again sponsored the annual Halloween Costume Judging with the Westminster Fire Department and Photos with Santa. Finally, our third summer reading program for adults was the largest yet.

Youth Services

Programs

Attendance at regular Children's Room programs like Story Time, Bilingual Story Time, and Babytime continued to grow this year.

Babytime was particularly popular; we had to offer two sessions per week until some of the toddlers transitioned to Story Time instead!

2023 also saw the introduction of some new programs. The Graphic Novel Book Club is a particular highlight, with a group of regular attendees who enjoy discussing a new book (or sometimes two) each month. For young adults, a Babysitting Basics course hosted by the UMass Amherst 4-H Youth Development Program ended up being so popular we offered it a second time to accommodate the waitlist.

Other special programs included an Intro to Tarot workshop, a Dragon Party, Zentangle art, cursive classes for 2-4th graders, Henna Alchemy with Wicked Good Henna, and Fists & Fiends, a tabletop role-playing game that now meets monthly.

Summer Reading

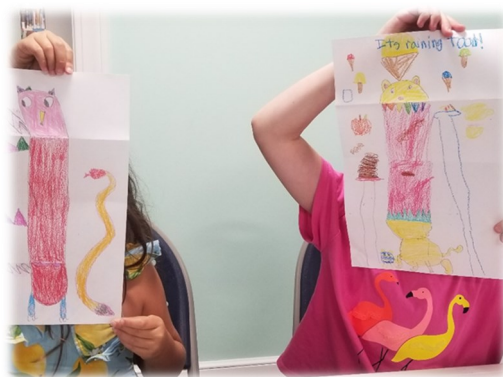
A whopping 425 kids, babies, and teens registered for Summer Reading, making this the busiest summer on record! The theme, "Find Your Voice!", lent itself to wonderful programs about self-expression, creativity, and advocacy. Some highlights include beginner ukulele classes with Denise Dayton, gamified STEAM activities with Buildwave, dance classes with Kelley Stroup, book clubs for all ages, and a visit from some alpacas from the Harvard Alpaca Ranch.

Behind the Scenes Updates

This year the Youth Services team completed some major reorganization projects in the Children's Room. Doing so opened up extra shelf space for graphic novels and picture books in particular. We continue to improve our signage in the space to assist patrons in navigating the collections.

The Children's Room now boasts a strong collection of VOX "talking books" which come with a built-in speaker. Readers and pre-readers can listen to the narrated book while they read using the speaker or by plugging in headphones. This format has become incredibly popular and we look forward to expanding our offerings in this area.

We are also very pleased to have acquired a Cricut Maker machine. We have used it weekly to create program materials, decorations, signage and more. Thanks to the Friends of Forbush for their generous donation of this resource.



FORBUSH MEMORIAL LIBRARY

Acknowledgements

We would like to thank the Ryan P. Jones Heart of a Hero Foundation for supporting several of our programs. We would also like to thank the Westminster Cultural Council, a local agency which is supported by the Massachusetts Cultural Council, a state agency, for their support.

The Westminster Police Department, Fire Department, Department of Public Works, and Meetinghouse School all contributed time and resources to making our Touch A Truck event in August a huge success— thank you all!

A particular thank you to everyone who donated time and energy to supporting or running library programs, including:

Gianna Caforio
Denise Dayton
Tom McNair
Kelley Stroup
Emily West
Kim Yodisborg



CHILDREN'S "TOUCH-A-TRUCK" EVENT

We are also grateful to everyone who donated books, games, craft supplies, and more to the library. We extend particular gratitude to those who donated prizes for our 2023 Summer Reading program. Thank you for your support.

Finally, a big thank you to the Friends of Forbush for their generous support of our programs throughout the year.

Technology

As highlighted, a major accomplishment of 2023 was the completion of an entirely new professionally designed website. Trustee Tiffany Davis, chair of the trustee technology committee, contributed knowledge and direction, while Catt Miller, Head of Youth Services, scheduled and monitored the staff's content development and conducted several training classes for staff to introduce the new site's features.

To supplement the new website and to respond to patron requests and needs, several new databases, in addition to those provided by the Massachusetts Board of Library Commissioners (MBLC) have been acquired. These are: CreativeBug for crafts, Universal Class for on-line courses, A-Z World for food, culture, travel and maps, and Mometrix for test prep materials. CW MARS' EZ Proxy makes all these databases available by logging in with your library card.

In addition, the new site enables patrons to reserve museum passes and library rooms remotely through online systems developed and managed by Assabet Interactive. Assabet Interactive also developed the site's interactive calendar, allowing patrons to register for programs directly from the calendar of events.

We continue to make available five hotspots and several Chromebooks for circulation.

Periodically, the library hosts "Tech Thursday", an open appointment for patrons who are seeking assistance with their digital devices. Many have been helped by staff member Jason Cavanaugh and trustee Tiffany Davis.



Art and Artifact Collection

The Town of Westminster's exceptional collection of fine art, decorative items and historic artifacts is under the custodial care of the Library Board of Trustees.

In conjunction with the Westminster Historical Society, we hosted Len Haug to discuss his recent book on the local artist Gamaliel Beaman. We were pleased to share with him 9 additional Beaman paintings found in our collection. These will be published as part of an anticipated supplement to his book.

It was with much excitement that we hung the Centennial Quilt in the Eloranta Room with the advice and assistance of longtime Westminster resident Jessica Leger. She is a docent at the Fitchburg Art Museum and one of the 13 local quilters who created the quilt in 2002 to commemorate the 100th anniversary of the library building. To make room for the quilt, and with the expert help of Ken Levine, of Frames, Inc., in Phillipston, we relocated the plaster panel *Psyche and Cupid* to the hallway nearby. It was created by Olin Warner, a 19th century Westminster artist of note, in 1882.

Future projects include publishing an updated guide to the art on display.

The library's collection of art and artifacts is overseen and maintained by the Curatorial Committee, composed of library trustees and the library director.



Trustees

The Trustees have taken a very active part in the management of the library. During the summer months, they reviewed, revised and updated every Board-approved library policy and added them to the new website.

In October, they sponsored an open house event to revitalize the Friends of Forbush group which resulted in the election of a full slate of officers for the first time in a decade. In August, trustees staffed an informational tent at the annual Neighbors Helping Neighbors town-wide event on Academy Hill.

Recognizing the growing need to promote library activities, events and offerings, the board established a marketing and publicity committee headed by Kim Caisse, which is finding new ways to increase our media presence.

The Trustees sponsored and moderated the annual Candidates Night, also live-streamed on Ash-West Community Media. The Trustees hosted another Welcome to Westminster event, an informal gathering which brought together municipal officials and townspeople. Trustee Margherita Altobelli coordinates this event which has gained momentum after a 22-year hiatus.



With the help of volunteers, trustees have taken the lead in staffing the very popular used book sales in 2023 and increased their frequency.

The library's governing board is composed of six publicly elected trustees, two of whom are elected annually for three-year terms. In the May town election, Kim Caisse was elected to her first term as Kristen Gregory chose not to run again. In September, Neepa Shah was appointed to fill the unexpired term of Cynthia Brown. In October Michelle Miller was appointed to complete the term of Martha Rainville. In June, the board chose officers for FY2024: they are Kim Samson, chair; Kim Caisse, vice-chair; Margherita Altobelli, recording secretary; and Tiffany Davis, corresponding secretary.

(L TO R): NEEPA SHAH, MARGHERITA ALTOBELLI, TIFFANY DAVIS, KIMBERLY SAMSON, KIM CAISSE, MICHELLE MILLER, (TRUSTEES), NICK LANGHART

FORBUSH MEMORIAL LIBRARY

Staff

There are five full-time and six part-time employees. Our adult services and reference librarian is Jason Cavanaugh. Susan Lucier is our bookkeeper, cataloguer and office manager. Susan Yraola manages adult circulation and patron services. BethAnne McManus serves as library assistant for inter-library loans. MaryAnn McGee, assistant at the circulation desk and in the processing of circulating materials, retired this year and was succeeded by Linda Bredberg. Jan LeClair shelves books and is responsible for keeping the stacks in order.

In the children's room, Catt Miller serves as the Head of Youth Services. We're pleased that she has successfully completed her Master of Library and Information Science (MLIS) degree at San Jose State University this year. Lisa Erickson has moved on to a well-earned retirement. As a passionate and dedicated staff member for almost 22 years, Lisa was renowned for her fun story times, intricate crafts, and creative programs. We are deeply grateful for her invaluable contributions to the library during her service. Thank you, Lisa, and enjoy your retirement!

Finally, we are pleased to welcome Jessica Adamick to the Youth Services team. Jessica earned her MLS from Indiana University and has diverse work experience in the UMass Amherst Libraries. She joins Elise Gilbreath and Lorna Rouleau as the newest member of the very creative team in the Children's Room.

We also thank the Council on Aging for supporting the work of Carol Harrington, Pat Brewerton and Jean Conte through the senior real estate tax reduction program administered by the Westminster COA.

Though not library staff, we are deeply grateful for the conscientious maintenance work of Whitney Gikis and Randy Sullivan.



Volunteers

Volunteers are a vital component of library activity, and it is a pleasure to acknowledge their important service. Bob Cramm, with his classic Ford 150 pickup, served as Santa Claus at Pictures with Santa in December.

Children's Room volunteers included:

Anne Gerde
Jenn Gregoriou
Carol Harrington
Elliot Johnson
Savannah Sbrega
Ryan Ware
Melissa, Rebecca, and Ryan Yi
Carol Young
Many NHS students (too numerous to name!)



BOOK DISPLAY

The library grounds have been kept attractive by ML Altobelli and her volunteer staff; they have stabilized the trees, replanted the garden beds and watered, weeded and fertilized on a regular basis. Many say the gardens have not looked better in many years. Cushing Academy sent staff and students to rake out the lawns in April as part of their Tony Fisher Day community service program. We thank them for this help.



SUMMER BOOK SALE

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

FORBUSH MEMORIAL LIBRARY

Support

The trustees and staff sincerely appreciate the support provided to the library by the Select Board and Advisory Board of Westminister through the annual town appropriation supplemented by other town sources mentioned above; it makes possible all we provide. Additional support comes from the Massachusetts Board of Library Commissioners and the Westminister Cultural Council in support of several programs. We are very grateful for voluntary gifts, especially the substantial contribution from the Ryan Patrick Jones *Heart of a Hero Foundation* and the Westminister Lions Club. These gifts enable us to deliver a greater quality and quantity of library services.

THANK YOU FOR A SUCCESSFUL YEAR!

-For the Board of Trustees members during 2023:

<i>Kimberly Samson</i>	<i>Tiffany Davis</i>	<i>Margherita Altobelli</i>
<i>Kristen Gregory</i>	<i>Kim Caisse</i>	<i>Martha Rainville</i>
<i>Cynthia Brown</i>	<i>Neepa Shah</i>	<i>Michelle Miller</i>

- *Nicholas Langhart, Director*



LIBRARY STAFF (L TO R): BACK ROW: ELISE GILBREATH, JASON CAVANAUGH, SUSAN LUCIER, SUSAN YRAOLA, LORNA ROULEAU, PAT BREWERTON, JAN LECLAIR
FRONT ROW: CATHERINE MILLER, BETH McMANUS, NICK LANGHART (DIRECTOR)
NOT PICTURED: JESSICA ADAMICK AND LINDA BREDBERG



HALLOWEEN COSTUME WINNERS



SANTA STORY TIME

LIQUOR COMMISSION

License Type	# of Licenses	Fee	Total
All Alcohol Common Victualler	7	\$ 750.00	\$ 5,250.00
All Alcohol Retail Package Goods	2	\$ 600.00	\$ 1,200.00
All Alcohol Club License	1	\$ 500.00	\$ 500.00
One Day Licenses	5	\$ 15.00	\$ 75.00
Beer and Wine Retail Package Goods	3	\$ 400.00	\$ 1,200.00

TOTAL: **\$ 8,225.00**

Expenditures: None

Regular Meetings Held: Three

Violations for 2023: None

Regular meetings are held as needed in Town Hall

Respectfully submitted

Liquor Commission

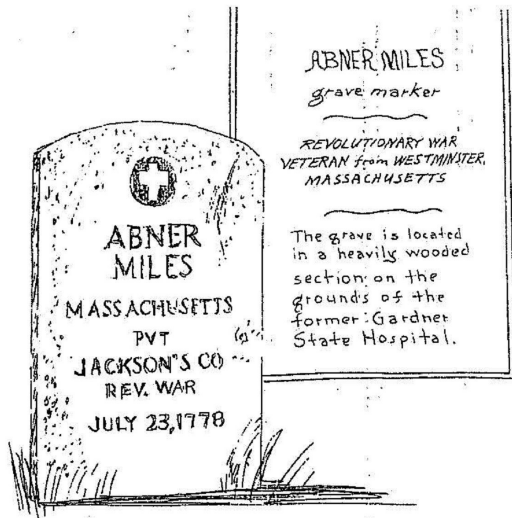
Gary McDonald, Chair

Allison Streeter

Michael Denzer



A LITTLE HIDDEN HISTORY



The grave is hard to find, deep in the woods, hundreds of yards from any main roads. Few people ever look for it; most people don't even know it's there, off Route 140 in Gardner on land that used to belong to Westminster.

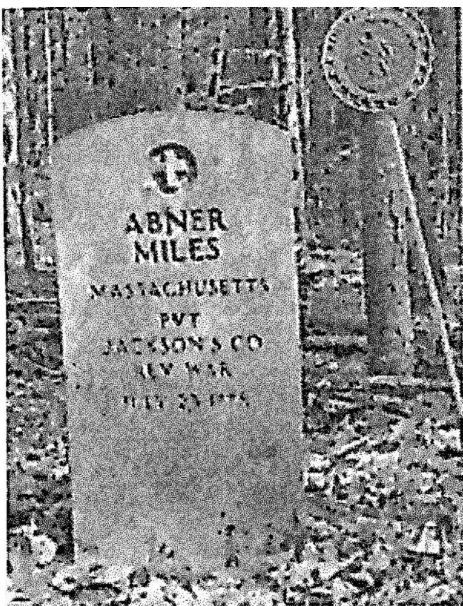
The grave marks the final resting place of Pvt. Abner Miles, who was born in Westminster in 1745. Little is known of his life, but we do know that during the American Revolution he served for just three months. In August of 1777, his company responded to an alarm in Bennington, VT, marching 200

miles in 10 days from Westminster to what is now Adams, MA, under the command of Major Ebenezer Bridge. Miles dies of smallpox in 1778.

Since the 1950's, a local group of veterans has taken action to ensure that Miles' life and service to his country are never forgotten. Twice a year, on Memorial Day and Christmas, members of the Westminster VFW, Amvets Post 2012 and American Legion visit the site to honor Miles by offering salutes and replacing flags and laying a wreath at Christmas. Tom Lehman, commander of the VFW stated in this case a soldier is (buried) out of town by himself, so to give him the same sort of rites that we give everybody else in town on Memorial Day, Veteran's &



Christmas Day, we make the special trip out there to honor a Westminster veteran of the Revolutionary War. It's part of our mission to honor all veterans that served.



The grave is located in a heavily wooded section on the grounds of the former Gardner State Hospital. It is suspected that because of the contagious nature of Miles' death, he was not buried along with other veterans in Woodside Cemetery and instead buried in a meadow on his farm. His grave was later covered up with large fieldstones because of reports that a bull kept trying to dig it up. A mound of stones remains near the grave today. An official military headstone was placed on the grave by the federal government in 1951. Peter Lahtinen, commander of the American legion, said it was important to keep Miles' legacy alive for future generations.

CROCKER POND RECREATION AREA COMMITTEE

Crocker Pond was open weekends from Memorial Day through September 10th, and daily June 26th through August 28th.

Senior Citizens on the tax work-off program, and committee members, staffed the check-in booth and distributed beach stickers. Four seasonal employees oversaw the operation and maintenance of the facility, and enforced the Crocker Pond rules for the enjoyment and safety of all visitors.

7131 residents and their guests visited the beach during the operating season and 1001 stickers were distributed. In addition to the annual Fairy, Gnome and Troll Day craft event in July, for the fourth consecutive year we were pleased to offer morning yoga classes free of charge to residents in July and August. The little library continued to be successful for children in the picnic area.

MOC and Crocker Pond staff held a series of story walks which were set up in the Enchanted Wood where families enjoyed various crafts, activities and picture books together. We applied for and received \$1200 from the Westminster Cultural Council to enhance these and other activities for the 2024 season.

Kayaks and canoes were again stored at the pond during the season in designated areas. Residents provided their own lock and chain and signed a statement of understanding regarding potential property damage. Two additional storage anchor posts were installed which allow for about 15 more boats next summer.

Students from AWRSD and two community volunteers worked alongside the staff and committee members during our volunteer weekend in May to prepare the pond for the Memorial Day Weekend opening. Over 40 volunteers from the United Way Day of Caring worked on September 15th to help prepare the pond for the end of season closing and pond improvements.

Students from the Transition Program of Ashburnham Westminster Regional School District volunteered weekly for general maintenance activities as job skills training.

In coordination with the Town Planner, Tracy Murphy, and the Open Space Committee, a trail maintenance day was held on June 3, where residents and committee members cleaned up trails, pruned back branches, and repaired bridges. After coffee and refreshments, half the volunteers went to Hagar Park for their trail maintenance day and met back at Crocker Pond for lunch.

PFAS remains detected in the open water of Crocker Pond from the uphill groundwater contamination. Under the direction of MassDEP, surface water and inlet testing was conducted monthly and the results posted on the Town website and Crocker Pond Facebook pages. The results were above drinking water standards but in the range for MassDEP approved swimming. Notices were posted all around the beach, at the entrance, and on the website. The Crocker Pond well results were non-detected.

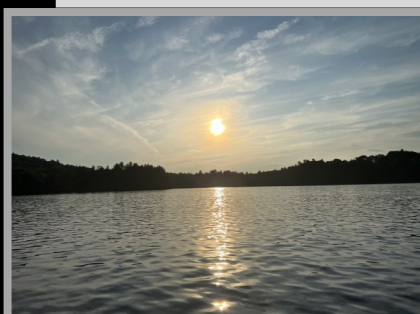
Respectfully submitted,
Crocker Pond Committee
Heather Billings
Kathleen Brennan
Christopher Jaggie
Sharon Lewis
Patricia Streeter



CROCKER POND



BEACH WHEEL CHAIR
DONATED BY: A TOWN
RESIDENT, KATHLEEN
ZELONY



AGRICULTURAL COMMISSION

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. We have been working with several other North Worcester County Agricultural Commissions this past year to expand the economic options for local food and fiber throughout the entire region.

Westminster is part of Worcester County and Worcester County is one of the top ten counties NATIONWIDE for value of direct market sales. That's our strength – and – 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 3rd and 4th 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 2nd and 3rd 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 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. We actively encourage new ventures in any of these categories and invite inquiries at our regularly scheduled meetings.

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, charcuterie (sausages and other cured meats), baked goods and other ready to eat foods.

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



ONE OF THE MANY VISITORS WITH THEIR FOUR-FOOTED PARTNERS

AGRICULTURAL COMMISSION

The Westminster Agricultural Commission sponsors and manages the Westminster Farmers' Market, held on Friday afternoons, 3:00-6:00 pm from the second Friday in May until the third Friday in October. We had a full roster of 20+ vendors that included all of our producers plus the crafters. We hosted three events; How Does Your Garden Grow in July; Peak of the Harvest in August and Art in Agriculture in late September.

Westminster's Cultural Council and Workers' Credit Union provided the grant money to support the market's local musical talent – of all kinds. Popular returning artists included Joe Reidy, Chris Baum, Shear Bros, Hip Swayers, Sean Fullerton, Jeff Mendoza and the Big River Swing Band.

Beyond the Farmers' Market, the Agricultural Commission is involved in other community activities ...

Our Growing Great Food & Flowers (GGFF) group had a light weight 9th year by keeping the meetings on line using Zoom with people from outside of the immediate region joining in as well as a left-over surge from the Covid years.

The work put in to managing the trees on Academy Hill continues to pay off in spades. This year's weather wasn't drought – it was flood – but the trees took the rain and thrived. The South Street trees are now completely on their own and growing strongly providing shade for the town's ball fields.

We are part of a coalition of local food access, food justice, & farming support groups that helped to bring a \$500,000 USDA development grant into the region in 2022 and another similar grant in 2023 that continues to strengthen the project called Local Food Works. This is long range planning for– and much more importantly – the purchasing of - locally produced foods. This is critical to the development of a more stable local food supply and the long-term survival of the local farms.

The Agricultural Commission's latest project is to work with the Conservation Commission and the Historical Commission to clean up and develop the old Finnish Coop building on Leominster St. The Coop is highly visible from Rt 2A. Plans include both educational and productive gardens framing the building itself.

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 and/or one of the scheduled events.

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

Respectfully submitted

Agricultural Commission

M.L. Altobelli – Chair

Heather Bowen

Sheryl Vaillette

Jody Jess

Sue Nickerson – Alternate/Secretary



BUCKHILL HOMESTEAD FARM – ARROW, WITH FINN GIVING HIM HIS BOTTLE.

FARMER'S MARKET



Academy Hill
Westminster, MA
3-6pm



LOCALLY GROWN MUSHROOMS. IT'S A MAJOR STEP UP IN THIS REGION

PARKS & RECREATION

The goal of the Parks and Recreation Commission is to enhance the quality of life for our community by providing exceptional experiences and events for everyone in town. While Parks and Rec is headed by several community members who take the lead in planning, coordinating and executing the goals of the commission, it is the strong sense of community engagement which drives the success of our programming.



In 2023, we added a new position to our Town Roster, our Community Services Director, Audra Kirtland, who is now assisting with Parks and Rec. to help expand and grow the Department's opportunities and offerings.

The year 2023 was another busy one for the commission, filled with offerings available to all community members with varying interests.

Among the many events spearheaded by team, our Summer Recreational Program serves as the highlight for many kids (and parents) during the summer months. We offered 5 weeks of programming, each with their own special theme, in 2023. The program provides elementary-aged kids to be dropped off for a half-day program, free of charge! Kids engaged in sports, crafts, water-activities, games, challenges and much more!

As the years progress, we have started to expand our School Vacation programming as well, with activities such as Ice Skating at Gardner Rink and movie days at the Cinema. We hope to continue to offer additional family-friendly activities in 2024.

Our traditional Easter Egg Hunt on Academy Hill featured an egg hunt and meet and greet with the Easter bunny. Neighbors Helping Neighbors provided face-painting and everyone enjoyed the fun-spirited program!

Our Summer Concert Series continued on Academy Hill with two amazing concerts featuring Acoustic Tandem and Bail Money Band. Music, food, fun kids activities, cornhole and more... these events are so much fun! We cannot wait to do them again, and make them even bigger, in 2024!

Perhaps our biggest mainstay event saw another success in 2023... Halloween on Bacon Street! We filled the Meetinghouse School lot with many 'trunk-or-treat' participants, while nearly every house on Bacon Street offered goodies for the kids (and adults) who walked by! Following Trick-or-Treating, the Public Safety Building and Fire Station served as the headquarters for our annual Costume Contest. And of course, our highlight of the night, the Bonfire!

The Holiday Season was brought in with a beautiful Tree Lighting at the Gazebo on Academy Hill. Santa shared visits with all who believed and everyone enjoyed Christmas carols by the Westminster Elementary School Band, s'mores provided by Neighbors Helping Neighbors and hot coca to keep everyone warm. Our hope for 2024 is to add a Tree Burning event in January where people can keep their trees out of the dump and our town can enjoy another great bonfire, just like Halloween!

Aside from all of the fun events provided to our community, Parks also worked hard in 2023 to help maintain our Baseball Fields and community areas. We added a new part-time staff position, a Field Maintenance Worker, Sean Sweeney, who helped with ongoing maintenance of the field and communal spaces throughout the spring, summer and fall. We thank him for all of his efforts!



PARKS & RECREATION

As we look ahead to 2024, one of the biggest projects on the agenda for Parks and Rec is to look at a location for a town PLAYGROUND. While the idea has been floating around for a while, we are confident that the time is right to provide this great enhancement for our community. Please stay tuned for more on the Playground Project!

Additionally, we hope to increase our community offerings of more events in Town, at the Community Center, and throughout the local area. By utilizing the many great spaces we already have, we seek to merge our committees and departments together to bring new opportunities to everyone who lives in Westminster. We cannot wait to bring you MORE ways to get involved!

We will continue to update the community about our projects and activities through the town's webpage and our Facebook page, www.facebook.com/WestminsterParksandRec. Please visit often to stay up to date on the latest events and activities taking place throughout the year.

Lastly, Parks and Rec. is ALWAYS seeking additional community members to get involved with the planning and executing of events. If you or anyone you know may be interested in joining our Board, or just volunteering now and then, please reach out to parksandrec@westminster-ma.gov for more information!

And now, on to 2024!

Respectfully Submitted:

Parks & Recreation Committee

Jessica Costa

Bryce Kirby

Taryn Hearn

Jordan Grondell (resigned in Jun)

Community Services Director

Audra Kirtland



PARKS & RECREATION

2023 PROGRAMS & EVENTS



HAGER PARK COMMISSION

Hager Park is located on Hager Park Road (Route 140) just south of the intersection with Route 2A and the Route 2 East on-ramp. The park consists of approximately 63 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 opposite side of Route 140. Most of this land was part of a larger tract originally willed to the town by Joseph Hager after his death in 1915. Additionally, the Commission administers the Smith Reservoir and Raymond properties, which are located further to the south and on Worcester Road and Andrea Lane. These lots contain another 87 acres. The Commission also manages the Wachusett Rambler Recreation Area, which contains about 9 acres around a hilltop field adjacent to the main portion of Hager Park. This area has nice views with a small pavilion and picnic table.

The Commission maintains a network of hiking and riding trails within the Hager Park and Rambler parcels. These trails are open to the public and we are happy to see them used. Many of the trail corners are marked with white metal signs or diamond-shaped plastic markers. More trails are planned for the Raymond property.

The Commission typically holds meetings in either of the meeting rooms on the first floor of the Town Hall on the 2nd Thursday of each odd-numbered month. (Please check the town website to confirm the date and time before trying to attend.) More information about Hager Park can be found on the Town's website. This site can be reached easily using www.hagerpark.com. Our trail maps and photographs can be viewed there.

The following is a summary of major activities during 2023:

Normandin / JEKN, LLC property donation

This property donation involves a 6.12 acre parcel of land located behind 24 Hager Park Road. The parcel abuts both the main part of Hager Park and the Rambler Recreation Area. In March of this year, this donation was completed with the recording of the deed to the Town. The Normandin family has requested that the parcel be named for Roy Urban, a local businessman and longtime resident of Westminster, who recently passed away much too soon. At this point, Commission has found most of the property corners and has flagged a loop trail off our Perimeter Path trail that runs around the parcel. We have recruited some volunteers who may be willing to cut in the trail for us in 2024. This donation has been in the works for nearly 15 years and will be a great addition to Hager Park.

Memorial Bench



In 2022, the Commission voted to accept the donation of a granite bench memorializing Donna Brownell, a local environmental activist, who raised awareness of the ecological aspects of many projects around Westminster through an organization named "Watchdogs for an Environmentally Safe Town" (WEST). In October of this year, the bench was installed near the trailhead of the perimeter trail around the 18 acre part of Hager Park on the west side of Hager Park Road. A small ceremony was held

at the beginning of November to dedicate the bench shown.

New Highway Signs

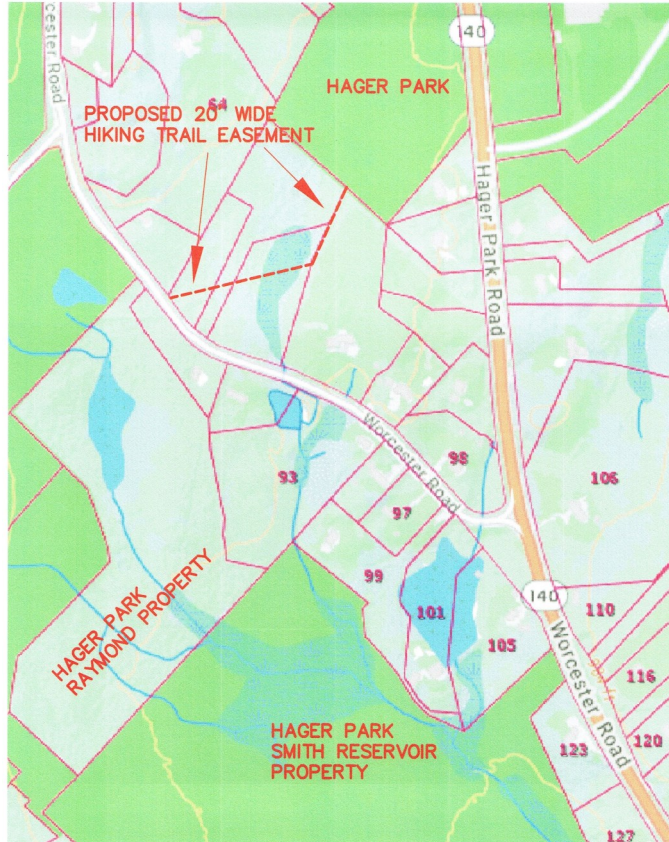


Commissioner Alan Wiktorski believes that more people will hike in Hager Park if proper signs are installed on Hager Park Road (Route 140) to raise awareness. Toward that end, he has been working to make this idea a reality. The proposed sign that he has designed is shown at the top of this report. These signs will be located on either side of the road just before each of our parking areas. In 2024, we hope to find funding for this project and get them installed.

NEW HIGHWAY SIGNS PROPOSED FOR HAGER PARK ROAD

Trail Maintenance

National Trails Day was established in 1993 by the American Hiking Society and is typically held on the first Saturday of June. Westminster's second Trails Day was held on Saturday, June 3rd 2023 and was a great success for Hager Park. We had 6 volunteers in addition to all three commissioners attending. The perimeter paths on either side of Hager Park Road were cleared of winter debris and brush crowding the trail edges. The upper part of the Rambler trail was also cleared of brush. Additionally, several of our older white trail name signs were dug up and relocated to help hikers find their way around the property. Please join us on Saturday, June 1st in 2024.



Wuoti – Ojanpera Trail

The easement deed for this new trail was recorded in June this year. This easement will connect the main parts of Hager Park on Hager Park Road with the Raymond and Smith Reservoir land off of Worcester Road. The trail will run southerly from Hager Park along a stonewall and then intercept and run with the Fitchburg water line easement road out to Worcester Road. The northerly segment of the trail still needs to be built and will be a priority for Trails Day in June.

The Wuoti-Ojanpera Trail is named for the Wuoti Family who will be donating the easement and for family member and former Hager Park Commissioner Timo Ojanpera, who grew up on the land.

HAGER PARK COMMISSION

Raymond Property Parking Area



After the donation of the Raymond property in 2017, the Commission made plans to build a small parking area and kiosk on the property's Worcester Road frontage. This year, Westminster's Department of Public Works took this project on for us. The WDPW cut the trees and graded out a parking area in September. They ran into a few stones while grading and they piled them up into a rough stone wall at the back of the parking area, with a barway for hikers to get through. This parking area is just across the street from the southwesterly end of the Wuoti-Ojanpera trail discussed above. Currently, there are two "in and then back out" paths that

extend from the parking area. We have flagged up a potential loop segment that would link these two paths.

Acknowledgements

We wish to express our appreciation for the help extended to us from all of the boards, commissions and departments in town. Special thanks go to the Public Works Department for constructing our new parking area and to the Cemetery Department for continuing to store our equipment and gator in their hearse house.

Respectfully submitted,

Hager Park Commission

Christopher C. Mossman

Matthew E. Pearson

Alan P. Wiktorski



CULTURAL COUNCIL

In 2023, there were eighteen grants awarded by the Cultural Council.

Seven grants were for programs at the Community Center.

- * Music is Love
- * A Musical Journey Through the Years
- * Acrylic Painting for Absolute Beginners
- Hip Hop Exercise for Seniors
- Acoustic Memories for Seniors
- Westminster Strummers Expansion

Songs of Yesterday

Dawn Kelley-Music is Love



WESTMINSTER STRUMMERS AT THE SENIOR CENTER

Community grants were awarded to the following:

- * Circle of Artists for their annual exhibition
- * Westminster Agricultural Council for Entertainment at the Farmers' Market
- * Fitchburg Art Museum for their annual exhibition
- * Community Spanish Classes
- * Maker Space Build Along
- * Circle of Artists

Four grants were awarded to Forbush Library.

- * Sea Songs and Stories
- * Buildwave

2023 Great decisions Seminar

I Am Zelda: one act play about Mrs. F. Scott Fitzgerald



BUILDWAVE AT THE LIBRARY

The Cultural Council continues to co-ordinate the exhibit of art at The Little Gallery at the Town Hall. If you are an artist or know of an artist who would like to be featured please contact a member of the Council.

In September of 2024 the Westminster Cultural Council will again solicit applications for Cultural Council Grants. We strongly encourage individuals, schools and other local organizations to submit applications. More information can be obtained at the Massachusetts Cultural Council website <https://massculturalcouncil.org/>



SEA SONGS & STORIES AT
THE LIBRARY



MUSICAL ENTERTAINMENT AT THE SENIOR CENTER
MUSICAL JOURNEY THROUGH THE YEARS,
SONGS OF YESTERYEAR

CULTURAL COUNCIL

The Westminster Cultural Council welcomes new members. Cultural Council members are appointed by the Select Board to serve for three years. If interested, and a position is open, please contact a WCC member. The council meets as needed and votes on new grants in November.

Respectfully submitted,
 Pat McAllister, Chairperson
 Pat Gendron, Secretary ,
 Jo Grant, Treasurer,
 Bette Roy,
 Nancy Swanson,
 Cindy Flynn,
 Sammi Dawley,
 Jim Hedlund
 Jonathan Harvey



(L TO R): JIM HEDLUND,
 BETTE ROY, JONATHAN
 HARVEY, SAMMI DAWLEY (F),
 PAT McALLISTER, NANCY
 SWANSON (F), CINDY FLYNN,
 JO GRANT (F),
 PAT GENDRON (F)



AMAYA DANCE & DRUM AT WESTMINSTER ELEMENTARY SCHOOL



ACRYLIC PAINTING CLASS FOR BEGINNERS AT THE SENIOR CENTER

HISTORICAL COMMISSION

MISSION

The Westminster Historical Commission (WHC) follows the state-wide mandate to identify and preserve architecturally and historically significant sites in Westminster. We work with town committees and the community to make historical preservation a community-wide effort.

HOUSE PLAQUES

We continue our program to identify and honor homes that are historically and architecturally significant. This past year, WHC ordered plaques for:

The Ephraim Weatherbee House, built circa 1777, 353 South Ashburnham Street

John Woodward House, built circa 1751, 45 West Main Street

Town residents who own a historically significant house and are interested in ordering an honorary historical plaque for their home, may contact the Historical Commission by sending a request in writing to Town Hall, 11 South Street, Westminster, MA 01473 to the Attention of the Westminster Historical Commission.

FARMERS COOPERATIVE CENTER

The Historical Commission has a history since 1991 of renovating the Farmers Cooperative Center building on Leominster Street to make it usable. In recent years we have requested funds from the Capital Planning Committee to make an addition to include a kitchen and bathroom for the building. This year, we were pleased to learn that a \$50,000 grant from the Massachusetts Department of Travel and Tourism was given to the Town for the Farmers Cooperative Center building, and with the support of the Agricultural Commission, the landscaping and small parking area were completed with the funds.

We are now requesting funds for architectural plans to complete repairs to the building and build the addition to the Farmers Cooperative Center. Once construction is completed, the Farmers Cooperative Center building will be accessible for public use as a museum and meeting place, as was intended by the Westminster Farmers Cooperative Association in 1977 when they donated it to the Town.



FARMER'S CAMP (UPDATED) 2023



FARMER'S CAMP 1929

OLD TOWN HALL

The Historical Commission has worked for twenty years to save the Old Town Hall for public use. Three different Old Town Hall Reuse Committees made up of members representing the community recommended that the building be saved for the townspeople, as was originally determined and voted on at town meeting in 1842. The Select Board has repeatedly decided not to fund the project. In July the Select Board issued a third Request for Proposals to use the building. Three proposals to purchase the Old Town Hall were submitted and a committee was asked to reviewed the proposals using a point system. Pillar & Post of New Hampshire was recommended and chosen by Select Board to buy the building for conversion to commercial and residential use.

HISTORICAL COMMISSION

HISTORIC SURVEYS

This year the Westminster Historical Commission continued the process of creating records of architecturally and historically significant houses in Westminster with the use of the Massachusetts Historical Commission's forms. We hired Preservation Consultant Stacy Spies to conduct the research and write up the forms for submission to the Massachusetts Historical Commission. Forms for the following houses were submitted:

12 Academy Hill Road, Deacon Robert Peckham House, 1820
22 Academy Hill Road, Squire Dustin House, 1810
34 Academy Hill Road, Emerson Tavern, 1792
6 Dawley Road, Rev. Cyrus & Nancy Mann House, 1815
18 Dawley Road, Augustus & Lucy Eager House, 1857
3 Foster Street, Preston P. & Electra Ellis House, pre-1855
Barn at 19 Academy Hill Road, mid-19th Century
Old Town Hall, 5 Bacon Street, 1839

Additional Form Bs were contracted in 2023 for completion in 2024 by Stacy Spies.

CONCLUSION

Overall, historic preservation was successful in 2023. Pillar & Post's goal is to preserve the Old Town Hall exterior, including the roof, chimneys, gutters, windows, and shutters along with painting the exterior. The interior of the building will be comprised of office space and apartments.

The Farmers Cooperative Center future is positive. This site will also be a museum for the Westminster Farmers Association, which is part of what the actual deed to the town states.



OLD TOWN HALL 1930's

Respectfully submitted,

Historical Commission

Roni Beal, Chair
Joan Longcope, Vice Chair & Treasurer
Carole Bramante, Secretary
Betsy Hannula, Member-at-Large
Nicholas Langhart, Member-at-Large

MEMBERS: (L TO R) JOAN LONGCOPE, CAROL
BRAMANTE, NICHOLAS LANGHART, BETSY HANNULA,
RONI BEAL



Neighbors Helping Neighbors
BENEFIT DAY EVENTS
 SUNDAY AUGUST 13, 2023: ACADEMY HILL
 WESTMINSTER, MA

5K FUN RUN BY ZEN YOGA & WELLNESS
10:00AM ⚡ WALKERS WILL BEGIN AT 10:00AM
 ⚡ RUNNERS WILL BEGIN AT 10:30AM

BENEFIT OPENS FOR THE DAY
11:00AM - 5:00PM

ALL DAY FUN FOR THE WHOLE FAMILY
 CHINESE AUCTION - OVER THE TOP - BENEFIT BOUTIQUE
 KIDS CARNIVAL GAMES - CARICATURES - FACE PAINTING - BOUNCE HOUSE - INFLATABLE
 OBSTACLE COURSE - SCHOOL SUPPLY STORE - PULL TABS - DUNK TANK - FAST PITCH
 FOOD TRUCKS - FRIED DOUGH - BOOK SALE - SPORTING GOODS - STRAWBERRY
 SHORTCAKE - MUFFIN PAN GAME - PETTING ZOO
...AND SO MUCH MORE!

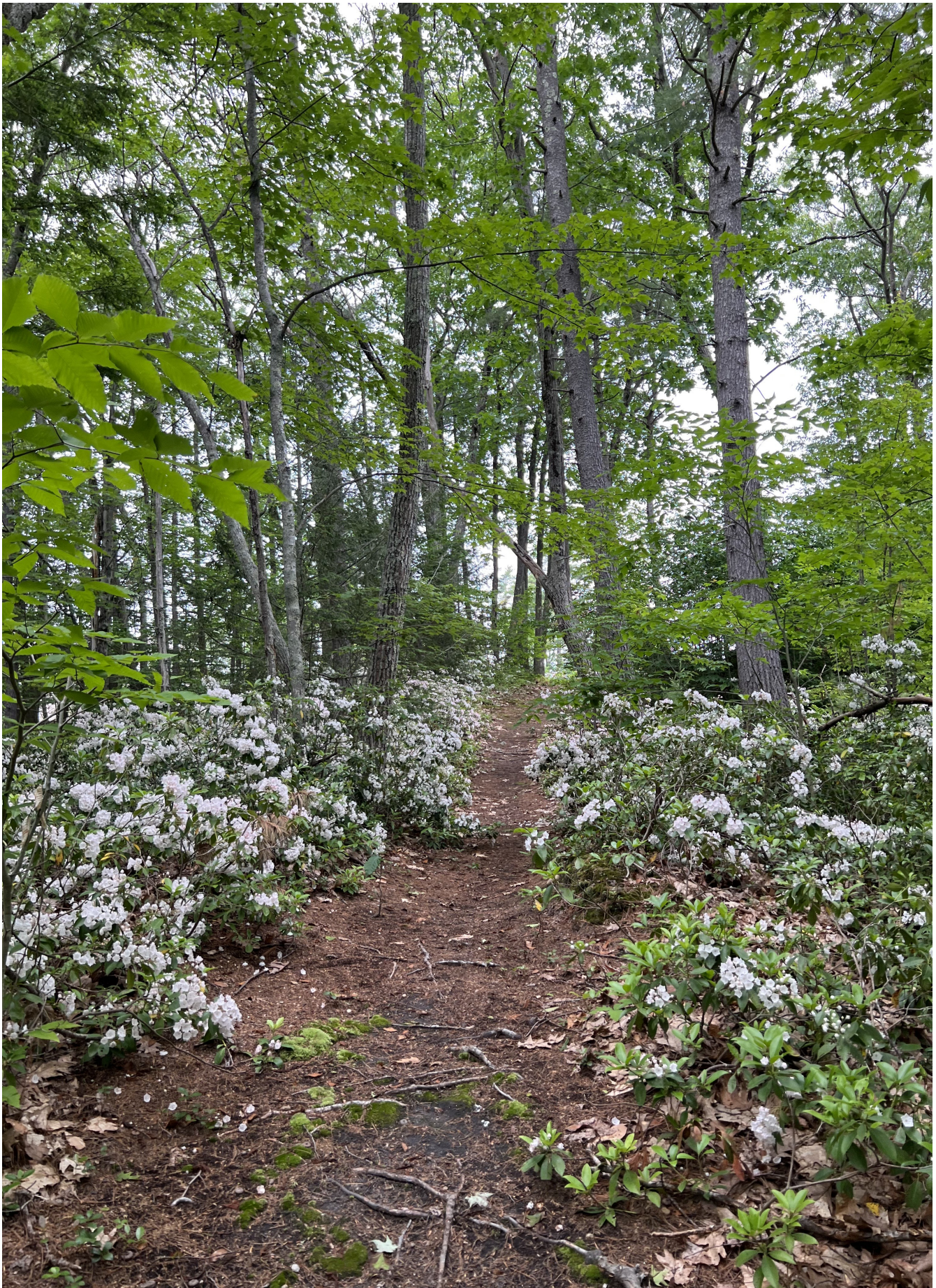
LIVE MUSIC WITH FRED ELLSWORTH
NOON-3P WESTMINSTERS OWN FRED ELLSWORTH WILL BE
 PERFORMING LIVE FROM THE GAZEBO STAGE

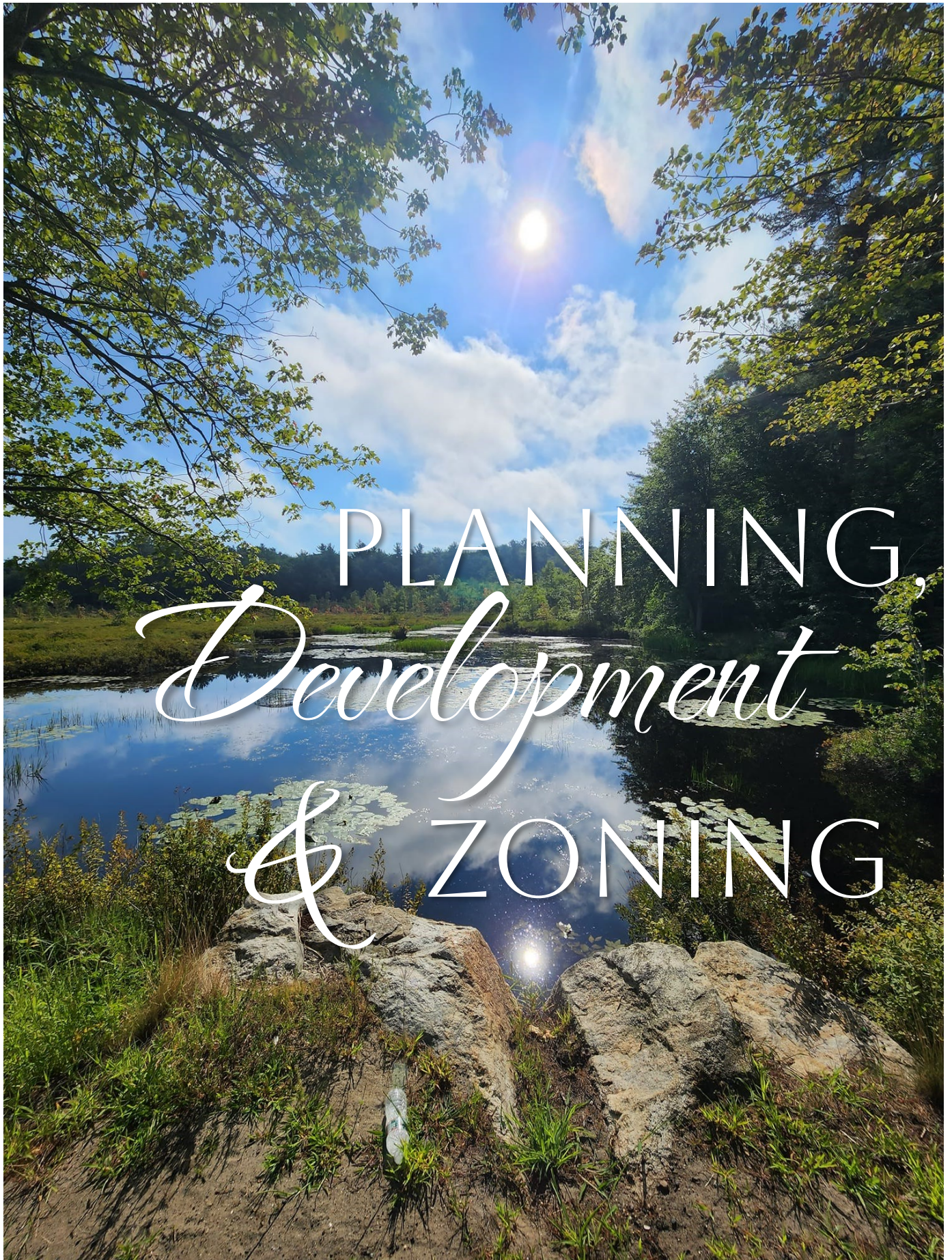
ENTERTAINMENT BY FREE FORM DANCE
ACADEMY
3P-3:30P DANCERS FROM FREE FORM DANCE ACADEMY WILL BE
 PERFORMING AT THE GAZEBO



August 13, 2023







PLANNING BOARD / TOWN PLANNER

Introduction

The planning board is a group consisting of 5 elected members that oversee planning matters such as subdivisions, approval not required (ANR) plans (MGL Ch. 41), site plan approvals, and granting some special permits. The planning board conducts public meetings twice monthly, on the 2nd and 4th Tuesday each month, to discuss new topics, projects, and issues. New full time land use assistant Ryan Forgues aids the town planner, Tracy Murphy, with administrative processes and daily responsibilities.

Current Board Members & End of Terms

Jodi Snyder – Chair	2025
Isaiah Grigos – Vice Chair	2026
Jaclyn Nally – Clerk	2024
Michael Ferris	2026
Amy Fantoni	2024



Development Projects

MBTA Communities Action Plan – Creating MBTA zoning areas in which creating affordable housing units is a use allowed by right. An MBTA community has a requirement of 15 units per acre of land, parcel must be of “reasonable size”, it must be within 0.5 miles from a public transport station, and there can be no age restrictions for families with children imposed. A few parcels of land have been identified as potentially compliant with MBTA community guidelines, but none are yet officially deemed an MBTA community as of yet.

150 State Rd E – Site plan and stormwater applications for a 7,500sqft mixed use building containing office space, residential unit(s), and restaurant/customer service space in the C-2 district. The hearing was continued five times until July 11. Department and Planning Board questions and comments regarding the plans were addressed by the applicant during this time. Approval was granted 4-0-0 with a list of conditions of approval. Project has not been started yet.

Zoning Bylaw amendments – The addition of sub-section 205-32 to the Table of Use Regulations, Article XI Special Provisions, to include short-term rentals. The addition of Short Term Rental in the Table of Use Regulations being allowed by right except in zones I-I & I-II, in Article VI attachment 1:5. Amendment passed with a vote of 5-0-0, without the restriction of short term rentals in I-I and I-II initially proposed. A vote was taken at the annual town meeting to amend the Zoning Bylaw, Chapter 205 of the Code of the Town of Westminster, to add Section 205-32.1 under Article XI pertaining to short-term rentals. This vote determined that short-term rentals will only be allowed in commercial and industrial districts.

97A Main St – Site plan and Low Impact Development (LID) applications for a 1,827sqft car wash at 97A Main St, and the removal of a preexisting residential building. The public hearing was continued six times while the applicant made adjustments to plans in accordance with department & engineer comments. Site plans were adjusted to account for pedestrian foot traffic and to increase the amount of green space in the plaza to account for LID requirements. Applications, waivers, and conditions were approved 4-0-0. This project is currently under construction.

5 E Main St – Site plan, stormwater, and special permit applications for a 9,000sqft multi-use building. The building will contain a restaurant, two retail fronts, and office space. Planning board has not yet come to a decision on these applications.



6 Village Inn RD – Site plan and special permit applications to install a solar panel array of 8700 panels located at 6 Village Inn RD. Applications were approved by a vote of 5-0-0 with a list of conditions for approval to be met by the applicant. Project has not yet started.

Business Park Lot I-7/Theodore Drive – Site plan and stormwater permit modifications for 600,000sqft building. The modification sought to add an outdoor storage area to the site, as well as an additional railroad spur. Modifications were also sought for Theodore drive, to adjust the alignment of the road due to the affected size/shape of lot I-7 by the previously mentioned modification. Modification also included a turnaround area, and adjustments to the gravel portion of the road. Both modifications were approved by a vote of 3-0-1. Applicant backed out of the project, lot remains vacant.

1 & 2 Proctor Drive – Modification to existing subdivision plans “Reduced Subdivision Development Plan – Roadway A” from July 24, 2018. Site plan modification of the removal of a retaining wall was approved, but utilities were to be moved underground. Approved 3-0-0. Project construction has been completed, and temporary occupancy has been granted to the property owner while completing condition of approval requirements set forth by the Planning Board.

Park Meadow Definitive Cluster Subdivision – Application for a definitive cluster subdivision with frontage at 12 Park ST. The proposition was to convert 28 acres into 10 clustered housing lots with 13 acres as common/open space. Application, waivers, and conditions of approval were approved 4-0-0. Project has not yet begun construction.

131 East RD – Site plan approval and special permit application for a pre-existing dog kennel in the R-I zoning district. Conditions to mitigate the level of barking were imposed such as a maximum number of dogs on site and restricting hours dogs may be outdoors. Special Permit application was approved by a vote of 5-0-0. Site Plan Approval was waived as no changes to the site were proposed.

ZBA

Proposed Sargent RD 40B – Proposal to construct affordable housing units on Sargent RD at the site of what was previously McNally’s Restaurant. Proposal includes a total of 108 rental units with 27 of these units being affordable housing. Project proposal is still in the very early development/eligibility stages, with no concrete decisions being made at this time.

Grants

District Local Technical Assistance Grant – \$11,000 grant given to the town to recruit a consultant to aid in the task of creating an MBTA communities action plan, identifying viable zones where affordable housing developments will be allowed by right, and drafting updated zoning amendment bylaws. Potential MBTA community locations have been identified, but no official MBTA communities are established yet.

Master Plan/Zoning Bylaw – The town’s Master Plan has not been updated in nearly 10 years. This grant obtained the funding necessary to complete the task of restructuring the Master Plan and updating the Zoning bylaws. The town was granted \$153,000 for this project. At this time no steps have been taken towards updating the Master Plan and Zoning Bylaws.

LAND Grant – The town appropriated \$330,000 to purchase a piece of property located at 216 Ashburnham State RD (Therriault Property). The North County Land Trust applied for a grant on behalf of the town. This is a 70% reimbursement grant, in which the town will be reimbursed \$211,200 after property acquisition. The property will be used as open space/conservation land, and eventually contain hiking trails that are near & or connect to the Midstate Trail.

Bridge Grant – Related to the LAND grant, the Nashua River Watershed Association assisted the town in securing \$70,000 in funding to construct a bridge on the Therriault property for pedestrian access to the parcel. The bridge is essential to the procurement of the property, as specified in the LAND grant terms. The bridge design is currently being discussed/planned, and will be constructed in early spring of 2024.

PLANNING BOARD

Miscellaneous Projects

Business Park Lot I-8 New England Sheets – Modification to site plan approval and stormwater permit to accommodate access to the CSX railroad right of way. The modification consisted of the relocation of the switch, which was pre-approved by Conservation. Modification approved 5-0-0. Modifications have been completed at this time.

Westminster Business Park Definitive Subdivision Extension – Required more time to construct a roadway in accordance with the timeline of the subdivision's construction. Approved by a vote of 5-0-0 to grant the extension request by two years, to January 14, 2025. The WBP is an active earth removal site, and the roadway is in process.

Community Way Senior Housing – Extensions were requested by the applicant to extend the timeline to construct the 50 unit senior housing development at Community Way (formerly 69 W Main St). Extension was approved 3-0-0 and the applications now expire June 30, 2024. Project is currently on schedule to begin construction in the spring of 2024.

Westminster Business Park Covenant Release – A request was made that the covenant on lots I-6, I-9, R-4, & R-5 be released, which was to be done when the bond was posted but was not completed at that time. Request was approved 3-0-0 and the covenants were released.

Redkey Way Extension – Applicant requested an extension to the Redkey Way reduced standard subdivision and a site plan endorsement. Extension was granted and plans were endorsed 5-0-0. Project is in progress.

Simplex Drive Traffic Condition – Commercial trucks were using Bacon St to access Simplex Dr, which violated their conditions of approval. Further investigation was done into the matter. Land owner was contacted regarding the violation of the approval conditions, and traffic patterns are actively monitored by the Police Department.

Planning Board Reorganization – Turnover of planning board positions to newly elected members.

Betty Jo Way Extension – Applicant requested an extension on the Definitive Subdivision Approval & Road Construction. Approved 4-0-0. Project is in progress.

Approval Not Required (ANR) Plans

Hager Park RD – Endorsed 3-0-0.

Wuott Living Trust - Worcester RD - Endorsed 4-0-0.

Frog Hollow RD – Division of one lot into two, no concerns were raised regarding the frontage or access. Endorsed 4-0-0.

Knower RD – Proposal to divide two parcels totaling 103.76 acres, into 9 separate lots/parcels. There was no issues raised with frontage or access to any of the parcels. Endorsed 3-0-0.

Waterman Lane – Request to adjust the property lines for two parcels to accommodate an existing easement. Endorsed 3-0-0.

183 Worcester RD – Lot line adjustment between map 162 lots 6 & 7. Endorsed 4-0-0.

Kurikka Place – Applicant requested to divide one lot into two lots, containing 9.88 acres and 110 acres. Endorsed 4-0-0.

PLANNING BOARD

Other

Open Meeting Violation Complaint - Complaint filed regarding planning board minutes not containing as much information as they should have, minutes were amended and the solution of recordings was proposed. Town counsel response was accepted 2-0-1.

Recording meetings - It was determined that planning board meetings should be recorded by audio and video for transparency, accountability, and accuracy of the minutes.

Vacant position – individuals interested in the vacant planning board position were asked to explain their interest in the position, and some qualifications. Amy Fantoni was chosen by the Select Board to fill the vacancy after a split vote by the Planning Board.

Rowtier DR Acceptance & Bond Release – Release of \$224,578 bond, cash bond of \$29,410 was retained.

The Planning Board voted to recommend the town accept Rowtier DR. Both motions approved 4-0-0.

Planning Board Regulations and Zoning Bylaws – The process to update PB regulations as well as potential regulation updates were discussed. Board was informed that changes to zoning need to go to a town meeting.

Open Space Committee

Stone Wall Bylaw – Proposing a bylaw to better protect stone walls and ancient ways is being discussed.

Long-Term Planning

Westminster Master Plan – After being awarded \$150,000 in grant funding to restructure the master plan, over the course of the next 1-3 years we will be updating the town's master plan and bylaws.

2023 Annual Town Meeting Planning Topics

Article 21 – Voted to transfer \$330,000 from Free Cash to purchase/acquire the Therriault Property at 216 Ashburnham State Rd for conservation purposes. A portion of this funding will be offset/reimbursed by the LAND Grant (MGL c. 132A, §11) that was obtained.

2024 Action Plan

- Any special projects assigned by the Town Administrator
- Proactively seeking out grant opportunities that would benefit the town of Westminster
- Take on the responsibilities of assisting the Zoning Board of Appeals with administrative tasks and daily responsibilities
- Continue to act as staff liaison to the Planning Board and Open Space Committee
- Begin update to the Master Plan and Zoning Bylaw

Respectfully submitted,
Town Planner
Tracy Murphy



OPEN SPACE COMMITTEE

Building off the citizen enthusiasm generated by updating the Town's Open Space & Recreation Plan, the Town was able to revitalize its long dormant Open Space Committee.

The Committee is an advisory group, appointed by the Select Board, and is responsible for implementing the Town's Open Space & Recreation Plan and advising the Town on land preservation matters. The Committee also researches appropriate opportunities for protecting land from development.

The current board membership is as follows:

Sue Millman, Chair
Heather Billings, Select Board Representative
Jody Snyder, Planning Board Representative
Amy Tisdale Tetrault
Isiah Grigos
Marie Auger

Town Planner, Tracy Murphy, and Land Use Administrative Assistant, Ryan Forgues serve as staff support.

In 2023, the Open Space Committee met eight times, to continue work on the Action Items found in the Town's 2021 Open Space & Recreation Plan. The Committee's activities for 2023 included:

- *Worked with both Crocker Pond Committee and the Hager Park Commission organizing and participating in an annual trail Maintenance Day on June 3, 2023

- *Continued work to update the trail inventory. To do so, trails were walked and recorded using mapping software

- *Worked on researching and creating scenic roads & stone wall bylaws to preserve the rural and historic attributes of the town

- *Worked with North County Land Trust, who facilitated the Town's acquisition of an 80 acre parcel on the north side of town, know as the Therriault Property

- *Late December members of the committee walked the property with NCLT and the Therriault family representative, discussing next steps forward toward the property's recreational opportunities

- *Sponsored an Eagle Scout project to repair/replace board walk sections on wet areas of the trails near the Elementary School

- *Sponsored some materials costs for bridge repairs at Crocker Pond trails

- *Started process of applying for a Trail Grant through Montachusett Regional Planning Commission

- *Explore options for getting established trails currently on private property into conservation



OPEN SPACE COMMITTEE

The Committee welcomed the following special guest speakers for its 2023 meetings:

Sheri Bean, MRPC Trails Coordinator

Kayla Kress, MRPC GIS & IT Analyst

The Committee meets on an as-needed basis. Please direct any questions or comments regarding the activities of the Open Space Committee to Tracy Murphy at (978) 874-7414 or tmurphy@westminster-ma.gov.

Respectfully submitted

Open Space Committee



CROCKER POND



HEART OF CROCKER POND
RYAN'S REST



TRAIL MAINTENANCE DAY
MANY THANKS TO THE VOLUNTEERS

CONSERVATION COMMISSION

The Town of Westminster Conservation Commission is a five member commission, appointed to 3 year terms by the Board of Selectmen, whose duties are codified under the Conservation Commission Act MGL chapter 40 s 8C. The Commission enforces the Massachusetts Wetland Protection Act MGL chapter 131 s 40 and Article XXII of the local bylaws for the protection of wetlands.

The year 2023 was, as last year, one of a very busy and active agenda with public hearings and meetings for a wide range of projects from commercial development, subdivisions and small single family upkeep projects and larger scale industrial/commercial proposals and continues to ensure quality results for our numerous solar developments. The Conservation Commission resumed in all normal post pandemic operations within the office and meetings.



Muddy Pond

The Commission Agent is also working with Mass Office of Floodplain management to review potential revisions to the flood plain maps. He also has started working with the town on the e-permitting process and has maintained a cloud repository to enable the commission to review plans for public hearings remotely. The Commission continues to work with the town on implementing new storm water mandates from the EPA and working towards compliance both by procedure and with any necessary codification as well as aiding with the community Notice of Intent to the EPA under the “MS4” regulations. The Commission is also actively participating in the implementation of local storm water regulations currently formulated by the planning board and Town Planner. The Commission Agent has worked towards management of locally owned open space. Yearly monitoring by the agent of Conservation Restricted lands show our open spaces to be in wonderful condition.

The Commission continues to work closely with the Crocker Pond Association in the implementations of their management plans becoming actively involved in continuation of formulating updates designed to give a better picture of the overall health of the ecosystems and the various ways to ensure continued protection of these valuable resources.

The Commission thanks all the town agencies for a great year and look forward to many more!

Respectfully Submitted,

Conservation Commission

Daniel Bartkus, Chair

Tim Sheehan, Vice Chair

Anthony Maressa, Member

Carrie Monty, Member

Vic Pelletier, Member

Susan Kalagher, Administrative Assistant

Matthew S. Marro, Agent

CONSERVATION AGENT:

MATT MARRO



BUILDING DEPARTMENT

The Building Department has seen less new construction activity this past year, yet continues to be quite productive. The number of permits have been steadily increasing over the last five years. In 2023, we processed nearly one hundred more building permits than in 2018, mostly for new roofs, windows, residential solar panels, weatherization, and alterations/ additions. For the third consecutive year, the Building Department did see a decrease in new single-family homes, with eleven, a 50% decrease compared to the previous year.

Residential solar panels continued to increase this past year. Totaling out at ninety-nine permits, a 30% increase over last year.

There were not many new commercial buildings, although ground broke this year for a 2-bay car wash located in the Village Center.

The commercial solar array located on Overlook Road, which started in 2022 was completed. No new commercial solar arrays were permitted in 2023.

Wire Permits, as well as Plumbing and Gas Permits, are now accessible through our Viewpoint permitting software, which can be accessed through the town website. Permit applications for Wire, Plumbing, and Gas can now be submitted online along with permit fees. As always, these permits will be available to be submitted manually at the Building Department.

All permit application forms are still accessible at the Town of Westminster website under the Building/ Zoning Department – Downloadable Forms, and all of the permit applications are fillable PDF documents. Applicants can save time by directly typing in the information, print out and submit, and as always, hard copies are always available at the Building Department.

As a reminder, it is important to inform the residents of this community that a building permit must be obtained for any construction, alteration, addition, repair work, demolitions, pools, re-roofs, solar panels, etc.... or to change the use or occupancy of a building. It is also the responsibility of the homeowner, that when hiring a contractor or repair service, to ask if they are acquiring a permit for the work being performed and to make sure that there is a final inspection so the permit can be closed out. The homeowner will receive a "Letter of Completion". It is always best to have record of repairs/ improvements and insure that they have been inspected and in the file of your address at the Building Department.

An electrical 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. All electrical work and permits must be obtained by a Massachusetts Licensed & Insured Electrician.

Further, any proposed plumbing or gas fitting work must be completed under the respective permits and a Massachusetts Licensed & Insured Plumber/Gas Fitter must do all work.

Permit applications should be submitted prior to beginning the proposed work. These codes are existing for the protection and safety of all. Please contact this department with any questions, or proposals to do any work as defined above. Lastly, please remember that pellet and wood stoves (any solid fuel burning appliance), require a building permit and need to be inspected. A Certificate of Approval will be issued after inspection and may be required by your insurance company.

The Building Department is available to answer your questions and assist in making your building project experience a positive and safe one.



(L to R): GEORGE TIGNOR (BUILDING COMMISSIONER),
KATIE LEMAY (ADMINISTRATIVE ASSISTANT)

BUILDING DEPARTMENT

The Building Department is located on the second floor, Room 211, of the Town Hall. The office hours are Monday 7:00 a.m. – 7:00 p.m., Tuesday – Thursday 7:30 a.m. – 4:30 p.m.

Respectfully submitted,

George Tignor

Building Commissioner/Zoning Enforcement Officer

WESTMINSTER BUILDING DEPARTMENT		
Permit Activity for 2023		
Type of Building Permit	Number of Permits	Total Construction Value
<u>Residential</u>		000's
One Family Dwellings	11	\$3,591,977
Two Family Dwellings	1	\$640,000
Alternations/Additions	65	\$2,944,658
Accessory/Garages	21	\$1,127,281
Swimming Pools	15	\$729,300
Solar Panels	99	\$3,861,031
Decks/Porches	31	\$746,265
Sheet Metal	19	\$256,130
Wood/Pellet Stoves	29	\$137,334
Demolition	7	\$64,200
Other- Roofs/Siding/Windows/Insulation/Signs	121	\$2,548,477
Foundation Only	1	\$30,000
Weatherization	65	\$379,736
<u>Commercial</u>		
Commercial / Solar Array Fields	1	\$670,000
Alterations/Additions	4	\$1,789,800
Sheet Metal	1	\$45,157
TOTAL BUILDING PERMITS	490	\$18,809,046
FEES COLLECTED IN 2023		
Building Permits	490	\$169,057
Gas Permits	194	\$12,695
Plumbing Permits	163	\$17,015
Wiring Permits	479	\$41,448
Safety Inspections	23	\$2,785
TOTAL PERMITS & FEES	1461	\$243,000

ENERGY ADVISORY COMMITTEE

The Energy Advisory Committee is charged with helping our town reduce energy use while making the energy we do use less expensive and cleaner.

In 2023 the Energy Advisory Committee continued our efforts to save money for the town while simultaneously helping all of New England to clean up our energy supply, reducing our dependency on the volatile price of fossil fuels. Our solar Net Metering contract is now in its fifth year, earning the town a 20% reduction off the National Grid rates. As reported at the Fall 2020 town meeting we are on track to save the town more than \$20,000 per year by purchasing solar power for a portion of our electricity usage.

As town residents are surely aware, the price of electricity rose drastically in recent years before falling again, due to numerous global petroleum product issues. Working with our partner, the Power Options energy purchase consortium, the Town of Westminster renewed our competitive contract, resulting in a 54% lower price for electricity used by town buildings, streetlights, and key utilities such as water and sewer pumping stations.

Over the last decade the EAC has arranged a number of efficiency projects funded by the Green Communities program. In late 2023 we were awarded yet another round of funding for new projects that will be completed in 2024. These projects will consist of different measures at the Meetinghouse and Elementary schools. Both schools will have numerous air gaps sealed to improve the efficiency of both the heating and cooling systems. The elementary school will also get new LED lights on the second floor and a new HVAC control system. Together these projects are estimated to save us \$20,000 per year in electricity costs. In addition, street lighting was upgraded with LED replacement fixtures which are already saving the town another \$6,000 per year.

This most recent round of projects were made possible by \$240,000 in grants and utility rebates afforded to us because we are a Green Community 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.

Through multiple projects over many years, our energy savings to date is approximately \$50,000/year from efficiency improvements to lighting systems, building insulation HVAC control upgrades, high efficiency pumps and storm windows in numerous town buildings. Because this was funded through state grants, no town funds were spent.

The five volunteer members of the Energy Advisory Committee :

Doug Hurley (Chairman),
Kerry Koskinen (Secretary),
Kevin Keena,
Isaiah Grigos
Heather Billings

We are always open to more participation from any neighbors who are interested in helping the town save money by having cleaner air and water. Please check our webpage on the Town of Westminster website for more information if you are interested or willing to help.



HALLOWEEN



TRICK OR TREAT



TRUNK OR TREAT





ASHBURNHAM – WESTMINSTER

Regional School District

ASHBURNHAM WESTMINSTER REGIONAL SCHOOL DISTRICT

***Superintendent of Schools Office***

11 Oakmont Drive
Ashburnham, MA 01430
Telephone: (978) 827-1434

Oakmont Regional High School

9 Oakmont Drive
Ashburnham, MA 01430
Telephone: (978) 827-5907

Overlook Middle School

10 Oakmont Drive
Ashburnham, MA 01430
Telephone: (978) 827-1425

J.R. Briggs Elementary School

96 Williams Road
Ashburnham, MA 01430
Telephone: (978) 827-5750

Meetinghouse Elementary School

8 South Street
Westminster, MA 01473
Telephone: (978) 874-0163

Westminster Elementary School

9 Academy Hill Road
Westminster, MA 01473
Telephone: (978) 874-2043

ASHBURNHAM WESTMINSTER REGIONAL SCHOOL DISTRICT

AWRSD SCHOOL COMMITTEE MEMBERS

<u>ASHBURNHAM</u>		<u>WESTMINSTER</u>	
JEREMY SMELTEKOP	TERM EXPIRES 4/2026	COURTNEY-ROSE MCGEE	TERM EXPIRES 4/2024
LAURA ST. CYR	TERM EXPIRES 4/2026	KIMBERLY RUSSO (S)	TERM EXPIRES 4/2026
KYLE JOHNSON ©	TERM EXPIRES 4/2025	JANET SMITH	TERM EXPIRES 4/2025
WINIFRED KENDER	TERM EXPIRES 4/2024	NADINE LEGER	TERM EXPIRES 4/2026
JENNIFER STORM (S)	TERM EXPIRES 4/2025	WENDY SMOLINSKY	TERM EXPIRES 4/2025

(C) = CHAIRPERSON

(VC) = VICE CHAIRPERSON

(S) = SECRETARY

DISTRICT ADMINISTRATION

DR. TODD STEWART	SUPERINTENDENT OF SCHOOLS
JULIE SUPRENTANT	DIRECTOR OF FINANCE
STACEY CHRISTIANO	DIRECTOR OF HUMAN RESOURCES
ERIC DEHAYS	DIRECTOR OF TECHNOLOGY
PAUL DUBOIS	DIRECTOR OF CURRICULUM
JUSTINE MUIR	DIRECTOR OF PUPIL SERVICES
ALLY LAW	DIRECTOR OF HEALTH & WELLNESS
ERIC DAWLEY	DIRECTOR OF ATHLETICS

Mission

In the Ashburnham Westminster Regional School District, we focus on doing what is best for students to meet their academic and social-emotional needs to thrive in a global society through: academically challenging curriculum; community and civic engagement; continuous, responsible use of all resources and evolving technology; high quality, ongoing, focused professional development for staff; real world applications; reflection for continuous improvement; research based and data driven instructional practices; resilient, solution-based mindsets; and student input and ownership.

Vision

The Ashburnham Westminster Regional School District prepares all students to be contributing citizens of local and global societies in an ever-changing world.

ASHBURNHAM WESTMINSTER REGIONAL SCHOOL DISTRICT

SCHOOL ENROLLMENT INFORMATION

Breakdown of Pupil Enrollment (As of October 1, 2022)

Grade	Ashburnham	Westminster	School Choice	Total
PK	45	39		84
K	77	81		158
1	79	89		168
2	68	93		161
3	68	93		161
4	86	119	4	209
5	86	85	3	174
6	80	90	2	172
7	77	103	5	185
8	92	101	4	197
9	76	85	13	174
10	64	79	12	155
11	58	88	16	162
12	73	75	16	164
SP	5	4	1	10
	1034	1224	76	2334

SCHOOL BUDGET

	FY21-22 Expense	FY22-23 Budget
1000 Administration	\$ 961,962	\$ 1,001,818
2000 Instruction	\$ 18,768,502	\$ 19,559,720
3000 Other School Services	\$ 2,918,075	\$ 3,001,362
4000 Operations and Maintenance	\$ 2,786,473	\$ 2,914,827
5000 Fixed Charges	\$ 4,932,702	\$ 5,059,840
6000 Community Services	\$ 8,000	\$ 8,000
7000 Acquisition of Fixed Assets	\$ 271,456	\$ 271,456
8000 Debt Retirement of Debt Services	\$ 693,590	\$ 669,990
9000 Programs with Other Systems	\$ 1,826,317	\$ 2,171,900
Total	\$ 33,167,077	\$ 34,658,913

ASHBURNHAM WESTMINSTER REGIONAL SCHOOL DISTRICT

SUPERINTENDENT'S MESSAGE

Dear Residents of Ashburnham and Westminster,

It has been another highly successful and rewarding year in the Ashburnham Westminster Regional School District. AWRSD continues to adopt our vision to know, challenge and support all students. In the past year we have been working to create a strategic plan that lays out how we will make our vision a reality. We have continued to implement high quality instructional materials (HQIM) and work to meet the academic and behavioral needs of students by expanding our multi-tiered system of supports (MTSS). We aim to provide the best available materials to teachers, provide teachers with the necessary support to deliver the best possible lessons with those materials and then systematically intervene with students when they need more.

Last year, the district unveiled our new vision of the graduate, which states *"in the Ashburnham Westminster Regional School District every student is known, challenged and supported every day so that all graduates are prepared to do good and to do well while being well."* We continue to believe that a balance of challenge and support will guide students towards post-graduation success. I am pleased to report that we are building upon the momentum of the vision through a new three year strategic plan that outlines the strategic and specific steps AWRSD is taking to achieve our vision for all students.

Ashburnham Westminster continues to support the goal of challenging all students through the adoption of high quality instructional materials (HQIM) in literacy and math. This year we have implemented a new math program and are piloting English curriculum materials at Overlook Middle School. This builds upon the work of the last several years that we have done to implement high quality materials at the elementary school level.

Our academic programs are stronger than ever but we know that, even with the best planned lessons and materials, some students will need multiple opportunities to access the knowledge and skills from general classroom instruction. We are meeting this challenge by piloting universal instruction in resiliency and social skills at Overlook Middle School and working elsewhere to codify and enhance our structures for identifying students who need additional support through the use of academic and student behavior screeners.

As our entire staff continues to work extremely hard to help our students achieve our district's vision, I look forward to making our progress more tangible as we move through the steps of our three year strategic plan. I am incredibly grateful for the opportunity to collaborate with such a talented and supportive group of students, staff, families and community members to ensure that our students receive what they need and graduate prepared to do good, to do well and to be well.

Most sincerely,



Dr. Todd D. Stewart
Superintendent of Schools



ASHBURNHAM WESTMINSTER REGIONAL SCHOOL DISTRICT

OAKMONT REGIONAL HIGH SCHOOL

January 2024 marks the midpoint in Oakmont's sixty-fourth year. The following is a summarization of the highlights from the past year and is mostly in chronological order. Additional information about Oakmont can be found on [our website](#) under the "About Oakmont" tab. This is a link (<http://tinyurl.com/mvsnhamc>) for the [2023-2024 School Profile](#) which includes additional information.

January and February 2023 brought a string of storms that caused many "snow" days which resulted in extending the end of the school year.

The boys' basketball team under head coach Danny Ortiz and assistant coach Josue Pantojas repeated as the Central MA Class B tournament champions and also advanced to the elite 8 round in the State Division 3 Tournament. Congratulations to Senior Ryan Hulecki becoming only 7th Oakmont basketball player in school history to score 1000+ points ending his career with 1103 Points.



Senior Ryan Hulecki



ORHS 1000 Point Banner



Central MA Class B champs

In March, after several surveys were collected, a decision was made to make up some of the missed snow days during April Vacation week so we did not have to attend school the last week of June. Staff spent much time developing creative alternative courses that students could participate in during these make-up days including resume writing workshops, "kitchen chemistry", "automotive skill necessities" and a hunter education course to name a few.

In April the annual spring musical production was "Mean Girls" under the Direction of Tanya LeBlanc and the baton of Kris DeMoura. Oakmont's production was nominated for numerous awards and won several "TAMYS" which the Theater at the Mount awards to deserving schools annually. Recognition included Best Performance in a supporting role to Lydia Kriedler as Janis, Best Dance Ensemble, and Best Featured Dance Ensemble (Ryan Rollo, Blake Ross, and Jonny Currie) The tradition of inviting local seniors to attend the dress rehearsal continued with ORHS NHS members serving dinner to about 50 community members prior to the show. The Oakmont Student Council was once again awarded the Gold Council of Excellence Award. It is a huge amount of work and time our students and advisor Dan Dufour put into earning this high recognition.

ASHBURNHAM WESTMINSTER REGIONAL SCHOOL DISTRICT

ORHS creative writing and journalism students continued to receive accolades and awards under the tutelage of English teacher Mark Nevard. Our art students continue to receive state awards and recognitions for their quality work thanks to Art teachers Greg and Theresa Barry. The annual evening with the arts was held on Friday May 5th and continues to be a major annual event showcasing the talents of our students in many departments.

The month of June was busy with senior events. The annual night of reflection for the Senior Class was held on June 1, 2023, on Academy Hill. Annual events including the Junior/Senior relay races, and class night were all held according to traditions. Oakmont held its Sixty-Third commencement on Sunday, June 4, 2023. One hundred and sixty-two graduates of the class of 2023, their families, teachers from all levels in the District, and members of the School Committee were in attendance. The ceremony was moved into the gymnasium due to inclement weather but it cleared up enough for families, staff, and friends to take pictures on Hurd memorial field after the ceremony.

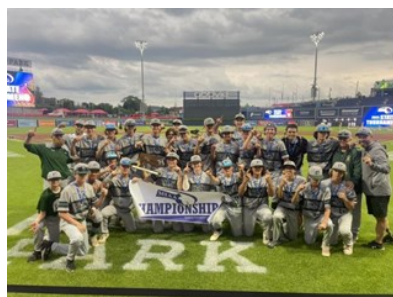
Oakmont graduates continue to find success in their post-secondary plans. A majority of our seniors (74%) chose to continue their education at four year universities such as Harvard College, Northeastern University, University of Massachusetts (Amherst, Boston, Lowell and Dartmouth), Fitchburg State. About 11% of our graduates chose to continue their education at our local community college, Mount Wachusett Community College. We also had several students choosing to serve our country by enlisting in the military or entering the workforce directly.



The 63rd Commencement Exercises were moved into the Gymnasium due to inclement weather.

The baseball team had an amazing season under head coach Tim Caouette and assistant coaches Greg Picucci, Lincoln Stiles, and Justin Nussey. On June 20th they won the Division 3 State Championship game at Polar Park in 12 innings. Coach Caouette was later named the Coach of the Year. WooSox owner Larry Lucchino who was present for the game said it was one of the best games he's ever watched. The Oakmont fan section was packed with hundreds of students from all grades, as well as many alumni and community members. The team was recognized for their accomplishment at Fenway Park on August 6th and again at the statehouse on August 31st.

ASHBURNHAM WESTMINSTER REGIONAL SCHOOL DISTRICT



State Champs



Coach Caouette lifts the Trophy



The team celebrates on Polar field

In July, Oakmont once again hosted an Extended School Year (ESY) program as well as a Learning Acceleration Enrichment Program (LEAP) for middle school and high school students. Several halls were given a fresh coat of paint along with typical yearly summer maintenance.

In August we learned of the [passing of retired longtime Science Teacher David Reponen](#). The impact Mr. Reponen left on Oakmont ca not be overstated. For over forty years Mr. Reponen taught and led the science department here at Oakmont teaching advanced chemistry and physics. He continued to serve as a substitute for 12 more years after his retirement. In 1997 a laboratory in the science wing was named in his honor. A memorial scholarship was also created in his honor. Donations can be sent to the high school and made out to the Oakmont Teachers Association with Reponen in the memo.

In late August we welcomed 158 members of the class of 2027 to their Freshman Orientation. A new staff training was also held as we prepared to re-open the building for the school year. Oakmont welcomed new teachers; Jacob Aidock - Math, Kristin Brochu - School Counseling, Sylvia Bullock - Math, John Carter - Math, Julie Ehnstrom - Health/PE, Samuel Parker - Special Education, Rachel Klein - World Language, Kristen O'Neill - English, Rachel Sinclair - Math, Virginia Tedesco - Special Education Team Chair, Nohemi Vanegas - World Language, and Peter Vautier - Special Education.

The 2023-2024 school year began with professional development for teachers on M.T.S.S. (Multi-Tiered Systems of Support) with a focus on data collection as well as utilization of Tier one supports (Supports that ALL students can benefit from). We also continue to focus on best practices for supporting all students including trauma informed instruction.

Our National Honor Society, under the leadership of Paula Stefanakos, remains very active in the community, once again raising money for the Wreaths Across America program. In October, forty deserving students were inducted into the NHS.

The Oakmont Best buddies club continues to be active and promoting inclusion for all students. In November, Oakmont was once again recognized as a National Unified Champion School by the Special Olympics for being an inclusive school that demonstrates respect for all members of the student body and staff including those with physical and intellectual disabilities. Oakmont continues to have Unified Basketball and Track programs and also hosted a unified bocce tournament. We are very proud of this distinction and achievement and continued success.

ASHBURNHAM WESTMINSTER REGIONAL SCHOOL DISTRICT

The Oakmont music program had a very successful year. The music department introduced a popular new Music Production course to the curriculum. The Winter Ensembles competed in the NESBA circuit, with the Winter Guard taking home the championships for their division. The Oakmont Jazz Ensemble received top medals with a silver at the district festival and a gold medal at the State Big Band festival. These accolades provided them the opportunity to present their talents performing in Boston at the MAJE Gold Medal Showcase at the Hatch Memorial Shell in May. The Oakmont-Overlook Marching Spartans had an outstanding fall season performing their show titled “A Grimm Tale”. They held the first Oakmont Invitational Marching Band Show in early November with bands from Gardner, Ayer-Shirley, Leominster, and Lunenburg participating. This event allowed area bands to come and present their shows in a relaxed atmosphere to entertain the spectators.



The National Unified Champion School Banner



The Fall 2023 Overlook-Oakmont Marching Spartans

The marching band ended their amazing season by being crowned the NESBA Division 3 New England Champions. The band also took home top honors with Best Guard, Best Overall Effect, and Best Drum Majors.

The boys' soccer team, coached by Head Coach Lincoln Stiles and JV coach Peter Jones had a great season, repeating as the Central MA Class B District Champions. The team was also the number 1 seed going into the State tournament and reached the final four in Division 3.



The 2023-2024 Boys Soccer Team

ASHBURNHAM WESTMINSTER REGIONAL SCHOOL DISTRICT

Other items of note,

Much of our faculty meeting time this fall was spent doing our self-study as part of the N.E.A.S.C. accreditation process. A collaborative conference visit is scheduled for Next November. This process will review and compare what we have identified as our priorities to work on prior to our decennial visit which is tentatively scheduled for December of 2026.

The Staff all agreed that the cell phone policy which required students to put their cell phones into a phone caddy when they enter the classroom would be fully implemented. The staff all reported a significant positive shift in focus and on task behaviors without the distractions of cell phones.

The A.W.F.A.E. (Ashburnham Westminster Foundation for Academic Excellence) continues to support our programs by granting requests and proposals submitted by our teachers. This support helped support the purchase of new supplemental but critical technology for use in our Art and Tech Ed. programs.

We continue to request the restoration of department chair stipendiary positions that had been cut from the budget years ago.

The Special Education department is reviewing the supports and interventions within the inclusion setting. We are continuing to explore shifting more toward the co-teaching model to increase students' ability to receive special education services in inclusion settings and allow more flexibility with scheduling. We hope to provide targeted professional development for this next fall.

Outstanding Alumni - If you know of an Oakmont alumni that has gone on to do amazing things, please consider nominating them for consideration as an Outstanding Alumni. Info can be found here. <https://forms.gle/UXdAQoURDWHTku6Z6>. Read more about the alumni who are already recognized here. <http://tinyurl.com/3msyhf3t>

My hope is that the towns continue to support the schools and that we can continue to provide the best possible education and support for all our students.

For those of you looking for insight into what is happening at Oakmont, please check out the Oakmonitor, our student newspaper at <https://oakmonitoronline.com/>

Respectfully Submitted,

Jeffrey M. Lizotte - Principal
Oakmont Regional High School



ASHBURNHAM WESTMINSTER REGIONAL SCHOOL DISTRICT

OVERLOOK MIDDLE SCHOOL

Overlook Middle School remains committed to nurturing the adolescent development of all students, employing a supportive team approach while emphasizing challenging academic programs aimed at enhancing growth and fostering independence. The school provides a multitude of diverse opportunities for students to cultivate lifelong skills, and we actively encourage all students to engage in the array of offerings available at Overlook Middle School.

At Overlook, all students are enrolled in four fundamental academic subjects: English, mathematics, science, and social studies. In addition to these core subjects, students also participate in enrichment courses spanning various areas, including health, physical education, resiliency and wellness, computer science and digital literacy, engineering, general music, and art. Moreover, students have the option to select either a PALS (Preparing All Learners for Success) class or an additional enrichment class. Each school day consists of 52-minute sessions for core subjects, while enrichment classes are scheduled for 70 minutes on a 22-day cycle. PALS and second enrichment classes are 58 minutes in duration and rotate quarterly and/or every other day.

At our middle school, Principal Kristina Bogosh and Assistant Principal Lori Shattuck oversee a team of over 65 faculty and staff members. This dedicated and talented group of professionals works tirelessly to serve our students, and we are immensely grateful for their ongoing commitment and hard work each and every day.

The 23-24 school year also welcomed several new staff members to join the middle school team!

School Year 23-24 New Administration and Faculty Members

Lauren Bennett, Art Teacher

Zach Bradt, School Adjustment Counselor

Gregory Maynard, Civics Teacher

Lori Shattuck, Assistant Principal

Gayane Seppelin, Spanish Teacher

Christine Stanton, Special Education Teacher

Jacklyn White, Digital Literacy Teacher

Curriculum Updates

We continually evaluate our programming and instruction. Overlook is looking to implement evidence-based curriculums in all core content areas over the few couple years. We have implemented a new math program called iReady by Curriculum Associates. We have continued piloting ELA programs this year. Last year the teachers trialed Wit and Wisdom. This year ELA teachers are piloting programs by Amplify and EL Education. In addition, this year we have added an SEL Curriculum called Choose Love. Currently, this curriculum is taught in the PALS classes about once a week by the social studies and science teachers. With Choose Love the teachers incorporate neuroscience and positive psychology to build character and emotional intelligence. Thereby, students learn to create a safer environment and more connected school culture.

ASHBURNHAM WESTMINSTER REGIONAL SCHOOL DISTRICT



Washington DC Trip continues!

Last year we have brought the trip back led by two wonderful, passionate advisors, Kristin Belkin and Colleen Moran. We are continuing the trip with a new travel company called Nations Classroom. The OMS PTO continues to be instrumental in helping to fund many scholarships needed for the trip and the ancillary travel items for all students. We are excited to have the Eagles return to Washington DC in spring of 2024!

OMS PTO (Parent Teacher Organization)

The PTO has continued to be a positive asset for Overlook for the 23-24 school year. We are fortunate to have this group of dedicated parents and teachers to help provide Overlook students and staff with additional support in funding events and activities for our students. At the start of the school year, PTO has organized a wonderful Welcome Night to help incoming students and families familiarize themselves with the school.

Next year, the PTO hopes to raise enough funds to purchase a new marquis in front of Overlook.

Drama Productions

The spring 2023 production of Legally Blonde amazed the OMS community. Over 65 students participated in the play, which was directed by Jessica Daigle



Retirements:

We honored the skill and commitment of three middle school teachers who have dedicated most, if not all, of their careers to serving at Overlook. Saying goodbye to them was difficult, as each of them has left a lasting impact on our school in significant ways.

For the 23-24 school year:

Kim Cormier

Donna Crowley

Kathy Marinelli

For the 24-25 school year:

Carrie Tobia



Respectfully submitted,
Kristina Bogosh, Principal
Overlook Middle School

MEETINGHOUSE SCHOOL / WESTMINSTER ELEMENTARY SCHOOL

Meetinghouse School and Westminster Elementary School continue to be places for students to grow and thrive academically and socially. We are very fortunate to have low class sizes which allow teachers to provide more individual attention to students. The beginning of the 23-24 school year brought another section of preschool to MHS, allowing us to offer full day preschool to our Westminster residents. As of December 2023, the total number of students attending MHS and WES was 610.

Meetinghouse School

Grade	Students	Sections	Class Size	Classroom Teachers
Preschool	44	2	7/11	Catherine Meagher, Cynthia Goldroup
Kindergarten	71	4	17/18	Kristin Burke, Jen Collins, Lisa Cook Missy Spuria
1 st	85	5	17/18	Sarah Quist, Isa Rebholz, Kate Romano, Melissa Sullivan, Pam Terry

Westminster Elementary

Grade	Students	Sections	Class Size	Classroom Teachers
2nd	94	5	18/19	Amy Correa, Diane Davolio, Kelly Haynes, Katie Sparks, Kerry Volke
3 rd	103	5	20/21	Sue Drake, Caron Goodwin, Abigail Jollimore, Alexan- dra O'Connor, Jarrod Tshudy
4 th	93	5	18/19	Talia Baril, Emily Garceau, Jen Kilmartin, Juliet O'Brien, Laura Quinn
5 th	119	5	23/24	Mackenzie Aveni, Kelsey Finnerty, Cali Laakso, Cori Litalien, Eric Sifert

The faculty and staff members of MHS/WES are supervised by the administration of Principal Kathleen Taylor and Associate Principal Kellie O'Brien. Beyond our faculty, we have an incredible team of support staff that keep our schools running on a daily basis. They continue to go above and beyond their regular responsibilities to assist in all capacities when we are short staffed or need an extra helping hand. The list of amazing people working in our buildings is extensive and we are indebted to their commitment to provide the best educational experience for all of our students.

MHS and WES continue to share special subject teachers. During each school day students have a 40-45 minute special subject class.

Subject	Teacher
ART	Annie Banning
MUSIC	Kris Lucander
PHYSICAL EDUCATION	Heather Sue Luibil
TECHNOLOGY	Natalie Breen

ASHBURNHAM WESTMINSTER REGIONAL SCHOOL DISTRICT

New Faculty Members

			
Shelby Bickford Special Education Teacher	Kelsey Finnerty Grade 5 Teacher	Cynthia Goldrup Preschool Teacher	Abigail Jollimore Grade 3 Teacher
			
Cali Laakso Grade 5 Teacher	Alexandra O'Connor Grade 3 Teacher	Limari Rivera School Adjustment Counselor	Jarrod Tshudy Grade 3 Teacher

Curriculum Updates

Our teachers and staff continue to work diligently to provide the best quality instruction. For math, we continue to implement the Bridges math program and use the online program IXL. For ELA, we are in our second year of implementing our new ELA curriculums: Wit and Wisdom (K-5) and CKLA – Core Knowledge Language Arts (K-2). To support the implementation of our ELA programs, our teachers have participated in rigorous professional development. As part of a HQIM (High Quality Instructional Materials) grant from the MA Department of Elementary and Secondary Education, our teachers have participated in four curriculum coaching cycles with a focus on implementing Wit and Wisdom. Through the grant, teachers were provided classroom coverage to meet with their team and a representative from Wit and Wisdom. Together they planned a lesson, observed a colleague teaching the lesson, and met again to debrief about what they observed. This process was extremely valuable as teachers collaborated and developed a deeper understanding of the Wit and Wisdom program.

While we continue to close educational learning gaps from Covid, the literacy gap has been most prevalent in our early grades, especially with our current third grade students. As a result, our district was awarded a grant to provide summer learning to a targeted group of students. For one week over the summer, a select group of rising second and third grade students from MHS/WES and JRB were invited to participate in a Summer Acceleration Academy to work on foundational reading skills held at Westminster Elementary School. This session ran from August 14-18th from 9:00 AM - 2:30 PM. Class sizes were small, less than 10 students per class and were taught by highly qualified AWRSD teachers. Additionally, free lunch was provided each day by our cafeteria management company. It was a wonderful week of learning for all!

ASHBURNHAM WESTMINSTER REGIONAL SCHOOL DISTRICT

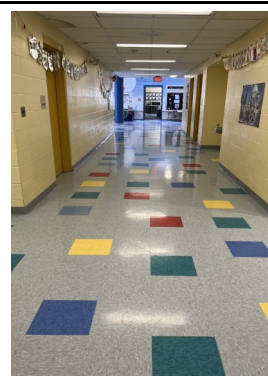
WES Nature Trail – Eagle Scout Project

A huge thank you goes out to Ben Paradise from Troop 193 Winchendon. For his Eagle Scout Project, Ben organized the reconstruction of the WES Nature Trail, located behind the playground and baseball fields. With the help of many volunteers, Ben successfully built and installed 94 bridges! Our students are excited to explore the new trail in the spring.



MHS Tiling Project

Over the summer, the remaining carpet was removed from the MHS library, hallways, and first grade classrooms. It is truly amazing how much brighter and happier these spaces now appear.



Start with Hello Week

During the week of September 18-22, MHS/WES participated in the national program, “Start with Hello.” This week was developed by Sandy Hook Promise, a non-profit organization founded and led by family members whose loved ones were lost during the mass shooting at Sandy Hook. “Start with Hello” week kicked off our commitment to increasing school connectedness and further developing our culture of caring and kindness. Each morning 5th grade representatives led our schools with the MHS/WES Kindness Pledge and announced the theme/activity for the day. All week long, students were given kindness coins when seen by an adult helping someone, being inclusive or going “above or beyond” to show kindness. Students were able to trade their coins at lunches for a small prize.

Monday: Meet ‘n Greet Monday – Students and staff wrote a “Hello Gram” for a fellow member of our school. Table talk cards were available at lunch tables to use as conversation starters to promote connectedness.

Tuesday: Upstander Tuesday – Teachers led classroom discussions on what it means to be an upstander and identified examples of how we can be upstanders. An upstander is a person who speaks or acts on behalf of another individual to help support them. It is the opposite of being a “Bystander” who does nothing and instead is a person who “stands up” for others in need.

Wednesday: Wear Green Wednesday – Teachers led classroom discussions on being inclusive - practical ways to make sure everyone feels included at MHS and WES.

ASHBURNHAM WESTMINSTER REGIONAL SCHOOL DISTRICT

Thursday: Trusted Adult Thursday – Teachers led classroom discussions on trusted adults: any grownup whose actions and words make you feel safe, who cares for and respects you. Students were asked to think of at least one trusted adult at school they feel they can go to when they need help.

Friday: Moving Forward Fri-yay – Students were given kindness coupons to hand out to peers. Students could give a coupon to anyone as a way of showing how they can be kind. We plan to use these moving forward to promote relationship repairs with conflicts that might arise.

MHS/WES School Libraries

For the first time since 2020, the MHS and WES libraries opened up with the help of some extraordinary parent volunteers. Overseen by lead volunteer, Ashleigh Gelinas, our libraries were reorganized and books were once again available for students to check out. The restructuring of the MHS library after the floor tiling project was exceptionally challenging. Our parent volunteers are the best!

Snow, ice and more snow!

Winter of 2023 brought a record number of snow days to our area. Unfortunately, it meant that we needed to give up our April vacation. With the help of some wonderful retired teachers, we were able to pull off an unplanned week of school. Below are some pictures of the winter fun our students enjoyed are recess. If the temperature “feels like” 20 degrees or above, our students are outside playing in the snow.

		
MHS playground during recess.	WES kids playing high up on a snow pile outside the main office.	We love the snow!

Grade 5 Returns to Nature’s Classroom for a full week!

In the spring of May 2023, our 5th grade students joined their grade level peers from JRB for a fun-filled week of learning at Nature’s Classroom in Freedom, NH. This was the first time since 2020 that students from WES and JRB participated for the full week. The weather was fantastic and students worked together to create a positive experience for all.



ASHBURNHAM WESTMINSTER REGIONAL SCHOOL DISTRICT

PTO Sponsored Daughter's Choice Dance

In late April, the MHS/WES PTO sponsored a special dance "You are My Sunshine" for daughters and their special adult. The event was a huge community hit and will return next spring with a new theme. An alternative event for sons was planned but ultimately canceled due to the weather. This PTO is planning to host both events in 2024.



Walk to School Day 2023

MHS and WES are partners of the Massachusetts Safe Routes to School Program, a federally-funded initiative of Mass DOT, promoting safe walking and biking to school. On Wednesday October 11th, we once again participated in the international Walk to School Day. Starting at the Westminster VFW, students from grades K-5 walked to school. Parents and community members joined in the fun by cheering on students as they walked by them on Main Street. It was a magical day in our community.



PTO (Parent Teacher Organization)

Our PTO is amazing! This past November the PTO ran another Booster fundraiser that ended with an indoor Glow Fun Run. We are grateful for the family and community members that took time out of their busy schedules to cheer on our students as they raced around the tracks. The support from the community was overwhelming as the PTO raised over \$31,000! As an incentive to beat the PTO's goal of 30,000, the students voted to have Mrs. Taylor and Mrs. O'Brien sing karaoke at all lunches. It was a blast! The PTO Boosterthon money is currently being spent on purchasing more playground equipment for MHS, a basketball hoop for WES, cultural events, and much more to support students' learning in the classroom. Additionally, last spring the PTO purchased a "We Saw" for the MHS playground and a rock wall for the WES gym.



Grandparent/ Senior/ Veteran's Holiday Concert

In December, Mr. Lucander organized a special holiday concert for Grandparents, Veterans and Seniors. It was wonderful to once again have community members in our schools. We hope to have a similar event in the spring.



ASHBURNHAM WESTMINSTER REGIONAL SCHOOL DISTRICT

MHS Kindergarten Sing Along

The Kindergarten Holiday Sing Along continues to be a fun tradition for all kindergarteners and their families.



WES School Store:

Westminster Elementary Student Council members opened up a school store in the spring, giving students in each grade level (2-5) an opportunity to buy fun school supplies such as fancy pens/pencils, bookmarks, erasers, and notebooks. It is always fun to watch students use mental math as they decide what to buy for their maximum purchase of \$2.



Congratulations to Mrs. McCarthy!

During our district's back to school presentation in August, Dr. Stewart recognized Kathi McCarthy, our MHS secretary, for 25 years of service in our schools. Mrs. McCarthy is a beloved member of our school community. She radiates warmth and friendliness to all that enter MHS. Her remarkable ability to remember every child's name (as well as members of their families) makes each student feel truly seen and valued. Each morning of school, classroom "office helpers" sneak into the office to put the attendance in a special mailbox slot at her desk. When Mrs. McCarthy spots them and says "Good morning," the office erupts with silly giggles. Students love the challenge of sneaking up and surprising Mrs. McCarthy with classroom mail. Mrs. McCarthy's dedication to both MHS & WES is unwavering and her impact on our



Retirements:

Goodbyes are never easy. The ending of our 22-23 school year brought one retirement, 5th grade teacher Mrs. Susan Alario. The dedication and positive impact she has had on our school community will surely leave a lasting impact. We are forever grateful for her work with our children.



It is truly a gift to work with the MHS/WES students every day. The joy, creativity, and hard work our children bring to school every day is inspiring. Thank you for entrusting us with their education.

Respectfully Submitted,

Principal Kathleen Taylor

OAKMONT REGIONAL HIGH SCHOOL



OVERLOOK MIDDLE SCHOOL



WESTMINSTER ELEMENTARY



MEETINGHOUSE ELEMENTARY



ASHBURNHAM WESTMINSTER REGIONAL SCHOOL DISTRICT

Annual Report 2023 | Earnings In Excess of \$500 7/1/22 - 6/30/23

EMPLOYEE NAME	JOB TITLE	GROSS EARNINGS
Adams, Victoria	SUBSTITUTE	\$753.75
Aidoock, Jacob	SPEC ED AIDE	\$13,375.01
Alario, Susan	5TH GRADE	\$90,017.73
Alessandrini, Stephanie	ACHIEVE	\$69,788.96
Allain, Johanna	PRE K (ABA)	\$36,140.00
Allen, Cindy	CAFE WORKER	\$10,615.89
Allen, Kathy	COMPASS AIDE	\$37,618.00
Allen, Laurel	SUBSTITUTE	\$813.75
Altobelli, Dana	SOCIAL STUDIES	\$107,329.24
Alves, Skylar	SUBSTITUTE	\$6,631.00
Ammesmaki, Jari	SUMMER GROUNDSKEEPER	\$11,969.68
Anderson, Margaret	STAR AIDE	\$25,805.13
Anderson, Timothy	COMPASS	\$28,488.92
Archangelo, Alana	SCIENCE	\$15,000.00
Asadoorian, Maureen	1ST GRADE	\$63,943.94
Aufiero, Caitlin	4TH GRADE	\$63,943.94
Aveni, Mackenzie	5TH GRADE	\$72,627.42
Ayotte Leblanc, Danielle	PRE K (ABA)	\$40,127.11
Babineau, Rebecca	SPEC ED AIDE	\$22,774.00
Badolato, Lauren	ADJUSTMENT COUNSELOR	\$102,319.24
Bailey, Amanda	ENGLISH/LANGUAGE	\$52,122.04
Banks, Jacob	TEMP/PT STAFF	\$3,527.50
Banning, Anne	ART	\$85,069.70
Barakian, Benjamin	CAFE WORKER	\$6,996.34
Baril, Talia	4TH GRADE	\$70,438.67
Barker, Megan	SUBSTITUTE	\$5,175.00
Barnard, Charles	DIRECTOR OF BLDG/GROUNDS	\$95,421.92
Barron, Cheryl	PRE K (ABA)	\$40,472.80
Barry, Emma	SUBSTITUTE	\$1,605.00
Barry, Gregory	ART	\$112,044.27
Barry, Theresa	ART	\$86,003.83
Beauvais, Devan	SUBSTITUTE	\$12,697.50
Bebeau-Smith, Cathryn	RECESS/BUS/LUNCH AIDE	\$7,046.66
Becotte, Katelyn	ACADEMIC SKILLS	\$8,593.08
Bedard, Quinton	EXTENDED DAY STAFF	\$7,464.57
Behringer, Chandler	SUBSTITUTE	\$1,282.50
Beliveau, Tara	PSYCHOLOGIST	\$82,127.61

Belkin, Kristin	READING SPECIALIST	\$85,698.83
Bell, Andrew	TECHNOLOGY	\$61,152.47
Bell, Thomas	BC BEHAVIOR ANALYST	\$26,170.43
Benes, Cassandra	SCHOOL NURSE	\$41,137.94
Bennett, Kayla	SUBSTITUTE	\$4,920.00
Bennett, Lauren	SUBSTITUTE	\$2,703.75
Bennett, Lija	SPECIAL ED TEACHER	\$78,732.39
Bennett, Steven	SUBSTITUTE	\$8,774.43
Bennett, Todd	EVENING CUSTODIAN 2nd	\$36,855.00
Bennitt, Kathryn	SCIENCE	\$45,756.88
Berg, Troy	PHYSICAL EDUCATION	\$83,497.07
Bergin, Erin	SOCIAL STUDIES	\$67,538.07
Bertin, Karen	SPEC ED AIDE	\$26,948.10
Berube, Lindsey	SPECIAL ED TEACHER	\$59,456.11
Billings, Brian	COACHES, OFFICIALS	\$10,788.00
Billings, Dylan	MATH	\$46,007.25
Bitterman, Hannah	SUBSTITUTE	\$5,025.00
Bizzotto, Alicia	2ND GRADE	\$67,982.73
Bogosh, Kristina	SCHOOL PRINCIPAL	\$130,060.00
Bonilla, Carmen	LUNCH MONITOR	\$4,834.80
Borsay, Gianna	HEALTH/FITNESS	\$76,300.24
Botto, Dante	EXTENDED DAY STAFF	\$4,848.75
Bouchard, Carter	EXTENDED DAY STAFF	\$6,273.75
Boucher, Olivia	SUBSTITUTE	\$5,098.34
Boyce, Laura	SUBSTITUTE	\$3,146.25
Brackett, Brian	SUBSTITUTE	\$1,816.08
Bradley, Paul	GUIDANCE COUNSELOR	\$57,925.00
Brandes, Grace	EXTENDED DAY STAFF	\$9,431.25
Brasili, Trina	KINDERGARTEN AIDE	\$24,230.78
Brennan, Kathleen	ACE	\$80,614.66
Brewer, Jillian	SOCIAL STUDIES	\$64,243.93
Brogna, Rebecca	5TH GRADE	\$84,592.00
Brooks, JoAnn	SUBSTITUTE	\$525.00
Brostrom, Ella	EXTENDED DAY STAFF	\$2,250.00
Brouillard, Ashley	SUBSTITUTE	\$718.75
Brown, Brenda	KINDERGARTEN AIDE	\$27,138.00
Brown, Kalene	SPEC ED AIDE	\$27,359.07
Brown, Stacie	SCIENCE	\$103,634.83
Brunelle, Matthew	MATH	\$46,044.01
Bubnowicz, Kimberly	SPEECH PATHOLOGIST	\$94,708.30
Bunting, Katrina	TECHNOLOGY	\$101,599.50
Burke, Kristin	KINDERGARTEN	\$93,412.85
Buswell, Michael	SPECIAL ED TEACHER	\$54,988.81

Byers, Chloey	EXTENDED DAY STAFF	\$11,367.56
Caisse, Richard	EVENING CUSTODIAN 2nd	\$49,748.81
Caldwell, Renee	SPECIAL ED TEACHER	\$86,824.02
Campagna, Beth	FOREIGN LANGUAGE	\$97,741.59
Caouette, Timothy	ENGLISH	\$90,936.39
Capone, Meghan	SPEECH PATHOLOGIST	\$59,612.41
Cardwell, Autumn	TEMP/PT STAFF	\$1,500.00
Carignan, Jeffrey	DAY CUSTODIAN 1st	\$42,136.90
Carrigan, Olivea	EXTENDED DAY STAFF	\$765.00
Carter, Jennifer	STAR AIDE	\$28,671.75
Casavant, Sharon	CAFE WORKER	\$5,990.81
Castro, Marine	SCHOOL/GUIDANCE	\$34,022.41
Champa, Rachel	ENGLISH	\$39,468.58
Charland, Cheryl	SUBSTITUTE	\$1,406.25
Charrier, Jamie	TEMP/PT STAFF	\$2,700.00
Chase, Deborah	RECESS/BUS/LUNCH AIDE	\$8,323.20
Childress, Jill	SPEECH PATHOLOGIST	\$63,093.97
Christiano, Stacey	DIR. OF HUMAN RESOURCES	\$106,648.00
Ciras, Thaddeus	COMPUTER TECHNOLOGY	\$56,495.00
Clinton, Madeline	DAY CUSTODIAN 1st	\$50,602.32
Cohen, Barbara	SPECIAL ED TEACHER	\$13,716.58
Coller, Tracy	SPEC ED AIDE	\$21,532.54
Collette, Rita	COMPUTER TECH	\$49,188.00
Collins, Jennifer	KINDERGARTEN	\$86,408.83
Collins, Niev	EXTENDED DAY STAFF	\$12,009.00
Collins, Peyton	SUBSTITUTE	\$2,268.75
Comeau, Carlene	PRE K (ABA)	\$39,027.00
Connell, Tracy	RECESS/BUS/LUNCH AIDE	\$9,673.45
Connors, Rebecca	SCHOOL NURSE	\$2,660.00
Contois, Colby	HEAD CUSTODIAN	\$75,991.03
Contois, Steven	HEAD CUSTODIAN	\$78,400.65
Cook, Laura	CAFE WORKER	\$13,688.34
Cook, Lisa	KINDERGARTEN	\$68,078.67
Cooley, Margaret	Executive Admin. Asst.	\$64,800.00
Corliss, Ashley	ENGLISH/LANGUAGE	\$73,315.51
Cormier, Alicia	SUBSTITUTE	\$686.25
Cormier, Kimberly	HEALTH	\$118,227.12
Correa, Amy	KINDERGARTEN	\$52,265.61
Correia, Jean	1ST GRADE	\$91,766.45
Corso, Valerie	SUBSTITUTE	\$15,400.84
Cote, Brian	ASST. PRINCIPAL	\$101,009.00
Cote, Shirley	SUBSTITUTE	\$10,421.25
Coulson, Samantha	EXTENDED DAY STAFF	\$11,326.13

Coutu, Joshua	MATH	\$9,122.12
Craigen-Blood, Becky	CAFE WORKER	\$15,346.20
Crewe, Megan	SPECIAL ED TEACHER	\$70,758.67
Croteau, Peter	EVENING CUSTODIAN 2nd	\$48,041.02
Crowley, Donna	SOCIAL STUDIES	\$39,198.10
Cucchiara, Craig	5TH GRADE	\$84,897.07
Cudak, Karlene	COACHES,OFFICALS	\$8,335.00
Cummings, Judith	MATH	\$95,488.83
Cunningham, John	EVENING CUSTODIAN 2nd	\$10,999.40
Curley-Swannie, Helen	SUBSTITUTE	\$622.50
Dabney, Brenda	3RD GRADE	\$96,968.83
Daigle, Jessica	ENGLISH/LANGUAGE	\$86,524.59
Daisey, Erica	CAFE WORKER	\$3,105.61
Daly, Lynn	SUBSTITUTE	\$817.50
D'Attilio, Mara	EXTENDED DAY STAFF	\$6,581.25
Davis, Lindsey	SPECIAL ED TEACHER	\$24,722.24
Davis, Mary Jean	READING SPECIALIST	\$58,757.00
Davis, Tiffany	TECHNOLOGY	\$97,080.83
Davolio, Diane	2ND GRADE	\$95,141.14
Dawley, Eric	ATHLETIC DIRECTOR	\$113,485.78
De Cola, Kelley	SPECIAL ED TEACHER	\$9,711.58
Deangelis, Nicole	EXTENDED DAY STAFF	\$35,580.50
Deaver-Whittier, Regina	EARLY CHILDHOOD	\$90,988.61
Dehays, Eric	TECHNOLOGY COORDINATOR	\$99,710.00
Demarco, Derek	ACE	\$36,980.32
Dembek, Jamie	EARLY CHILDHOOD	\$83,057.07
Dembek, Lisa	SUBSTITUTE	\$2,523.60
DeMoura, Creighton	SUBSTITUTE	\$903.75
Demoura, Kris	MUSIC	\$105,464.61
Denio, Lauren	5TH GRADE	\$69,517.15
Descarreux, Kevin	COACHES,OFFICALS	\$4,191.00
Desilets, Seth	TECHNOLOGY	\$70,367.49
Deslauriers, Kim	CAFE WORKER	\$5,808.96
Desmond, Steven	DAY CUSTODIAN 1st	\$46,929.00
Dewhurst, Alexander	ENGLISH	\$59,014.27
DiSalle, Emerson	SUBSTITUTE	\$2,107.50
Divoll, Shannon	SPEC ED AIDE	\$24,001.72
Dolan, Kimberley	SCHOOL/GUIDANCE	\$46,288.80
Doucette, Patricia	PRE K AIDE	\$39,622.00
Douglas, David	SPEC ED AIDE	\$32,694.90
Drake, Sue	3RD GRADE	\$100,283.35
Drinkwater, Sarah	SUBSTITUTE	\$1,961.25
Driscoll, Timothy	HEAD CUSTODIAN	\$68,881.45

DuBois, Paul	CURRICULUM/SERV COORD	\$100,328.92
Dubovick, Amy	GUIDANCE COUNSELOR	\$103,478.72
Dufour, Amanda	SPEC ED AIDE	\$28,586.77
Dufour, Daniel	SCIENCE	\$105,969.83
Dukett, Ann	SPECIAL ED TEACHER	\$78,501.43
Duncan, Brett	SOCIAL STUDIES	\$104,194.24
Duncan, Sarah	SOCIAL STUDIES	\$100,172.45
Dupont, Heather	Executive Admin. Asst.	\$49,920.00
Dupuis, Rebecca	SPEC ED AIDE	\$8,267.72
Duquette, Linda	BEST AIDE	\$21,553.62
Duteau, Michael	COACHES, OFFICIALS	\$7,161.00
Erickson, Jeanne	GRANT ACCT/PERSONNEL	\$3,836.24
Ethier, James	SOCIAL STUDIES	\$60,447.48
Ethier, Madeline	EXTENDED DAY STAFF	\$3,757.50
Ewell, Robin	GUIDANCE COUNSELOR	\$36,627.04
Ewing, Benjamin	COACHES, OFFICIALS	\$3,583.00
Faiola, Jessica	SPEC ED AIDE	\$25,738.00
Farley, Louise	KINDERGARTEN AIDE	\$35,064.61
Fatcheric, Natassja	SCHOOL NURSE	\$23,506.53
Feeley, Jodi	SUBSTITUTE	\$5,171.25
Ferrick, Alicia	MUSIC STIPEND	\$1,000.00
Field, Brittney	RESILIENCE & WELLNESS	\$63,501.59
Fietz, Courtney	COOK/BAKER	\$20,449.17
Finnegan, Patricia	KINDERGARTEN AIDE	\$39,493.00
Fitzgerald, Edward	IN HOUSE SUPERVISOR	\$44,319.87
Fluet, Tracy	KINDERGARTEN	\$74,098.80
Fortier, James	MUSIC STIPEND	\$4,000.00
Foss, William	PARTNERSHIP SPECIALIST	\$78,392.33
Frackleton, John	SUBSTITUTE	\$14,424.41
Francis, Caitlin	3RD GRADE	\$82,497.01
Fuller, Thomas	EVENING CUSTODIAN 2nd	\$49,610.11
Galeota, Katharine	KINDERGARTEN	\$92,850.66
Galeota, Nathan	TEACHER	\$83,324.69
Gallant, Kevin	MUSIC STIPEND	\$666.00
Galvin, Lynne	SUBSTITUTE	\$1,942.50
Garceau, Emily	4TH GRADE	\$52,965.00
Garofalo, Angelo	SPEC ED AIDE	\$27,064.99
Gastonguay, Alisha	TEMP/PT STAFF	\$656.88
Gastonguay, Kelly	SPECIAL ED TEACHER	\$77,248.67
Gates, Hannah	MATH	\$67,732.31
Gauthier, Christine	DAY CUSTODIAN 1st	\$47,888.72
Gauvin, Kimberly	PAYROLL/BENEFITS MANAGER	\$62,574.64
Gemborys, Alicia	RECESS/BUS/LUNCH AIDE	\$4,592.92

Giacobbe, Paul	EXCEL AIDE	\$37,300.14
Giannini, Melanie	SUBSTITUTE	\$13,213.91
Gilbert, Patrick	WINGS AIDE	\$4,353.38
Golembiewski Disalle, Kristi Leigh	ART	\$96,661.83
Goodwin, Caron	3RD GRADE	\$106,500.83
Gorgoglione, Annette	MATH	\$11,539.14
Gorman, Sean	SPEC ED AIDE	\$26,135.06
Gouldrup, Hannah	SUBSTITUTE	\$2,515.28
Gouldrup, Holly	TEMP/PT STAFF	\$3,357.56
Graves, Andrew	HEAD CUSTODIAN	\$69,396.81
Grillo, Danielle	3RD GRADE	\$70,285.01
Groncki, Jennifer	COACHES, OFFICIALS	\$5,679.00
Grossman, Margaret	SUBSTITUTE	\$875.84
Guzman, Liana	SUBSTITUTE	\$8,392.50
Hachey, Lauren	WINGS AIDE	\$27,724.40
Haddad, Melissa	SPECIAL ED TEACHER	\$75,446.88
Haley, Aubrey	EXTENDED DAY STAFF	\$6,810.00
Hamel, Beth	COOK/BAKER	\$26,180.30
Hamel, Tonya	CAFE WORKER	\$20,671.26
Hanks, Thea	COOK/BAKER	\$20,570.63
Hansen, Kelly	SPEC ED AIDE	\$29,521.00
Haschig, Lee	STAR AIDE	\$51,429.15
Hathaway-Cueroni, Juliana	ADJUSTMENT COUNSELOR	\$45,687.24
Haynes, Kelly	2ND GRADE	\$65,432.48
Heffernan, Jessica	SCHOOL NURSE	\$71,681.33
Higgins, Carol	CAFE WORKER	\$22,562.53
Hilton, Katelyn	BC BEHAVIOR ANALYST	\$84,918.89
Hirons, Karsa	SPECIAL ED TEACHER	\$74,748.67
Holmes, Kathleen	PSYCHOLOGIST	\$93,782.23
Holmes, Kathleen	SUBSTITUTE	\$13,290.00
Holt Breen, Natalie	COMPUTER TECHNOLOGY	\$79,580.66
Hooten, Lisa	CAFE WORKER	\$17,937.50
Horgan, Ann	SUBSTITUTE	\$17,145.51
Horgan, Kevin	SCIENCE	\$62,523.85
Houston, Lindsey	SPEC ED AIDE	\$25,698.00
Hurley, Bridget	SCHOOL NURSE	\$58,854.48
Hylan, Richard	SPEC ED AIDE	\$27,599.00
Jackson, Cynthia	2ND GRADE	\$103,228.61
Jakola, Trinity	EXTENDED DAY STAFF	\$6,645.00
Jensen, Jennifer	ENGLISH/LANGUAGE	\$91,001.83
Jepson, Kenneth	MATH	\$98,756.33
Jepson, Randall	MATH	\$91,441.61
Jette, Harrison	MUSIC STIPEND	\$1,050.00

Jette, Tracy	SPECIAL ED TEACHER	\$85,932.07
Johnson, Daniel	EVENING CUSTODIAN 2nd	\$35,792.84
Johnson, Jane	KINDERGARTEN AIDE	\$30,188.00
Johnson, Maureen	SUBSTITUTE	\$997.50
Jones, Jordan	SPEC ED AIDE	\$23,235.51
Jones, Kenneth	SUBSTITUTE	\$7,305.00
Jones, Peter	TECHNOLOGY	\$58,180.15
Joseph, Joshua	PRE K (ABA)	\$32,749.27
Jurgiel, Jamie	MATH	\$7,639.73
Kaiser, Krystal	SPEC ED AIDE	\$26,877.45
Kaizor, David	COACHES, OFFICIALS	\$8,383.00
Kay, Ralph	MATH	\$98,969.42
Keddy, Susan	SUBSTITUTE	\$980.84
Kelly, Cheryl	SUBSTITUTE	\$10,549.38
Kelly, Timothy	MUSIC STIPEND	\$5,750.00
Kepner, Lee-Ann	SUBSTITUTE	\$2,602.50
Kerns, Audrey	EXTENDED DAY STAFF	\$9,589.31
Kilcoyne, Katie	ADJUSTMENT COUNSELOR	\$58,166.21
Kilmartin, Jennifer	4TH GRADE	\$68,462.15
Knight, Michael	MATH	\$22,519.07
Kortegast, Laura	SCHOOL/GUIDANCE	\$45,026.23
Koskinen, Sophia	EXTENDED DAY STAFF	\$1,563.95
Kostich, Nicholas	SCIENCE	\$71,206.29
Laakso, Cali	SUBSTITUTE	\$1,455.00
Laine, Kelley	SPEECH PATHOLOGIST	\$100,250.83
Lambert, Ryan	SOCIAL STUDIES	\$17,267.63
Lamica, Catherine	TREASURER	\$12,000.00
Lanciani, Christine	SUBSTITUTE	\$2,576.25
LaPointe, Chris	SPEECH PATHOLOGIST	\$85,718.83
Lareau, Nicholas	SUBSTITUTE	\$6,079.75
LaRose, Colton	EXTENDED DAY STAFF	\$1,826.25
Laskarides, Zoe	SUBSTITUTE	\$600.00
Laurette, Heidi	CAFE WORKER	\$9,057.72
Law, Alicia	DIR OF HEALTH/WELLNESS	\$81,353.86
Lawrence, Elizabeth	STAR AIDE	\$32,196.00
Lawrence, Grace	EXTENDED DAY STAFF	\$6,940.88
Leander, Michael	ASST. PRINCIPAL	\$98,538.00
LeBlanc, Matthew	COACHES, OFFICIALS	\$7,590.00
LeBlanc, Tanya	SPECIAL ED TEACHER	\$66,244.82
LeBlanc, Wendy	SCHOOL-CAREER COORDINATOR	\$78,413.61
Leger, Christin	TEMP/PT STAFF	\$766.36
Leonhardt, Patricia	SUBSTITUTE	\$525.00

Letitia, Heidi	FOREIGN LANGUAGE	\$82,998.13
Linnehan, Alycia	MUSIC STIPEND	\$2,166.00
Litalien, Cori	5TH GRADE	\$85,997.39
Litalien, Macy	SUBSTITUTE	\$1,083.75
Lizotte, Jeffrey	SCHOOL PRINCIPAL	\$130,140.00
Loescher, Andrea	SPEC ED AIDE	\$4,196.92
Lombardi, Carlie	EXTENDED DAY STAFF	\$1,935.00
Lordan, Joseph	MUSIC	\$99,730.67
Lordan, Melinda	MUSIC	\$65,836.94
Lorion, Amy	SUBSTITUTE	\$2,205.00
Losordo, John	2ND GRADE	\$97,545.31
Lovell, Patricia	CAFE WORKER	\$12,199.78
Lowry, Heather	SPEC ED AIDE	\$25,473.13
Lucander, Kris	MUSIC	\$86,556.07
Lucas, Autumn	PRE K AIDE	\$23,738.00
Lucier, Olivia	COMPUTER TECHNOLOGY	\$62,741.33
Ludden, Courtney	RECESS/BUS/LUNCH AIDE	\$6,596.25
Luibil, Heather Sue	PHYSICAL EDUCATION	\$63,943.94
Maillet, Elizabeth	SCHOOL/GUIDANCE	\$48,312.86
Malnati, Lori	ADJUSTMENT COUNSELOR	\$91,615.58
Margarita, John	SUBSTITUTE	\$5,679.00
Marinelli, Kathryn	SUBSTITUTE	\$14,377.39
Marion-Cox, Carrie	MATH	\$84,368.83
Marlborough, Linda	KINDERGARTEN AIDE	\$29,098.00
Martin, Julie	CAFE WORKER	\$23,778.26
Martin, Melissa	SOCIAL STUDIES	\$102,899.24
Martineau, Gracie	EXTENDED DAY STAFF	\$2,325.00
Masterman, Elizabeth	ADJUSTMENT COUNSELOR	\$51,688.60
Maxwell, Jonathan	COMPUTER TECH	\$67,860.00
McCarthy, Kathleen	SCHOOL/GUIDANCE	\$50,147.27
McCarthy, Ryan	SPECIAL ED TEACHER	\$8,850.82
McCullin, Gina	COACHES,OFFICALS	\$7,558.00
McGrath, Scott	HEALTH/FITNESS	\$73,630.94
McKenna, Shawn	COACHES,OFFICALS	\$4,191.00
McLaughlin, Lea	EXTENDED DAY STAFF	\$7,708.14
McLoughlin, Juneanne	SCHOOL/GUIDANCE	\$46,728.66
McMahan, Keegan	TEMP/PT STAFF	\$875.84
McMaster, Loni	EXTENDED DAY STAFF	\$7,361.25
Meagher, Catherine	EARLY CHILDHOOD	\$58,517.00
Medrano, Abigail	SUBSTITUTE	\$5,467.50
Medrano, Jacqueline	ACHIEVE	\$23,886.54
Melanson, Ashley	2ND GRADE	\$77,412.76
Mellekas, James	EXCEL	\$73,517.67

Mendonca, Lily	ASST DIRECTOR PUPIL SVS	\$84,498.76
Michalowski, Sophie	EXTENDED DAY STAFF	\$3,146.25
Miganowicz, Jonathan	SOCIAL STUDIES	\$54,294.00
Miller, Caitlin	SPECIAL ED TEACHER	\$54,594.06
Miller, Deborah	SPEC ED AIDE	\$5,033.35
Miller, Theresa	SPECIAL ED TEACHER	\$88,812.85
Milne, Lindsay	ADJUSTMENT COUNSELOR	\$82,567.61
Miville, Kathryn	ASST. PRINCIPAL	\$107,650.00
Monaghan, Ryan	4TH GRADE	\$58,554.48
Money, Kristyn	EXTENDED DAY STAFF	\$14,021.75
Moorman-Smith, Gretchen	5TH GRADE	\$85,805.42
Moran, Colleen	SPECIAL ED TEACHER	\$69,716.98
Morandi, Shawn	4TH GRADE	\$63,593.52
Morin, Inga	SCHOOL/GUIDANCE	\$36,895.39
Morin, Jennifer	LIBRARIAN/MEDIA	\$90,553.67
Morneau, Christina	BEST AIDE	\$45,240.65
Morris, Jared	EXTENDED DAY STAFF	\$4,300.32
Morse, Jennifer	MATH	\$79,493.67
Mueller, Jessica	COOK/BAKER	\$1,691.24
Muir, Justine	DIRECTOR OF PUPIL SERV	\$135,836.00
Mullaney, Laura	SPEC ED AIDE	\$18,852.32
Mulqueen, Christopher	MUSIC	\$1,250.00
Munroe, Laurie	2ND GRADE	\$101,471.24
Murcell, Richard	EVENING CUSTODIAN 2nd	\$1,660.80
Murphy, Richard	ASST TECH INT SPEC	\$36,977.24
Murphy, Robin	1ST GRADE	\$101,961.45
Myracle, Germaine	3RD GRADE	\$74,128.67
Nally, Sean	COACHES, OFFICIALS	\$4,154.00
Napolitano, Owen	BUSINESS	\$56,357.12
Nelson, Ritchie	PRE K (ABA)	\$32,146.00
Nevard, Mark	ENGLISH	\$100,167.42
Nolan, Larissa	BEST AIDE	\$34,342.64
Normand, Krystyna	SCIENCE	\$60,747.48
North, Nathaniel	SCHOOL PRINCIPAL	\$112,539.00
O'Brien, Juliet	4TH GRADE	\$70,438.67
O'Brien, Kathryn	TEMP/PT STAFF	\$656.88
O'Brien, Kellie	ASST. PRINCIPAL	\$110,435.00
O'Coin, Maria	OASIS	\$8,348.12
O'Day, Rebekah	SPECIAL ED TEACHER	\$58,917.00
O'Leary, Anthony	SUBSTITUTE	\$1,867.50
O'Neil, Mary	SPECIAL ED TEACHER	\$37,242.00
O'Neill, Kristen	SUBSTITUTE	\$34,347.35
Ortiz, Danny	COACHES, OFFICIALS	\$7,590.00

Osborne, Janelly	WINGS AIDE	\$31,166.34
Ouellette, Kathryn	WINGS AIDE	\$24,537.00
Paaanen, John	SPEC ED AIDE	\$31,966.08
Pack, Jonathon	SUBSTITUTE	\$2,100.00
Padilla, Jane	SUBSTITUTE	\$2,021.25
Palojarvi, James	EVENING CUSTODIAN 2nd	\$52,575.93
Pantojas, Josue	COACHES, OFFICIALS	\$3,036.00
Pappas, Charles	MATH	\$34,331.27
Parenteau, James	HEAD CUSTODIAN	\$521.87
Parker, Clay	OASIS	\$7,417.18
Parker, Paula	TEAM CHAIRPERSON	\$104,355.44
Parker, Samuel	TEMP/PT STAFF	\$2,880.00
Pasquarosa, Joanne	SUBSTITUTE	\$813.75
Patria, Jordan	EXTENDED DAY STAFF	\$6,802.50
Pavlosky, Derek	EVENING CUSTODIAN 2nd	\$49,834.72
Payne, Rena	ADJUSTMENT COUNSELOR	\$58,915.00
Pearce, James	DAY CUSTODIAN 1st	\$2,102.31
Pearsall, Dylan	EXTENDED DAY STAFF	\$3,983.63
Pedro, Janine	SPEECH PATHOLOGIST	\$76,446.25
Pelkey, Jake	EXTENDED DAY STAFF	\$540.00
Perez, Melinda	COMPASS AIDE	\$36,827.00
Perkins-Cote, Jennifer	ENGLISH	\$100,088.83
Perko, Nicole	KINDERGARTEN	\$67,838.67
Peters, Leah	EXTENDED DAY STAFF	\$7,980.00
Peterson, Kristin	SPEC ED AIDE	\$28,714.51
Phillips, Ava	EXTENDED DAY STAFF	\$6,468.75
Phillips, Sarah	SPECIAL ED TEACHER	\$22,558.48
Pilger, Alexander	GUIDANCE COUNSELOR	\$76,965.81
Pilsbury, Becky	SCHOOL/GUIDANCE	\$46,364.94
Potter, Douglas	SCIENCE	\$86,097.07
Pratt, Robin	CURRICULUM/SERV COORD	\$97,600.00
Prendergast, Sophie	EXTENDED DAY STAFF	\$5,493.75
Proctor, Catherine	3RD GRADE	\$62,380.18
Provencial, Wendy	EXCEL AIDE	\$28,411.00
Provost, Amy	SUBSTITUTE	\$2,257.50
Pulnik, Katie	SPEECH PATHOLOGIST	\$11,716.33
Quinn, Bryant	SUBSTITUTE	\$4,565.84
Quinn, Jared	SCIENCE	\$111,519.24
Quinn, Laura	4TH GRADE	\$69,872.99
Quist, John	STAR AIDE	\$33,333.28
Quist, Sarah	1ST GRADE	\$51,661.65
Rabeler, Lorraine	TECH AIDE	\$25,457.24
Raymond, Courtney	SUBSTITUTE	\$577.50

Rebholz, Isa	1ST GRADE	\$59,448.85
Reed, Samantha	SPEC ED AIDE	\$24,287.30
Rembetsy-Brown, Therese	SOCIAL STUDIES	\$50,452.88
Renda, Olivia	SUBSTITUTE	\$1,781.25
Rheaume, Melissa	MATH	\$58,774.27
Riley, Katrina	KINDERGARTEN	\$63,943.94
Rittberg, Alexandra	TEMP/PT STAFF	\$750.00
Rivera, Julienette	SUBSTITUTE	\$525.00
Robbins, Megan	CAFE WORKER	\$816.05
Roberts, Jessica	SUBSTITUTE	\$743.75
Robichaud, Kellie	4TH GRADE	\$94,028.00
Robichaud, Michelle	RECESS/BUS/LUNCH AIDE	\$17,248.72
Robillard, Amie	SCHOOL/GUIDANCE	\$34,277.28
Rocheleau, Arthur	EVENING CUSTODIAN 2nd	\$47,725.12
Rochon, Mary	SUBSTITUTE	\$1,102.50
Rogers, Pamela	CAFE WORKER	\$17,114.70
Rollo, Conner	EXTENDED DAY STAFF	\$10,023.00
Romano, Lindsay	SUBSTITUTE	\$2,257.50
Romano, Mary	1ST GRADE	\$88,098.61
Romano, Owen	SUBSTITUTE	\$1,256.25
Romano, Peter	MATH	\$92,054.61
Ronan, Clancy	3RD GRADE	\$43,092.94
Rosenzweig, Jordan	SPEC ED AIDE	\$18,559.15
Rouleau Wojnas, Beth	SPEC ED AIDE	\$33,213.46
Rourke, Rosemary	KINDERGARTEN AIDE	\$21,669.22
Roy, Leanne	HEALTH/FITNESS	\$112,219.83
Roy, Melanie	SUBSTITUTE	\$3,825.00
Roy, Richard	EVENING CUSTODIAN 2nd	\$15,862.71
Ruschioni, Cynthia	PRE K (ABA)	\$40,167.80
Ryan, Christopher	BUSINESS	\$38,268.90
Samuels, Evander	MATH	\$58,840.26
Samuels, Jennifer	GUIDANCE COUNSELOR	\$65,078.00
Santiago, Constanica	MATH	\$55,404.65
Sargent, Debra	SCHOOL/GUIDANCE	\$6,400.00
Schlier, Gretchen	RECESS/BUS/LUNCH AIDE	\$10,550.04
Schultz, Samantha	SPEC ED AIDE	\$22,290.97
Secino, Gregory	TECHNOLOGY	\$108,378.33
Seppelin, Gayane	SPEC ED AIDE	\$8,886.49
Sharron, Heidi	EXTENDED DAY DIRECTOR	\$57,650.00
Sharron, Jason	TECH AIDE	\$42,257.30
Sharron, Julia	TEMP/PT STAFF	\$844.56
Shattuck, Lori	ENGLISH/LANGUAGE	\$103,869.61
Shattuck, Quin	SUBSTITUTE	\$525.00

Shaw, Karen	1ST GRADE	\$60,272.45
Shaw, Stephanie	SPECIAL ED TEACHER	\$62,521.33
Shea, Abby	SCHOOL NURSE	\$56,937.30
Sifert, Eric	5TH GRADE	\$87,205.42
Sikora, Sarah	EXTENDED DAY STAFF	\$6,078.75
Sinclair, Rachel	SUBSTITUTE	\$1,125.00
Slattery, Connor	SPEC ED AIDE	\$10,175.89
Smeltekop, Christopher	GROUNDSCOOPER	\$63,530.27
Smith, Edmond	SUBSTITUTE	\$3,067.50
Smith, Katelyn	READING SPECIALIST	\$58,517.00
Smith, Kristin	STAR AIDE	\$40,871.27
Smith, Michael	SUBSTITUTE	\$3,727.50
Sobczak, Victoria	RECESS/BUS/LUNCH AIDE	\$9,192.75
Sowerbutts, Allison	SUBSTITUTE	\$2,212.50
Sparks, Katharine	2ND GRADE	\$69,872.99
Spear, Jennifer	ASST. PRINCIPAL	\$92,780.78
Spuria, Melissa	KINDERGARTEN	\$57,088.85
St Laurent - Kuehl, Paula	SCHOOL/GUIDANCE	\$35,154.12
Stafford, Jane	ENGLISH	\$100,199.24
Stanton, Christine	SPEC ED AIDE	\$38,028.35
Stanton, Gail	ACCOUNTANT	\$80,788.72
Stark, Adam	MUSIC	\$2,350.00
Stassen, Natalie	TEACHER	\$78,092.75
Stefanakos, Paula	ENGLISH	\$88,287.83
Stewart, Austin	DAY CUSTODIAN 1st	\$48,342.97
Stewart, Todd	SUPERINTENDENT	\$184,528.00
Stickles, Amber	BC BEHAVIOR ANALYST	\$20,978.56
Stiles, R Lincoln	SOCIAL STUDIES	\$109,236.33
Stone, Angel	PRE K (ABA)	\$34,973.16
Stone, Juana	WINGS AIDE	\$29,457.70
Stroup, Kelley	SUBSTITUTE	\$4,233.75
Stukuls, Amy	SPECIAL ED TEACHER	\$97,858.61
Sullivan, Melanie	CAFE WORKER	\$15,318.25
Sullivan, Melissa	1ST GRADE	\$60,512.47
Surprenant, Julie	DIRECTOR OF FINANCE	\$146,264.00
Swaney, Donna	DAY CUSTODIAN 1st	\$46,072.75
Swanson, Laura	RECESS/BUS/LUNCH AIDE	\$8,147.30
Swanson, Sheena	SPECIAL ED TEACHER	\$77,540.00
Sylvester, Kristina	PRE K (ABA)	\$39,543.50
Szalay, Lawrence	ART	\$89,006.49
Tagan, Jessie	3RD GRADE	\$55,158.61
Tammaro, Karissa	MATH	\$8,348.94
Tangora, Apple	EXTENDED DAY STAFF	\$24,211.00

Taylor, Kathleen	SCHOOL PRINCIPAL	\$118,596.00
Taylor, Nancy	SCHOOL NURSE	\$78,533.58
Tejeda, Gabriela	SPEC ED AIDE	\$11,636.42
Terry, Pamela	1ST GRADE	\$88,258.83
Testa, Aaron	COACHES, OFFICIALS	\$2,501.00
Theriault, Marc	PHYSICAL EDUCATION	\$77,599.85
Therrien, Jacqueline	FOREIGN LANGUAGE	\$84,690.48
Therrien, Norman	SUBSTITUTE	\$3,120.00
Thibaudeau, William	EXTENDED DAY STAFF	\$26,838.33
Thibault, John	COACHES, OFFICIALS	\$2,501.00
Thibeault, Alex	TECHNOLOGY	\$55,613.60
Tobia, Carolyn	ENGLISH/LANGUAGE	\$89,772.85
Tobin, Vicki	WINGS AIDE	\$23,782.60
Toomey, Alanna	SOCIAL STUDIES	\$58,517.00
Tourigny, Alyssa	SUBSTITUTE	\$2,790.00
Tourigny, Ana-Logan	EXTENDED DAY STAFF	\$1,590.00
Tree, Jo	SUBSTITUTE	\$2,778.75
Trippier, Rebecca	SPEC ED AIDE	\$21,250.50
Uminski, David	SUBSTITUTE	\$18,460.00
Vargas, Kelly	CAFE WORKER	\$19,991.89
Vasiliadis, Anthony	SUBSTITUTE	\$1,443.70
Vasquez-Solis, Rebeca	TEMP/PT STAFF	\$875.84
Vera, Aimee	SPECIAL ED TEACHER	\$90,872.85
Volke, Kerry	2ND GRADE	\$96,090.82
Walsh, Kathleen	SPECIAL ED TEACHER	\$84,118.83
Ward, Nicole	SPEC ED AIDE	\$15,672.57
Webb, Roxanne	TEMP/PT STAFF	\$852.38
Weinberg, David	GUIDANCE COUNSELOR	\$9,389.88
Wells, Olivia	SUBSTITUTE	\$2,211.82
Wetherbee, Sara	SPEC ED AIDE	\$26,329.00
Whitaker, Katherine	GUIDANCE COUNSELOR	\$86,564.42
Whiteside, Jayne	EXTENDED DAY STAFF	\$3,256.00
Whitney, Ashley	SPEC ED AIDE	\$22,624.58
Whitney-Deaver, Jamie	PRE K (ABA)	\$33,757.40
Whittemore, Kelsi	PRE K (ABA)	\$5,844.72
Wiegand, Karen	PRE K (ABA)	\$35,156.00
Wilby, Tonya	Executive Admin. Asst.	\$44,000.00
Wilder, Wendy	KINDERGARTEN AIDE	\$30,399.00
Wilga, Madison	SUBSTITUTE	\$902.50
Wilson, Breanna	SUBSTITUTE	\$2,103.75
Wilson, Kelcey	PSYCHOLOGIST	\$78,541.23
Wittmier, Scout	EXTENDED DAY STAFF	\$1,696.51
Wolanske, Sophie	EXTENDED DAY STAFF	\$3,360.00

Wong, Calvin	SUBSTITUTE	\$720.00
Woodworth, Jessica	SCIENCE	\$52,475.73
Young, Jason	SCIENCE	\$97,380.61







ANNUAL REPORT 2023

Montachusett Regional Vocational Technical School District
1050 Westminster Street
Fitchburg, MA 01420
www.montytech.net



Letter *from* Leadership



As a first-year Superintendent, I could not have asked for a better, more productive 2022-2023 school year. While I have been a part of this extraordinary educational community for ten years, the perspective from which I am now able to view our work, our accomplishments, and certainly our student achievements, has shifted and given me new purpose. I am honored and humbled to lead Montachusett Regional Vocational Technical School District, and am proud to share a few highlights in the following report.

Workforce training continues to be a priority at the local, state and federal levels, with additional funding meant to incentivize schools like Monty Tech to get creative, and develop new training programs for high school students and adult learners seeking a career change. Monty Tech School of Continuing Education has expanded outreach to market all-new, no-cost vocational training programs to unemployed or underemployed individuals.

Having received more than \$1.6M in workforce training funds from Commonwealth Corporation to support this effort, the School of Continuing Education now offers free vocational training programs in Carpentry, CNC Operation, Culinary Arts, Electrical, HVAC Repair, Plumbing, and Welding. These programs are designed to provide participants with opportunities to earn valuable industry-recognized credentials, hands-on learning experiences, and job placement services upon program completion. At press, 42 adult learners have successfully completed their programs, been placed in jobs that align with their newfound skillset, and have been successfully employed for more than 3 months. This is an effort we continue to be so proud of.

While we have enjoyed expanding access to our instructional spaces, training equipment, and technology to serve our evening students, we remain committed to seeking competitive grant funding that will allow us to improve and update instructional spaces so that our high school students stay ahead of the curve in their training and career aspirations. With more than 230 students participating in the popular co-op program, working and learning from experienced tradesmen and women in our area, our commitment to align our training programs to serve the needs of our region's workforce has never been more important. In 2022-2023, we heard from a local metal fabrication employer who asked us to consider adding a specific certification to our curriculum, so our graduates would be better prepared to enter the workforce without a delay or need for additional training. So without hesitation, our instructors added the necessary lessons, and embedded an OSHA 10 Construction certification into the program. We heard from a local restaurant owner who asked if we could expand our training to include more sous vide preparation and improved knife skills to the students' training regimen. That request was honored immediately, and a student is currently working with that restaurant owner, demonstrating his improved skillset. We know that training students on new and improved equipment, while adapting and modifying our curriculum to address immediate workforce needs will, in the end, serve our students best – our ultimate goal. Monty Tech is steadfast in its commitment to providing a highly-skilled workforce to its industry partners throughout our region.

Finally, and perhaps the most transformative accomplishment in 2022-2023, is an innovation that does not serve the immediate Monty Tech school community, but rather will benefit high school students enrolled in Fitchburg, Gardner and Narragansett Regional School Districts. While we have significantly expanded and updated our training programs, there are still so many young people without access, who would benefit from meaningful career and technical education. To that end, we researched, applied for, and received a \$1.9M grant that will allow us to develop an all-new vocational training space, designed to serve high school students during the day, and even more adult learners in the evening. Dubbed the Montachusett Vocational Partnership (MVP) Academy, this new training space will open its doors to more than 80 students in Fall 2024. We are honored to lead this trailblazing partnership, and expect it to become a model other vocational schools will emulate in the coming years.

Thank you for your continued support of Monty Tech – a school that I am so honored to lead.

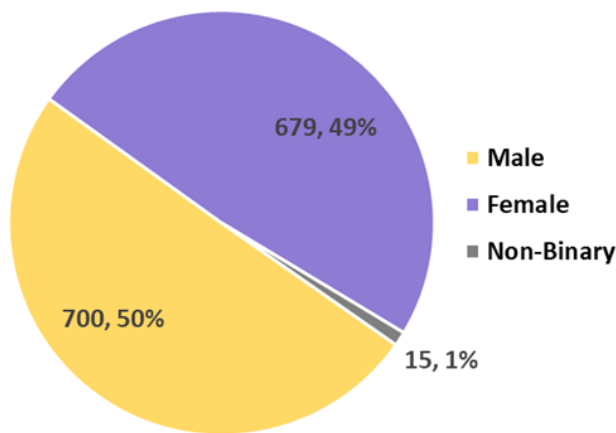
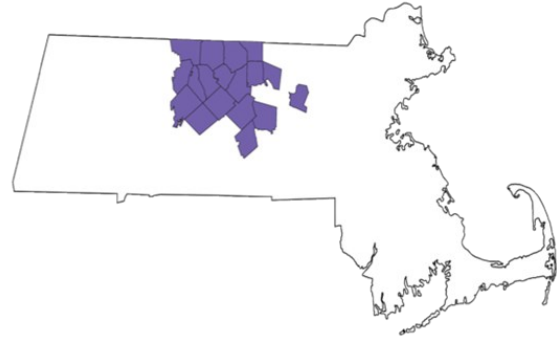
Respectfully submitted,

Thomas R. Browne, Superintendent-Director

Our School Community

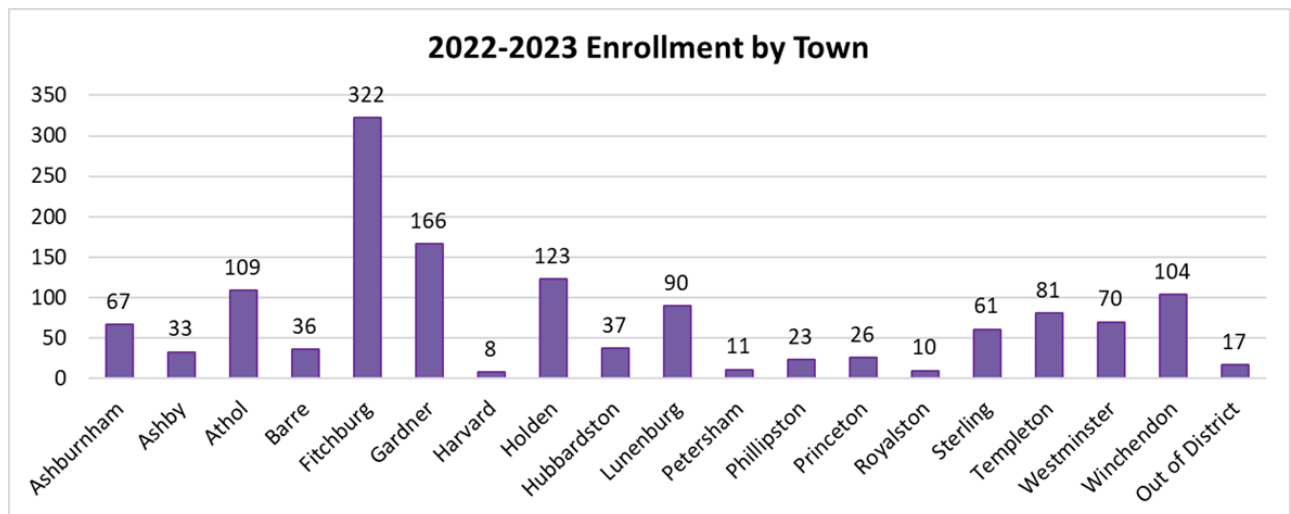
Montachusett Regional Vocational Technical School is a four-year career and technical high school serving the member towns of:

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



On June 1, 2023, student enrollment at Monty Tech included 1,394 students in grades nine through twelve, representing each of the district's eighteen sending communities. Each class of students is comprised of a relatively equal balance of male and female students, and each is prepared to explore an interest in one of the school's twenty-one rigorous vocational-technical programs. While the school currently offers only five non-traditional programs for male students, and twelve non-traditional programs for female students, we are proud to have a student population that is well-balanced by gender and a variety of academic

ic interests and achievements.



Financial Report

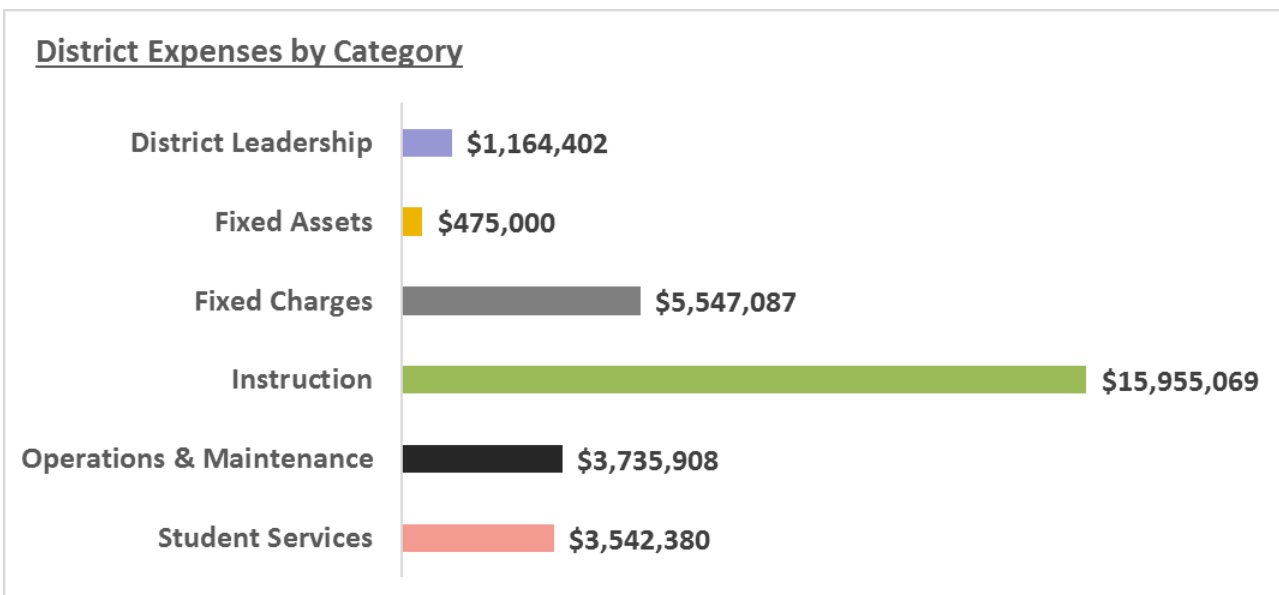


In an effort to develop a cost-effective budget for the fiscal year 2022-2023, a great deal of effort was put forth by the School Committee, administration, and staff. The final fiscal year 2022-2023 Educational Plan totaled \$30,796,896 which represents a 7.6% increase over the 2021-2022 Educational Plan which is driven largely in part by the 7.6% increase in the District's required minimum spending established by the Department of Elementary and Secondary Education. The District's FY23 budget only exceeds the minimum spending required by Massachusetts General Law Chapter 70 by \$60,000 or 0.20%.

To supplement the local budget, school officials pursue grant funding to provide valuable educational and social services to the diverse student population. For fiscal year 2023, state and federal grant sources provided the school with \$3,552,996. Programs funded by these grants include: Elementary and Secondary Schools Emergency Relief Funds, Improving Teacher Quality, Special Education Services and Program Improvement, Title I Support, Perkins Occupational Education, Vocational Capital Equipment Initiatives, Life Sciences, Student Support and Academic Enrichment and Marine Corp Junior Reserve Officer Training.

The District will participate in an annual financial audit, conducted by the accounting firm of Melanson, Heath and Co. from Greenfield, Massachusetts. School officials anticipate a good report.

Expenses for the 2022-2023 school year include:



Attending *Monty* Tech

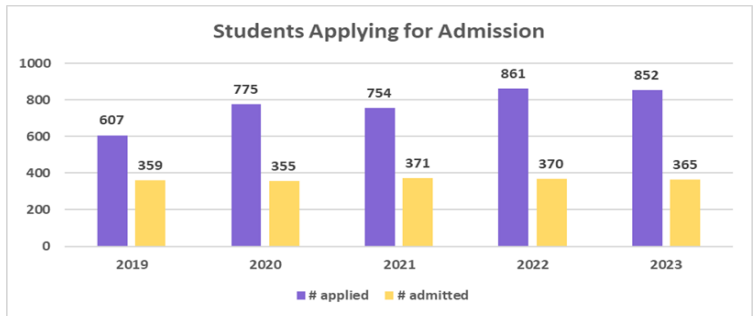
As vocational schools across the Commonwealth grow in popularity, and the value of vocational training becomes more evident, we have seen a steady increase in the number of students applying for admission to Monty Tech.

With seats available limited only by our building capacity, and a deep understanding of the increasing demand,

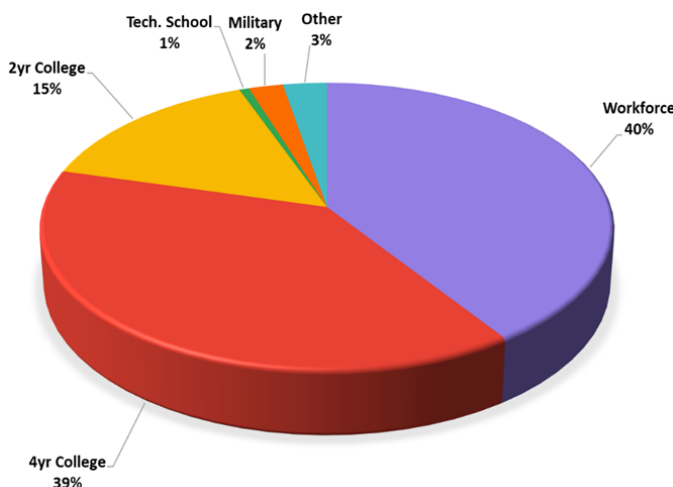
school leaders continue to work with area school and business leaders to develop and expand programs to address this concern. Whether these new programs are offered in the evening through the School of Continuing Education, or even during the traditional school day, our goal is to expand access so that students who hope to enter the workforce may do so with a set of valuable skills and industry-recognized credentials that will make them more employable, and better equipped to grow and learn in the occupation of their choosing.

While Monty Tech continues to ensure that students are job ready immediately after graduation, not all students who graduate from Monty Tech choose to enter the workforce upon completion. In fact, several of the school's vocational training programs prepare students for advanced education and training in high-wage, high-skill careers in engineering, allied health, business, education and computer sciences, field that demand a bachelor's and even master's degree. As such, it is imperative that the school also prepare those students for college level coursework.

Students who attend Monty Tech must successfully complete all of the same academic requirements that students in comprehensive high schools complete, but at Monty Tech, students are only in academic classes every other week. Many students may find adjusting to this week on –



CLASS OF 2023 POST GRADUATE PLANS



week off schedule challenging, but it is this same schedule that provides Monty Tech students with time to explore and learn in a chosen vocational program at a deeper level. Whether running the school's on-site, full-service restaurant, operating the School Store, building a home for Habitat for Humanity, or performing community services across our sending communities, Monty Tech students are developing technical skills, while also learning critical time management and study skills. We are confident that whether our graduates choose to pursue college or career pathways, they are prepared for what lies ahead.



Academics

During the Spring of 2023, 10th grade students took the Next Generation MCAS in English Language Arts, Mathematics, and Biology. Select 9th graders also sat for the Next Generation MCAS Biology exam. Students performed well across all subject areas, with remarkable pass-

ing rates of 98% in English Language Arts, 98% in Mathematics, and 98% in Biology.

Monty Tech's academic programs continue to evolve to prepare graduates for diverse and challenging college and career pathways, and are widely known to effectively prepare students at all levels to reach their goals. A focus in recent years has been the incorporation of new and updated materials and coursework to expand STEM opportunities for students. In FY23, Monty Tech was awarded a Massachusetts Life Science Center grant, developed in collaboration with our post-secondary partners at Fitchburg State University. Using the \$110,000 award, Monty Tech instructors worked collaboratively to align course expectations with FSU's Anatomy & Physiology class, laying a foundation for a first-ever articulation agreement with FSU. Additionally, students who successfully complete the course will earn 4 college credits at FSU, saving them time and as much as \$1,900 as they consider pursuing STEM college pathways. This grant has also provided funds to help modernize another science lab classroom to meet 21st Century lab requirements.

In May of 2023, our students participated in Advanced Placement (AP) exams and student performance showed outstanding results. A record number of students (184) participated in AP Exams, taking 244 AP Exams collectively. 104 of these students were eligible to receive college credit

	2019	2020	2021	2022	2023
Total AP Students	113	106	142	120	184
Number of Exams	148	146	189	162	244
AP Students with Scores 3+	69	75	61	82	104
% of Total AP Students with Scores 3+	61.06%	70.75%	42.96%	68.33%	56.52%

with qualifying scores of 3+. Although the percentage of qualifying scores at 57% is lower than last year's percentage, the total number of students earning qualifying scores is the highest we've seen in 5 years. With regard to specific exams, AP Chemistry had the highest number of test takers in 5 years with 88% of students receiving a qualifying score (14 total). AP English Language and Composition had 72 test takers (an increase of 32 since 2022) and the highest number of exams since 2019. Finally, we had 17 AP Scholars - an AP Scholar earns a qualifying score on at least 3 AP exams.

To support the expansion of AP course offerings, Monty Tech added AP Seminar as an elective course for juniors. Notably, 94% of students who took the AP Seminar exam in 2023 earned qualifying scores (18 students) - outstanding results for the first year of implementation! Monty Tech continues to provide the following AP opportunities for students:

AP English Literature & Composition	AP Environmental Science
AP Language & Composition	AP Chemistry
AP Calculus, AP Statistics	AP Seminar

Vocational Training



Preparing students for high-skill, high-wage careers requires technical proficiency, an ability to break down complex lessons into “bite sized” concepts, and a lot of patience. Our team of voca-

tional instructors are not only skilled tradesmen and women, they are patient, collaborative and talented teachers, responsible for training the next generation’s workforce. Their commitment to student achievement, community service, and advanced technical knowledge and skills is unmatched, and we are so grateful that they have chosen this profession, sharing their expertise with our students. 2022-2023 was a busy year across the District, with students working and learning in shops, on off-campus construction sites, and with area business leaders, refining their skills. We are proud to highlight some notable accomplishments.

Advanced Manufacturing: Advanced Manufacturing students now work and learn in a state-of-the-art machine shop, and may earn a number of industry-recognized credentials to demonstrate their technical capacity. All 15 Junior students completed NC3 Precision Measurement Instruments (PMI) training and earned 6 stackable credentials in measurement. The program’s 6 Seniors earned an additional 6 credentials in Advanced Measuring Instrument (AMI), demonstrating expertise in advanced measuring skills. All 14 Sophomores passed MACWIC level 1, while all Freshman students successfully completed safety training, earning an OSHA 10-hour general industry certification. Six Seniors and eleven Juniors earned co-op placements, working and learning in area machine shops. (Total student enrollment: 52)

Auto Body Collision Repair Technology: Monty Tech Auto Body students earned valuable industry credentials in the 2022-2023 School year. Students earned the OSHA 10 hour general industry card, EPA 6H spray certification, and MACS Air Conditioning Certificates. Seniors completed I-Car Pro Level One in Refinishing and in Non-Structural Repair. Two Seniors earned co-op placements, and were reported to be valuable contributors in local repairs shops. At the SkillsUSA District Competition, Sophomore students won 1st, 2nd & 3rd in collision repair, and one advanced to the state competitions, taking home a bronze medal. The program’s training equipment was upgraded, with the replacement of the frame measuring system, now allowing students to learn on the latest technology, which will lead to more career opportunities. (Total student enrollment: 65)

Automotive Technology: Ten Seniors in Automotive Technology earned their NC3/Snap On Apollo D8 Scan Tool Certification, and all Juniors earned the NC3/Snap on 525F Digital Multimeter certification. The Sophomores received the NC3 Shopkey Pro Service & Repair Information Level 2, while the program’s Freshmen earned the OSHA 10 Safety Certification & the NC3 Shopkey Pro Service & Repair Information Level 1 certification. These industry-recognized credentials will demonstrate the students' level of competency within the automotive industry for years to come. Eight Seniors and six Juniors earned co-op placements. The program serviced, repaired, and diagnosed four hundred vehicles throughout the year, with work including basic maintenance, inspections, alignments, brakes, exhaust, tires, and advanced electric diagnosis. (Total student enrollment: 66)

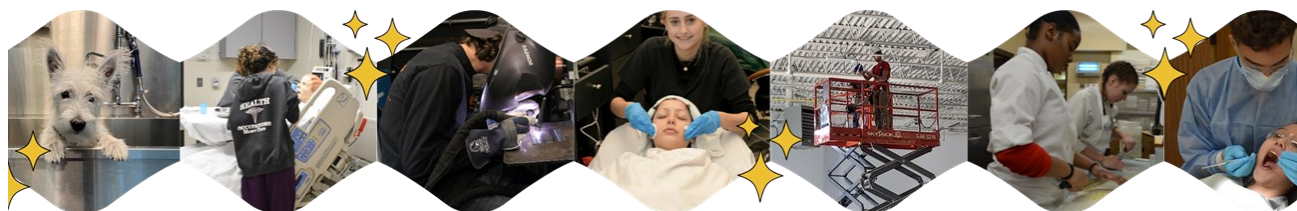


Business Technology: Monty Tech’s Business Technology program continues to benefit from the financial literacy initiative. All Juniors and Seniors earned a financial literacy certificate from the MassMutual Foundation FutureSmart program. Instructors, in collaboration with their post-secondary colleagues, continue to refine and develop new articulation agreements. The latest agreement with Mount Wachusett Community College will provide qualified students with college credits at no cost to the student. Students are eligible to receive 9 credits in the college’s Business Administration Career program and 12 credits in the Administrative Assistant Certification program. Students were exposed to rebranding, marketing and retail experiences, as the school store underwent a complete renovation. Students were trained in the effective use of a new and streamlined point of sales system, and the daily/weekly/monthly financial report features associated with store sales. The Greenhouse opened in May, and Business Technology students handled all financial transactions professionally. Four of the program’s students placed in the Technical Computer Applications competition for SkillsUSA, two students placed in the Customer Service competition, and one placed in the Employment Application competition – all advanced to compete at the District and State levels. Five Seniors & seven Juniors earned co-op placements during the 2022-2023 school year. (Total student enrollment: 58)

Cabinetmaking: Monty Tech Cabinetmaking students are called upon for a number of projects small and large, across the campus and beyond. During the 2022-2023 school year, students completed projects that included: designing and installing a custom kitchen in the Ritter Memorial building for the Town of Lunenburg, cutting and assembling 120 trophies for MWCC’s Arts Department, and fabricating maple benches for the locker rooms at Winchendon’s Clark Memorial YMCA. Along with the community projects, students built new downdraft tables and custom cabinetry for the school’s Dental Assisting program, storage cabinets and countertops for the Business Office, custom display cases and service counters for the Monty Tech School Store, and also built and installed new handicapped accessible cabinetry and storage for the Early Childhood program and Child Care Center. Five Seniors and nine Juniors earned co-op placements, representing the program so well. Sophomores and Freshmen completed important safety training exercises, earning OSHA Construction 10-hour and OSHA Careersafe 10-hour certifications, respectively. (Total student enrollment: 66)

CAD/Drafting & Design: In 2022-2023, five Monty Tech CAD/Drafting & Design Senior students and six Juniors earned co-op placements. Students achieved a number of valuable industry-recognized certifications including AutoCAD, Inventor, Revit, and Solidworks Part 1 & 2. Freshmen students completed safety training, and earned valuable OSHA CareerSafe credentials. The shop completed a variety of signs, banners, and posters for the school and non-profit organizations including: MVP Academy renovation layout work, Lunenburg Senior Center kitchen layout, and cabinetry planning for the improved Early Childhood Education training space. (Total student enrollment: 65)

Cosmetology: The Monty Tech Cosmetology program is one of the only programs that students may leave and directly enter the industry, fully-licensed and ready for a career. The state-approved program is rigorous and provides students with countless opportunities to refine their cosmetology skills on clientele who understand and appreciate the learning environment. During the 2022-2023 school year, the Senior class collectively earned 25 trade-specific certifications in advanced nails, hair cutting and coloring techniques from BehindtheChair.com, Pravana.com, CND.com and Barbacide.com. Instructors signed articulation agreements with Mount Wachusett Community College, Quinsigamond Community College, and Keene State College, resulting in three college credits in Business at MWCC and QCC and nine general elective credits at Keene State. All students participated in Beauty School Battles at Franklin County



Technical School in Turners Falls, MA. One Freshman received 1st place in formal style, one Junior placed 2nd place for textured hair style, and two Seniors placed in fantasy hair style and formal nails. Seniors and Juniors also participated in Mental Health Day, providing spa services to teachers/staff/students to raise funds for awareness. Finally, all 12 Seniors earned their cosmetology licenses – a wonderful testament to the program’s talented students and instructors! (Total student enrollment: 80)

Culinary Arts: Monty Tech Culinary Arts students and instructors operate a full-service restaurant and bakery, serving 70-90 patrons daily. The FY23 school year began with a Welcome Back/New Teachers



reception, where students prepared and served hors d’oeuvres and mini pastries for 60 guests. Students were asked to prepare a luncheon for Principals and Counselors Day for 30 school leaders in October, and were asked to prepare dinner for both of the school’s Program Advisory meetings, serving more than 380 at each event. Baking students prepared 200 apple pies for the Lunenburg Lions club, catered an offsite Christmas buffet luncheon for 107 people at the Westminster Senior Center for the Ryan Patrick Jones Foundation, and continued to donate leftover baked goods to Our Father’s House in Fitchburg. Students prepared and served delicious meals/treats for onsite MAVA Directors meetings and lunch for a statewide Masonry competition, as well as for National Honor Society events and our own high school graduation ceremony. Throughout the year, the busy restaurant hosted several groups that included: Gardner AARP, Towns of Phillipston, Ashby, Barre, Templeton, and Rindge, NH, and

Fitchburg State University. Two students earned co-op placements, and all students sat for the ServSafe Manager exam, earning valuable industry-recognized credentials. (Total student enrollment: 71)

Dental Assisting: Monty Tech Dental Assisting instructors have emphasized the need for students to earn valuable industry-recognized credentials, as a means to demonstrate technical skill and proficiency. As a result, all students work and prepare for Dental Assisting National Board (DANB) certification exams. In 2022-2023, 93% of students passed the DANB Radiology exam. This outstanding pass rate is a true testament to the high quality instruction in the Monty Tech Dental Assisting program, and something the school continues to be so proud of. A total of nine Seniors and 3 Juniors earned co-op placements, while the remaining Juniors and Seniors earned experience in affiliation/externship experiences in area dental clinics and offices. All Seniors and Sophomores earned American Red Cross for Basic Life Support CPR/AED certifications. Demonstrating a commitment to community service, the program enjoyed collaborating with local dental practitioners through the Community Health Connections Caring for Kids Program. While qualified Monty Tech students received free dental cleaning, radiographs, and sealants, Dental Assisting students assisted “chairside” in these procedures. (Total student enrollment: 58)

Early Childhood Education: Seven Seniors and one Junior in the school’s popular Early Childhood Education program earned co-op placements, gaining valuable experience working with young children in local childcare centers. Three Seniors and four Juniors also gained experience on externships. All Sophomore and Senior students completed First Aid/CPR training and earned this valuable certification. Eight Seniors also earned the Child Development Associate National certification. Instructors are proud to report that all 12 Seniors applied for the MA Department of Early Education and Care Teacher certification, while Juniors planned a mock baby shower, donating diapers, wipes and clothing to the Montachusett Opportunity Council to benefit families in our region. The Monty Tech Child Care Center continues to provide all students enrolled in the Early Childhood Education program with meaningful hands-on learning opportunities, giving them a glimpse into the day-to-day job functions of early education and care teachers. (Total student enrollment: 48)

Electrical: Throughout 2022-2023, students and instructors in the Monty Tech Electrical program wired numerous machines, equipment, computers, cameras and lights throughout the school. Fifteen Seniors and fifteen Juniors earned co-op placements, which allowed them to gain important on-the-job skills and additional training in the industry. Instructors collaborated with trade partners to obtain critical support for a Lab Modernization Grant application, which was submitted and approved in the amount of \$1.8M. These funds will allow the school to replicate the excellent training happening in our Electrical program, expanding access to students from Fitchburg, Gardner and Narragansett schools. With guidance from program instructors, students performed all wiring services at the Habitat for Humanity house building project in Fitchburg, while others were asked to wire the Lunenburg Town Hall break room. Instructors are pleased to report the program continues to be a highly sought-after experiences, with 24 Freshmen students choosing Electrical as their top choice! All 24 successfully completed the 10-hour OSHA training and certification. (Total student enrollment: 95)

Engineering Technology: The Engineering Technology program at Monty Tech is a rigorous program, infused with a nationally certified curriculum provided by Project Lead the Way, and countless hands-on learning opportunities that provide students with opportunities to demonstrate creativity, make connections with prior learning, and earn college credits. Instructors continue to add creative “benchwork” or hands-on activities to supplement the curriculum, so that students can put their theoretical learning into practice. The program’s automation, 3D printing lab area and the Amatrol software continue to support all areas of the Engineering Frameworks. Seven Seniors and four Juniors earned co-op placements, while all 16 Freshmen completed the OSHA 10-hour General Industry training and certification program. (Total student enrollment: 61)

Graphic Communications: Throughout the 2022-2023 school year, students in the Graphic Communications program produced numerous projects for our district cities and towns, and a variety of non-profit organizations within the district. Students worked diligently to complete four middle school yearbooks for schools in our sending district. Students also completed a tourist map for the town of Sterling and printed Oakmont’s Graduation Programs. Two Seniors earned co-op placements, which allowed them to continue their on-the-job training in a real-world work setting. Graphics students consistently perform well at SkillsUSA competitions, and this year was no exception. The program is proud of its Gold Medal winners in the State Pin Design and National T-shirt Design contests. (Total student enrollment: 85)



Health Occupations: The Health Occupations program continues to be one of the more competitive programs here at Monty Tech, providing a rigorous education grounded in current medical knowledge and practice, balanced by hands-on learning opportunities in the on-site Sim Lab and through the use of state-of-the-art Anatomage technology. We continue to improve the instructional spaces, technology and equipment for student training purposes. 19 Seniors were partnered with area clinics, through the co-op program, where they continued to learn and flourish in their chosen field, while back on campus, students focused on achieving important industry-recognized credentials. 25 students passed their Certified Medical Assistant exam to become nationally certified medical assistants. All students passed their Nurse Aide Exam, and 6 students passed the Home Health Aide exam. All Sophomores obtained their CPR, First Aid, and Alzheimer’s Association certifications, while all Freshmen completed safety training and earned an OSHA certification. Two students received silver medals at the SkillsUSA State competition (in Basic Healthcare and Nursing Assisting), and another received a bronze medal in Nurse Assisting. Finally, five Seniors received their Phlebotomy Technician certification, a valuable industry-recognized credential. (Total student enrollment: 107)

House Carpentry: The Monty Tech House Carpentry program completed a number of projects, large and small during this 2022-2023 school year. Juniors and Seniors were proud to work on a single family residence for Habitat for Humanity in Fitchburg, where they completed all framing, roofing and exterior trim details, and installed all exterior doors and windows. Students worked with instructors to complete exterior renovations to a barn for the Town of Hubbardston Highway Department, a full kitchen renovation for the Town of Lunenburg, exterior weatherization for the Town of Barre Fire Station, and covered a bus stop unit for the City of Fitchburg (MART). Prioritizing community service, House Carpentry students supported local charitable organizations with donations of our Adirondack chairs built by Freshmen students in the program. Eighteen Sophomores received their OSHA safety credentials. 15 Juniors and 11 Seniors received their Hot Works Certification, while six Seniors and three Juniors were working and learning side-by-side with area carpenters and construction professionals through the popular co-op program. (Total student enrollment: 62)

HVAC & Property Maintenance: 2022-2023 was the first year that a Monty Tech student competed in the Facilitron, Leadership in Facilities Management competition for the SkillsUSA competition, and remarkably, the student was awarded a gold medal and advanced to the state competition. Six Seniors and four Juniors earned co-op placements in area businesses, and one top student received a PHCC Award as the Outstanding HVAC student, receiving more than \$400 in tools. 11 Juniors earned the EPA Universal License to work with HVAC Refrigerants, while the program's Sophomore and Freshmen students earned important OSHA safety credentials. Students and instructors also assisted in the construction of a Habitat for Humanity house in Fitchburg, applying energy auditing and building envelope concepts learned using the new energy audit trainer and equipment that was purchased with a recent grant award. This equipment and the students' new skillset allowed students to complete a comprehensive energy audit for the Town of Lunenburg Municipal Building, as well. (Total student enrollment: 58)

Information Technology: The Information Technology program continues to offer students opportunities to earn a wide range of industry-recognized certifications that affirm the technical skill proficiency needed for entry-level careers in networking and information technology. In 2022-2023, all Freshmen completed the OSHA 10-hour General Industry training, while Sophomore students earned Test-out PC Pro, Cisco IT Essentials, and Cisco Introduction to Networking credentials. Juniors and Seniors participated in the CyberStart America Cybersecurity competition, which resulted in one Senior and five Juniors qualifying for scholarships. Two Juniors and one Senior passed the CompTIA A+ Exams. Four students earned co-op placements, applying their technical skills in area businesses. In total, approximately 100 hours of technical support were completed at the program's Help Desk, where students worked on hardware and software troubleshooting on desktops, laptops, printers, and mobile devices. (Total student enrollment: 36)

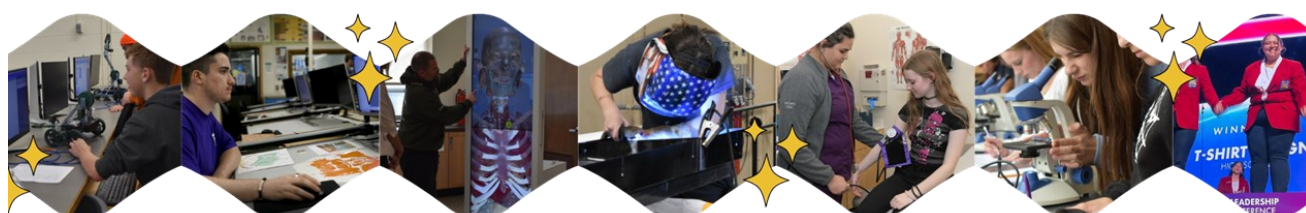
Masonry: The talents of Monty Tech Masonry students are on display throughout district communities, as projects that were completed during the 2022-2023 school year include: concrete sidewalk repairs at Fitchburg High School and brick repairs at Fitchburg South Street School. Students placed and finished a concrete slab in Phillipston for an Eagle Scout project, and completed brick repairs at the Ritter Building in Lunenburg. The Monty Tech campus also benefitted from the work of our talented Masonry students, who constructed a block wall in the boys' locker room, replaced the paver floor in the Greenhouse, and installed concrete pads for the new ticket booth and ROTC storage pods. Sophomores received valuable safety training and earned the 10-hour OSHA Construction certification, while Freshmen completed the 10-hour General Industry certification. Seven Seniors earned co-op placements, and continued to refine their skills working with business partners through the school's co-op program. (Total student enrollment: 48)



Plumbing: The 2022-2023 school year began with Plumbing students rough plumbing at the single family house building project for the Habitat for Humanity Program. Students and instructors also installed a new kitchen sink, utility sink and a kick-space heater at the Lunenburg Town Hall break room. On campus, numerous plumbing issues including leaks, drain cleaning, water heater repair and replacement, water cooler replacements, faucet replacements, and gas leaks were addressed in a timely and professional manner by the students. Juniors successfully completed their HotWorks safety training and earned that important credential. Freshmen also completed the 10-hour OSHA General Industry safety training, while Sophomore students completed the 10-hour OSHA Construction safety training and certification. Ten Seniors and two Juniors earned co-op placements, which allowed them to continue to grow in the trade, working with plumbing professionals in the area. Sophomores and Seniors were trained in Viega PEX/copper press, earning another valuable certification. One Senior earned the Plumbing All Star Award given by the Plumbing, Heating, and Cooling Contractors Association of Massachusetts, and was given a scholarship for his continuing education. Another talented student was awarded the Central Mass Plumbing & Gas Inspectors Association Scholarship, which will assist in his continuing education. (Total student enrollment: 68)

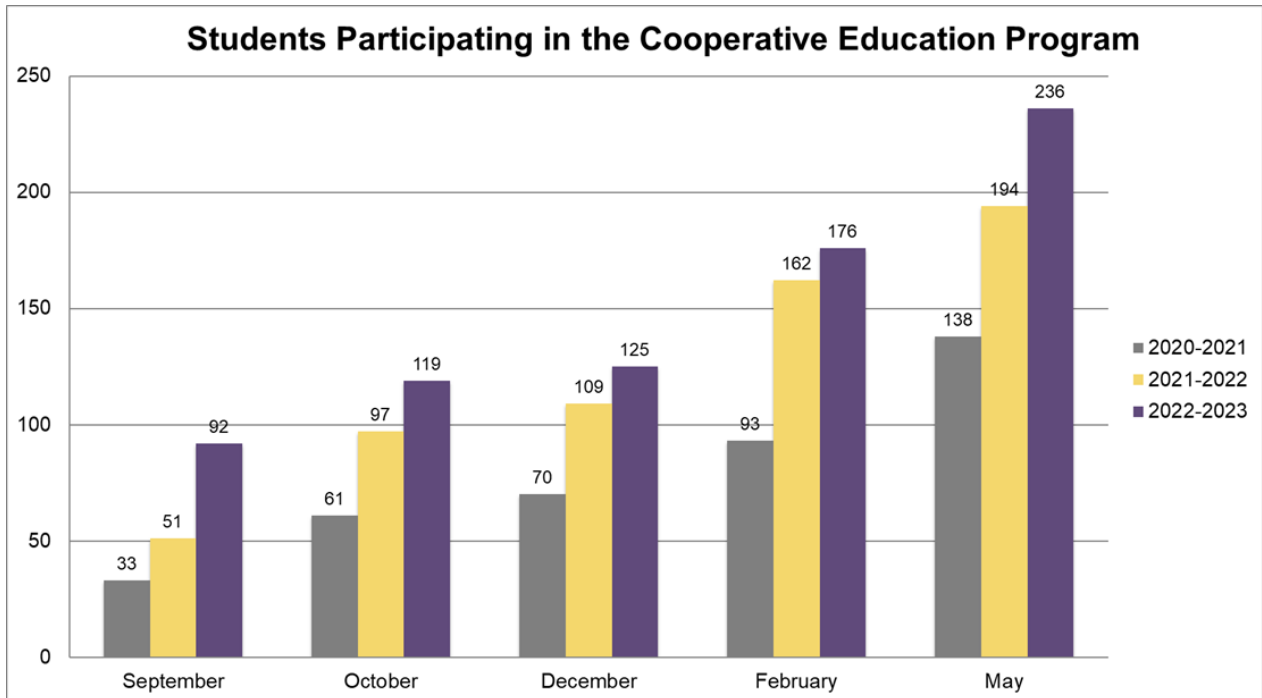
Veterinary Science: For the 2022-2023 school year, the Monty Tech Veterinary Clinic completed 1,200 appointments, of which 222 were grooming services. 750 pets from 260 underserved families in our sending districts were provided high quality veterinary care. All Juniors earned the CVA (Certified Veterinary Assistant) certification, with a 100% pass rate on this important national exam. All Freshmen completed OSHA 10-hour Healthcare training and certification. Three Juniors were able to attend the USDA AgDiscovery Camp, which is a free summer outreach program to help teenagers explore careers in agricultural sciences, learning from university professors and USDA experts and gaining hands-on experience. Finally, ten Seniors and four juniors earned co-op placements, working in local clinics, shelters and animal hospitals, applying the skills gained in this popular vocational training program. (Total student enrollment: 80)

Welding/Metal Fabrication: The Welding/Metal Fabrication program completed more than 30 community service projects in the 2022-2023 school year, including the fabrication and installation of metal shoes for trail maps at Coggs Hall Park in Fitchburg, fabricating stainless steel legs for the locker benches at the YMCA in Winchendon, and creating a metal archway for the entrance at the Music Pavilion in Winchendon. In-house projects included repairing the school plow for the school's maintenance team and repairing the floor in the warehouse. Students fabricated and installed hanging metal racks for the Plumbing Department to help organize their storage unit and cylinder mounts for their propylene tank, as well as more than 10' of floor covers for the hydraulic system in Auto Technology. Four students participated in the Notch Pipe Welding Challenge, and two Seniors were asked to collaborate on a project with WPI Engineering students at the New England Regional Competition. The program is proud to offer students at all levels opportunities to earn industry-recognized credentials. In 2023, Freshmen completed OSHA 10-hour General Industry training and certification requirements, Juniors completed the Hot Works Certification, and all students completed the OSHA 10-hour Construction Certification. All Juniors also earned the AWS D1.1 FCAW 1G Limited Certification while Seniors earned the AWD D1.1 SMAW 3G Limited Certification. A total of 15 students (4 Juniors and 11 Seniors) earned co-op placements. (Total student enrollment: 64)



Cooperative Education

The Monty Tech Cooperative Education Program is an extension of the student's technical education that combines classroom instruction with on-the-job-training. The popular Co-op Program provides students with an opportunity to further develop academic, technical and employability skills in an industry-related work environment. All students are eligible to participate in the Co-op Program, provided they satisfy state and school grade, attendance and performance requirements, and all Co-op students must have completed the OSHA recognized Career Safe online health and safety course prior to being placed in a work environment.



The Cooperative Education Program is beneficial for both student and employer. For the student, it is a chance to gain on-the-job training that improves both their technical proficiency and employability skills, and making industry connections enhances post-graduate employment opportunities. The Co-op Program also allows students to earn while they learn, which has allowed many students to learn valuable life skills, financial literacy skills, and gain a deeper understanding of the importance of career advancement and self-advocacy.

Employer benefits include addressing workforce needs in an efficient manner. Co-op students provide a pool of trained talent, ready to assume temporary, part-time or even full-time opportunities, thus reducing employer training costs. Co-op work hours may also be tailored to suit the needs of partnering employers.

In 2022-2023, the school saw a return to the workplace, and significant increases in the number of students placed in this valuable training program. With approximately 100 area employers participating in Cooperative Education, providing valuable experience to 236 students by the end of the 2022-2023 school year, school officials remain grateful for their continued support, and look forward to future collaborations.

Student *Support* Services

Monty Tech's Department of Student Support Services has prioritized the district's effort to educate the whole child, ensuring the young adults we serve have access to support in academic and vocational programming, as well as services related to social and emotional wellness. We have focused support around the growing concerns and struggles with age appropriate interactions, use of social media and need for mean-



ingful connections. Creating safe and supported opportunities, we have embraced themes and models that challenge our students to reflect, grow, and learn in all areas of their experiences. The department continues its important mission to break the stigma of mental health, shifting our perspective to find balance and mental wellness. This unified approach, support, and collaboration helps our student body display resilience, grow individually and meet success.

At Monty Tech, we strive to implement thoughtful tiered services that promote a feeling of comfort for students when accessing this support. In addition to the department's current school-based counseling services, Monty Tech and LUK, Inc. collaborated throughout 2022-2023 with the Department of Public Health to provide services to at-risk students and their families. The district also partnered with LUK to create a direct pipeline for telehealth referrals and increased access to coun-

seling support, beyond the traditional school day. Programs such as the Hope Matters, a peer to peer mental wellness and suicide prevention program, Project AMP, a program to prevent substance abuse among youth, and Students Taking A New Direction (STAND), a program to support students displaying at-risk behaviors, have all been implemented successfully. In 2022-2023, Monty Tech also joined forces with CareSolace, an organization committed to matching individuals with mental health and/or substance abuse counselors. CareSolace Coordinators address the growing need to locate support and match individuals with therapists saving students and families hours of time, phone calls, waitlists and frustration. CareSolace supports the matching process and follows up with individuals to ensure each connection was a success. Most importantly, CareSolace Match Services are FREE to our students, family, staff and community. <https://caresolace.com/site/montytech>

The Department of Student Support Services has taken the necessary measures to ensure Social Emotional Learning (SEL) is in the forefront of conversations when supporting students. Courses and activities designed to promote mindfulness, understanding, and social emotional wellness are part of the many course offerings within our school. Yoga and Meditative Art, Visual Arts, Directed Studies with Social Emotional Learning lessons are all part of the efforts being implemented to ensure we address the needs of all students and support their individual growth and development.

During the 2022-2023 school year, Montachusett Regional Vocational Technical School District provided specialized services to approximately three hundred students – measuring progress of over two hundred students on Individual Education Plans (IEPs) and approximately one hundred students adhering to individualized Section 504 plans. While the Student Support Services Department encompasses special education, the department provides support that is available to all Monty Tech students, who have access to direct tutoring both before and after school. School counselors are available to assist students with vocational placement and post-secondary planning, and are equipped with the skills to engage students in workshops and groups that support the development of social resilience and finding balance, for those experiencing struggles.

The Student Support Services department includes a full-time nursing staff that continues to respond to CDC advisories and noted trends, administers medications, performs state-mandated health screening exams, and provides, when necessary, health information to the special education team for a student's IEP meetings. The department benefits from a full-time school social worker that participates in departmental meetings and assists students who have needs concerning finances, family issues, homelessness, maternity, health issues, proper food and clothing, and military status deployments. The school is also fortunate to have on staff a full-time psychologist, who evaluates all students referred for an initial evaluation or who may require a three-year re-evaluation. In addition, we have a full-time speech language pathologist, available to assist students with disabilities, assess these students and consult with teachers. Finally, 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, mental health emergency treatment, medical/mental health re-entry and transition support services, as well as crisis intervention.

Technology @ Monty Tech

Technology and learning go hand-in-hand at Monty Tech, and 2022-2023 was no exception. Monty Tech's talented Technology Department led the transition to a new Student Information System – PowerSchool. The new system, coupled with the school's previous adoption of Performance Matters and Google Classroom has led to increased communications between school and home. For teachers, student outcomes are easier to track and analyze, while noted accomplishments and areas of concern can be brought to the attention of parents/guardians quite easily through these new technologies. The Director of Technology, School Principal, and Director of Academic Programs traveled to Nashville, TN to participate in training so that they could provide in-house support and important solutions, strategies, and techniques to the Monty Tech faculty and staff who would be new to this comprehensive new educational tool

The Technology Department was also called upon to work with the Dean's Office in an effort to mitigate vaping issues. Verkada vape sensors were installed, notifying the Deans and security personnel in the event a sensor is activated. Student safety efforts are ongoing and remain a priority for the technology team, who also installed a comprehensive guest registration system, which uses the guest's state issued ID to run a preliminary background check on any guest entering the school before he/she may be admitted. Interactive learning displays, all new computers in vocational areas, new fiber lines, and an upgraded phone system rounded out the team's 2022-2023 efforts, resulting in a more efficient, more secure working and learning environment for all.

Finally, Department personnel was expanded to include a second Educational Technologist to the team. The two technologists provide valuable, Personalized instruction to both academic and vocational teachers, as they expand their instructional delivery models and rely on available technology to provide and deliver important school-to-home communications.



Service Learning

The Monty Tech Marine Corps Junior Reserve Officer Training Corps (MCJROTC), is a leadership program based on the foundations of instilling the values of citizenship, service, Personnel responsibility, and a sense of accomplishment. The program provides students with countless opportunities to serve as ambassadors in their communities, through the routine demonstration of student leadership development, volunteerism, perseverance, and dedication.

During the 2022 - 2023 school year, Monty Tech MCJROTC Cadets participated in more than 2,000 hours of community service and volunteerism. Cadets began the busy school year supporting two separate running events - the Fitchburg Veterans 5K and the Rock n Roll 5K at the Wachusett Brewery- providing assistance with vehicle parking, run route coordination, and vendor support. Another community event that was a highlight for our students was the Annual Blacksmith Festival held in Fitchburg, MA. Monty Tech cadets assisted competitors and vendors, and while doing so, learned a great deal about community volunteerism and the craft of blacksmithing as a fine art.



Cadets were able to sponsor and participate in a Veterans Day and Marine Corps Birthday Celebration. This event included a full USMC Birthday ceremony, marching in the USMC birthday cake cutting ceremony, and recognition of the guest of honor, Mr. Matt LaRose.

As in years past, Cadets were actively involved with assisting the Salvation Army, and proudly collected more than \$98,000 in donations throughout the 2023 holiday season. Their efforts greatly contributed to the much needed support of those less fortunate throughout the Monty Tech district. Cadets were also invited to participate in the Gardner Centennial Parade celebrating its 100th year as a city, and were asked to provide crowd and traffic control along various places of the parade route.

Evening Programs

Assisting with color guards, presenting the Nation's Colors and the Marine Corps Battle Colors, is a particular honor and highlight for our young cadets. In 2022-2023, these special events were numerous, with as many as fifteen color guards to include all of the Monty Tech home football games, Fitchburg State graduate and undergraduate ceremonies, local civic ceremonies, as well as numerous veteran ceremonies in and around veteran holidays.

Finally, more than 150 Monty Tech cadets made their way to Fall River to experience Battleship Row. During this visit, cadets were able to walk on and around the USS Massachusetts and the maritime museum. Visits to local historic attractions are one of the many reasons cadets pursue this leadership program. In the Summer of 2023, 70 additional cadets travelled to Prince William

Forest Campground located in Triangle, VA for a weeklong leadership trip that included team building skills, physical fitness, and visits to local area attractions. Additionally, 15 cadets attended three separate leadership trips where they learned basic aviation, Cyber/Stem awareness, and advanced leadership techniques. These week-long leadership trips took place in Boswell, PA and Fork Union, VA.

In recent years, Monty Tech's popular School of Continuing Education, has been the recipient of more than \$1.5M in funding from Commonwealth Corporation, to provide unemployed or underemployed individuals with no-cost training and job placement services in the region's most critical industries/occupations. These grant-funded training opportunities are an example of the collaboration between the MassHire Workforce Investment Board, the Executive Office of Labor and Workforce Development, and generous sponsorship from Commonwealth Corporation, making it possible for Monty Tech to offer meaningful job readiness training in occupations with high demand and self-sustaining wages.



In 2022-2023, school leaders were pleased to offer 200 hour training programs in culinary, electrical, CNC operation, and welding, at no cost to qualified participants. These FY23 training cohorts resulted in 33 individuals having secured full-time employment in their chosen occupations. In addition to these grant-funded opportunities, the School of Continuing Education, continues to offer the area's most affordable and comprehensive cosmetology training program, effectively preparing participants to sit for the Massachusetts State Board examinations. In FY23, four cosmetology students graduated from the program, and all have passed the licensing exam.

Recognizing a need to support social emotional wellness of our non-traditional students, many of whom would be returning to a classroom after many years of not participating in academic endeavors, program staff initiated a creative and beneficial monthly "Mental Health Breaktime," providing with food and community resources for enrolled students. This was a well-attended addition to the evening program, and is expected to become a regularly scheduled event in the coming years.

Finally, Monty Tech held its annual public job fair on May 4, 2023. The event was extremely well-attended, with more than sixty (60) area employers visiting on-site with both day and evening students seeking job opportunities. The strength of any Monty Tech training program is dependent upon mutually beneficial relationships between the school and our business partners. Serving more than 1,400 community members annually, the School of Continuing Education is proud to offer meaningful training to a non-traditional student population, while working to develop new and important relationships with business partners in need of a talented candidate pool.



The Montachusett Regional Vocational Technical School Practical Nursing Program strives to create and provide a high-quality educational experience to each individual student seeking to establish a successful career in nursing. 2023 marked the Practical Nursing Programs silver anniversary. Since its inception, the

Montachusett Regional Vocational Technical School Practical Nursing Program has graduated more than 700 nursing professionals.

Our program stresses the importance of developing the clinical judgement and skills needed to function safely, effectively, and productively in an ever changing technical and diverse society. By providing our students with an exceptional nursing education, we graduate outstanding healthcare professionals with the ability to make a difference for our local communities and beyond.



Nurses at all levels play a vital role in providing care and compassion to patients in need. Monty Tech Practical Nursing Program graduates continue to seek admission to the “LPN to BSN (Bachelor of Science in Nursing) Bridge” with Fitchburg State University (FSU). This opportunity provides a seamless pathway for our graduates to enhance their clinical skills, deepen their theoretical knowledge, and embrace leadership roles in the nursing profession.

The graduating class of 2023 volunteered for the United Way Days of Caring. The student nurses engaged in various community activities including painting playgrounds and community buildings, as well as neighborhood and garden clean-ups. The collaboration between student nurses and United Way exemplifies the spirit of altruism and the pursuit of practical knowledge in service to society. It's a reciprocal relationship enriching both the students' learning experiences and the communities served.

On June 22, 2023, a class of 30 students graduated ready to enter the nursing profession. The class of 2023 has achieved a 90% pass rate on the NCLEX-PN exam (National Council Licensure Examination for Practical Nurses). The 2023 program graduates are currently employed working in various health care settings, such as long-term care, sub-acute care, acute care, acute rehabilitation care, mental health/substance abuse facilities, physicians' offices, correctional medicine, pediatric extended care, and school nursing.

Monty Tech is known for its innovation and creative programs that prepare young people for high skill and high wage job opportunities. While we are so proud of our annual accomplishments, school leaders maintain an eye to the future – always seeking improvement. School leaders are confident that our efforts to develop and maintain a responsible local budget, coupled with our pursuit of competitive grant funding will ensure our training programs stay current and aligned with industry standards. Our relationships with area business leaders, community service agencies and post-secondary partners will improve student outcomes, whether our graduates choose college or career pathways upon graduation. Our endeavors, as the region's leading workforce training provider, to increase access to valuable training opportunities remain a top priority. A few of the more notable initiatives that we expect to have a positive impact on our school and students in the coming years include:

New partnerships to increase access to vocational programs: In FY23, Monty Tech proudly entered into a partnership with Fitchburg Public Schools, Gardner Public Schools, and Narragansett Regional School District, in an effort to provide students in those districts with meaningful vocational training opportunities. Monty Tech found and secured a vacant property close to campus, and was awarded a record-setting \$1.88M grant to renovate and equip the facility, turning it into a state-of-the-art training center for carpentry, electrical and plumbing occupations. Students and instructors are tasked with building out the new training spaces throughout the 2023-2024 school year, so that doors can open to the Montachusett Vocational Partnership

Looking Ahead

(MVP) Academy in September 2024. School leaders will continue to promote the innovative partnership and modified “After Dark” schedule, as a model program that, if funded properly, could satisfy concerns for lack of access to vocational programming across the Commonwealth. Monty Tech officials look forward to communicating with local and state leaders, advocating for increased funding for such endeavors, and building upon this exceptional partnership that is expected to serve as many as 125 students when all programs are in operation.

Grant funding to improve and expand training programs: In FY23, Monty Tech applied for its ninth Skills Capital Grant, in the amount of \$500,000. The school’s Development Coordinator worked closely with Culinary Arts instructors to craft a comprehensive proposal that, if funded, will bring much needed improvements to the program. School leaders will be able to purchase commercial kitchen equipment that is updated, more efficient, and reflects the same equipment used in our partner’s kitchens, and to purchase a food truck, which will allow instructors to develop all-new curricula in street food, quick service and community service opportunities. All equipment will be used to improve the existing day program, and to establish all-new, 100-hour evening training programs for adult learners. School officials look forward to award notification in 2023-2024 school year, with enhancements to the program beginning Fall 2024.



Monty Tech Leadership

The district continues to benefit from a talented leadership team 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, the team has transformed the school into one of the most sought-after high schools in North Central Massachusetts.

Thomas R. Browne, Superintendent-Director
Dayana Carlson, Principal
Tammy Crockett, Business Manager
Kim Curry, Co-Operative Education Coordinator
Taryn DiVito, Data Analysis and Accountability Coordinator
Christina Favreau, Director of Academic Programs
Michael Gormley, Director of Facilities
Donald Kitzmiller, Director of Technology
Christine Leamy, Dean of Admissions
Ryan Rege, Director of Vocational Programs
Kathryn Schmidt, Assistant Principal
Katy Whitaker, Development Coordinator
Victoria Zarozinski, Director of Student Support Services

In addition, 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 2022-2023 School Committee for their outstanding service.

Eric Commodore, Gardner - Chair
John Columbus, Templeton - Vice Chair
Julie Marynok - Secretary
Jeffrey Gallant - District Treasurer

Diane Swenson, Ashburnham
Peter Capone, Ashby
Jeffrey Raymond, Athol
Whitney Marshall, Barre
Robert Campbell, Fitchburg
Michael Hurley, Fitchburg
Dr. Ronald Tourigny, Fitchburg
Melanie Weeks, Fitchburg
James S. Boone, Gardner
Jeanne Bartlett, Harvard

Donna Lafayette, Hubbardston
Barbara Reynolds, Lunenburg
Eric Olson, Phillipston
John P. Mollica, Princeton
Sara Dilg, Royalston
William Brassard, Sterling
John Columbus, Templeton
Ross Barber, Westminster
Tamarah Estes, Winchendon

Respectfully Submitted By:

Thomas R. Browne, Superintendent-Director

Montachusett Regional Vocational Technical School - 1050 Westminster Street

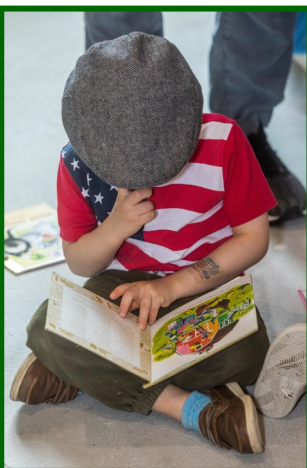
Fitchburg, MA 01420

(978) 345-9200

www.montytech.net



FORBUSH MEMORIAL LIBRARY



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BOARD OF ASSESSORS

The Board of Assessors respectfully submits their annual report for 2023. The Board held 11 posted meetings.

The primary responsibility of the assessor's office is the valuation of all real estate & Personnel property in the Town of Westminster. Under Massachusetts General Laws Chapter 59, Section 38, the Board of Assessors must assess all property, real & Personnel, 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, Personnel property abatements and excise tax abatements.

In addition, the Assessing Department must administer the processing of motor vehicle excise tax bills, which are generated from the Mass Registry of Motor Vehicles. We review applications for MV, RE & PP abatements, Senior, Blind & Veteran exemptions, 3ABC, F.O.L. and Chapter land forms.

The Assessor's Office hours are: Monday, 7-7, Tuesday-Thursday, 7:30-4:30, Friday we are closed. The phone number is 978-874-7401 and the fax is 978-874-7462. Field Cards, Plot Plans & Assessor forms are on the Westminster Website. www.westminster-ma.gov

The following is information compiled during the calendar year 2023:

# Of motor vehicle bills processed	11,135
\$ Amount committed to collector	1,582,810.99
# Of motor vehicle abatements granted	279
\$ Amount of abatements granted	32,212.07

During 2023, the Board of Assessors were required to do a Cyclical for real estate and a Revaluation of the whole town, for real estate and Personnel property, and submit a LA3 Report to the Department of Revenue; this is required every five 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/Collector, Board of Health, Board of Selectmen, Conservation Commission, Personnel, Accountant, Town Administrator, Town Planner, Town Clerk, Veteran's Agent, Council on Aging, Highway Department, Police Department and the Building Department.



(L TO R): ANN MARIE PAGE (ASSESSOR CLERK),
ROBIN HOLM (ASSESSOR)

BOARD OF ASSESSORS

The board would like to take this time to thank Robert J Sampson for his years of service on our board and all residents, town boards and departments for their continuing support & cooperation during the past year.

Respectfully submitted,
Donald Frigoletto, Chairman,
Robin L. Holm



THE FOLLOWING WERE CALCULATED ON A FISCAL YEAR 2023 (JULY 1, 2022– JUNE 30, 2023)

Fiscal year 2023 tax rate \$13.06 per thousand dollars of valuation

	<u>VALUE</u>	<u>TAX</u>
Real Estate	1,320,662,954	\$17,247,858.18
Commercial	60,189,714	\$786,077.66
Industrial	42,692,800	\$557,567.97
Personnel Property	<u>56,566,283</u>	<u>\$738,755.66</u>
Totals	1,480,111,751	\$19,330,259.47

<u>EXEMPTIONS GRANTED</u>	<u>NUMBER</u>	<u>AMOUNT</u>
Widow/widower		
Clause 17D	18	\$3,304.44
Veterans:		
Clause 22	60	\$24,000.00
Clause 22E	30	\$30,000.00
Clause 22D	2	\$8,543.86
Clause 22 Paraplegic	1	\$3,974.16
Blind:		
Clause 37A	1	500
Elderly:		
Clause 41B	9	\$4,720.50

TREASURER/COLLECTOR

TOWN COLLECTOR'S REPORT

PERIOD ENDED JUNE 30, 2023

	FISCAL YEAR	COMMITTED OR FORWARDED	COLLECTED	ABATED OR LIENED	REFUNDED OR ADJUSTED	BALANCE
REAL ESTATE TAX	2022	14,839.34	0.00	14,839.34	0.00	0.00
		18,591,861.4				
	2023	7	18,372,737.18	126,679.05	58,092.50	150,537.74
PERSONNEL PROPERTY TAX	2021	5645.86	4,723.39	922.47	0.00	(0.00)
	2022	371.95	0.00	0.00	0.00	371.95
	2023	738,755.63	745,468.98	7,926.24	25,256.88	10,617.29
ROLL BACK TAXES	all years	4,693.11	0.00	0.00	0.00	4,693.11
MOTOR VEHICLE EXCISE	2017	3,927.71	693.85	3,233.86	0.00	0.00
	2018	8,256.35	3,937.81	0.00	0.00	4,318.54
	2019	8,287.81	1,762.51	0.00	0.00	6,525.30
	2020	5,356.41	2,754.27	0.00	0.00	2,602.14
	2021	28,625.02	21,959.86	916.45	965.94	6,714.65
	2022	301,696.65	274,506.37	11,997.03	10,739.09	25,932.34
	2023	1,396,824.87	1,294,795.29	23,005.83	12,996.81	92,020.56
WATER USAGE	2022	54,413.53	20,986.95	33,628.29	201.71	0.00
	2023	945,310.67	906,329.80	2,174.70	18,922.25	55,728.42
WATER LIENS	2022	15,361.39	15,361.39	0.00	0.00	0.00
	2023	3,362.64	9,728.15	551.64	7,511.16	594.01
WATER SERVICES	2022	262.50	262.50	0.00	0.00	0.00
	2023	6,483.93	5,624.63	75.00	37.50	821.80





TREASURER/COLLECTOR

TOWN COLLECTOR'S REPORT PERIOD ENDED JUNE 30, 2023

	FISCAL YEAR	COMMITTED FORWARDED	COLLECTED	ABATED OR LIENED	REFUNDED OR ADJUSTED	BALANCE
HOLMES PARK WATER ASSESSMENT	2022	171.59	171.59	0.00	0.00	0.00
	2023	3,578.62	3,578.62	0.00	0.00	0.00
LEINO PARK WATER AS- SESSMENT	2022	575.00	575.00	0.00	0.00	0.00
	2023	73,945.20	73,945.20	0.00	0.00	0.00
SEWER USAGE	2022	65,328.47	23,323.69	42,278.41	178.63	-95.00
	2023	1,297,619.93	1,217,480.12	2,914.98	-3,499.19	73,725.64
SEWER LIENS	2022	626.25	626.25	0.00	0.00	0.00
	2023	42,278.41	32,618.76	1,202.22	0.00	8,457.43
SEWER SERVICES	2022	75.00	0.00	0.00	0.00	75.00
	2023	7,947.88	3,818.77	37.50	37.50	4,129.11
SEPTIC LOAN PROGRAM NOT YET DUE	2016	122,019.88	0.00	12,358.70	0.00	109,661.18
SEPTIC LOAN APPOR- TIONED	2022	1,612.12	0.00	1,612.12	0.00	0.00
LOAN PRINCIPAL REPAY- MENTS	2023	12,358.70	10,746.59	0.00	0.00	1,612.11
SEPTIC LOAN APPOR- TIONED	2022	322.39	0.00	322.39	0.00	0.00
LOAN INTEREST REPAY- MENTS	2023	2,524.36	2,234.12	0.00	0.00	290.24
SEPTIC LOANS LIENED	2023	1,934.56	1,934.56	0.00	0.00	0.00

TREASURER/COLLECTOR

TOWN TREASURER'S REPORT

PERIOD ENDED JUNE 30, 2023

	FISCAL YEAR	COMMITTED OR FORWARDED	SUBSEQUENT TAXES ADDED	COLLECTED	ABATED OR TRANSFERRED TO TAX POSSESSIONS	BALANCE
TAX LIENS RECEIVABLE	all years	140,321.42	24,236.21	678.12	0.00	163,879.51
TAX POSSESSIONS	all years	0.00	0.00	0.00	0.00	0.00
DEFERRED TAXES	all years	0.00	0.00	0.00	0.00	0.00



(L to R) Corinne Jarvi (Asst Collector), Melinda Horrigan (Treasurer/Collector), Janet Baczewski (Asst Treasurer), Sheila Casey (Treasurer/Collector Clerk)



TREASURER/COLLECTOR

TOWN TREASURER'S REPORT

PERIOD ENDED JUNE 30, 2023

GENERAL FUND

Town Clerk's Cash Drawer	100.00
Treasurer/Collector's Cash Drawer	100.00
DPW's Cash Drawer	50.00
Citizens Bank	724,000.00
Eastern Bank	1,138,196.06
Enterprise Bank	4,296,811.96
Greenfield Cooperative Bank	1,254,850.38
Massachusetts Municipal Depository Trust	396,436.98
Rollstone Bank	254,548.81
UniBank for Savings	3,747,681.57
Webster Five	2,965,232.23
TD Bank	527,780.64

SPECIAL FUNDS

Citizens Bank

1856 Hearse House Building Fund	698.82
250th Anniversary Fund	24,908.81
Aalto/Salo Memorial	2,763.18
Altobelli Memorial	3,245.26
Board of Health 53G	0.14
Compost Bin Sales	206.83
Conservation Commission/Stein Fund	1,456.46
Cultural Council	13,144.33
Forbush Memorial Library Endowment Fund	584.17
Inflow & Infiltration	4,600.55
Law Enforcement Trust	32,675.89
Library State Grant	50,308.53
Planning Board Escrow	464.24
Planning Board Escrow/Rte. 31 Business Park	29,433.06
ZBA Cell Tower/53G	326.39
Zoning Board/Kingsbury Arms/53G	770.38
Zoning Board/Mountain View Estates/53G	3,130.71
Westminster Business Park 53G Depot	20,888.99
Nexamp Solar Theodore Drive	63,140.05
Nexamp Solar 235 So Ashburnham Road Bond	63,398.05
Westminster Estates II	1,453.96
Biz Park Roadway A	1,945.26
Porter Page Subdivision Review	2,068.36

TREASURER/COLLECTOR

SPECIAL FUNDS

Citizens Bank (continued)

Bean Porridge Hill Solar 53G	52.65
26 Theodore Drive Solar	40,046.11
Overlook Solar Construction	4,741.61
Blacks Pond Road	474.56
Rowtier Dr Solar Inspection	2,151.41
Sargent Road Solar Inspection	3,635.14
O'Connor Drive Inspection	329.89
WPB Lot 1-8 Earth Removal Plan Revision	1,176.75
Narrows Earth Inspection	1,590.59
Jordan Lane Construct Insp	798.00
Aubuchon Warehouse Expansion	1,116.64
NE Sheets Site Plan Review	360.69
Stormwater 8 Worcester Rd	2,721.62
Weatherbee Lane Rd Inspection	509.24
150 State Rd East	289.04
6 Village Inn Solar	327.80
Project Sandbox	58.59
Lot 1-8 Peer Review	1,090.18
97A Main St	4,651.60
Redkey Way Inspection	1,937.02

Bartholomew & Company

Stabilization Fund/General	5,463,509.66
Stabilization Fund/Building Maintenance	1,843,189.47
Stabilization Fund/Capital Equipment	2,312,876.17
Stabilization Fund/Technology	1,031,384.90
Stabilization Fund/OPEB	344,113.14
Stabilization Fund/Road Maintenance	2,142,476.50
Stabilization Fund/Pension	7,507,612.45

TRUST FUNDS

Bartholomew & Company

Charles F. Giles Fund	125,708.26
Conservation Fund	12,834.04
Fred W. Smith Poor Fund	125,368.92
Joseph Forbush Worthy Poor Fund	95,997.18
Westminster Grange Fund	639.66
OPEB Trust Fund	345,807.39

CEMETERY FUNDS

Bartholomew & Company

Expendable Funds/Non-Expendable Funds	349,404.42
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LIBRARY FUNDS

Bartholomew & Company

Expendable Funds/Non-Expendable Funds	75,107.94
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GENERAL FUNDS

Bartholomew & Company

General Fund	261,962.75
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TOTAL ALL FUNDS

37,733,453.03

OTHER DEPARTMENTS

COMMUNITY SERVICES DIRECTOR



AUDRA KIRTLAND

HUMAN RESOURCES



CINDY MARTINEAU, PERSONNEL ADMINISTRATOR



MAINTENANCE

(L TO R)

WHITNEY GIKIS (SUPERVISOR),

RANDY SULLIVAN

TECHNOLOGY DEPT

(L TO R) JON MAXWELL (IT SPECIALIST)

DAN LANDRY (CIS SPECIALIST)



TOWN ACCOUNTANT

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

In fiscal year 2023 the Town Accountant oversaw financial transactions of \$37,758,103 in revenue and receipts and \$37,138,427 in expenditures, for a combined total of transactions in the amount of \$74,896,530.

The following financial statements are included in this report:

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

Helpful information for understanding the financial statements reported.

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 maybe 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).

Respectfully submitted,

Julie M. Costello, CPA

Town Accountant

(L TO R): MARIA HAGGERTY (ASST TOWN ACCOUNTANT),
JULIE COSTELLO (TOWN ACCOUNTANT)



TOWN ACCOUNTANT

Appropriation / Expenditure Report FY 2023

Appropriation Accounts / General Fund

	Appropriation/ Transfers	Expenditures	Unexpended Balances
Board of Selectmen			
Personnel Services	\$4,000.00	\$1,944.01	\$2,055.99
Expenses	\$27,250.00	\$26,581.29	\$668.71
Subtotal - Selectmen	\$31,250.00	\$28,525.30	\$2,724.70 *
Town Administration			
Personnel Services	\$148,604.00	\$147,604.00	\$1,000.00 *
Expenses	\$7,200.00	\$7,038.00	\$162.00 *
Encumbrance	\$19,820.00	\$19,820.00	\$0.00
Computer System Updates	\$48,433.33	\$39,705.18	\$8,728.15
Giles Fund Emergency	\$2,642.26	\$2,642.26	\$0.00
Engineering Study Colony Rd Fields	\$77,200.00	\$0.00	\$77,200.00
Upgrade Telephone System	\$1,276.03	\$0.00	\$1,276.03
Professional Trail Maintenance	\$3,000.00	\$338.26	\$2,661.74
Firewall Town Hall & PSB	\$3,851.25	\$0.00	\$3,851.25
Replace Virtualized Server	\$70,000.00	\$59,022.00	\$10,978.00
Subtotal - Coordinator	\$382,026.87	\$276,169.70	\$105,857.17
Advisory Board			
Expenses	\$650.00	\$650.00	\$0.00
Subtotal - Advisory Board	\$650.00	\$650.00	\$0.00
Reserve Fund			
Transfers (Memo)	\$76,650.00	\$0.00	\$76,650.00 *
Town Accountant			
Personnel Services	\$106,360.00	\$106,360.00	\$0.00
Expenses	\$37,900.00	\$31,598.49	\$6,301.51
Subtotal - Accountant	\$144,260.00	\$137,958.49	\$6,301.51 *
Board of Assessors			
Personnel Services	\$70,274.00	\$62,759.41	\$7,514.59
Expenses	\$20,964.00	\$16,037.47	\$4,926.53
Subtotal - Assessors	\$91,238.00	\$78,796.88	\$12,441.12 *
Revaluation			
Revaluation Consultant - FY23	\$25,000.00	\$0.00	\$25,000.00
Revaluation Consultant - FY22	\$25,000.00	\$0.00	\$25,000.00
Revaluation Consultant - FY21	\$25,000.00	\$0.00	\$25,000.00
Revaluation Consultant - FY20	\$50,000.00	\$48,123.85	\$1,876.15 *
Subtotal - Revaluation	\$125,000.00	\$48,123.85	\$76,876.15

TOWN ACCOUNTANT

	Appropriation/ Transfers	Expenditures	Unexpended Balances
Town Treasurer/Collector			
Personnel Services	\$163,789.00	\$152,466.00	\$11,323.00
Expenses	\$19,816.00	\$12,665.56	\$7,150.44
Subtotal - Treasurer/Collector	\$183,605.00	\$165,131.56	\$18,473.44 *
Legal			
Expenses	\$75,000.00	\$69,652.32	\$5,347.68
Encumbrance	\$7,600.68	\$7,600.68	\$0.00
Subtotal - Legal	\$82,600.68	\$77,253.00	\$5,347.68 *
Personnel Administration			
Personnel Services	\$54,531.00	\$54,531.00	\$0.00
Expenses	\$19,500.00	\$17,669.26	\$1,830.74
Encumbrance	\$310.00	\$155.00	\$155.00
Subtotal - Personnel	\$74,341.00	\$72,355.26	\$1,985.74 *
Data Processing			
Personnel Services	\$70,794.00	\$70,794.00	\$0.00
Expenses	\$121,600.00	\$120,888.00	\$712.00
Subtotal - Data Processing	\$192,394.00	\$191,682.00	\$712.00 *
Town Clerk			
Personnel Services	\$92,408.00	\$84,289.25	\$8,118.75
Expenses	\$11,260.00	\$6,768.28	\$4,491.72
Encumbrance	\$558.74	\$558.74	\$0.00
Voting Tabulator	\$200.00	\$0.00	\$200.00
Subtotal - Town Clerk	\$104,426.74	\$91,616.27	\$12,810.47 *
Elections & Registration			
Personnel Services	\$16,285.00	\$5,648.96	\$10,636.04
Expenses	\$18,505.00	\$16,207.24	\$2,297.76
Encumbrance	\$3,220.11	\$3,220.11	\$0.00
Subtotal - Election & Registration	\$38,010.11	\$25,076.31	\$12,933.80 *
Conservation Commission			
Personnel Services	\$40,846.00	\$30,680.98	\$10,165.02 *
Expenses	\$1,050.00	\$919.00	\$131.00 *
Consultant/Forester Muddy Pond	\$4,000.00	\$0.00	\$4,000.00
Consultant/Forester Old Turnpike Rd	\$1,500.00	\$0.00	\$1,500.00
Subtotal - Conservation Commission	\$47,396.00	\$31,599.98	\$15,796.02

TOWN ACCOUNTANT

	Appropriation/ Transfers	Expenditures	Unexpended Balances
Town Planner			
Personnel Services	\$82,193.00	\$81,774.94	\$418.06
Expenses	\$4,500.00	\$4,182.72	\$317.28
Subtotal - Town Planner	\$86,693.00	\$85,957.66	\$735.34 *
Planning Board			
Personnel Services	\$2,000.00	\$441.81	\$1,558.19
Expenses	\$1,150.00	\$152.01	\$997.99
Subtotal - Planning Board	\$3,150.00	\$593.82	\$2,556.18 *
Zoning Board of Appeals			
Personnel Services	\$1,000.00	\$475.25	\$524.75
Expenses	\$300.00	\$0.00	\$300.00
Subtotal - Zoning Board	\$1,300.00	\$475.25	\$824.75 *
Agricultural Commission			
Expenses	\$500.00	\$0.00	\$500.00
Subtotal - Economic Development	\$500.00	\$0.00	\$500.00 *
Economic Development			
Expenses	\$1,300.00	\$30.00	\$1,270.00
Subtotal - Economic Development	\$1,300.00	\$30.00	\$1,270.00 *
Public Buildings & Properties Maintenance			
Personnel Services	\$112,164.00	\$108,588.94	\$3,575.06 *
Expenses	\$273,800.00	\$262,824.76	\$10,975.24 *
Encumbrances	\$1,350.00	\$1,350.00	\$0.00
Fuel and Utility Expenses	\$50,000.00	\$33,647.13	\$16,352.87
PSB Repairs	\$319,899.08	\$176,479.75	\$143,419.33
Tree Pruning Throughout Town	\$50,000.00	\$0.00	\$50,000.00
Subtotal - Public Buildings & Prop. Maint.	\$807,213.08	\$582,890.58	\$224,322.50
Printing of Town Reports			
Expenses	\$2,250.00	\$2,086.52	\$163.48
Subtotal - Printing of Town Reports	\$2,250.00	\$2,086.52	\$163.48 *
Crocker Pond			
Personnel Services	\$22,314.00	\$20,566.25	\$1,747.75 *
Expenses	\$7,655.00	\$7,616.70	\$38.30 *
Encumbrances	\$820.00	\$0.00	\$820.00 *
Crocker Pond Tree Trimming and Pruning	\$1,500.00	\$0.00	\$1,500.00
Subtotal Crocker Pond	\$32,289.00	\$28,182.95	\$4,106.05

	Appropriation/ Transfers	Expenditures	Unexpended Balances
Police/Dispatch Department			
Personnel Services	\$2,044,243.00	\$1,975,322.05	\$68,920.95 *
Expenses	\$340,690.00	\$297,949.65	\$42,740.35 *
Encumbrance	\$153.99	\$153.99	\$0.00
New Vehicle & Equip	\$80,140.59	\$68,147.79	\$11,992.80
Portable Radios	\$326.82	\$326.82	\$0.00
Police/Fire Radio Building	\$26,541.90	\$3,038.79	\$23,503.11
Cruiser Video Recorders	\$55,250.00	\$10,188.00	\$45,062.00
Security/Fire Alarm Notification System	\$50,000.00	\$0.00	\$50,000.00
Dispatch Console	\$91,767.61	\$21,716.62	\$70,050.99
Bullet Proof Vests	\$3,819.82	\$3,055.11	\$764.71
Body Cam	\$68,280.00	\$27,356.26	\$40,923.74
Subtotal - Police/Dispatch Dept.	\$2,761,213.73	\$2,407,255.08	\$353,958.65
Fire Department			
Personnel Services	\$1,006,274.00	\$939,309.99	\$66,964.01 *
Expenses	\$177,786.00	\$145,789.47	\$31,996.53 *
Encumbrance	\$3,464.00	\$3,464.00	\$0.00
New Vehicle & Equip	\$45,000.00	\$45,000.00	\$0.00
Refurbish Fire Truck	\$100,000.00	\$25,385.00	\$74,615.00
Subtotal - Fire Dept.	\$1,332,524.00	\$1,158,948.46	\$173,575.54
Ambulance Service			
Personnel Services	\$497,218.00	\$456,977.43	\$40,240.57 **
Expenses	\$152,251.00	\$118,145.59	\$34,105.41 **
Encumbrance	\$6,056.29	\$5,012.36	\$1,043.93 **
Training Mannequin	\$2,683.32	\$653.98	\$2,029.34
Paramedic Training for Fire/EMS Personnel	\$32,000.00	\$27,840.00	\$4,160.00
New Vehicle & Equip	\$20,000.00	\$19,582.05	\$417.95
Chest Compression Machine	\$45,000.00	\$41,999.80	\$3,000.20
Subtotal - Ambulance Service	\$755,208.61	\$670,211.21	\$84,997.40
Building Department			
Personnel Services	\$232,606.00	\$203,818.05	\$28,787.95
Expenses	\$20,000.00	\$14,453.91	\$5,546.09
Subtotal - Building Dept.	\$252,606.00	\$218,271.96	\$34,334.04 *
Animal Control			
Expenses	\$40,700.00	\$32,640.00	\$8,060.00
Subtotal - Animal Control	\$40,700.00	\$32,640.00	\$8,060.00 *
Tree Warden			
Personnel Services	\$2,000.00	\$636.00	\$1,364.00
Expenses	\$33,200.00	\$33,200.00	\$0.00
Subtotal - Tree Warden	\$35,200.00	\$33,836.00	\$1,364.00 *
Emergency Planning			
Personnel Services	\$4,611.00	\$237.71	\$4,373.29
Expenses	\$12,405.00	\$10,756.63	\$1,648.37
Encumbrance	\$2,457.90	\$2,457.90	\$0.00
Subtotal - Emergency Planning	\$19,473.90	\$13,452.24	\$6,021.66 *

TOWN ACCOUNTANT

	Appropriation/ Transfers	Expenditures	Unexpended Balances
Regional School District			
K-12 Assessment	\$11,179,216.00	\$10,488,753.00	\$690,463.00 *
Vocational School Assessment	\$778,500.00	\$773,659.56	\$4,840.44 *
Oakmont Exterior Board Replacement	\$749.93	\$0.00	\$749.93
Truck w/plow	\$1,208.79	\$0.00	\$1,208.79
AWRSD Dump Truck	\$1,866.20	\$0.00	\$1,866.20 *
AWRSD Track Garage Updates-roof	\$2,593.59	\$0.00	\$2,593.59 *
WES Bldg Management System	\$8,737.14	\$6,853.95	\$1,883.19
Meetinghouse Resurface Gym Floor	\$35,200.00	\$0.00	\$35,200.00
Overlook Floor Replacement	\$993.96	\$993.96	\$0.00
AWRSD Network Cabling Upgrade	\$32,952.00	\$32,412.28	\$539.72
Oakmont Exterior Door Thresholds	\$2,746.00	\$1,070.37	\$1,675.63
Overlook Exterior Door Thresholds	\$2,432.60	\$0.00	\$2,432.60
WES Exterior Door Thresholds	\$5,000.00	\$4,621.60	\$378.40
WES Sidewalk Repair/Replacement	\$2,186.00	\$2,167.00	\$19.00
Meetinghouse Exterior Door Thresholds	\$7,500.00	\$0.00	\$7,500.00
WES Rooftop Heating Unit	\$1,300.00	\$0.00	\$1,300.00
AWRSD Fire Alarm Update	\$28,557.00	\$28,557.00	\$0.00
AWRSD Floor Replacement	\$16,209.00	\$16,209.00	\$0.00
AWRSD Reflashing Tower	\$27,015.00	\$13,980.26	\$13,034.74
WES Security	\$50,000.00	\$46,475.03	\$3,524.97
WES Elevator Shaft Repair	\$675.00	\$0.00	\$675.00
Meetinghouse Security	\$50,000.00	\$405.00	\$49,595.00
Oakmont RHS Capital	\$65,253.00	\$29,120.48	\$36,132.52
District Capital	\$35,072.00	\$29,146.19	\$5,925.81
Overlook MS Capital	\$81,068.00	\$32,207.75	\$48,860.25
Meetinghouse Capital	\$130,000.00	\$89,240.00	\$40,760.00
WES Capital	\$92,000.00	\$0.00	\$92,000.00
Subtotal - Regional School District	\$12,639,031.21	\$11,595,872.43	\$1,043,158.78
Highway Administration			
Personnel Services	\$331,152.00	\$329,915.26	\$1,236.74
Subtotal - Highway Administration	\$331,152.00	\$329,915.26	\$1,236.74 *

	Appropriation/ Transfers	Expenditures	Unexpended Balances
Highway Department			
Personnel Services	\$641,498.00	\$611,442.15	\$30,055.85 *
Expenses	\$266,370.00	\$266,300.27	\$69.73 *
Encumbrance	\$3,136.35	\$511.18	\$2,625.17
Oil & Seal Roads	\$442,602.48	\$321,530.36	\$121,072.12
Pickup Truck & Equip	\$689.79	\$0.00	\$689.79 *
Tractor and Related Equip	\$4,810.00	\$0.00	\$4,810.00 *
Reconstruction & Improvements of Roads	\$500,000.00	\$434,714.00	\$65,286.00
Dump/Sander Body	\$7,045.10	\$0.00	\$7,045.10 *
MS4 Storm Water Permit Compliance	\$51,069.64	\$40,351.32	\$10,718.32
Loader	\$35,272.12	\$0.00	\$35,272.12 *
Upper Reservoir Dam	\$26,443.37	\$3,659.35	\$22,784.02
Town Common on Academy Hill Trees	\$5,791.93	\$0.00	\$5,791.93 *
John Deere Purchase	\$284,850.00	\$213,719.80	\$71,130.20 *
Easements for Rte 140/Worcester Rd	\$100,000.00	\$100,000.00	\$0.00
Old Town Farm Road Culvert	\$500,000.00	\$477,397.05	\$22,602.95
Back Garage Roof Repairs	\$18,975.00	\$116.40	\$18,858.60 *
Backhoe	\$150,000.00	\$137,447.75	\$12,552.25 *
Subtotal - Highway Dept.	\$3,038,553.78	\$2,607,189.63	\$431,364.15
Snow & Ice Removal			
Personnel Services	\$132,000.00	\$130,467.23	\$1,532.77
Expenses	\$665,000.00	\$662,334.78	\$2,665.22
Subtotal - Snow & Ice Removal	\$797,000.00	\$792,802.01	\$4,197.99 *
Street Lighting			
Expenses	\$26,000.00	\$20,773.02	\$5,226.98
Subtotal - Street Lighting	\$26,000.00	\$20,773.02	\$5,226.98 *
Cemetery Department			
Personnel Services	\$168,217.00	\$134,364.76	\$33,852.24 *
Expenses	\$15,680.00	\$15,117.32	\$562.68 *
Pickup Truck & Equip	\$50,000.00	\$49,920.02	\$79.98 *
Tractor and Related Equip	\$6,330.07	\$0.00	\$6,330.07 *
Site Exploration New Cemetery Ellis Rd	\$10,000.00	\$0.00	\$10,000.00 *
Cemetery Confined Space Safety Equip	\$4,000.00	\$0.00	\$4,000.00
Pave Whitmanville Cemetery	\$1,600.00	\$0.00	\$1,600.00 *
Pave Woodside Cemetery Garage Area	\$150.00	\$0.00	\$150.00 *
Subtotal - Cemetery Dept.	\$255,977.07	\$199,402.10	\$56,574.97
Health Department			
Personnel Services	\$125,367.00	\$124,167.68	\$1,199.32
Expenses	\$19,860.00	\$14,748.64	\$5,111.36
Subtotal - Health Dept.	\$145,227.00	\$138,916.32	\$6,310.68 *

TOWN ACCOUNTANT

	Appropriation/ Transfers	Expenditures	Unexpended Balances
Council On Aging			
Personnel Services	\$62,522.00	\$55,697.75	\$6,824.25
Expenses	\$15,700.00	\$15,700.00	\$0.00
Encumbrance	\$5,478.06	\$5,478.06	\$0.00
Subtotal - Council on Aging	\$83,700.06	\$76,875.81	\$6,824.25 *
MART (Other Special Programs)			
Personnel Services	\$92,269.00	\$80,285.17	\$11,983.83
Expenses	\$12,250.00	\$6,911.84	\$5,338.16
Subtotal - MART	\$104,519.00	\$87,197.01	\$17,321.99 *
Veterans Services			
Expenses	\$17,000.00	\$16,830.00	\$170.00
Subtotal - Veterans Services	\$17,000.00	\$16,830.00	\$170.00 *
			*
Veterans Assistance			
Expenses	\$90,000.00	\$49,927.92	\$40,072.08
Encumbrance	\$1,000.00	\$642.47	\$357.53
Subtotal - Veterans Assistance	\$91,000.00	\$50,570.39	\$40,429.61 *
Library			
Personnel Services	\$309,618.00	\$309,491.03	\$126.97 *
Expenses	\$146,340.00	\$145,125.91	\$1,214.09 *
Encumbrance	\$10,469.45	\$2,821.10	\$7,648.35
Appraisals	\$5,000.00	\$5,000.00	\$0.00
Subtotal - Library	\$471,427.45	\$462,438.04	\$8,989.41
Parks & Recreation			
Personnel Services	\$27,380.00	\$21,080.16	\$6,299.84
Expenses	\$21,440.00	\$20,887.56	\$552.44
Recreation Lawn Mower	\$417.51	\$315.09	\$102.42
Prior Year Bills	\$360.00	\$0.00	\$360.00
Subtotal - Parks & Recreation	\$49,597.51	\$42,282.81	\$7,314.70 *
Hager Park			
Expenses	\$1,100.00	\$1,097.80	\$2.20
Subtotal - Hager Park	\$1,100.00	\$1,097.80	\$2.20 *

TOWN ACCOUNTANT

	Appropriation/ Transfers	Expenditures	Unexpended Balances
Care Of Town Clock			
Expenses	\$350.00	\$300.00	\$50.00
Subtotal - Care of Town Clock	\$350.00	\$300.00	\$50.00 *
Historical Commission			
Expenses	\$1,280.00	\$1,280.00	\$0.00
Architectural Preservation	\$2,000.00	\$1,017.67	\$982.33
Subtotal - Historical Commission	\$3,280.00	\$2,297.67	\$982.33
Memorial Day Celebration			
Expenses	\$1,300.00	\$450.00	\$850.00
Encumbrance	\$291.02	\$291.02	\$0.00
Subtotal - Memorial Day	\$1,591.02	\$741.02	\$850.00 *
Band Concerts			
Expenses	\$3,000.00	\$3,000.00	\$0.00
Subtotal - Band Concerts	\$3,000.00	\$3,000.00	\$0.00
Retirement of Debt:			
Principal:			
Fire Truck	\$120,000.00	\$120,000.00	\$0.00
Senior Center Construction	\$190,000.00	\$190,000.00	\$0.00
Septic Management Program	\$15,000.00	\$15,000.00	\$0.00
Rte. 140 Redesign	\$82,000.00	\$82,000.00	\$0.00
Subtotal - Principal	\$407,000.00	\$407,000.00	\$0.00
Interest:			
Short Term Interest	\$5,000.00	\$0.00	\$5,000.00
Fire Truck	\$888.00	\$888.00	\$0.00
Senior Center Construction	\$42,000.00	\$42,000.00	\$0.00
Rte. 140 Redesign	\$1,640.00	\$2,780.26	-\$1,140.26
Subtotal - Interest	\$49,528.00	\$45,668.26	\$3,859.74 *

TOWN ACCOUNTANT

	Appropriation/ Transfers	Expenditures	Unexpended Balances
Montachusett Regional Planning Commission Assessment			
Regional Planning Council Assessment	\$2,899.00	\$2,898.86	\$0.14
Subtotal - Planning Commission	\$2,899.00	\$2,898.86	\$0.14 *
State Assessments			
Air Pollution Control	\$2,480.00	\$2,480.00	\$0.00
MBTA (Extended Area)	\$41,558.00	\$41,558.00	\$0.00
Regional Transit Authority	\$15,938.00	\$15,938.00	\$0.00
RMV Non-Renewal Surcharge	\$5,680.00	\$5,660.00	\$20.00
Subtotal - State Assessments	\$65,656.00	\$65,636.00	\$20.00 *
County Retirement Assessment			
County Retirement Assessment	\$1,172,145.00	\$1,150,937.00	\$21,208.00
Subtotal - County Retirement	\$1,172,145.00	\$1,150,937.00	\$21,208.00 *
Group Health Insurance			
Group Health Insurance - Active	\$895,950.00	\$792,131.66	\$103,818.34
Group Health Insurance - Retirees	\$357,095.00	\$183,816.17	\$173,278.83
Medicare	\$91,400.00	\$91,764.56	-\$364.56
Flexible Spending	\$2,500.00	\$1,668.80	\$831.20
Other Employee Benefits	\$40,000.00	\$13,823.00	\$26,177.00
Encumbrance	\$3,281.48	\$2,716.00	\$565.48
Subtotal - Group Health Insurance	\$1,390,226.48	\$1,085,920.19	\$304,306.29 *
Group Life Insurance			
Expenses	\$4,700.00	\$3,479.61	\$1,220.39
Subtotal - Group Life Insurance	\$4,700.00	\$3,479.61	\$1,220.39 *
All Other Insurance			
Expenses	\$335,500.00	\$323,601.37	\$11,898.63
Subtotal - Other Insurance	\$335,500.00	\$323,601.37	\$11,898.63 *
Interfund Transfers	\$3,012,084.00	\$3,012,084.00	\$0.00
General Fund Totals	\$32,204,714.30	\$28,985,496.94	\$3,219,217.36

*Balance closed to Undesignated Fund Balance

**Balance closed to Ambulance Receipts Reserved

All other balance carried forward to fiscal 2024

Reserve Fund Memo: Appropriations \$98,400, transfers \$21,750, Balance \$76,650 as noted above.

TOWN ACCOUNTANT

Appropriation/ Transfers	Expenditures	Unexpended Balances
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Sewer Enterprise Fund

Sewer Department

Personnel Services	\$119,764.00	\$109,989.16	\$9,774.84 *
Expenses	\$1,056,860.00	\$897,357.91	\$159,502.09 *
Debt Service	\$103,628.00	\$103,627.04	\$0.96 *
Encumbrance	\$2,752.18	\$126.99	\$2,625.19

Interfund Transfers	\$245,258.00	\$245,258.00	\$0.00
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Sewer Enterprise Fund Totals	\$1,528,262.18	\$1,356,359.10	\$171,903.08
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*Balances closed out to Retained Earnings,
all other balances carried forward to fiscal 2024

Water Enterprise Fund

	Appropriations/ Transfers	Expenditures	Unexpended Balances
Water Department			
Personnel Services	\$145,812.00	\$130,846.42	\$14,965.58 *
Expenses	\$452,720.00	\$438,615.94	\$14,104.06 *
Encumbrance	\$3,606.67	\$981.53	\$2,625.14
Debt Service	\$57,603.00	\$22,895.99	\$34,707.01 *
Water Main Town Farm Road	\$189,361.28	\$13,953.59	\$175,407.69 *
Water Pressure Reducing Valves	\$20,000.00	\$0.00	\$20,000.00
Hager Park Pump Computer	\$3,029.01	\$0.00	\$3,029.01
Water Storage Tank	\$450,000.00	\$12,309.64	\$437,690.36
Water ERP Update	\$25,474.76	\$0.00	\$25,474.76 *
Interfund Transfers	\$224,986.00	\$224,986.00	\$0.00

Water Enterprise Fund Totals	\$1,572,592.72	\$844,589.11	\$728,003.61
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*Balances closed out to Retained Earnings,
all other balances carried forward to fiscal 2024

Transfer Station Enterprise Fund

	Appropriations/ Transfers	Expenditures	Unexpended Balances
Solid Waste Department			
Expenses	\$273,500.00	\$188,218.98	\$85,281.02 *
Gate and Operating Software	\$75,000.00	\$0.00	\$75,000.00
Interfund Transfers	\$58,663.00	\$58,663.00	\$0.00

Transfer Station Enterprise Fund Totals	\$407,163.00	\$246,881.98	\$160,281.02
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*Balances closed out to Retained Earnings,
all other balances carried forward to fiscal 2024

Non-Appropriated Accounts

MWPAT Receipts Reserved for Appropriation

	Account#	Receipts	Expenditures
MWPAT	210-510	\$14,440.25	\$15,000.00
MWPAT RRA Fund Totals		\$14,440.25	\$15,000.00

Highway Improvements Fund

State Highway Reimbursement	230-422	\$983,734.92	\$509,683.66
Highway Improvements Fund Totals		\$983,734.92	\$509,683.66

Other Special Revenue Fund

250th Anniversary	122-501	\$15.68	\$0.00
Selectmen (Cable Access)	122-502	\$12,644.79	\$19,720.12
Agricultural Commission	122-529	\$4,952.50	\$1,848.87
Hagar Park Memorial	122-533	\$0.00	\$0.00
Insurance Recovery	123-503	\$3,613.56	\$1,653.82
Center for Tech and Civic Life	164-541	\$0.00	\$887.04
Wetlands Protection Act	171-504	\$9,007.50	\$3,000.00
Town Earth Day Fund	171-505	\$800.00	\$0.00
Planning Board- 53G Consultants	175-506	\$70,957.01	\$77,867.40
Zoning Board - 53G Consultants	176-507	\$2.76	\$0.00
Police Donations	210-537	\$212.00	\$910.80
Fire Hazmat Revolving	220-509	\$0.00	\$0.00
Fire Donation Account	220-510	\$111.00	\$990.77
Fire Ambulance Rec. Res.	220-511	\$558,427.36	\$746,469.00
Arson Watch Contest	220-538	\$0.00	\$0.00
RRA Transportation Fund	422-535	\$0.00	\$0.00
Private Road Maintenance	422-536	\$0.00	\$0.00
Recycle Gift	433-512	\$0.00	\$0.00
Sewer Consultants	440-540	\$0.00	\$2,883.53
Cemetery Hearse House Gift	491-513	\$0.46	\$0.00
Cemetery Sale of Lots	491-514	\$8,000.00	\$0.00
Cemetery Urn Garden Gift	491-515	\$0.00	\$0.00
Cemetery Donation Account	491-516	\$0.00	\$0.00
Flu Clinics	510-530	\$9,015.71	\$7,987.55
Board of Health - 53G Consultants	510-531	\$0.00	\$0.14
Council on Aging Gift	541-517	\$931.65	\$7,473.78
Altobelli Memorial	610-520	\$2.08	\$206.08
Aalto/Salo Memorial	610-521	\$1.76	\$62.26
Library Endowment Fund	610-522	\$0.37	\$0.00
Library Gift	610-523	\$1,863.91	\$1,130.64
Historical Commission Gift	691-524	\$0.00	\$0.00
Other Special Revenue Fund Totals		\$680,560.10	\$873,091.80

TOWN ACCOUNTANT

Federal and State Grants Fund

	Account#	Receipts	Expenditures
CLFRF-ARPA	123-633	\$1,195,178.97	\$710,291.19
ARPRA Earmark	123-642	\$0.00	\$12,507.60
FEMA SAFER	220-643	\$0.00	\$25,895.52
MIIA Grant	123-610	\$1,182.00	\$1,182.00
Green Community	123-612	\$133,704.75	\$175,273.00
CCC Classification Study	123-644	\$27,000.00	\$0.00
CCC IT (Leino)	155-537	\$0.00	\$15.00
Extended Polling Hours	164-602	\$5,408.74	\$6,342.79
PD State 911 PSAP	210-608	\$9,166.84	\$9,166.84
911 Support/Incentive	210-614	\$0.00	\$0.00
Public Safety Feasibility Study	210-618	\$0.00	\$5,670.60
Fire S.A.F.E.	220-603	\$5,858.00	\$3,858.16
Dept. of Fire Services	220-622	\$15,244.00	\$7,415.07
EMPG	220-631	\$5,400.00	\$5,400.00
DCR Urban and Community Forestry	220-638	\$5,000.00	\$5,000.00
Municipal Small Bridge	422-620	\$289,143.93	\$29,109.70
Complete Streets	422-635	\$37,981.52	\$24,297.97
Recycling Comm. Sale of Compost Bins	433-604	\$0.16	\$0.00
Small-Scale Initiative	433-634	\$750.00	\$0.00
DEP DPW Asset Management Inventory	450-640	\$0.00	\$20,310.46
DEP DWSRF Lead Service Line	450-645	\$0.00	\$0.00
Elder Affairs	541-605	\$24,960.00	\$29,279.58
Library State Aid	610-606	\$19,539.06	\$12,484.81
Civil War Monument	691-613	\$0.00	\$20.00
Cultural Council	699-601	\$11,408.30	\$14,877.58
Federal and State Grants Fund Totals		\$1,786,926.27	\$1,098,397.87

Capital Projects Fund

	Account#	Receipts	Expenditures
Rte. 140 Redesign	320-422	\$82,000.00	\$0.00
Fire Engine	350-220	\$120,000.00	\$0.00
Whitman Sewer	611-440	\$0.00	\$0.00
Sewer Extension	612-440	\$0.00	\$0.00
Water Main Replacements	622-450	\$0.00	\$0.00
Ellis Road Water Tank	623-450	\$3,572.00	\$1,281,944.71
Capital Projects Fund Totals		\$205,572.00	\$1,281,944.71

Expendable Trust Fund			
	Account#	Receipts	Expenditures
Forbush Worthy Poor Fund	123-801	\$2,344.88	\$0.00
Fred Smith Poor Fund	123-802	\$3,166.13	\$8,595.58
Chartes F. Giles Fund	123-803	\$3,070.64	\$0.00
Westminster Grange Fund	123-804	\$15.61	\$0.00
Pension Stabilization	147-811	\$1,667,399.12	\$110,000.00
Upton School Fund	147-812	\$31.65	\$0.00
OPEB Trust Fund	147-814	\$116,126.14	\$0.00
Stabilization Fund	147-815	\$133,456.04	\$0.00
Stabilization Fund - Repair of Buildings	147-816	\$740,611.65	\$403,393.00
Stabilization Fund - Capital Equip.& Improve.	147-817	\$609,948.82	\$850,180.00
Stabilization Fund - Info Tech / Telecomm Sys	147-818	\$40,526.99	\$44,000.00
Stabilization Fund - OPEB	147-819	\$8,405.57	\$0.00
Stabilization Fund - Road Maint.	147-820	\$107,509.77	\$500,000.00
Conservation Fund	171-821	\$5,299.10	\$0.00
Aina E. Stein Conservation Fund	171-822	\$0.89	\$0.00
Police Law Enforcement Fund	210-831	\$4,757.46	\$4,970.25
Elizabeth Rose Cemetery Fund	491-841	\$2,407.27	\$0.00
D.W. Sanders Cemetery Fund	491-842	\$103.02	\$0.00
Florence B. Rice Cemetery Fund	491-843	\$15.28	\$0.00
J.R. Barrell Cemetery Fund	491-844	\$82.79	\$0.00
Laurie F. Dobb Cemetery Fund	491-845	\$49.43	\$0.00
M.A. Creed Cemetery Fund	491-846	\$61.39	\$0.00
Cemetery Perpetual Care Fund	491-847	\$11,387.20	\$5,593.16
Sarah M. Barnes Library Fund	610-861	\$6.34	\$0.00
M.A. Farnsworth Library Fund	610-862	\$16.72	\$0.00
Graham Library Fund	610-863	\$137.16	\$0.00
Bigelow (Children's Books) Library Fund	610-864	\$58.13	\$0.00
Agnes M. Bigelow Library Fund	610-865	\$32.03	\$0.00
Otto & Hilda Huusari Library Fund	610-866	\$689.21	\$0.00
Lucy Childs Library Fund	610-867	\$8.20	\$0.00
Preston P. Ellis Library Fund	610-868	\$14.70	\$0.00
Fred S. Whitman Library Fund	610-869	\$10.80	\$0.00
Adelaide W. Berry Library Fund	610-870	\$3.22	\$0.00
Minnie F. Dexter Library Fund	610-871	\$31.70	\$0.00
A.R. Hager Library Fund	610-872	\$26.82	\$0.00
C.A. Forbush Library Fund	610-873	\$19.32	\$0.00
M.D. Haws Library Fund	610-874	\$31.69	\$250.00
Westminster Library Fund	610-875	\$54.97	\$0.00
D.W. Sanders Library Fund	610-876	\$57.36	\$0.00
Joseph W. Forbush Library Fund	610-877	\$43.37	\$0.00
Charles Wyman Library Fund	610-878	\$162.71	\$0.00
Universalist Society Library Fund	610-879	\$7.44	\$0.00
George A. Miller Library Fund	610-880	\$55.36	\$0.00
Henrietta Gates Library Fund	610-881	\$29.90	\$0.00
Mossman Memorial	610-882	\$337.87	\$0.00
Expendable Trust Fund Totals		\$3,458,611.86	\$1,926,981.99
Total All Funds		\$7,129,845.40	\$37,138,427.16

TOWN ACCOUNTANT

RECEIPTS / GENERAL FUND

Taxes:

Personal Property Taxes	\$818,849.83	
Real Estate Taxes	\$18,492,922.71	
Tax Liens.	\$678.12	
Rollback Taxes	\$2,073.12	
Motor Vehicle Excise	\$1,575,197.10	
		\$20,889,720.88

Penalties & Interest:

Property Taxes	\$64,916.00	
Motor Vehicle	\$53,936.37	
Tax Lien Redemptions	\$95.65	
In Lieu of Taxes	\$62,011.49	
		\$180,959.51

Charges for Services:

Contracted Landfill Fees	\$1,808,479.88	
Council on Aging MART Fares	\$4,196.65	
		\$1,812,676.53

Other Departmental Revenue:

Fire Department	\$9,599.18	
Library	\$654.38	
Town Clerk	\$5,085.00	
Assessors	\$270.00	
Treasurer/Collector	\$3,470.69	
Cemetery Department	\$12,980.00	
Miscellaneous	\$23,213.31	
		\$55,272.56

Licenses & Permits:

Alcoholic Beverages Licenses	\$9,445.00	
Town Clerk	\$18,365.00	
Police Department	\$4,962.50	
Fire Department	\$9,359.50	
Building Department	\$237,197.10	
Board of Health	\$33,432.42	
Other Licenses & Permits	\$2,896.00	
		\$315,657.52

Revenue From The State:

State Owned Land	\$219,829.00	
Abatements to Elderly	\$5,522.00	
Lottery, Beano and Charity	\$758,322.00	
Room Tax	\$28,919.40	
Opioid Settlement	\$10,026.09	
Veterans' Benefits	\$35,769.00	
		\$1,058,387.49

TOWN ACCOUNTANT

RECEIPTS / GENERAL FUND

Fees:

Town Clerk	\$3,301.64	
Planning Bd Hearings	\$17,317.00	
Appeals Bd Hearings	\$3,600.00	
Police Dept.	\$34,087.99	
Fire Dept.	\$1,120.00	
Health Dept.	\$12,325.00	
Miscellaneous	\$66.00	
		\$71,817.63

Fines & Forfeitures:

Civil Motor Vehicle Infractions	\$32,973.45	
PD Restitution/Court Fines	\$22,318.38	
Dog Fines	\$6,730.00	
Library Fines	\$1,091.62	
		\$63,113.45

Miscellaneous Revenues:

Reimbursement for MART Van Use	\$39,081.83	
Earnings on Investments	\$69,288.02	
		\$108,369.85

Interfund Transfers: **\$3,202,733.98**

Total General Fund Receipts **\$27,758,709.40**



TOWN ACCOUNTANT

RECEIPTS / SEWER-WATER-TRANSFER FUND

Sewer Enterprise Fund

Enterprise Receipts:

Sewer Usage Charges	\$1,244,349.60	
Sewer Inspection & Connection Fees	\$7,875.00	
Miscellaneous Sewer Charges	\$6,566.10	
Sewer Liens	\$40,796.52	
Sewer Services	\$3,931.27	
Earnings on Investments	\$11,895.55	
		\$1,315,414.04

Inflow/Infiltration Repair:

Earnings on Investments	\$2.90	
		\$2.90

Interfund Transfers:

Transfer From General Fund	\$88,084.00	
Transfer From Special Revenue	\$2,883.53	
		\$90,967.53

Total Sewer Enterprise Fund Receipts **\$1,406,384.47**

Water Enterprise Fund

Enterprise Receipts:

Water Usage Charges	\$908,603.39	
Water Service Connection Fees	\$10,800.00	
Water Receipts Reserve Charges	\$13,075.00	
Miscellaneous Water Charges	\$6,237.00	
Water Liens	\$47,838.38	
Lien Interest	\$11,555.37	
Water Services	\$5,849.63	
Earnings on Investments	\$20,942.75	
		\$1,024,901.52

Total Water Enterprise Fund Receipts **\$1,024,901.52**

Transfer Station Enterprise Fund

Trash Hauler Fees	\$20,080.00	
Contracted Landfill Fees	\$399,996.00	
Earnings on Investments	\$18,185.73	
		\$438,261.73

Total Landfill Enterprise Fund Receipts **\$438,261.73**

Total Receipts ---- All Funds **\$ 31,606,809.74**

Town Accountant

Foo1

GENERAL FUND BALANCE SHEET

<u>Description</u>	<u>Account#</u>	<u>Balance</u> <u>6/30/2023</u>
Petty Cash	1020	100.00
Treasurer's Cash Drawer	1021	100.00
Invested Cash	1040-0000	6,239,108.67
Personal Property Taxes Receivable 2022	1210-2022	371.95
Personal Property Taxes Receivable 2023	1210-2023	10,617.29
Real Estate Taxes Receivable, 2022	1220-2022	14,839.34
Real Estate Taxes Receivable, 2023	1220-2023	150,537.74
Tax Liens Receivable	1240-0000	159,574.24
Roll Back Taxes Receivable	1255-0000	4,693.11
Motor Vehicle Excise Receivable 2018	1260-2018	4,334.37
Motor Vehicle Excise Receivable 2019	1260-2019	7,050.72
Motor Vehicle Excise Receivable 2020	1260-2020	2,952.79
Motor Vehicle Excise Receivable 2021	1260-2021	6,714.65
Motor Vehicle Excise Receivable 2022	1260-2022	25,932.34
Motor Vehicle Excise Receivable 2023	1260-2023	92,020.56
TOTAL ASSET		6,718,947.77
Allow. For Abatements & Exemptions	1230-0000	551,331.02
Warrants Payable	2010-0000	579,769.31
Insurance Withholdings Payable-HMO Blue Active	2151-0000	24,655.43
Insurance Withholdings Payable-Blue Ch Active	2152-0000	2,419.94
Life Insurance WH Payable Active	2154-0000	478.64
Insurance Withholdings Payable-Medex	2156-0000	4,251.53
Insurance Withholdings Payable-Delta D Active	2158-0000	3,375.88
TASC Flex Spending	2160-0000	1,130.97
Insurance Withholdings Payable-HMO Blue Retiree	2161-0000	3,256.68
Retiree Manage Blue WH	2163-0000	169.36
Retiree Life Ins	2164-0000	4.64
Retiree Dental Ins	2168-0000	398.79
Abandoned Property and Unclaimed Items	2520-0000	12,614.31
Deferred Revenue-Real & Pers. Prop. Taxes	2610-0000	(374,964.70)
Deferred Revenue Tax Liens	2622-0000	159,574.24
Deferred Revenue Roll Back Taxes	2625-0000	4,693.11
Deferred Revenue Motor Vehicle	2630-0000	139,005.43
TOTAL LIABILITY		1,112,164.58

TOWN ACCOUNTANT

Foo1

GENERAL FUND BALANCE SHEET

<u>Description</u>	<u>Account#</u>	<u>Balance</u> <u>6/30/2023</u>
Fund Balance Reserved For Encumbrances	3211-0000	39,798.76
Fund Balance Reserved For Expenditures	3240-0000	639,000.00
Fund Balance Reserved For Articles	3241-0000	1,293,328.50
Fund Balance Reserved For Petty Cash	3250-0000	200.00
Fund Balance Reserved For Future Debt Service	3270-0000	3,254.89
Undesignated Fund Balance	3590-0000	3,631,201.04
		5,606,783.19
TOTAL LIABILITY AND FUND EQUITY		6,718,947.77

F210

MWPAT FUND BALANCE SHEET

<u>Description</u>	<u>Account#</u>	<u>Balance</u> <u>6/30/2023</u>
Invested Cash	210-1040	150,123.20
Septic Betterment	210-1420	1,612.10
Septic Committed Interest	210-1430	265.27
Septic Betterment NYD	210-1440	109,661.18
TOTAL ASSET		261,661.75
Deferred Revenue Betterment NYD	210-2662	109,661.18
Deferred Revenue Betterment	210-2663	1,612.10
Deferred Revenue Committed Interest	210-2664	265.27
TOTAL LIABILITY		111,538.55
Fund Balance Designated for MWPAT RRA	210-3590	150,123.20
TOTAL LIABILITY AND FUND EQUITY		261,661.75

TOWN ACCOUNTANT

HIGHWAY FUND BALANCE SHEET

F230

Description	Account#	Balance 6/30/2023
Invested Cash	230-1040	1,952.20
TOTAL ASSET		1,952.20
Warrants Payable	23-2010	33,340.00
TOTAL LIABILITY		33,340.00
Fund Balance Designated for State Chapter 90	230-3590	(31,387.80)
TOTAL LIABILITY AND FUND EQUITY		1,952.20



TOWN ACCOUNTANT

REVOLVING FUND BALANCE SHEET

F240

Description	Account#	Balance 6/30/2023
Invested Cash	240-1040	1,965,138.31
Departmental Receivable Fire	240-1341	401,107.41
TOTAL ASSET		2,366,245.72
Warrants Payable	240-2010	4,495.58
Deferred Revenue Departmental	240-2654	401,107.41
TOTAL LIABILITY		405,602.99
250th Anniversary	122-501	24,908.81
Selectman Cable Access	122-502	25,585.07
Agricultural Commission 53E1/2	122-529	16,243.53
Hagar Park Memorial	122-533	1,206.03
Insurance Recovery	123-503	1,959.74
Center for Tech and Civic Life	164-541	38.97
Conservation Commission/Wetlands	171-504	49,309.85
Town Earth Day Fund	171-505	1,225.00
Planning Board 53G Consultants	175-506	48,481.72
Zoning Board 53G Consultants	176-507	4,227.48
Police Donations	210-537	6,734.65
Fire Haz Mat 53E1/2	220-509	545.61
Fire Donation	220-510	23,135.99
Ambulance Revolving	220-511	1,623,320.41
Arson Watch Contest	220-538	1,724.50
RRA Transportation	422-535	954.80
Recycling Committee	433-512	14,111.03
Cemetery Hearse House	491-513	698.82
Cemetery Sale of Lots	491-514	67,980.00
Cemetery Urn Garden Gift	491-515	305.00
Cemetery Gift	491-516	189.46
Flu Clinics 53E1/2	510-530	16,661.88
Council On Aging Gift	541-517	10,773.90
Altobelli Memorial	610-520	3,245.26
Aalto/Salo Memorial	610-521	2,763.18
Library Endowment	610-522	584.17
Library Gift	610-523	11,262.87
Historical Comm. Gift	691-524	2,465.00
TOTAL FUND BALANCE		1,960,642.73
TOTAL LIABILITY AND FUND EQUITY		2,366,245.72

TOWN ACCOUNTANT

F250

FEDERAL GRANTS FUND BALANCE SHEET

Description	Account#	Balance 6/30/2023
Invested Cash	250-1040	910,572.61
TOTAL ASSET		910,572.61
Warrants Payable	250-2010	11,701.10
TOTAL LIABILITY		11,701.10
FEMA SAFER	220-643	(25,895.52)
CLFRF- ARPA	123-633	937,274.63
FY22 ARPA Earmark	123-642	(12,507.60)
TOTAL LIABILITY AND FUND EQUITY		910,572.61

F260

STATE GRANTS FUND BALANCE SHEET

Description	Account#	Balance 6/30/2023
Invested Cash	260-1040	111,665.09
TOTAL ASSET		111,665.09
Warrants Payable	260-2010	4,478.29
TOTAL LIABILITY		4,478.29
Green Community Grant	123-612	7,509.20
CCC Classification Study	123-644	27,000.00
Extended Polling Hours	164-602	6,802.47
Public Safety Feasibility Study	210-618	20,207.70
Fire S.A.F.E.	220-603	11,761.65
Dept. of Fire Svcs	220-622	(7,415.07)
Home Compost Bins	433-604	206.83
Small-Scale Initiative	433-634	750.00
DEP DPW Asset Management	450-640	(20,310.46)
Elder Affairs	541-605	5,531.42
Library State Aid	610-606	44,943.73
Cultural Council	699-601	10,199.33
TOTAL FUND BALANCE		107,186.80
TOTAL LIABILITY AND FUND EQUITY		111,665.09
TOTAL LIABILITY AND FUND EQUITY		(129,094.92)

CAPITAL PROJECTS FUN BALANCE SHEET

F320, 350, 611,612, 622, 623

Description	Account#	Balance 6/30/2023
Invested Cash	3*-1040	479,320.18
TOTAL ASSET		479,320.18
Warrants Payable	3*-2010	29,811.46
Bond Anticipation Notes Payable	3*-2720	2,114,856.00
TOTAL LIABILITY		2,144,667.46
Eng & Design Rte 40	320-422	(80,077.44)
Fire Engine	350-220	(120,000.00)
Whitman River Sewer	611-440	94,902.32
Sewer Extension	612-440	99,117.49
Water Main Replacements	622-450	82,135.33
Ellis Road Water Tank	623-450	(1,741,424.98)
TOTAL FUND BALANCES		(1,665,347.28)
TOTAL LIABILITY AND FUND BALANCES		479,320.18

SEWER ENTERPRISE FUND BALANCE SHEET

F610

Description	Account#	Balance 6/30/2023
Invested Cash	610-1040	1,242,922.34
Sewer Tax Liens Receivable	610-1240	2,513.10
Sewer Usage Receivable	610-1310	73,630.64
Sewer Services Receivable	610-1320	4,091.61
Sewer Liens Added to Taxes	610-1330	905.92
Amounts To Be Provided Bond Payments	610-1996	1,767,284.00
TOTAL ASSET		3,091,347.61
Warrants Payable	610-2010	76,745.28
Deferred Revenue Tax Liens	610-2622	2,513.10
Deferred Revenue Sewer User Charges	610-2650	73,630.64
Deferred Revenue Other Service	610-2652	4,091.61
Deferred Revenue Sewer Liens	610-2653	905.92
Sewer Construction/Outside Debt	610-2946	1,767,284.00
TOTAL LIABILITY		1,925,170.55
Retained Earnings-Unreserved	610-3190	917,633.55
Fund Balance Reserved For Encumbrances	610-3211	13,945.55
Fund Balance Reserved for Expenditures	610-3240	230,000.00
Fund Balance Inflow/Infiltration	610-466	4,597.96
TOTAL FUND BALANCE		1,166,177.06
TOTAL LIABILITY AND FUND BALANCE		3,091,347.61

F620**WATER ENTERPRISE FUND BALANCE SHEET**

Description	Account#	Balance 6/30/2023
Invested Cash	620-1040	2,285,219.80
Water Tax Liens Receivable	620-1240	1,792.17
Water Usage Receivable	620-1310	55,728.42
Water Services Receivable	620-1320	821.80
Water Liens Added to Taxes	620-1330	594.01
Lien Interest Receivable	620-1430	625.66
TOTAL ASSET		2,344,781.86
Warrants Payable	620-2010	45,428.90
Deferred Revenue Tax Liens	620-2622	1,792.17
Deferred Revenue Water User Charges	620-2650	55,728.42
Deferred Revenue Other Service	620-2652	821.80
Deferred Revenue Water Liens	620-2653	594.01
Deferred Revenue Lien Interest	620-2664	625.66
TOTAL LIABILITY		104,990.96
Retained Earnings-Unreserved	620-3190	1,545,842.18
Fund Balance Reserved for Encumbrances	620-3211	3,229.35
Fund Balance Reserved for Expenditures	620-3240	230,000.00
Fund Balance Reserved for Articles	620-3241	460,719.37
TOTAL FUND BALANCE		2,239,790.90
TOTAL LIABILITY AND FUND EQUITY		2,344,781.86

F630**TRANSFER STATIONS FUND BALANCE SHEET**

Description	Account#	Balance 6/30/2023
Petty Cash	630-1020	50.00
Invested Cash	630-1040	2,281,556.81
TOTAL ASSET		2,281,606.81
Warrants Payable	630-2010	226.56
TOTAL LIABILITY		226.56
Retained Earnings Unreserved	630-3190	2,206,380.25
Fund Balance Reserved For Articles	630-3241	75,000.00
TOTAL FUND BALANCE		2,281,380.25
TOTAL LIABILITY AND FUND EQUITY		2,281,606.81

TOWN ACCOUNTANT

F810

NON EXPENDABLE TRUST FUNDS BALANCE SHEET

Description	Account#	Balance 6/30/2023
Invested Cash	810-1040	445,616.82
TOTAL ASSET		445,616.82
Forbush Worthy Poor	123-801	23,177.66
Fred Smith Poor Fund	123-802	48,743.45
Charles F. Giles Fund	123-803	33,529.41
Westminster Grange Farmer's	123-804	566.89
Elizabeth Rose Fund	491-841	64,079.70
D.W. Sanders Fund	491-842	2,000.00
Florence B. Rice Fund	491-843	300.00
J.R. Barrell Fund	491-844	150.00
Laurie F. Dobb Fund	491-845	1,000.00
M.A. Creed Fund	491-846	1,000.00
Cemetery Perpetual Care	491-847	223,771.17
Sarah M. Barnes Fund	610-861	200.00
M.A. Farnsworth Fund	610-862	525.00
Graham Fund	610-863	4,944.28
Bigelow Child Books Fund	610-864	2,000.00
Agnes M. Bigelow Fund	610-865	1,010.63
Otto & Hild Huusari Fund	610-866	10,000.00
Lucy Childs Fund	610-867	150.00
Preston Ellis Fund	610-868	500.00
Fred S. Whitman Fund	610-869	300.00
Adelaide W. Berry Fund	610-870	100.00
Minnie F. Dexter Fund	610-871	1,000.00
A.R. Hager Fund	610-872	600.00
C.A. Forbush Fund	610-873	500.00
M.D. Haws Fund	610-874	1,000.00
Westminster Fund	610-875	1,800.00
D.W. Sanders Fund	610-876	2,000.00
Joseph W. Forbush Fund	610-877	1,500.00
Charles Wyman Fund	610-878	6,000.00
Universalist Society	610-879	200.00
George A. Miller Fund	610-880	1,901.16
Henrietta Gates Fund	610-881	1,067.47
Mossman Memorial Fund	610-882	10,000.00
TOTAL FUND BALANCE		445,616.82
TOTAL LIABILITY AND FUND EQUITY		445,616.82

EXPENDABLE TRUST FUNDS BALANCE SHEET

Description	Account#	Balance 6/30/2023
Invested Cash	820-1040	21,392,426.82
TOTAL ASSET		21,392,426.82
Forbush Worthy Poor Fund	123-801	72,947.95
Fred Smith Poor Fund	123-802	74,276.69
Charles F. Giles Fund	123-803	92,347.03
Westminster Grange Farmer's	123-804	73.63
Pension Stabilization	147-811	7,517,656.35
Upton School Fund	147-812	4,407.87
OPEB Trust	147-814	345,807.39
Stabilization-General	147-815	5,470,818.93
Stabilization-Repair and Maintenance Buildings	147-816	1,845,655.35
Stabilization-Capital Equipment	147-817	2,315,970.41
Stabilization-Info Tech	147-818	1,032,764.72
Stabilization-OPEB	147-819	344,573.51
Stabilization-Road Maintenance	147-820	2,145,342.78
Conservation Fund	171-821	12,851.21
Aina E. Stein Conservation Fund	171-822	1,456.46
Police L.E. Trust	210-831	32,675.89
Elizabeth Rose Fund	491-841	34,553.36
D.W. Sanders Fund	491-842	2,221.60
Florence B. Rice Fund	491-843	326.31
J.R. Barrell Fund	491-844	3,244.92
Laurie F. Dobb Fund	491-845	1,026.66
M.A. Creed Fund	491-846	1,517.20
Cemetery Perpetual Care	491-847	12,250.70
Sarah M. Barnes Fund	610-861	59.53
M.A. Farnsworth Fund	610-862	160.73
Graham Fund	610-863	677.52
Bigelow Child Books Fund	610-864	382.95
Agnes M. Bigelow Fund	610-865	302.34
Otto & Hild Huusari Fund	610-866	18,252.57
Lucy Childs Fund	610-867	186.38
Preston Ellis Fund	610-868	102.61
Fred S. Whitman Fund	610-869	143.18
Adelaide W. Berry Fund	610-870	31.20
Minnie F. Dexter Fund	610-871	299.44
A.R. Hager Fund	610-872	499.28
C.A. Forbush Fund	610-873	291.52
M.D. Haws Fund	610-874	49.08
Westminster Fund	610-875	441.20
D.W. Sanders Fund	610-876	351.68
Joseph W. Forbush Fund	610-877	277.81
Charles Wyman Fund	610-878	669.56
Universalist Society	610-879	105.19
George A. Miller Fund	610-880	368.21
Henrietta Gates Fund	610-881	157.46
Mossman Memorial Fund	610-882	3,850.46
TOTAL FUND BALANCE		21,392,426.82
TOTAL LIABILITY AND FUND EQUITY		21,392,426.82

TOWN ACCOUNTANT

AGENCY FUND BALANCE SHEET

F830

Description	Account#	Balance 6/30/2023
Invested Cash	830-1040	260,464.94
TOTAL ASSET		260,464.94
Warrants Payable	830-2010	13,117.00
Holmes Park Water District	907-2556	206.59
Deferred Revenue Holmes Park Water	907-2657	-
Deferred Revenue Leno Park Water District	908-2657	-
Treasurer's Deputy Collector	147-2551	(2,378.00)
Planning Board Cash Performance Deposits	175-2550	261,120.15
Police Detail	210-2553	(14,247.00)
Firearms Due Commonwealth	210-2557	3,250.00
Fire Detail	220-2555	(603.80)
TOTAL LIABILITY		260,464.94
TOTAL LIABILITY AND FUND EQUITY		260,464.94

LONG TERM DEBTGROUP

F900

Description	Account#	Balance 6/30/2023
Amounts to be Provided for Payment of Bond	900-1996	1,545,000.00
TOTAL ASSET		1,545,000.00
Senior Center	900-2962	1,305,000.00
MWPAT Septic Loan	900-2963	240,000.00
TOTAL LIABILITY		1,545,000.00
TOTAL LIABILITY AND FUND EQUITY		1,545,000.00



PARKS & RECREATION

Westminster Summer Rec Program

INFORMATION



ADVISORY BOARD

Introduction

The following is the recommended budget proposal for the Town of Westminster from the Advisory Board for FY2024. The operating budget for the Town is presented in one article on the Annual Town Meeting Warrant (Article 6). The remaining FY2024 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.

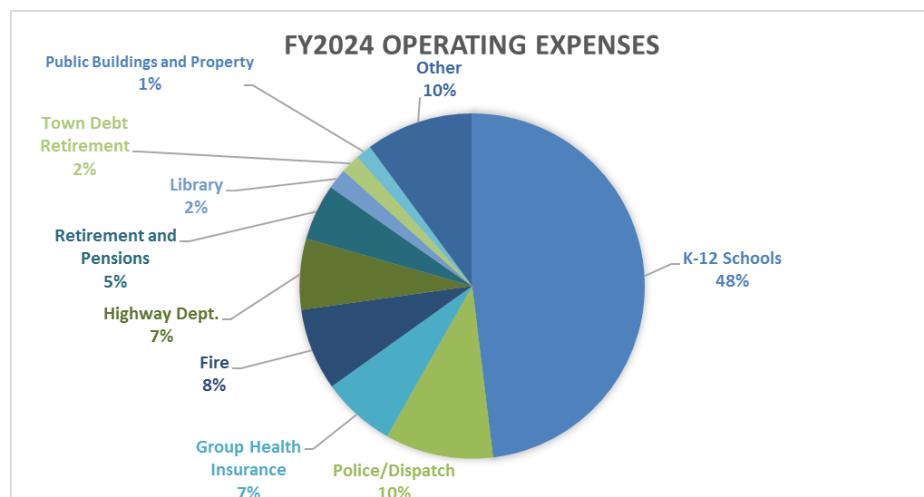
Budget Recommendations

The Advisory Board is pleased to present the current budget recommendation, which is a responsible balanced budget within the 2 ½ plus growth guidelines as set forth by the Chairs of the Select Board and Advisory Board and State of Massachusetts.

The recommended operating budget (Article 6) for FY2024 is \$25,380,805. This is an increase of \$990,334 (3.9%) over the FY2023 operating budget. The increase is due to several factors which include:

- ★ In an effort to accommodate and plan for fuel prices, all departments were asked to budget their Motor Vehicle Fuel lines at \$3.50/gal for FY2024. This impacted Police and Fire budgets significantly based on their high fuel usage.
- ★ An increase of \$190,474 in “Police/Dispatch”, which is a 7.99% increase over FY2023, due to inflation and fuel related supply/service increases, overtime and contractual increases.
- ★ An increase of \$163,022 in “Retirement and Pensions”, a 13.9% increase over last year for a total of \$1,335,167 due to an increase in the Actuarial Accrued Liability. In order to lessen the impact of these annual increases, 40% of this expense will be offset for the current year by a transfer from the Pension Stabilization fund.
- ★ A net increase of \$114,120 between the Fire and Ambulance budgets. This accounts for increased fuel costs, training and overtime hours. The Ambulance budget, a total of \$658,293 will be covered by Ambulance Receipts Reserved, and as such will have no impact to the tax rate in the current year.
- ★ An increase of \$ 40,238 in “Group Health Insurance” which is a 2.99% increase over FY23, due to increases to the cost of health insurance for retirees and new enrollees; there was no increase year over year in the cost for current employees.
- ★ A 2% increase in the net school budgets between Ashburnham-Westminster Regional School District and Monty Tech
Monty Tech: \$33,989 assessment increase (4.37%), due to increased enrollment
AWRSD: \$206,77 increase (1.85%) for a level services funded FY2024 budget

- ★ Parks and Recreation shows an increase of 135% (\$65,822) due to the proposed creation of the Community Services Director, department head position (Article 5)



The chart above shows the breakdown of the operating budget by department for FY2024.

ADVISORY BOARD

Below is a summary of the articles to be voted on at the Special and Annual Town Meetings (both monetary and non-monetary). The Advisory Board is majority in favor of all the articles for each meeting:

Special Town Meeting:

Article 1: Supplement the FY2023 Snow and Ice accounts at \$400,000 from Free Cash. This is a transfer the Town plans for on an annual basis as winter weather is nearly impossible to predict or budget for months in advance. While our FY2023 budget considered average actual costs for the past ten years, this year's number came in higher than usual due to the increase in fuel and supply costs.

Article 2: Transfer \$75,000 from Solid Waste Enterprise Funds for the installation of a new landfill gate and corresponding software.

Annual Town Meeting:

Articles 1-4 are Customary Articles required annually to operate the Town as it relates to entering into various contracts for service, setting revolving fund limits and hearing Committee reports.

Article 5 pertains to the creation of a new position, a Community Services Director, requested by the Select Board and Town Administrator. This position would be a full time (40 hour) benefitted staff member that would serve to support and enhance functions of the Town currently provided solely by volunteers. Under the direct supervision of the Town Administrator, the Community Services Director would take over the management of the Community Center (rentals, clubs, other outside uses, etc.), provide full time staffing to Parks and Recreation, particularly the Summer Rec Program; the Agricultural Commission to aid in their mission; support Crocker Pond; and all other Boards/Committees that offer services to the residents with no paid staff. This position would be funded within the Parks and Recreation budget.

Article 6 is for the annual operating budget and includes all operating departments, including the schools. The Operating budget is mainly funded through Raise and Appropriate (taxes); the remainder, \$1,211,460, is funded through transfers from Ambulance Receipts (\$658,293), the Pension Stabilization Fund (\$535,167), Septic Loan Management Program (\$15,000) and Wetlands fees (\$3,000).

The FY2024 budget is also comprised of enterprise funds (Sewer, Water and Transfer Station – articles 7, 8 and 9) which total \$2,396,648 and are funded primarily by user fees; the remainder, \$86,832, is funded through Raise and Appropriate (taxes), as it relates to the capital costs of the loans associated with the Sewer In Line Storage and the Regional Treatment plant (this treatment was voted on at previous town meetings).

Articles 10, and 11 are customary money articles. These are articles that are on the warrant annually. There are two changes this year: in Article 11, due to the need to assess the values on both power plants in Westminster, the Board of Assessors is requesting \$100,000 for the Revaluation Consultant; second is the change in Article 10 compared to the prior year: the Town is requesting to add an Agricultural Fund in the amount of \$1,500 which would support the Agricultural Commission's future projects and initiatives.

Article 12 is the customary article used to offset the tax rate. The Advisory Board recommends \$230,000 of free cash be used to balance the budget, which is consistent with approved funding in the previous six (6) years.



ADVISORY BOARD

Articles 13 through 17 are non-capital money articles that total \$37,500. These articles are requests submitted by various departments/committees but are not part of the Capital Plan as they do not exceed the Capital Plan scope of \$15,000. All articles are funded through either free cash or stabilization, and as such, do not impact the tax rate in the current year.

Articles 18, 19, and 20 are requirements of the Massachusetts Department of Revenue (DOR), to account for the monies received by the Town related to the statewide Opioid Settlement. At this time, in order to be utilized, the funds received must be allocated to a dedicated Stabilization Fund with restricted use. The Town, with the support of our local legislators, has entered into a regional initiative with Gardner, Templeton, Ashburnham and Winchendon to fund a Recovery Support Navigator (RSN), which will assist our Public Safety and Health Departments in providing critical resources to those in our communities struggling with addiction and their families.

Article 21 is a \$330,000 Free Cash appropriation to apply for a LAND Grant in cooperation with the North County Land Trust to protect 80 acres of open space at 216 Ashburnham State Road. This property directly abuts 48 acres of protected space, and covers a significant portion of Phillips Brook which is home to many species of cold water fish. The land would be under the care, custody and control of the Conservation Commission and protected from future development. If the grant is successful, the Town will receive approximately \$230,000 towards this endeavor, which would go back to Free Cash. If the application is unsuccessful, the funding would be closed back to Free Cash.

Article 22 is for the proposed Capital Improvement Plan for FY2024. The funding for the FY2024 Capital Plan is broken down as follows:

- \$2,140,168 will be funded from Stabilization funds;
- \$300,000 will be funded from Raise & Appropriate;
- \$160,000 will be funded from Water and Sewer Enterprise funds;
- \$50,000 will be funded from Free Cash;

For details please see the “Annual Report of the Capital Planning Committee” further on in this booklet.

Articles 23 through 28 are miscellaneous articles and related to the following:

Transfer funding from the Ellis Road Water Tank article (voted May 2018 ATM) to the Shady Avenue Water Tank Improvement project (voted November 2020 STM) at the request of the DPW Director due to delays and inflation related cost increases;

Amend the General Bylaws to change the time for Annual Town Meeting to 10:00AM, on the first Saturday in May; and the Special Town Meeting to not earlier than 6:00PM on a Tuesday evening. This measure is to bolster attendance at both meetings by providing more convenient timing for voters;

Transfer care, custody and control of a parcel of Town owned land on Laurie Lane to the Select Board for conveyance in accordance with Massachusetts General Laws;

Amend the Zoning Bylaws of the Town of Westminster to accommodate Short Term Rentals (ex. AirBNB, VRBO, etc). There are currently 19 short term rentals in Westminster, registered with the state and, at this time, these rentals are not an allowed use in our zoning bylaws. This bylaw is being presented by the Planning Board;

Update the Table of Uses to include Short Term Rentals in accordance with Article 26;

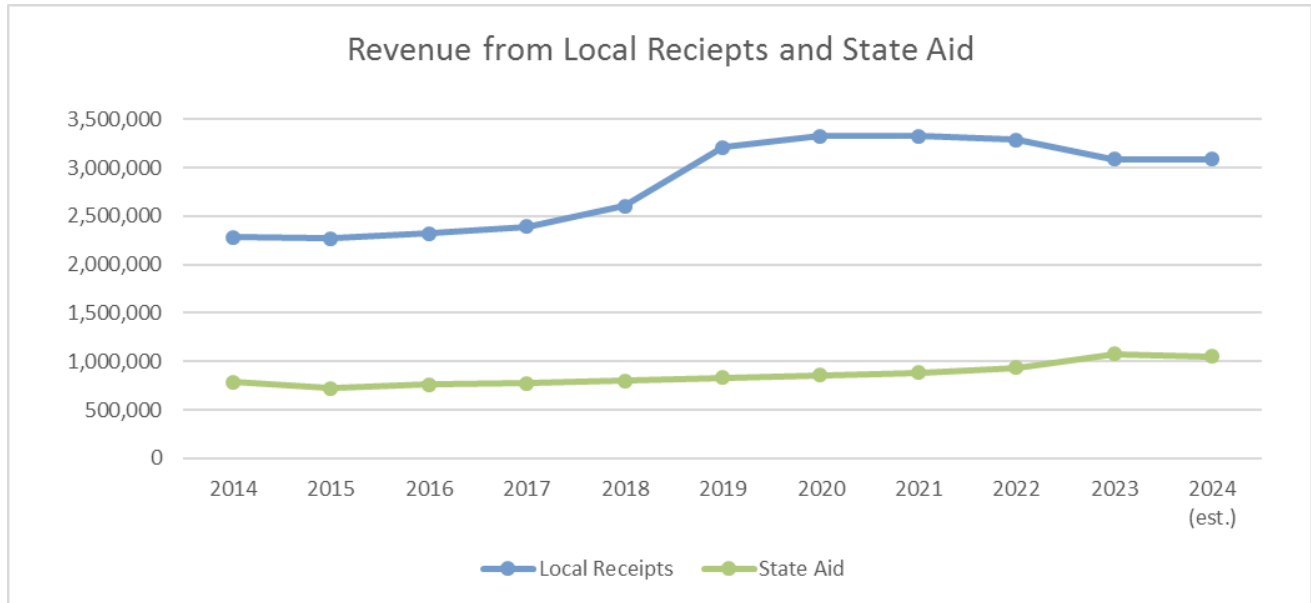
Accept donation by LeeAnn Lamsa to the Forbush Memorial Library, of acrylic paintings done by Amy Kutka in 2002.

ADVISORY BOARD

Revenue

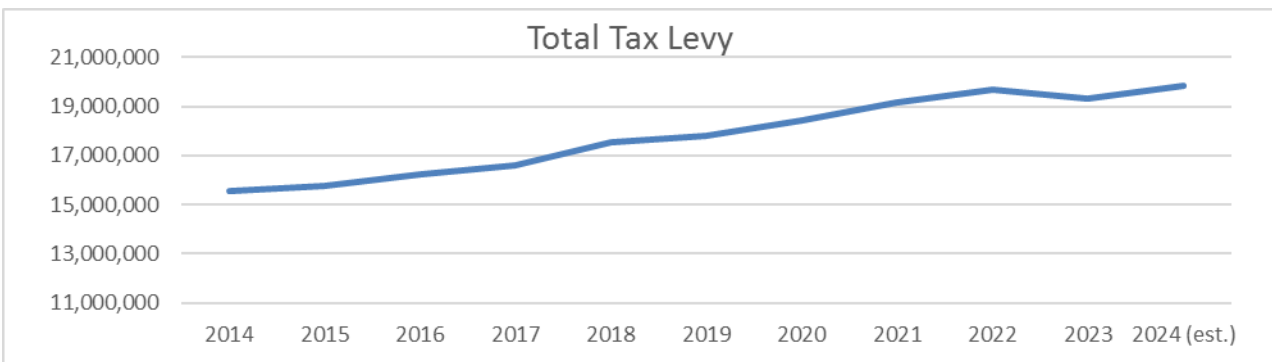
The sources of revenue for the Town of Westminster are State Aid, Property Taxes and Local Receipts. Local Receipts can be further broken down into Landfill Receipts and Other Local Receipts. Examples of Other Local Receipts include Excise Tax, Licenses/Permits, Fees and Fines/Penalties.

The following graph below shows the combined Local Receipts (including the landfill revenue estimate) and State Aid (\$4,138,877); the FY2024 estimate is consistent with the prior year. The State Aid estimate is also consistent for FY2024 for a total of \$1,048,877.



Revenue – Property Tax Data

The following graph shows the Total Property Tax Levied for the Town since FY2014.



The current tax rate is **\$13.06** per \$1,000 of valuation. This is based upon the valuation of all property in Town for FY2023 was \$1,480,111,751; this rate is expected to change once the final FY2023 valuations are performed. Any increase of \$100,000 in spending will increase the tax rate by approximately \$0.10 per \$1,000 of assessed value.

ADVISORY BOARD

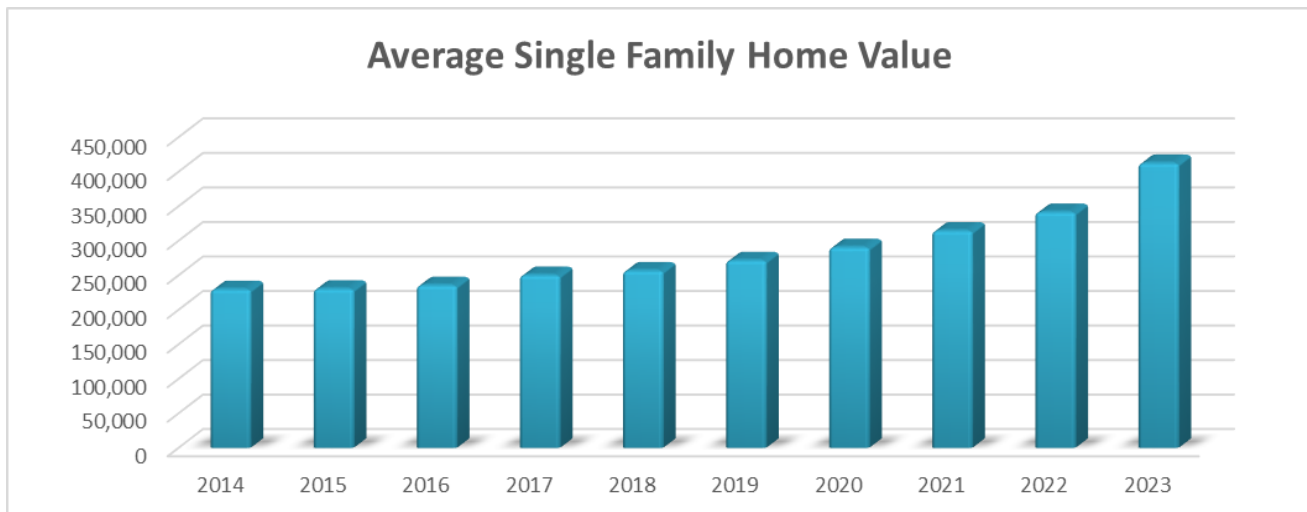
The charts below are sorted based on the Average Single Family Tax Bills and show how Westminster compares to our neighboring communities and communities of similar populations for FY2023. You'll see that Westminster falls in the center regionally, and has the lowest average tax bill in the comparison of communities of similar size.

Municipality	Average Single Family Value	Single Family Tax Bill	Single Family Tax Bill as % of Value	Average Tax Bill as a % of Income
Gardner	\$286,640	\$4,624	1.61%	20.95%
Hubbardston	\$354,932	\$4,625	1.30%	11.93%
Fitchburg*	\$294,199	\$4,713	1.60%	21.72%
<u>Westminster</u>	<u>\$412,711</u>	<u>\$5,390</u>	<u>1.31%</u>	<u>13.42%</u>
Ashburnham	\$341,621	\$5,654	1.66%	15.60%
Lunenburg	\$470,165	\$6,874	1.46%	16.85%
Princeton	\$458,009	\$6,934	1.51%	11.44%

Municipality	Average Single Family Value	Single Family Tax Bill	Single Family Tax Bill as % of Value	Average Tax Bill as a % of Income
<u>Westminster</u>	<u>\$412,711</u>	<u>\$5,390</u>	<u>1.31%</u>	<u>13.42%</u>
Ayer*	\$447,050	\$5,552	1.24%	14.89%
Shirley	\$405,142	\$5,745	1.42%	18.87%
Rutland	\$419,830	\$5,760	1.37%	14.49%
Sterling	\$465,354	\$6,655	1.43%	12.95%
West Boylston	\$436,969	\$6,808	1.56%	18.21%
Lancaster	\$456,209	\$7,842	1.72%	20.44%

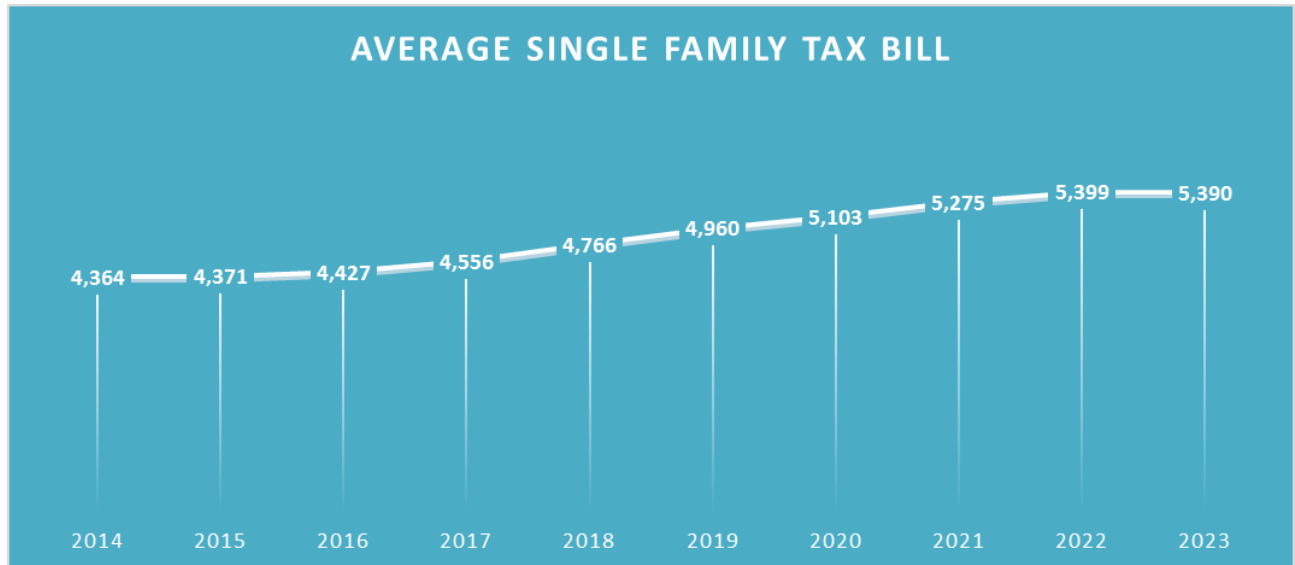
**indicates communities that have a different residential, industrial and commercial tax rate*

The following chart illustrates the average home value in the Town of Westminster since 2014.



ADVISORY BOARD

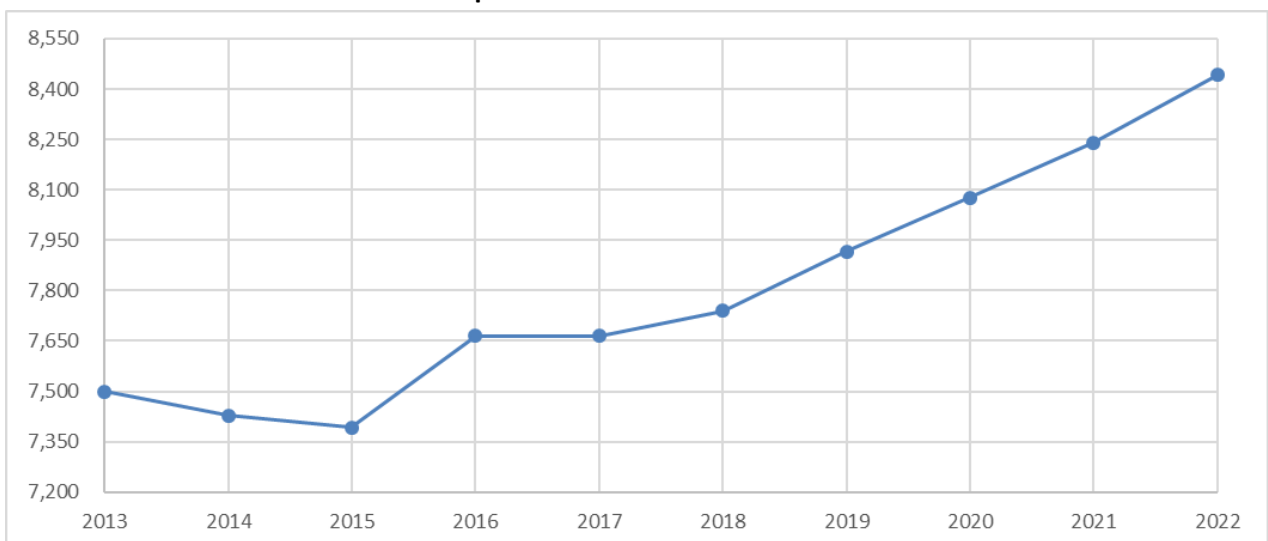
The following chart illustrates the average single-family tax bill for the Town of Westminster since 2014.



The average single-family tax bill for FY2023 is \$5,390; the increase in the average single-family tax bill is a function of both the increase in assessed value (see above) and the tax rate per \$1,000 of value. Relative to the rest of Massachusetts, Westminster's average single-family tax bill is 193rd out of 351 towns/municipalities.

The "Population Chart" below illustrates the population growth from 2013 to 2022, with the data source as the local census collected annually by the Town Clerks office. The population in 2013 was 7,498 compared to 8,441 in 2022. Since 2013 the population has grown by 943, which is about an 11% increase in the last 10 years.

Population Chart Based on Town Census



Advisory Board

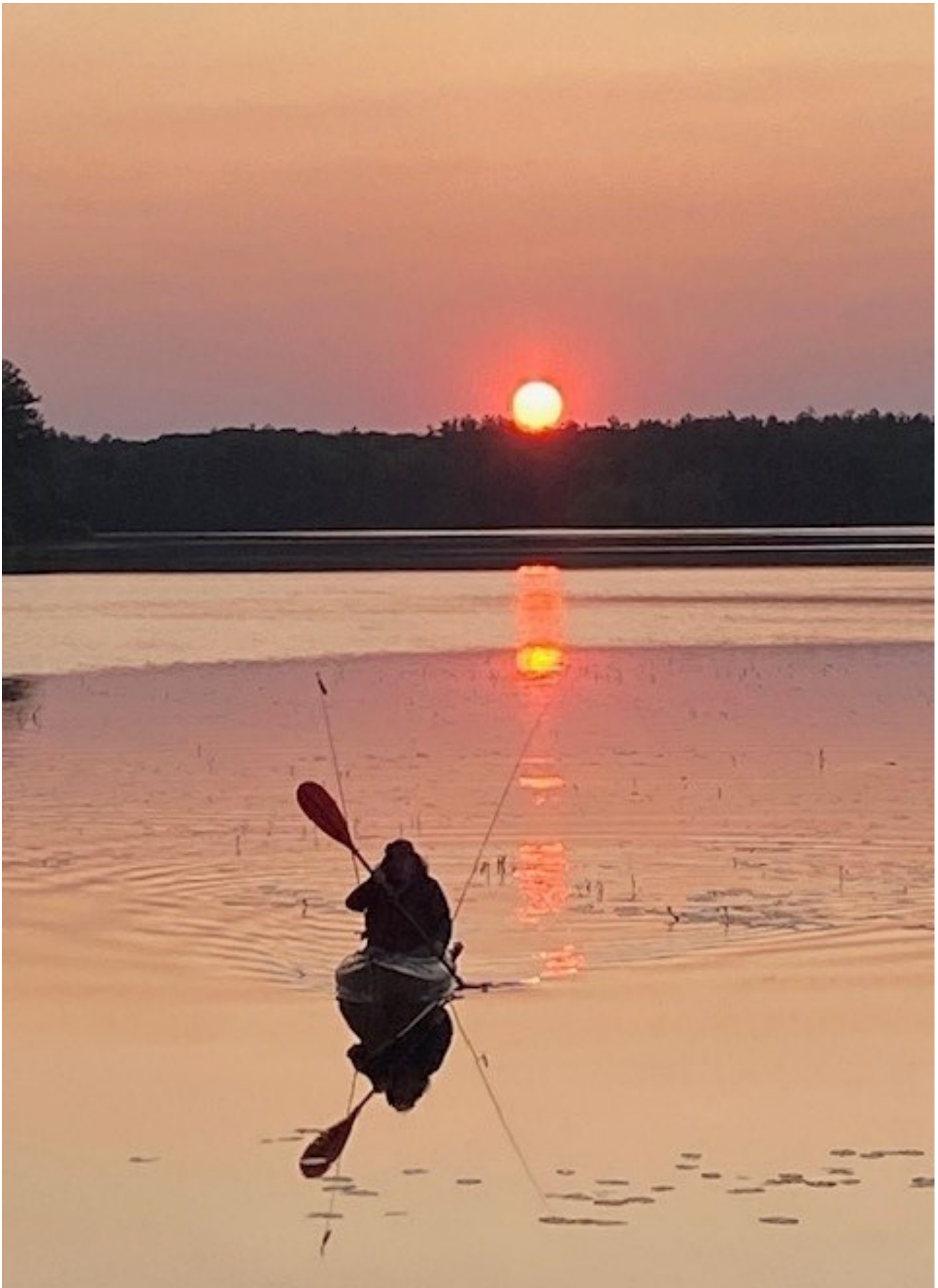
Lisa Rocheleau, Chair

Erin Casali

Peter Normandin

John Fairbanks

David Libby



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 (**CIP**). A set of financial policies have been created by the Capital Planning Committee and approved by the Select Board on October 27, 2014. These policies can be found in the Appendix at the end of this document and are key items to the Capital Planning Process.

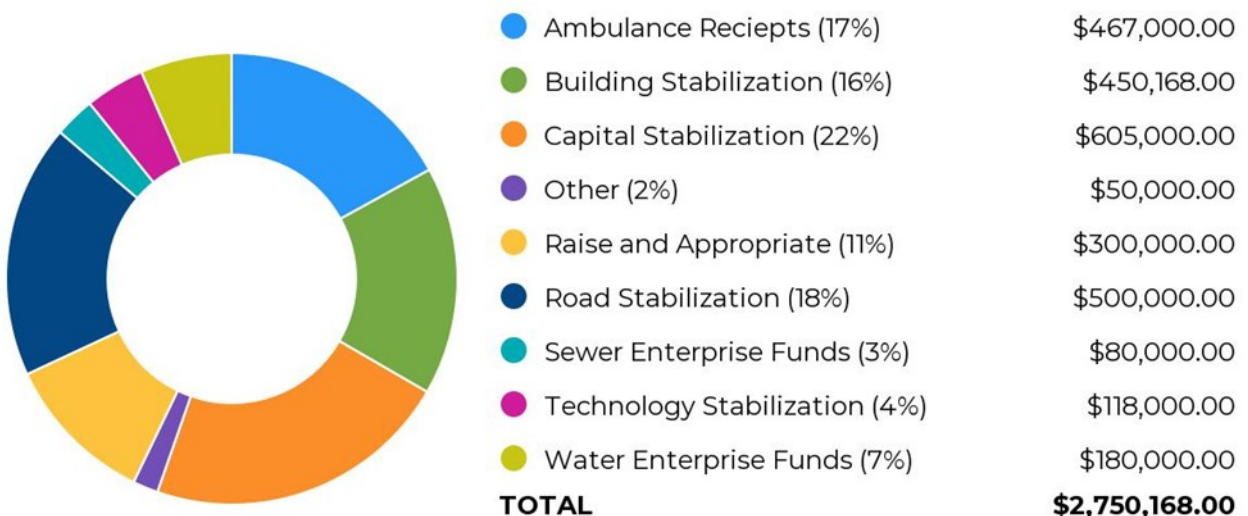
The purpose of the Capital Planning Committee is to study capital (tangible assets and projects) spending requests with a dollar value greater than \$15,000. The committee is charged with preparing annual capital spending recommendations to be submitted to the Select Board and Advisory Board and to be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

The 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.

FY2024 Capital Plan

The proposed CIP for FY2024 totals \$2,950,168. The FY2024 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 FY2024 Capital Plan.

Funding Source By All Years



CAPITAL PLANNING COMMITTEE

Table 3
Debt Summary - 5 year projection

Description	Date of Vote/Issue	Debt Excuded	Amount Voted	Debt Matured	FY2024	FY2025	FY2026	FY2027	FY2028
***Sewer In-Line Storage Project	4/11/2016	Yes	\$ 2,500,000	FY2056	\$ 53,554	\$ 53,554	\$ 53,554	\$ 53,554	\$ 53,554
***Sewer In-Line Storage Project - Interest					\$ 48,600	\$ 47,128	\$ 45,655	\$ 44,182	\$ 42,709
Rte 140 Design	5/2/2015	No	\$ 410,000	FY2024	\$ 82,000	\$ 82,000			
Rte 140 Design - Interest					\$ 2,800	\$ 2,800			
Senior Center	4/1/2015	Yes	\$ 2,830,100	FY2030	\$ 190,000	\$ 190,000	\$ 190,000	\$ 190,000	\$ 190,000
Senior Center - Interest					\$ 37,250	\$ 32,500	\$ 27,750	\$ 22,200	\$ 16,650
**Water Storage Tank - Ellis Road	11/17/2020	No	\$ 1,920,000	TBD	\$ 81,000				
**Water Storage Tank - Ellis Road - Interest									
New Tanker Truck - Fire			\$ 390,000	TBD		\$ 78,000	\$ 78,000	\$ 78,000	\$ 78,000
New Tanker Truck - Fire - Interest									
Septic Management Plan	5/4/2013	No	\$ 300,000	FY2039	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Septic Management Plan - Interest									
(E1)2018 KME Fire Pumper/Tanker	11/27/2018	No	\$ 600,000	FY2025	\$ 120,000				
(E1)2018 KME Fire Pumper/Tanker - Interest					\$ 5,000				
(E2) KME Fire Truck			\$ 690,000	TBD		\$ 138,000	\$ 138,000	\$ 138,000	\$ 138,000
(E2) KME Fire Truck (Interest)				TBD					

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 would be noted on the debt schedule).

Similar to the stabilization funds, the enterprise fund levels must be maintained at adequate levels for financial stability. The chart below shows the Sewer, Water and Transfer Station Enterprise levels from 2019 to 2023.



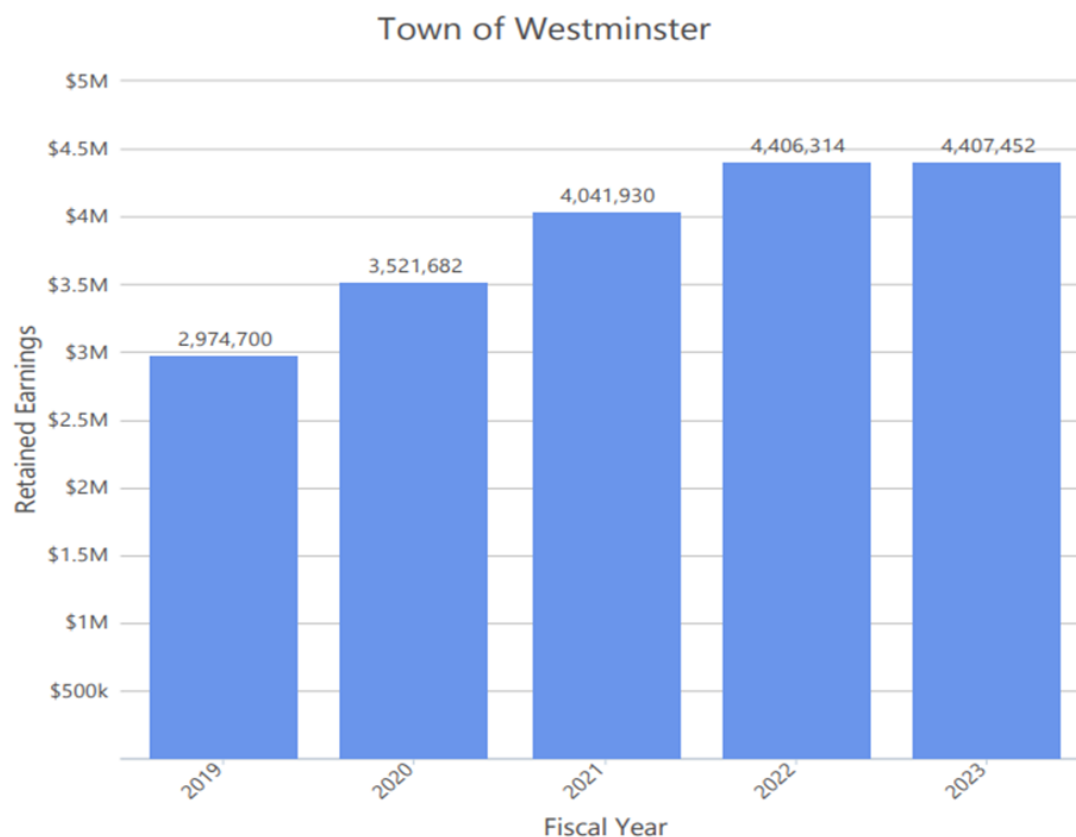
ICE BELLS AT CROCKER POND

CAPITAL PLANNING COMMITTEE

Chart 5
(Enterprise Fund Retained Earnings)



Data Analytics and Resources Bureau
Category 1 - Enterprise Fund Retained Earnings
Data current as of 03/20/2023



Approximately 47% of the Sewer Enterprise expenditures are for collection charges paid to the City of Fitchburg. Another 26% is used to pay the debt for the sewer extension bond.

Overall, the status of the Town's financial position is positive. The Enterprise and Stabilization Funds are at adequate levels and the Town has a policy in place to maintain and address 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 Enterprise Fund levels are being monitored and the long range plan is to grow these levels in order to support future capital projects.

The next few paragraphs of the report are intended to expand on a few of the larger Capital Improvement Projects that are either currently on the plan or are expected to be added in the next few years. The goal is to inform and increase the awareness of these projects to the residents of Westminster.

CAPITAL PLANNING COMMITTEE

Route 140 Design Project

A project for the engineering design of Route 140, i.e., Hager Park and Worcester Roads was approved at the May 2, 2015 Annual Town Meeting. This project will address a number of road repairs/deficiencies and flooding issues along the roadway. The area on Worcester Road in the vicinity of Mile Hill and Gatehouse Roads in particular has flooding issues and is a safety concern. The project has been split into two, Project 1 Narrows Road to Patricia Road and Project 2 Patricia Road to Princeton town line. Project 1 was completed in 2021. Project 2 is at 100% design submittal review with MassDOT with a proposed construction in 2024. Both projects have been approved for Transportation Improvement Program (TIP) funding. TIP is a multi-year program of capital improvements that reflect the needs of the regional transportation system.

Water Storage Tank (Shady Avenue) Project

A project for rehabilitation of the water storage tank off of Shady Avenue was approved at the May 7, 2022 Annual Town Meeting. The cost of this project is estimated to be \$550,000. Funding this project will be borrowed and paid back from the Water Enterprise Fund. The existing storage tank was built in 1970 and rehabilitation is planned for the Fall of 2023.

MS4 Stormwater Permit

This request is for the U.S. EPA's NPDES Municipal Separate Storm Sewer Systems (MS4) 5-year permit jointly issued by EPA and MassDEP that became effective in 2018. Monies are used for consultant support in annual permit compliance. This request is for the newly issued NPDES Massachusetts Small Municipal Separate Storm Sewer System (MS4) General Permit issued by the U.S. EPA. Money needs to be appropriated for annual permit compliance.

Multi-Year Road Improvement Project

A multi-year road improvement plan for repairing and improving town roads is part of the CIP. It is funded by a combination of the Annual Road Maintenance appropriation, MassDOT Chapter 90 and Road Maintenance Stabilization funds. Funding for this project is dependent on landfill revenue. Once the landfill is closed, transfers to the Road Maintenance Stabilization Fund from landfill revenue will cease. Paved roads under review for improvement in FY2024 include:

Nichols Street, Ripley Road, Ellis Road, Bragg Hill Road, Battles Road, Merriam Road and North Common Road.

Public Safety Building

A public safety building committee has been formed and have been meeting to come up with a plan for the Public Safety Building. The current building has limited storage and the PSB Committee has a new charge to look at Town owned land for possible sites and report back to Select Board by September 2023.



CAPITAL PLANNING COMMITTEE

Tower Ladder

A project for replacing the Tower Ladder is not yet on the five year CIP but is currently slated for FY2030. Although FY2030 is a number of years away, it is important to start discussing funding options now in order to have the least amount of impact to the tax payers. A Tower Ladder provides significant advantages over the traditional ladder truck with the main advantage being safety. A fire fighter can safely maneuver the bucket into position to best fight a fire and does not have to climb up and down a ladder that is wet and sometimes frozen. In addition, in a rescue situation rescued persons can be lowered to the ground rather than having to climb down a ladder. Another advantage is reach - a tower can extend out as well as up thus allowing a fire fighter to reach a home from the road. With all light weight construction buildings are made to depend on each component to support its own weight. When fire weakens one or more the building fall down faster endangering the people and firefighters. Another major advantage to a tower is that it can operate in any angle fully extended without fear of collapsing. This vehicle also allows us to operate with fewer people because of the safety factor.

Cemetery (Mt. Pleasant) Stone Wall Project

The project is to restore the perimeter Stone walls around the Cemetery. These Stone walls are made of Stone and mortar, and capped with granite slab. Installed in the mid 1800 time frame, they are a historic element of the cemetery. They play a vital role, as they are not only historic, but are structural retaining walls that are failing. They were placed to prevent erosion of the cemetery. The Mount Pleasant Cemetery sits on higher ground than all the property which, surround it. These walls hold back the cemetery higher ground from collapse. This project will repoint the walls and replace some existing stone work. These walls have been in place for nearly 170 years.



Capital Planning Committee

Steve Rocheleau, Chair

Gary McDonald, Clerk

Karen Conte-Moore

Melinda Horrigan, Ex-Officio

Stephanie Lahtinen, Ex-Officio

Lisa Rocheleau, Advisory Board Liaison

Melissa Banks, Select Board Liaison

LIGHT THE TOWN PURPLE



MAY 10TH



SELECT BOARD MEMBERS & TOWN ADMINISTRATOR
(L TO R): SAM ALBERT, MISSY BANKS, STEPHANIE LAHTINEN,
HEATHER BILLINGS

SPONSORED BY THE GREATER GARDENER RELAY FOR LIFE -
LIGHT THE TOWNS PURPLE....THEY CELEBRATE THE LIVES WHO
HAVE BEEN TOUCHED BY CANCER AND SHOW EVERYONE WHY
WE LEAD THE FIGHT HERE IN NEW ENGLAND FOR A WORLD
WITHOUT CANCER.

JUNE 9-10 HELD AT WACHUSETT COMMUNITY COLLEGE AND
IS ONE OF THE LARGEST CANCER FIGHTING FUNDRAISING
EVENTS IN ALL OF NEW ENGLAND

"WELCOME TO WESTMINSTER" EVENT & "MEET THE CANDIDATES" AT LIBRARY



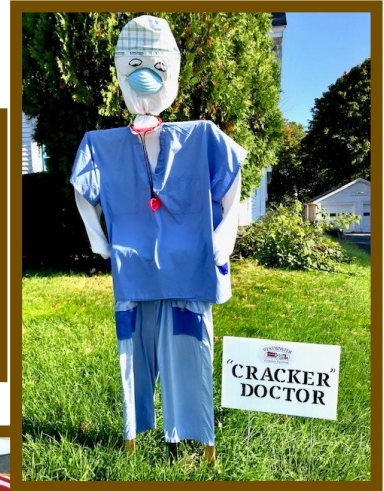
MAR 8TH



ANNUAL
TOWN
MEETING
MAY 6TH



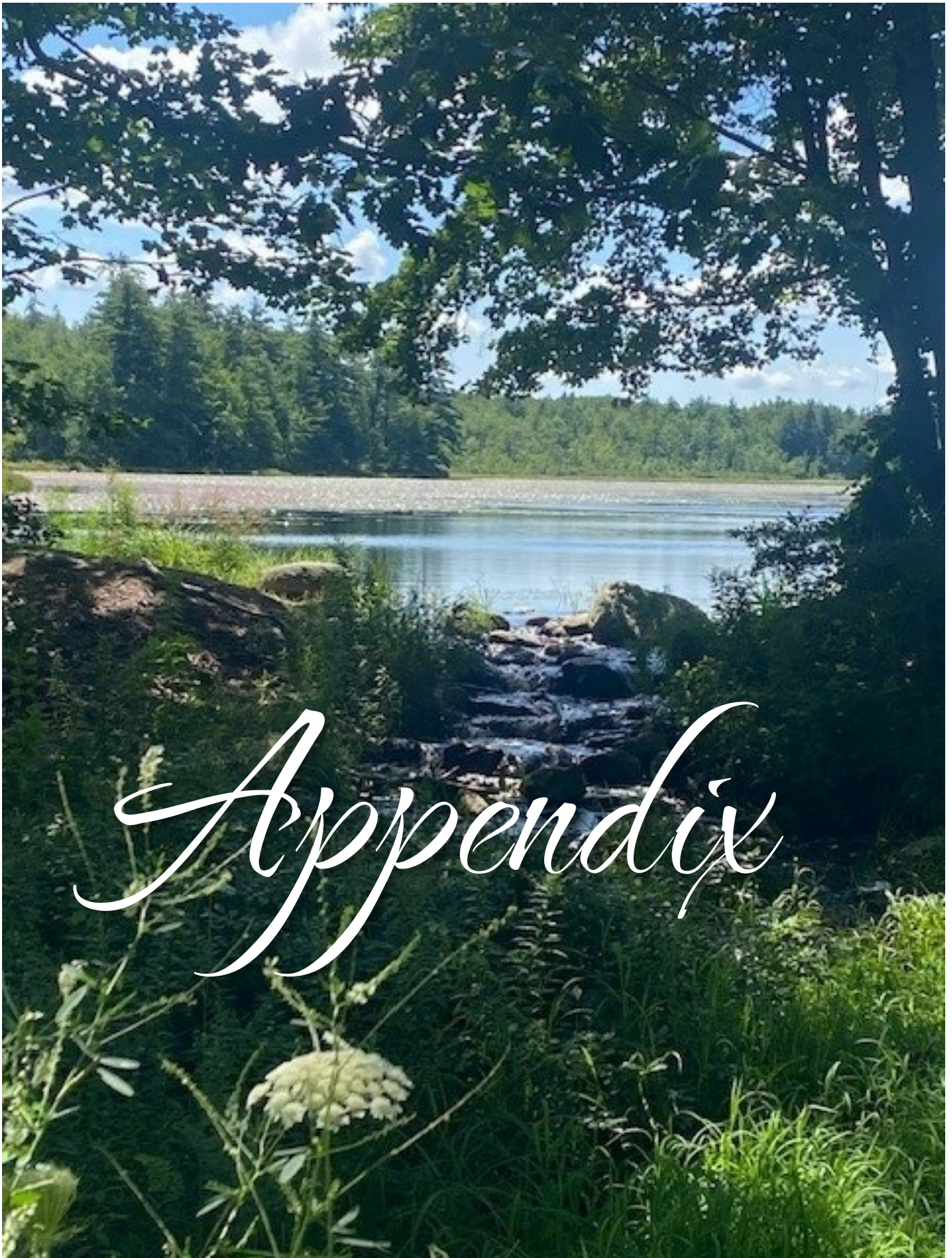
OCTOBER 21, 2023



CRACKER FESTIVAL







2023 AGGREGATE EMPLOYEE REMUNERATION

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>M</u>	<u>POSITION</u>	<u>Gross Earnings</u>	<u>Overtime Earnings</u>	<u>DT Earnings</u>
ADAMICK	JESSICA		LIBRARY ASST CHILD	\$8,001.11		\$2,140.59
ALBERT	DAVID	J	MASTER MECHANIC	\$88,638.72	\$14,579.48	
ALDEN JR	TODD	W	FIREFIGHTER	\$96,715.28	\$17,726.14	
ALGARIN	ZACHARY	J	CALL FIREFIGHTER	\$8,580.98	\$395.76	
AMENDOLA	DANA	P	CALL FIREFIGHTER	\$1,285.70		
ARSENAULT	STEVEN	O	SP MV OPERATOR/LABOR	\$83,777.58	\$14,351.81	\$2,129.16
ARSENAULT	POLINA	L	CROCKER POND ATTEND	\$3,073.19		
ARSENAULT	RACHEL	M	ASST HEALTH AGENT	\$2,969.04		
AUBUCHON	STEPHEN	A	SR TAX WORK PROGRAM	\$1,500.00		
AUFFREY	NICHOLAS	R	SERGEANT	\$154,943.96	\$33,924.93	
AVENI	NICHOLAS	J	DISPATCH SUPERVISOR	\$84,053.77	\$10,576.96	\$2,505.92
BACZEWSKI	JANET	E	ASST TREASURER	\$46,478.00		
BANKS	JACOB	U	CEMETERY LABORER	\$3,606.96		
BARRETT	ALAN	R	TRUCK DRIVER/LABORER	\$88,926.78	\$17,730.67	
BAUM	JENNIFER	J	FARMERS MARKET MGR	\$2,146.88		
BEAN	ADAM	J	FIRE CAPTAIN	\$111,480.17		
BENSON	KENT	M	POLICE OFFICER	\$59,923.06	\$2,641.56	
BERGEVIN	LUCILLE	A	SR TAX WORK PROGRAM	\$840.00		
BLANCHARD	PAUL	R	BUILDING COMM	\$52,778.75		
BLAUSER JR	THERYN	Jay	SUPPORT SPECIALIST	\$3,384.70		
BONK	KIMBERLY	L	DISPATCHER	\$61,577.06	\$11,298.08	
BOSSELAIT	COLTON	L	PARKS/REC COUNSELOR	\$2,097.29		
BOSSELAIT	HALEY	A	PARKS/REC COUNSELOR	\$1,590.00		
BOURGEOIS	DANIEL	F	SUB VAN DRIVER	\$11,658.09		
BREDBERG	LINDA	M	LIBRARY ASSISTANT I	\$5,657.11		
BREWERTON	PATRICIA	J	SR TAX WORK PROGRAM	\$1,500.00		
BREWERTON	LAWRENCE	O	SR TAX WORK PROGRAM	\$195.00		
BRIGHENTI	KAREN	A	POLL WORKER	\$416.25		
BUTTERFIELD	KYLE	S	FIRE CHIEF	\$128,217.95		
CANNAVINO	RICHARD	T	ALT WIRING INSP	\$18,198.48		
CARLSON	SOPHIA	E	PARKS/REC COUNSELOR	\$1,470.00		
CARPENTER	ROBERT	P	ASST HEALTH AGENT	\$17,789.90		
CASEY	SHEILA	A	TREAS/COLL CLERK	\$11,428.77		
CASPER	RYAN	K	CALL FIREFIGHTER	\$21,092.98		
CAVANAUGH	JASON	P	ADULT SVC LIBRARIAN	\$47,194.60		
CHADBOURNE	BENNETT	R	FIRE LIEUTENANT	\$105,971.31	\$25,587.02	
CHARTRAND	ERIC	C	BUILDING COMM	\$46,434.42		
CHEVARIE	MADISON	M	DISPATCHER	\$3,051.18		
CHIARELLI	TAMIE	M	EXECUTIVE ASSISTANT	\$52,829.96		
CHRIST	ELI	R	PARKS/REC COUNSELOR	\$1,301.25		
CHRISTENSEN	CAROLE	A	POLL WORKER	\$318.75		
CLARKSON	CHARLES	E	SR TAX WORK PROGRAM	\$1,500.00		
CLAYTON	ALFRED	P	CEMETERY LABORER	\$15.86		
COLLINS	KEVIN	C	ASST DPW DIRECTOR	\$106,834.07		
CONDON	MARY	E	POLL WORKER	\$236.25		
CONLIN	ABIGAIL	M	HEALTH AGENT	\$57,225.50		
CONTE	JEANNE	C	SR TAX WORK PROGRAM	\$1,500.00		
COSTELLO	JULIE	M	TOWN ACCOUNTANT	\$64,078.30		
COX	JASON	E	FIREFIGHTER	\$83,721.61	\$10,406.85	

2023 AGGREGATE EMPLOYEE REMUNERATION

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>M</u>	<u>POSITION</u>	<u>Gross Earnings</u>	<u>Overtime Earnings</u>	<u>DT Earnings</u>
COX	CASSIDY	E	PARKS/REC COUNSELOR	\$1,831.57		
CULLINANE	ERIN	M	CALL FIREFIGHTER	\$1,671.13		
DAVIS	STEVEN	A	SR TAX WORK PROGRAM	\$1,500.00		
DOUGHTY	ANDREW	R	CALL FIREFIGHTER	\$584.06		
DUBE	ANITA	M	POLL WORKER	\$420.00		
DUQUETTE	JENNIFER	M	ASST TOWN CLERK	\$17,042.21		
EMERSON	JOSHUA	M	FIRE LIEUTENANT	\$110,815.63	\$35,637.44	
ERICKSON	LISA	A	LIBRARY ASST CHILD	\$3,170.16		
FEELEY	PATRICIA	A	SR TAX WORK PROGRAM	\$1,500.00		
FIANDACA-LONGO	LEA	M	CROCKER POND ATTEND	\$4,690.76		
FICHTEL	SONJIA	J	PERSONNEL ADMIN	\$51,685.88		
FISHER	SUSAN		COA DIRECTOR	\$58,669.40		
FORGUES	RYAN	D	LAND USE ADMIN ASST	\$6,180.92		
FORREST	KYLE	A	CALL FIREFIGHTER	\$320.83		
FUREY	CONNOR	S	POLICE OFFICER	\$111,009.88	\$23,212.06	
GIKIS	WHITNEY	R	MAINTENANCE SUPER	\$53,806.09	\$2,038.49	
GILBREATH	ELISE	P	LIBRARY ASST CHILD	\$17,623.16		
GIROUARD	JOHN	A	CALL EMT	\$17,143.72		
GLASSON	TIMOTHY	R	SYSTEM OPERATOR	\$89,879.24	\$25,663.96	\$1,106.76
GRENIER	JAMES	M	MAINTENANCE MECHANIC	\$82,535.21	\$13,481.78	\$1,016.87
GUILE	DYLAN	M	PARKS/REC COUNSELOR	\$1,413.75		
HAGERTY	MARIA	A	ASST TOWN ACCOUNTANT	\$44,991.80		
HALL	JOSHUA	W	DPW DIRECTOR	\$133,065.60		
HAMEL	MIRANDA	A	POLICE OFFICER	\$95,791.15	\$13,728.82	
HARRINGTON	CAROL	A	SR TAX WORK PROGRAM	\$1,500.00		
HARRINGTON	PRISCILLA	A	SR TAX WORK PROGRAM	\$1,500.00		
HAWKINS	NATHAN	D	SERGEANT	\$143,567.02	\$40,530.24	
HAWKINS JR	LEROY	A	RESERVE POLICE OFFIC	\$41,476.00		
HAYWARD	DEVIN	M	TRUCK DRIVER/LABORER	\$57,386.83	\$9,644.24	\$720.10
HEATH	TRAVIS	K	POLICE OFFICER	\$82,317.35	\$12,305.84	
HILDRETH	CHARLES	H	CEMETERY LABORER	\$12,071.90		
HIRONS	COLLEEN	M	POLL WORKER	\$641.25		
HOBBS	DAVID	G	PT OFFICER	\$18,071.79		
HOFFMAN	ANTHONY	B	ALT GAS/PLUMBING	\$255.84		
HOLM	ROBIN	L	ADMIN ASSESOR	\$55,514.60		
HORRIGAN	MELINDA	D	TREASURER/COLLECTOR	\$74,422.34		
HUNT	JESSICA	R	DISPATCHER	\$250.77		
HURD	TIMOTHY	E	HWY WORKING FOREMAN	\$84,692.99	\$10,786.25	\$1,353.77
IANNACONE	ALFRED		SR TAX WORK PROGRAM	\$1,500.00		
IMPRESICA	JAMES	E	ALT GAS/PLUMBING	\$9,284.31		
IRVINE	ELIZABETH	A	POLL WORKER	\$435.00		
JANSSON	JERMEY	L	SR TAX WORK PROGRAM	\$1,500.00		
JARVI	CORINNE	J	TREASURER/COLLECTOR	\$18,963.40		
JOHNSON	ANN	E.	SR TAX WORK PROGRAM	\$1,500.00		
JOHNSON	MICHELLE	M	DEPT ASST I	\$21,100.87		
JOHNSON	SAMUEL	D	FIREFIGHTER	\$59,800.48	\$12,733.32	
JONES	GEORGE	C	SR TAX WORK PROGRAM	\$1,500.00		
JONES	ELAINE	M	SR TAX WORK PROGRAM	\$1,500.00		
KALAGHER	SUSAN	H	CONSERVATION CLERK	\$7,849.51		
KIRTLAND	AUDRA	L	COMM SERV DIRECTOR	\$25,000.00		

2023 AGGREGATE EMPLOYEE REMUNERATION

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>M</u>	<u>POSITION</u>	<u>Gross Earnings</u>	<u>Overtime Earnings</u>	<u>DT Earnings</u>
KUGEL	JENNIFER	M	CALL EMT	\$14,378.64		
KUKLA	JUSTIN	D	DISPATCHER	\$4,292.52		
KUPFER	KEITH	A	SYSTEM OPERATOR	\$71,239.57	\$15,452.21	\$501.60
KUSZEWSKI	MATTHEW	C	CROCKER POND ATTEND	\$1,782.78		
LAHTINEN	STEPHANIE	N	TOWN ADMINISTRATOR	\$99,003.84		
LAMSA	LEEANN	L	POLL WORKER	\$633.75		
LANDRY	DANIEL	D	CIS SPECIALIST	\$56,765.54		
LANGHART	NICHOLAS	M	LIBRARY DIRECTOR	\$86,363.28		
LAPRADE	JOSEPH	R	PARKS/REC COUNSELOR	\$1,323.75		
LARSON	ERIC		CALL FIREFIGHTER	\$15,870.15		
LAWRENCE	KATHY	A.	ADMIN ASST	\$20,665.36		
LEBLANC	DAVID	J	POLICE OFFICER	\$112,423.52	\$24,110.16	
LEBLANC	CAILEY	F	PARKS/REC COUNSELOR	\$3,188.32		
LEBLANC	CODY	L	PARKS/REC COUNSELOR	\$1,320.00		
LECLAIR	JANICE	M	LIBRARY AIDE	\$5,726.97		
LEMAY	KATHERINE	M	BUILDING DEPT CLERK	\$39,877.60		
LEMOINE	MICHAEL	J	FIREFIGHTER	\$97,003.21	\$32,847.70	
LEONARD	CHRISTOPHER	D	CALL FIREFIGHTER	\$14,077.72		
LITTLE	WAYNE	R	ALT GAS/PLUMBING	\$1,174.63		
LOESCHER	ANDREW	R.	POLICE OFFICER	\$112,019.86	\$14,214.13	
LONG	KAREN	M	ADMIN ASST EMT B	\$48,659.64		
LUCIER	DALE	A	DPW EXECUTIVE ASST	\$54,696.49	\$664.08	
LUCIER	SUSAN	M	LIBRARY TECH SERVICE	\$28,969.92		
MAGEE	PAULA	M	POLL WORKER	\$633.75		
MAJOR	RYAN	J	CALL FIREFIGHTER	\$4,512.33		
MARRO	MATTHEW	S	CONSERVATION AGENT	\$24,935.23		
MARTIN	RICHARD	C	SR TAX WORK PROGRAM	\$1,500.00		
MARTINEAU	CINDY		PERSONNEL ADMIN	\$11,106.99		
MARTINEAU	PETER	R	WORKING FORMAN	\$98,270.00	\$27,272.31	\$623.82
MASTROTOTORO	ANDREA	L	REC SEC PLANNING	\$478.14		
MAUCH	COLTON	D	FIREFIGHTER	\$101,746.27	\$38,984.12	
MAXIM	MATTHEW	J	DISPATCHER	\$65,385.45	\$12,105.51	
MAXWELL	JONATHAN	C	CIS SPECIALIST	\$17,388.72		
MAYO	ALAN	T	CEMETERY SUPERINTEND	\$67,733.70		
MCCLENAHAN	LINDA	K	POLL WORKER	\$513.75		
MCGEE	MARYANN	J	LIBRARY ASSISTANT I	\$4,796.55		
MCMANUS	BETHANNE		LIBRARY ASSISTANT I	\$15,900.24		
MEANY	PHILIP	A	TRUCK DRIVER/LABORER	\$66,107.13	\$9,997.90	
MILLER	CATHERINE	J	LIBRARY CHILD SVC	\$55,495.20		
MONTY	DAVID	B	FIRE LIEUTENANT	\$128,232.43	\$52,746.03	
MOORES	BRYAN	J	PARKS/REC COUNSELOR	\$1,537.50		
MORCALDI	JARED	J	TRUCK DRIVER/LABORER	\$66,282.69	\$9,899.93	\$634.66
MURACH	LINDA	R	SR TAX WORK PROGRAM	\$1,500.00		
MURPHY	TRACY	A	TOWN PLANNER	\$62,207.87		
NELSON	AMY	N	POLICE SERGEANT	\$135,747.32	\$26,487.92	
NOONAN	BRIAN	L	CALL FIREFIGHTER	\$176.70		
NOVAK	DANIEL	A	SUB VAN DRIVER	\$12,405.03		
O'KANE	ERIN	E	POLICE OFFICER	\$63,792.11	\$7,593.15	
PAGE	ANN MARIE		ASSESSORS CLERK	\$4,658.75		
PARVIAINEN	HARRY	D	ALT WIRING INSP	\$27,937.67		
PAUL	TAMMY	L	DPW SECY/RECPT	\$45,649.60		
PELULLO	KATHERINE	M	POLL WORKER	\$318.75		

2023 AGGREGATE EMPLOYEE REMUNERATION

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>M</u>	<u>POSITION</u>	<u>Gross Earnings</u>	<u>Overtime Earnings</u>	<u>DT Earnings</u>
PEREIRA	STEVEN	K	CALL FIREFIGHTER	\$44,068.71		
PERIOR	JAYNE	V	MEALS ON WHEELS DRIV	\$14,072.53		
PESCARO	RYAN	J	CALL FIREFIGHTER	\$27,852.21		
PETERSON	KALEIGH	R	DISPATCHER	\$26,570.05	\$1,659.60	
PIEPIORA	CYNTHIA	L	SR TAX WORK PROGRAM	\$1,500.00		
POISSANT	COREY	R	CALL FIREFIGHTER	\$6,738.55		
PORPORA	PATRICK	J	POLICE OFFICER	\$135,761.20	\$33,538.00	
POULIN	SHELBI	E	DISPATCHER	\$14,353.63	\$2,131.01	
PROVENCIAL	KELLY	A	SUPPORT SPECIALIST	\$15,787.23		
RACICOT	ZACHARY	J	FIREFIGHTER	\$82,933.64	\$27,594.32	
RAKOWSKI	CONNOR	J	TRUCK DRIVER/LABORER	\$23,659.42	\$961.92	
RAMEAU	MAX	J	POLICE OFFICER	\$98,327.96	\$12,943.24	
RATHIER	LOUISE	T	SR TAX WORK PROGRAM	\$90.00		
REICHEL	BRIAN		CALL EMT	\$2,189.70		
RICHARD	DWIGHT	J	POLICE OFFICER	\$3,517.20		
ROBBINS	EDWARD	S	RESERVE POLICE OFFIC	\$35,532.50		
ROBERTSON	MARTHA	H	SR TAX WORK PROGRAM	\$1,500.00		
ROBINSON	STEVEN	J	FIREFIGHTER	\$51,196.03	\$8,472.30	
ROGER	MARCIA	E	SR TAX WORK PROGRAM	\$1,500.00		
ROGERS	MARK	D	CALL FIREFIGHTER	\$1,263.18		
ROULEAU	LORNA	J	LIBRARY CHILD SVC	\$14,853.42		
ROURKE	MAISIE	E	PARKS/REC COUNSELOR	\$1,365.00		
SALO	JEREMY	E	FIREFIGHTER	\$64,643.57	\$7,930.27	
SCARALE	FRANK	G	SR TAX WORK PROGRAM	\$1,500.00		
SEVIGNY	JANET	M	LAND USE ADMIN ASST	\$5,135.20		
SHAMPINE	JEFFREY	G	RESERVE POLICE OFFIC	\$15,503.50		
SHAW	BRUCE	E	CEMETERY FOREMAN	\$62,454.85	\$4,123.61	
SHEA	RYAN	T	CALL FIREFIGHTER	\$988.92		
SHEEHAN	ELLEN	M	TOWN CLERK	\$60,716.73		
SHEEHAN	MICHAEL	B	FIREFIGHTER	\$56,999.16	\$10,540.91	
SICILIANO	ANTHONY	R	SR TAX WORK PROGRAM	\$300.00		
SIMONICINI	JACOB	M	CROCKER POND ATTEND	\$585.06		
SOUSA	SUSANNE	M	SR TAX WORK PROGRAM	\$1,500.00		
STREETER	PATRICIA	A	ADMIN ASST	\$15,767.04		
SULLIVAN	RANDY	O	MAINTENANCE WORKER	\$46,707.26	\$1,057.74	
SWANSON	SEAN	S	PARKS/REC COUNSELOR	\$1,863.75		
TAMULEN	JASON	A	POLICE LIEUTENANT	\$142,312.38		
TENORE	VANESSA	M	POLICE OFFICER	\$95,087.19	\$17,769.55	
THOMPSON	JACOB	A	CALL FIREFIGHTER	\$28,065.20		
TIGNOR	GEORGE	S	BUILDING COMM	\$1,410.00		
TRAYLOR	JACKSON	M	PARKS/REC COUNSELOR	\$1,582.50		
VAZQUEZ	FRANCISCO		CALL FIREFIGHTER	\$3,553.36		
WALKER	JAMES	M	CROCKER POND SUPER	\$9,507.43		
WELCH	STEPHANIE	J	EXECUTIVE ASST POLIC	\$68,983.89	\$8,770.77	
WETHERBEE	JASON	E	POLICE OFFICER	\$121,675.57	\$24,667.41	
WILLIAMS	OWEN	R	DISPATCHER	\$18,843.93	\$256.92	
WISEMAN	STEPHANIE	T	BOH ADMIN ASSISTANT	\$42,657.84		
WOJNAR	ELIZABETH	G	DISPATCHER	\$183.28		
YRAOLA	SUSAN	E	LIBRARY ASSISTANT II	\$22,939.50		
ZBIKOWSKI	DAVID	A	SP MV OPERATOR/LABOR	\$81,993.72	\$12,732.35	\$836.42



MEMORIAL DAY / VETERAN'S DAY



MEMORIAL DAY



VETERAN'S
DAY



VETERAN'S FAREWELL TO STANLEY SKAMARYCZ

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TOWN OF WESTMINSTER 2023 ANNUAL REPORT

*Sincerest thanks to all the departments, boards and committees
for their reporting and to the Residents of Westminster
that kindly provided the amazing photos featured
in this publication of our beautiful and picturesque community.*

