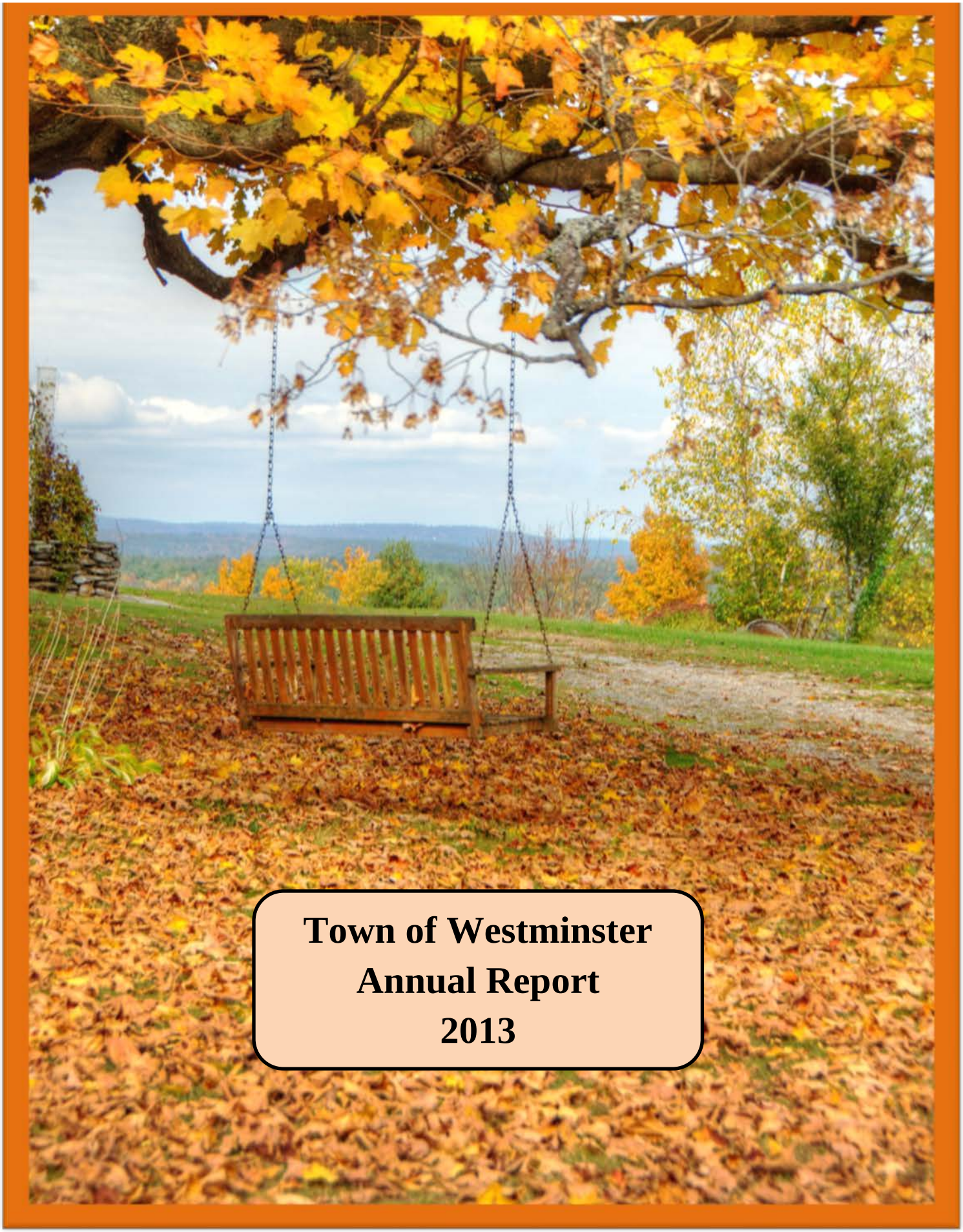


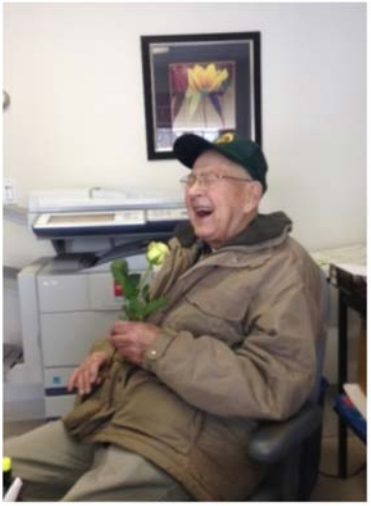
Town of Westminster
Annual Report
2013

Photo by Donna Doherty of Ashburnham, MA

www.donnadohertyphotography.com

Photo Bolton Road

Annual Town Report
2013

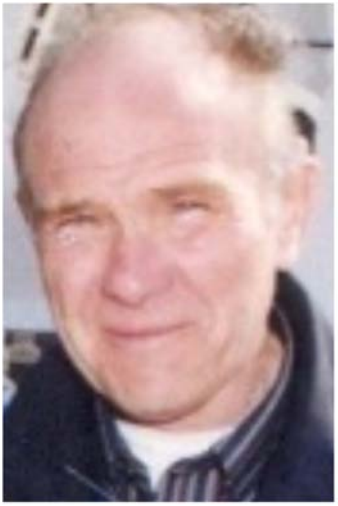


IN MEMORIAM

Richard "Jiggs" Ahlin

1930 ~ 2013

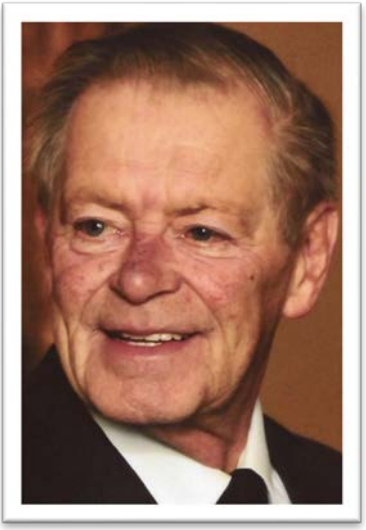
Jiggs faithfully served the Fire Department for 45 years, retiring in 1995 with 26 years as Deputy Fire Chief. Jiggs also served on the Board of Selectmen from 1997 to 2003.



Roger McAdams

1941 ~ 2013

Roger came to work for the Town in 1984. He became Superintendent of the Cemetery Dept. in 1986 until his retirement in 2003. Roger was known for his kindness and compassion and honored in the fall of 2012 for his work in the development of the Urn Garden and Columbarium at Mt. Pleasant Cemetery.



IN MEMORIAM

David Buteau

1942 ~ 2013

David worked for the Town of Westminster from 1994 until his retirement in 2003. He was a call Firefighter for twenty eight years and later became Maintenance Supervisor before retiring in 2003.

Scott (Winston S.) Smith

1953 ~ 2013

Scott was employed at the Police Department from 1978 to 1996 and the Fire Department from 1992 to 1993. He was a Systems Operator with the DPW until his passing.

IN MEMORIAM

Jon Bliss

1946 ~ 2013

Jon served the Town as Tree Warden from 1986 to 2005, Dog Officer from 1981 to 1986, and Liquor Commissioner from 1996 to 2005.

Richard Paine, Sr.

1937 ~ 2013

Dick served the Town as Police Officer, Firefighter and Dispatcher. He worked his way up to Captain and served for 35 years before retiring from the Fire Dept.

Board of Selectmen Appointments

*Denotes Chairman

			Term Expires
Affordable Housing Committee	Paul	Aldrich	
	Marie	Auger	
	Joseph	Macchia	
	Brenda	Rufiange	
	Ralph	Wegener	
Ag. Com. Jury Committee	Dean	Johnson	
	Al	Magane	
	Laila	Michaud	
	Ann	Patsis	
	Sheryl	Vaillette	
Agricultural Commission	Mary-Louise	Altobelli*	6/30/2014
	Andy	Hertel	6/30/2016
	Dean	Johnson	6/30/2014
	Ann	Patsis	6/30/2015
	Steve	Robinson	6/30/2015
Agricultural Commission - Alternate	Patricia	Glover	
	Susan	Nickerson	
Artifacts Committee	Elizabeth	Hannula	
	Leola	Leger	
	Jessica	Leger*	
	Martha	Rainville	
	Robert	Sampson	
Board of Registrar	Roger	Gerard	6/30/2016
	Sharon	Halloran	6/30/2015
	Denise	MacAloney	
	John	McCall	6/30/2014
Cable Advisory Committee	Bill	Ewing	6/30/2015
	David	Monty	6/30/2015
	Joseph	Flanagan	6/30/2016
Capital Planning Committee	Keith	Harding*	
Capital Planning Committee	Michael	Morin	
Capital Planning Committee	Steve	Rocheleau	
	Donna	Allard	
	Melody	Gallant	
	Karen	Murphy	
	Jim	DeLisle	
	John	Fairbanks	
Conservation Commission	Daniel	Bartkus*	6/30/2016
	Gregg	Buckman	6/30/2014
	Robert	Gendron	6/30/2016
	John	Regan	6/30/2015
	Tim	Sheehan	6/30/2016
	Gary	Smith, Jr.	6/30/2015

Board of Selectmen Appointments

			Term Expires
Council on Aging	William	Antoniac	6/30/2016
	Don	Barry*	6/30/2015
	Louise	Garland-Wheelen	6/30/2014
	Evelyn	Giammalvo	6/30/2014
	Shirley	Lombard	6/30/2015
	Neysa	Miller	6/30/2014
	Jessica	Rollins Mercier	6/30/2016
Crocker Pond Rec. Area Comm.	Kathleen	Brennan	6/30/2015
	Patricia	Streeter	6/30/2016
	Mary Ann	Falconer	6/30/2016
	Kimberly	Russell	6/30/2015
	Heather	Billings*	
Cultural Council	Valerie	Antoniac	6/30/2016
	Juliette	Bedard	6/30/2014
	Karen	Brighenti*	6/30/2015
	Mary	Dunn	6/30/2015
	Marta	Klemetti	6/30/2016
	Mary	Waight	6/30/2014
	Nancy	Sampson	6/30/2015
	Sandra	Thibodeau	6/30/2014
	Susan	Yraola	6/30/2016
Economic Development Committee	Richelle	Brown	
	Jeff	Crowley	
	Scott	Aubuchon	
	Ralph	LeBlanc	
	Joe	Serio*	
	John	Fairbanks	
Energy Advisory Committee	Heather	Billings	6/30/2015
	Douglas	Hurley	6/30/2015
	Kevin	Keena	6/30/2015
	Kerry	Koskinen	6/30/2015
Historic District Study Committee	Elizabeth	Hannula	
	Joan	Longcope	
	Karen	Sargent	
	Peter	Yraola	
Historical Commission	Roni	Beal	6/30/2015
	Elizabeth	Hannula	6/30/2016
	Joan	Longcope*	6/30/2016
	Laurie	Tarr Ellsworth	6/30/2014
	William	Waight	6/30/2014

Board of Selectmen Appointments

			Term Expires
Home Heating Assistance Committee	Sam	Albert*	
	Tom	Connell	
	Susan	Fisher	
	Betty	Kazan	
	Jen	Shenk	
Insurance Advisory Committee	Nick	Langhardt	
	Jason	Tamulen	
	Phil	D'Entremont	
	Sam	Albert	
	Jeannine	LaCoss	
	Julie	Belliveau	
	Patty	Driscoll	
Liquor Commission	Michael	Denzer	6/30/2015
	Gary	McDonald*	6/30/2014
	Allison	Streeter	6/30/2016
MART Advisory Board	Heather	Billings	6/30/2014
Master Plan Committee	M.L.	Altobelli	
	Dean	Johnson	
	Mike	Gallant	
	Heather	Billings	
	Ted	Fiffy	
	Linda	Wiest	
	Scott	Ryder	
	Heather	Billings	
	Richelle	Brown	
	Mike	Fortin*	
	Laila	Michaud	
Master Plan Committee	Donna	Brownell	
	Lois	Luniewicz	
Memorial Committee	Stan	Skamarycz	
	Walter	Taylor	
	Sammi	Dawley	
	Laurie	Tarr Ellsworth	
	Mike	O'Brien	
	Michael	Fortin*	
MOC Ashburnham Representative	Nicholas	DeSimone	6/30/2014
Old Town Hall Needs Assess. Com.	Tom	Connell	
	Thomas	Connell II	
	John	Fairbanks	
	Betsy	Hannula	
	Chris	Mossman	
Open Space Committee	Richelle	Brown	6/30/2014
	Donna	Brownell	6/30/2014
	Joshua	Schonborg	6/30/2014
	Heather	Billings	
	Gregg	Buckman*	6/30/2014
	Marie	Auger	6/30/2014

Board of Selectmen Appointments

			Term Expires
Parks & Recreation	Mark	Dellasanta	6/30/2016
	Craig	Cole	6/30/2014
	Michael	O'Brien	6/30/2015
	Andrew	Sears*	6/30/2015
	Sam	Albert	6/30/2014
Perambulation Committee	Andrew	Kaski	
	Christopher	Mossman	
	William	Wintturi	
Public Safety Bldg. Needs	Salvatore	Albert	
	Brent	Heinzer	
	Raymond	Landry	
	Brent	MacAloney	
	Christopher	Mossman	
	Keith	Sullivan*	
Public Works Commission	Vance	Butterfield	6/30/2016
	Lorraine	Emerson	6/30/2015
	Scott	Ryder	6/30/2014
Resource Mgt. Plan Committee	Heather	Billings	
Sick Leave Bank Committee	David	Monty	
	Karen	Murphy	
	Ralph	LeBlanc	
	Wayne	Walker	
	Julie	Belliveau	
	Stephen	Hemman	
Solid Waste Advisory Committee	Vance	Butterfield	
	Ed	Simoncini	
	John	Fairbanks	
	Lorraine	Emerson	
Senior Center Building Committee	Don	Barry*	
	William	Antoniac	
	Keith	Harding	
	Jim	Moriarity	
	Peter	Normandin	
	Laila	Michaud	
	Daniel	Stango	
Senior Center Building Committee	Kevin	Keena	
	Neysa	Miller	
Tree Warden	Joshua	Hall	6/30/2016
Veterans' Graves Officer	Mark	Landry	6/30/2016
Veterans' Services Agent	Stan	Herriott	6/30/2014
Wachusett Mtn. Advisory Council	William	Wintturi	6/30/2016
Wachusett Mtn. Advisory Council Alternate	Chris	Mossman	6/30/2016
Weighers, Sealers & Measurer of Commodities	Jason	Tamulen	6/30/2014
Zoning Board - Associate	John	Bowen	6/30/2016
	Edwin E.	Kaarela	6/30/2016
Zoning Board - Member	Donald	Frigoletto, Jr.*	6/30/2014
	Matthew A.	Kotoski	6/30/2015
	Peter	Romano	6/30/2015

Board of Selectmen Appointments			**Term Expires**
Town Accountant (Interim)	Callie	Beaton	
Town Administrator	Karen	Murphy	6/30/2016
Full Time Police Officer	Kent	Benson	6/30/2016
	Sgt. Leroy	Hawkins, Jr.	6/30/2016
	Ralph	LeBlanc	6/30/2016
	Lt.Michael	McDonald	6/30/2016
	Richard	Michel	6/30/2016
	Amy	Nelson	6/30/2016
	Sgt. Edward	Robbins	6/30/2016
	Jeffrey	Shampine	6/30/2016
	Jason	Tamulen	6/30/2016
	Jason	Wetherbee	6/30/2016
	Brandon	Amadon	6/30/2014
	Nicholas	Auffrey	6/30/2014
Full Time Police Officer - K9	Caesar	K-9	6/30/2014
Assistant Animal Control Officer	Mark	Ransom	6/30/2014
	Monica	Kleber	6/30/2014
	Charlene	Thompson	6/30/2014
Assistant Inspector of Wiring	Richard	Cannavino	6/30/2014
	Harry	Parvianen	6/30/2014
Ass't. Insp. of Plumb. & Gas Piping	Wayne	Little	6/30/2014
Ass't. Veterans' Services Agent	Phillip	Buso	6/30/2014
Building Commissioner - Part Time	Michael	Gallant	6/30/2014
Building Commissioner - Part Time (Alternate)	Richard	Reynolds	6/30/2014
Election Officials	Valerie	Antoniac	8/15/2014
Election Officials - Warden	Celia	Burgess	8/15/2014
Election Officials	Claudette	Casey	8/15/2014
	Brenda	Codding	8/15/2014
	Theresa	Grenier	8/15/2014
	Albert	Hughes	8/15/2014
	Gloria	Hughes	8/15/2014
	Constance	Kotoski	8/15/2014
	Laila	Michaud	8/15/2014
	Gilbert	Parks	8/15/2014
	Nancy	Slauenwhite	8/15/2014
	Karen	Brighenti	8/15/2014
	Ellen	Sheehan	8/15/2014
	MaryBeth	Haley-Cormier	8/15/2014
	Joan	Parks	8/15/2014
	Kathy	Pelullo	8/15/2014
	Barbara	Parsons	8/15/2014
	Susan	Yraola	8/15/2014

Board of Selectmen Appointments

			Term Expires
Emergency Management	Charles	Clarkson	6/30/2014
	Jeffrey	Curtis	6/30/2014
	Gilbert	Parks	6/30/2014
Emergency Management Radio Operator	Bill	Leger	6/30/2014
Fire Chief, Forest Warden & EM Dir.	Brenton	MacAloney	6/30/2014
Insp. of Plumbing & Gas Piping	Tom	Wiinikainen	6/30/2014
Inspector of Wiring	Loring H.	Barrett	6/30/2014
Inspector of Wiring - Alternate	Richard	Cannavino	6/30/2014
Local Inspector	David	Lantry	6/30/2014
Part Time Police Officer	Kevin	Boucher	6/30/2014
	Steven	Couture	6/30/2014
	Matthew	Espie	6/30/2014
	Nathan	Hawkins	6/30/2014
	Andrew	Loescher	6/30/2014
	Joseph	Picariello	6/30/2014
Town Counsel	Kopelman &	Paige	6/30/2014
Police Chief & Special Constable	Salvatore	Albert, Jr.	6/30/2014
Police Matron	Debra	Comiskey	6/30/2014
	Nanette	Pierce	6/30/2014
	Michelle	Chevarie	6/30/2014

Town Moderator Appointments

			Term Expires
Advisory Board	James	DeLisle*	6/30/2014
	Burt	Gendron	6/30/2014
	Joe	Flanagan	6/30/2015
	Peter	Normandin	6/30/2016
	Lisa	Rocheleau	6/30/2015
	Brian	Ruland	6/30/2016
	Joe	Serio	6/30/2015
Bylaw Review Committee	Karen	Murphy	
	Denise	MacAloney	
	Sam	Albert, Jr.	
	Mike	McDonald	
	Joshua	Hall	
	Brenda	Bodanza	
Personnel Board	M. Clare	Rowland	6/30/2016
	John	Cappellini*	6/30/2014
	Stephen R.	Hemman	6/30/2016
	Gene	Sorbo	6/30/2015
	Wayne	Walker	

Planning Board Appointment			**Term Expires**
Montachusett Joint Transportation Committee	Jon	Wyman	6/30/2014
MRPC	Mike	Fortin	6/30/2014
BOS, Town Moderator & School Committee Appointment			
Monty Tech School Committee Representative	Gary	Candelet	6/30/2014
BOS, Assessor Appointment (Elected Official)			
Assessor ~ (Elected Official)	Brenda	Bodanza	4/29/2014
BOS, Planning Board Appointment (Elected Official)			
Planning Board (Elected Official)	Don	Barry	4/29/2014
BOS, Library Trustees (Elected Official)			
Forbush Memorial Library Trustee (Elected Official)	Martha	Rainville	4/29/2014

BOARD OF SELECTMEN
2013 Annual Report

The Board of Selectmen is pleased to present the following report to the residents of Westminster. Wayne R. Walker assumed Chairmanship of the Board in 2013, with Heather M. Billings serving as Vice-Chairman. John F. Fairbanks served as Clerk and was elected to the Board in April, replacing Joseph E. Flanagan.

The MBTA's plans for construction of the Wachusett Commuter Rail Extension and Layover Station forged ahead as the project was put out to bid in 2013. The Board maintained its opposition to locate the layover station at the Westminster Business Park and formally referred the matter to the United States Department of Transportation Office of the Inspector General for a review into the possibility of misrepresentation, waste and mismanagement in the award of the grant as it relates to the layover facility component of the project. The Board was informed that upon review, the Inspector General's Office had elected not to pursue the investigation. Although we were not successful in obtaining all of the assurances and mitigation measures the Board members felt would have been appropriate, we are satisfied that we made every effort possible to protect the interest of the citizens of Westminster.

In another matter with a potential impact on the community, the Board of Selectmen was informed in August of a proposal brought forth by the Cordish Companies to locate a gaming facility in the city of Leominster. Being of the opinion that such a facility would have a potentially adverse impact on the Town of Westminster, the Board requested "surrounding community" status. An agreement was successfully negotiated with Cordish that will provide Westminster with an annual community impact fee and access to mitigation funds if the proposal is accepted by the State Gaming Commission. The state is expected to authorize the licensing of one slots parlor in early 2014. The three towns with applications pending include Leominster, Plainville, and Raynham.

A contract for the construction of the new Senior/Community Center on West Main Street was awarded to L.D. Russo, Inc. of Harvard, MA in the amount of $2.4 million. A groundbreaking ceremony was held in September with completion slated for early fall of 2014.

The need for the expansion and upgrade of the Town's sewer system is a priority of the Board and one which residents can expect to hear more about in the coming year. The DPW Commission met with the Board in October and advised that the time has come to address the issues and recommendations contained in the 2007 Comprehensive Wastewater Management Plan; namely, the upgrade of the Whitman River pump station, which is unable to handle peak flows. Long-term, this upgrade will enhance the Town's ability to accommodate additional commercial and industrial business, thereby providing a wider tax base.

* * * * * * * * *

In addition to our customary duties, it is the practice of the members of the Board of Selectmen to volunteer as liaison to other boards and committees. This allows us to offer guidance and participate more fully on important issues facing the Town. Board members held the following liaison assignments in 2013:

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

* * * * * * * *

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

The Board is privileged to represent and serve the residents of our Town. We appreciate your input on all matters concerning the welfare of Westminster. We are sincerely thankful for all the volunteers who serve on our town boards and committees and also gratefully acknowledge the hard work and dedication of our municipal employees. We would especially like to recognize the retirement of Fire Chief Brenton MacAloney and thank him for 46 years of dedicated service to the Town, with 15 of those years as Chief.

Wayne R. Walker
Heather M. Billings
John F. Fairbanks
BOARD OF SELECTMEN

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

TOWN OF WESTMINSTER
Elected Officials
2013

Moderator-3 yrs		
John A. Bowen	110 Narrows Road	2014
Board of Selectmen-3 yrs		
Wayne R. Walker	15 Nichols Street	2014
Heather M. Billings	19 Bacon Street	2015
John F. Fairbanks	181 Minott Road	2016
Board of Health-3 yrs		
Peter M. Munro	12 Patricia Road	2014
Andrea L. Crete	112 Main Street	2015
Edward J. Simoncini, Jr.	8 Whitney Street	2016
Town Clerk-3yrs		
Denise L. MacAloney	34 Academy Hill Road	2014
Town Treasurer/Collector-3 yrs		
Melody L. Gallant	35 Knower Road	2014
Assessors-3 yrs		
Brenda Bodanza (appointed)	4 Warner Lane	2014
Donald L. Frigoletto	16 Notown Road	2015
Robin L. Holm	34 Sunset Road	2016
Library Trustees-3 yrs		
Hee Shee Eagle	6 Frog Hollow Road	2014
Kimberly A. Samson	25 Scenic Drive	2014
Leola M. Leger	8 Kendall Court	2015
Walter M. Haney	164 Worcester Road	2015
Beth A. D'Onfro	12 Bacon Street	2016
Robert A. Hynes	4 Patricia Road	2016
Hager Park Commission-3 yrs		
Timo W. Ojanpera	21 Hager Park Road	2014
Christopher C. Mossman	57 Depot Road	2015
Andrew H. Kaski	63 West Main Street	2016
Planning Board-3 yrs		
Marie N. Auger	44 Kent Road	2014
Michael J. Fortin	59 Minott Road	2014
Jon C. Wyman	39 Edro Isle Road	2015
William C. Taylor II	89 South Ashburnham Road	2016
Brett A. Pinkerton	1 Amber Road	2016

Housing Authority-5 yrs

Louise M. Wheelen-Garland	27 Colony Road	2014
Peter F. Yraola	15 Bacon Street	2015
State Appointee (Vacant)		2016
Walter C. Taylor	123 Main Street	2017
Brenda M. Rufiange	8 Scenic Drive	2018

Constables-3 yrs

Steven L. Couture	25 Newton Road	2014
Robert L. Cudak	50 Knower Road	2016

Cemetery Commission-3 yrs

Sammi C. Dawley	337 Knower Road	2014
Stanley Skamarycz	50 Edro Isle Road	2015
Walter C. Taylor	123 Main Street	2016

Regional School Committee (Westminster Members)

Leonard F. Beaton	61 South Ashburnham Road	2014
Joshua R. Schonborg	58 State Road West	2014
Jeffrey Boudreau	67 North Common Road	2015
Gwen E. Farley	187 Knower Road	2016
Robert W. Ewing Jr.	27 Shady Ave	2016

ANNUAL TOWN REPORT
OFFICE OF THE TOWN CLERK
2013

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

2013 Population	7499
Births Recorded	59
Deaths Recorded	51
Brought Into Town for Burial	21
Burial Permits Issued	15
Marriage Intentions Recorded	39
Marriage Certificates Recorded	36
Business Certificates Recorded/Renewed	39
Certificates of Registration (Storage Permits)	9
Copies of Vital Records (births, deaths, marriages)	292
Joint Pole Locations Requests	2
Conduit Location Requests	0
Raffle Permits	4

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

Kennels	6
Male	72
Female	65
Neutered Male	541
Spayed Female	486
TOTAL	1164

MONEY COLLECTED

Sales (Books, Maps, Etc.)	$ 2,566.55
Fees	23,248.50
TOTAL	$26,815.05

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 2014 is forwarded to this office by the Office of the Jury Commissioner and may be viewed in the Town Clerk's Office.

ELECTION AND REGISTRATION

REGISTERED VOTERS (December 31, 2013)

	Precinct 1	Precinct 2	TOTAL
Democrat	511	501	1012
Republican	416	467	883
Unenrolled	1654	1694	3348
Libertarian	11	9	20
Green-Rainbow	9	4	13
Interdependent 3rd	2	0	2
Am Independent	0	2	2
Natural Law	2	1	3
TOTAL	**2605**	**2678**	**5283**

MISCELLANEOUS

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

The Town Clerk's Office is responsible for maintaining access to all meeting notices and agendas for boards and commissions. The official bulletin board is located outside the Town Clerk's Office in the Town Hall. All meeting notices and agendas are also posted in compliance with the State Open Meeting Law and can be found on the town's web-site at www.westminster-ma.gov .

Respectfully submitted,

Denise L. MacAloney, CMMC/MMC
Town Clerk

VOTE TAKEN AT SPECIAL TOWN ELECTION HELD JANUARY 29, 2013

A total of 583 voters cast ballots (Precinct 1-228 and Precinct 2-355) out of a possible 5,383 voters. This represents an eleven (11) percent turnout. The results are as follows:

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

	Precinct 1	Precinct 2	Total
YES	153	250	403
NO	75	104	179
BLANKS	0	1	1
TOTAL	228	355	583

VOTE TAKEN AT SPECIAL TOWN MEETING HELD FEBRUARY 13, 2013

The meeting at the Westminster Elementary School was called to order by Moderator John Bowen at 7:30 pm. Town Clerk Denise MacAloney read the Constable's return of the warrant. A total of 20 voters (5,376 total voters) attended the meeting.

The votes taken are as follows:

ARTICLE 1. Voted to appropriate $30,069.60 for the purpose of replacing a Police Cruiser that was totaled in an accident; the money so appropriated to be transferred from the account, "Receipts Reserved for Appropriation, Insurance Reimbursement in Excess of $20,000."

ARTICLE 2. Voted to appropriate $109,653.40 for the purpose of repairing the Fire Department 2005 KME Ladder/Tower truck, which was damaged in a fire; the money so appropriated to be transferred from the account, "Receipts Reserved for Appropriation, Insurance Reimbursement in Excess of $20,000."

The meeting was adjourned at 7:44 pm.

VOTE TAKEN AT ANNUAL TOWN ELECTION HELD APRIL 30, 2013

A total of 1111 voters (Precinct 1-472 and Precinct 2-639) cast ballots at the Annual Town Election. This represents a 21 percent voter turnout (5,359 total voters). The following are the results:

Board of Selectman-3 years

	Precinct 1	Precinct 2	Total
Joseph E Flanagan	235	283	518
John F Fairbanks	230	340	570
Blanks	7	16	23
Write-In	0	0	0
TOTAL	472	639	1111

Board of Health-3 years

	Precinct 1	Precinct 2	Total
Edward J Simoncini Jr	338	449	787
Blanks	133	189	322
Write-In	1	1	2
TOTAL	472	639	1111

Board of Health-2 years

	Precinct 1	Precinct 2	Total
Andrea L Crete	337	445	782
Blanks	135	194	329
Write-In	0	0	0
TOTAL	472	639	1111

Assessor-3 years

	Precinct 1	Precinct 2	Total
Robin L Holm	338	445	783
Blanks	134	192	326
Write-In	0	2	2
TOTAL	472	639	1111

Assessor-1 year

	Precinct 1	Precinct 2	Total
Dan Stango	1	1	2
Burt Gendron	0	2	2
Blanks	467	634	1101
Write-In	4	2	6
TOTAL	472	639	1111

Library Trustee (two positions)-3 years

	Precinct 1	Precinct 2	Total
Beth A D'Onfro	343	484	827
Robert A Hynes	292	387	679
Blanks	309	404	713
Write-In	0	3	3
TOTAL	944	1278	2222

Hager Park Commission-3 years

	Precinct 1	Precinct 2	Total
Andrew H Kaski	343	467	810
Blanks	129	171	300
Write-In	0	1	1
TOTAL	472	639	1111

Planning Board-3 years

	Precinct 1	Precinct 2	Total
William C Taylor II	317	412	729
Brett A Pinkerton	295	385	680
Blanks	332	480	812
Write-In	0	1	1
TOTAL	944	1278	2222

Housing Authority-5 years

	Precinct 1	Precinct 2	Total
Brenda M Rufiange	328	425	753
Blanks	144	214	358
Write-In	0	0	0
TOTAL	472	639	1111

Constable-3 years

	Precinct 1	Precinct 2	Total
Robert R Cudak	354	486	840
Blanks	118	153	271
Write-In	0	0	0
TOTAL	472	639	1111

Cemetery Commission-3 years

	Precinct 1	Precinct 2	Total
Walter C Taylor	347	470	817
Blanks	125	169	294
Write-In	0	0	0
TOTAL	472	639	1111

Regional School Committee-Westminster -3 years

	Precinct 1	Precinct 2	Total
Gwen E Farley	335	451	786
Robert Ewing	7	7	14
Blanks	594	815	1409
Write-In	8	5	13
TOTAL	944	1278	2222

Regional School Committee-Ashburnham -3 years

	Precinct 1	Precinct 2	Total
Michelle A Gianino	318	413	731
Laura J Weiderman	288	389	677
Blanks	338	476	814
Write-In	0	0	0
TOTAL	944	1278	2222

VOTE TAKEN AT SPECIAL STATE PRIMARY ELECTION HELD APRIL 30, 2013

A total of 1066 voters cast ballots out of a possible 5,359 voters. This represents a twenty (20) percent turnout. The results are as follows:

TOTAL VOTES CAST

	Precinct 1	Precinct 2	Total
Democrat	256	353	609
Republican	181	276	457
TOTAL	437	629	1066

DEMOCRAT
Senator in Congress

	Precinct 1	Precinct 2	Total
Blanks	2	2	4
Stephen F Lynch	136	184	320
Edward J Markey	118	167	285
Write-Ins	0	0	0
TOTAL	256	353	609

REPUBLICAN
Senator in Congress

	Precinct 1	Precinct 2	Total
Blanks	1	1	2
Gabriel E Gomez	105	181	286
Michael J Sullivan	47	61	108
Daniel B Winslow	27	33	60
Write-Ins	1	0	1
TOTAL	181	276	457

VOTE TAKEN AT SPECIAL TOWN MEETING HELD MAY 4, 2013

Moderator John Bowen called the meeting to order at 1:03 pm. at the Westminster Elementary School. Town Clerk Denise MacAloney read the return of the warrant.

The vote taken is as follows:

ARTICLE 1. Voted to transfer $65,097.30 from Free Cash to supplement the FY2013 Snow & Ice Budget (Department 423).

The special town meeting was adjourned at 1:09 pm.

VOTE TAKEN AT ANNUAL TOWN MEETING MAY 4, 2013

The Annual Town Meeting was called to order at the Westminster Elementary School at 1:10 pm by Moderator John Bowen, following the closing of the Special Town Meeting business. The Constable's return of the warrant was read by Town Clerk Denise MacAloney. Stanley Skamarycz and Walter Haney were sworn in as tellers. A total of 103 voters checked into the town meeting.

A vote was taken to give the following non-residents permission to address the Town Meeting: Karen Murphy, Town Administrator; Donna Allard, Town Accountant; Joshua Hall, DPW Director; Stephen Wallace, Planner; Wibby Swedberg, Board of Health Agent; Ralph Hicks, Superintendent of Schools; Sherry Kersey, AWRSD Financial Director; Tina Lajoie, Monty Tech Business Manager; Brian Riley, Town Counsel; Jim Starbard, Program Resource Specialist for RCAP Solutions, Inc. and Board of Health.

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

Before the business of articles began, Moderator Bowen recognized and welcomed back Thomas Maeder, who recently returned from deployment in Afghanistan. Also, a presentation was made by State Representatives Ferguson and Zlotnik and Chairman Bud Taylor to Donald Barry for his years of service on the Planning Board.

CUSTOMARY ARTICLES

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

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

ARTICLE 3. The following committees presented reports to voters: Advisory Board and Capital Improvement Plan

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

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

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

ARTICLE 7. Voted to fix the compensation of officers, provide for a Reserve Fund, and determine the following sums of money the Town will raise and appropriate, including appropriations from available funds, to defray charges and expenses of the Town, including debt and interest, for the ensuing fiscal year

OPERATING BUDGETS

AMOUNT APPROPRIATED

Selectmen	Temporary Labor	4,000
	Expenses	4,000
	Lease Copiers	12,000
	Johnny Appleseed	10,000
Town Administration	Salaries	120,021
	Expenses	3,175
Advisory Board Expenses		3,185
Reserve Fund	Expenses	55,000
Accountant	Salaries	73,827
	Expenses	31,390

Assessors	Salaries	48,320
	Expenses	17,450
Treasurer/Collector	Stipend	1,000
	Salaries	103,831
	Expenses	9,026
Legal	Expenses	65,000
Personnel Admin	Salaries	54,970
	Expenses	7,200
Data Processing	Expenses	67,050
Town Clerk	Stipend	1,175
	Salaries	79,381
	Expenses	6,575
Elections	Stipend	600
	Salaries	4,450
	Expenses	9,930
Conservation	Salary	20,291
	Expenses	1,050
Town Planner	Salary	64,477
	Expenses	2,500
Planning Board Expenses		1,200
Board of Appeals	Salary	1,600
	Expenses	500
Public Bldgs & Prop	Salaries	93,151
	Expenses	216,550
Town Report	Expenses	2,000
Crocker Pond	Salaries	13,800
	Expenses	8,655
Police/Dispatch	Salaries	1,408,390
	Expenses	226,128
Fire	Salaries	778,687
	Expenses	112,332
Ambulance	Salaries	111,941
	Expenses	81,151

Emergency Mgmt	Stipend	1,000
	Expenses	11,985
Building Dept.	Salaries	125,808
	Expenses	12,950
Animal Control	Expenses	35,205
Tree Warden	Salary	2,000
	Expenses	17,600
K-12 Schools	Contribution to Fndn Budget	6,236,727
	Addtl Funds	1,376,834
	Transportation	621,144
	Comm Serv.	4,330
	Stabilization	54,120
	Bonds	842,332
Monty Tech		602,904
Highway Admin	Salaries	251,801
Highway Dept	Salaries	498,188
	Expenses	248,050
Snow & Ice Control	Salaries	52,000
	Expenses	298,100
Street Lighting Expenses		22,000
Cemetery Dept	Salaries	92,347
	Expenses	10,890
Health Department	Salaries	108,830
	Expenses	6,680
Council on Aging	Salaries	25,472
	Expenses	12,050
Veteran's Services	Salaries	5,081
	Expenses	620
Veteran's Assistance	Expenses	59,000
MART	Salaries	72,213
	Expenses	12,250
Library	Salaries	217,000
	Expenses	117,400

Recreation Dept	Salaries	15,000
	Expenses	13,339
Concerts	Expenses	3,000
Hager Park Comm	Expenses	250
Historical Comm	Expenses	1,280
Memorial Day	Expenses	1,200
Care of Town Clock	Expenses	250
Town Debt Retiremt	Expenses	840,520
Town Debt Interest	Expenses	86,328
Reg Plan Council	Expenses	2,198
Other Employee Bnft	Salaries	50,383
Retiremt & Pensions	Expenses	502,762
Group Health Ins	Expenses	805,000
Group Life Ins	Expenses	4,000
Other Insurance	Expenses	277,000

and voted to appropriate the total sum of $18,594,380 and to meet that appropriation as follows:

- Raise and appropriate $18,365,916
- Transfer $193,092 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 $32,372 from Overlay Surplus

ARTICLE 8. Motion did not carry (to raise and appropriate $ 109,855 for the operating budget of the Ashburnham-Westminster Regional School District, in addition to the sum voted under Article 7 for said operating budget)

YES-38 NO-46

ARTICLE 9. Voted the following sums be approved for the operation of the Sewer Enterprise:

Salaries	92,724
Expenses	717,425
Debt Principal	235,000
(Sewer Ext.)	
Debt Interest	56,402
(Sewer Ext.)	
Reserve Fund	10,000
SUBTOTAL	**1,111,551**
Shared Costs	141,591
TOTAL	**1,253,142**

Further, that of said sums, an appropriation of $1,111,551 be raised as follows:

$150,000	Retained Earnings
$145,701	General Fund Subsidy (Tax Levy)
$815,850	From available departmental receipts, investment earnings, and other revenues of the Sewer Enterprise Fund.

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

ARTICLE 10. Voted the following sums be approved for the operation of the Water Enterprise.

Salaries	105,255
Expenses	321,925
Debt Principal	100,000
(water main replacement)	
Debt Interest	8,940
(water main replacement)	
Capital Outlay	101,086
Reserve Fund	10,000
SUBTOTAL	**647,206**
Shared Costs	176,500
TOTAL	**823,706**

Further, that of said sums, an appropriation of $647,206 be raised as follows:

$ 20,218	General Fund Subsidy (Tax Levy)
$626,988	From available departmental receipts, investment earnings, and other revenues of the Water Enterprise Fund.

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

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

Expenses	262,425
Reserve Fund	
SUBTOTAL	**262,425**
Shared Costs	20,882
TOTAL	**283,307**

Further, that of said sums, an appropriation of $262,425 be raised from available departmental receipts, investment earnings, and other revenues of the Solid Waste Transfer Facility Enterprise.

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

CUSTOMARY MONEY ARTICLES

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

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

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

NON-CAPITAL MONEY ARTICLES

ARTICLE 15. Voted to appropriate $5,000 to provide consulting services for the Historical Commission, and to meet this appropriation as follows:

Transfer $4,000 from the balances of the following prior year appropriations for Historical Commission grant writing services:

$1,000 - Acct. #01.691.115.531613
$1,000 - Acct. #01.691.117.531612
$1,000 - Acct. #01.691.118.531609
$1,000 - Acct. #01.691.118.531611
$1,000 - raise by taxation

ARTICLE 16. Voted to raise and appropriate $9,000 to be spent under the direction of the Parks and Recreation Commission to provide custodial coverage at the school gymnasiums for youth sports activities, said appropriation to expire on June 30, 2014.

ARTICLE 17. Voted to raise and appropriate $4,500 to be used for the hiring and training of call firefighters.

ARTICLE 18. Voted to raise and appropriate $1,500 to replace the window in the Dispatch center, said sum to be spent under the direction of the Police Chief.

ARTICLE 19. Voted to raise and appropriate $8,000 to purchase and install new wireless access points at the Town Hall, Public Safety Building, and Library; said sum to be spent under the direction of the Town Administrator.

ARTICLE 20. Voted to appropriate the sum of three hundred thousand dollars ($300,000) for the purpose of financing the following water pollution abatement facility projects: repair, replacement and/or upgrade of septic systems, pursuant to agreements with the Board of Health and residential property owners, including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the General Laws; that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow said amount, and issue bonds or notes of the Town therefor under M.G.L. c111, s. 127b ½ and/or 29C of the General Laws, or pursuant to any other enabling authority; that project and financing costs shall be repaid by the property owners, in accordance with those agreements, but such bonds and notes shall be the general obligations of the Town; that the Treasurer with the approval of the Board of Selectmen is authorized to borrow all or a portion of such amount from the Massachusetts Water Pollution Abatement Trust established pursuant to Chapter 29C and in connection therewith to enter into a loan agreement and/or security agreement with the Trust and otherwise contract with the Trust and Department of Environmental Protection with respect to such loan and for any federal or state aid available for the projects or for the financing thereof; and that the Board of Selectmen, Board of Health, or other appropriate local body or official is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the projects and to take any other action necessary to carry out the projects.

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

ARTICLE 21. Voted to transfer $325,000 from Free Cash to reduce the Fiscal Year 2014 tax rate.

CAPITAL EXPENDITURES

ARTICLE 22. Voted to raise and appropriate $200,000 for oiling, sealing, resurfacing, installing drainage and guardrail, removing trees/brush, or other such activities related to the reconstruction of town roads.

ARTICLE 23. Voted to transfer $75,000 from the Capital Equipment & Improvements Stabilization Fund to purchase a new pickup truck and related equipment for the Highway Department, said appropriation to include the trade-in of a 2001 Ford F-350 pickup truck.

(2/3 vote required)
UNANIMOUS VOTE

ARTICLE 24. Voted to transfer $75,000 from the Capital Equipment & Improvements Stabilization Fund to purchase a new dump truck with a plow and related equipment for the Highway Department, said appropriation to include the trade-in of a 1999 Ford F-550 dump truck.

(2/3 vote required)
UNANIMOUS VOTE

ARTICLE 25. Voted to appropriate the sum of $35,000 to purchase a new utility van and related equipment for the Water and Sewer Departments, said appropriation to include the trade-in of a 2001 Ford E-250 van; and to meet that appropriation, transfer $17,500 from Water Enterprise Retained Earnings, and $17,500 from Sewer Enterprise Retained Earnings.

ARTICLE 26. Voted to transfer $38,000 from the Capital Equipment & Improvements Stabilization Fund to purchase a new pickup truck and related equipment for the Fire Department.

(2/3 vote required)
UNANIMOUS VOTE

ARTICLE 27. Voted to transfer $20,000 from the Building Maintenance & Repairs Stabilization Fund to make repairs to the sprinkler system at the Public Safety Building, said sum to be spent under the direction of the Fire Chief.

(2/3 vote required)
UNANIMOUS VOTE

ARTICLE 28. Voted to raise and appropriate $40,000 to purchase a police cruiser and related equipment for the Police Department, said appropriation to include the trade-in of a Police Department vehicle.

ARTICLE 29. Voted to raise and appropriate $40,000 to purchase a police cruiser and related equipment for the Police Department, said appropriation to include the trade-in of a Police Department vehicle.

ARTICLE 30. Voted to transfer $18,000 from the Information Technology & Telecommunications Stabilization Fund to purchase a new fingerprint scanner for the Police Department.

(2/3 vote required)
UNANIMOUS VOTE

ARTICLE 31. Voted to transfer $25,000 from the Capital Equipment & Improvements Stabilization Fund to replace 25 bullet proof vests for the Police Department.

(2/3 vote required)
UNANIMOUS VOTE

ARTICLE 32. Voted to transfer $16,044 from the Capital Equipment & Improvements Stabilization Fund to be used to purchase a snow blower/mower replacement at Oakmont Regional High School; further, that said appropriation is subject to the Town of Ashburnham also voting to fund its share of the cost of this article.

(2/3 vote required)
UNANIMOUS VOTE

ARTICLE 33. Voted to transfer $27,400 from the Building Maintenance & Repairs Stabilization Fund to be used to fund the following projects at the elementary schools in Westminster.

WES:	Replace resin floors in bathroom and entry	$8,300
	Replace fencing; repair/reset posts	$5,000
	Replace garage door	$4,300
Meetinghouse:	Walk-behind floor scrubber	$8,300
	Replace one water bubbler	$1,500

(2/3 vote required)
UNANIMOUS VOTE

ARTICLE 34. Voted to raise and appropriate $30,000 for ongoing computer system updates and technology-related items for the various town departments; said amount to be expended under the direction of the Town Administrator.

MISCELLANEOUS ARTICLES

ARTICLE 35. Voted to Pass Over (to amend the Agreement between the Towns of Ashburnham and Westminster, Massachusetts as pertains to the Ashburnham-Westminster Regional School District)

ARTICLE 36. Did not carry (to approve the establishment of a Stabilization Fund according to Massachusetts General Laws c. 71, s. 16G½ for the Montachusett Regional Vocational Technical School District)

ARTICLE 37. Voted to amend the Town's Zoning Bylaw by adding a new Section 205-39.4, TEMPORARY MORATORIUM ON MEDICAL MARIJUANA TREATMENT CENTERS, that would provide as follows, and further to amend the Table of Contents to add Section 205-39.4, "Temporary Moratorium on Medical Marijiana Treatment Center"

Section 205-39.4. Temporary Moratorium on Medical Marijuana Treatment Centers

A. PURPOSE

In the November 2012 election, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for medical purposes. The law provides that it is effective on January 1, 2013 and the MA Department of Public Health is required to issue regulations regarding implementation within 120 days of the law's effective date. Currently under the Zoning Bylaw, a Medical Marijuana Treatment Center is not a permitted use in the Town and any regulations promulgated by the State Department of Public Health are expected to provide guidance to the Town in regulating medical marijuana, including Medical Marijuana Treatment Centers. The regulation of medical marijuana raises novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of Medical Marijuana Treatment Centers and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of medical marijuana treatment centers and other uses related to the regulation of medical marijuana. The Town of Westminster intends to adopt a temporary moratorium on the use of land and structures in the Town for Medical Marijuana Treatment Centers so as to allow the Town sufficient time to engage in a planning process to address the effects of such

structures and uses in the Town and to enact bylaws in a manner consistent with sound land use planning goals and objectives.

B. DEFINITION

"Medical Marijuana Treatment Center" shall mean a "not-for-profit entity, as defined by Massachusetts law only, registered by the Department of Public Health, that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers."

C. TEMPORARY MORATORIUM

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Medical Marijuana Treatment Center. The moratorium shall be in effect through June 30, 2014. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of medical marijuana in the Town, consider the Department of Public Health regulations Regarding Medical Marijuana Treatment Facilities and related uses, and shall consider adopting new Zoning Bylaws to address the impact and operation of Medical Marijuana Treatment Centers and related uses.

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

ARTICLE 38. Voted to amend Chapter 31 of the general bylaws, "Licenses and Permits, Delinquent Taxpayers," to comply with MGL Ch. 40, s. 57, as follows:

Chapter 131. LICENSES AND PERMITS (proposed additions underlined)

ARTICLE I. Delinquent Taxpayers

§ 131-3. Written notice and hearing; use of findings limited.

A. The licensing authority may deny, revoke or suspend any license or permit, including renewals and transfers of any party whose name appears on said list furnished to the licensing authority from the Town Collector or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate owned by any party whose name appears on said list furnished to the licensing authority from the Town Collector; provided, however, that written notice is given to the party and the Town Collector, as required by applicable provisions of law, and the party is given a hearing, to be held not earlier than fourteen days after said notice. Said list shall be prima facie evidence for denial, revocation or suspension of said license or permit to any party. The Town Collector shall have the right to intervene in any hearing conducted with respect to such license denial, revocation or suspension.

§ 131-7. Non-Applicability.

The provisions of this article shall not apply to any of the licenses and permits exempted by MGL c. 40, § 57, which includes licenses or permits for open burning (G.L. c.48, §13); bicycles (G.L. c.85,§11A); sales of articles for charitable purposes (G.L. c.101,§33); children work permits (G.L. c.149,§69); clubs or associations dispensing food or beverage licenses (G.L.

c.140, §21E); dog licenses (G.L. c.140, §137); fishing, hunting, trapping licenses (G.L. c.131, §12); marriage licenses (G.L. c.207, §28); theatrical events and public exhibition permits (G.L. c.140, §181); and any other local license or permit which the Town chooses to exclude from this bylaw by further amendment to the bylaw.

Majority Vote recognized

ARTICLE 39. Voted to amend Section 25-1 of the general bylaws, "Calling of Town Meeting," as follows:

(Additions underlined, deletions indicated by strikethroughs)

"Every Town Meeting shall be called by posting attested copies of the warrant on the town website and at not fewer than two public places within the Town, which shall include the Town Hall and the Post Office; ~~and by publishing a notice at the time and place of said meeting, in a newspaper having circulation in the Town,~~ said postings ~~and publication~~ to be not less than seven days before the date of the annual town meeting, and not less than fourteen days before a special town meeting.

Majority Vote recognized

ARTICLE 40. Voted to amend the general bylaws, pursuant to the provisions of G.L. c.40, §6N, to authorize the Westminster Department of Public Works to make necessary temporary repairs to private ways, at the expense of the residents of the private ways, by adding an appropriately numbered article to Chapter 173 Streets and Sidewalks, as follows:

Article V. Temporary Repairs to Private Ways

173-28 Purpose.

The purpose of this article is to establish a policy by which the Town can provide assistance to abutters of private ways who wish to maintain and make improvements in order to provide continued safe access for public safety services and to extend the useful lives of their private ways. Such maintenance and improvements, including engineering and permitting costs, if any, would be at the expense of the abutters or beneficiaries of said private ways.

173-29 Authority.

Pursuant to the provisions of G.L. c.40, §6N, the Westminster Department of Public Works is authorized hereunder to make necessary temporary repairs to private ways in accordance with the procedures set forth in this by-law. This by-law shall not be deemed to mandate the Town to make repairs to any private way.

173-30 Definitions.

For the purpose of this by-law, the following terms shall have the meanings indicated:

1. **Temporary Repairs** may include, but are not limited to maintenance or repairs to drainage systems, road base improvements, grading, filling with like material of potholes, depressions or ruts and application of calcium chloride for dust control.

2. **Private Way** is any way existing in the Town for at least five (5) years which has not been legally laid out by the Public Works Commission as a public way, or has not been accepted as a public way by Town Meeting, and has been open to public use and for access by public safety services.

3. 3. **Petition** is the document to be submitted to the Westminster Department of Public Works, signed by at least 51% of property owners abutting a private way, requesting temporary repairs to the private way specified. The Petition includes language indemnifying the Town of Westminster from any and all liability related to temporary repairs to private ways.

173-31 General Requirements.

A. Upon petition of at least fifty one (51) percent of the abutters and/or beneficiaries of a private way, the Public Works Commission, by a majority vote, may declare that the temporary repairs to said private way are necessary or advisable for public safety or convenience. Such petitions may request continuing annual temporary repairs, such as grading of gravel roads, for a period up to five (5) years without the need for submission of annual petitions.

B. The Public Works Commission shall estimate the cost of individual requests for temporary repairs to private roads, and the Town shall be paid in advance of the work by the residents of the private way seeking assistance.

C. An annually updated list of all private ways to which this section applies shall be maintained by the Department of Public Works.

173-32 Liability.

The Town of Westminster shall not be liable on account of any damages caused by temporary repairs made pursuant to this by-law in accordance with the terms of the petition.

Majority Vote recognized

ARTICLE 41. Voted to designate the intersection of Oakmont Avenue and North Common Road as Ryan P. Jones Square.

ARTICLE 42. Voted to designate the intersection of Turnpike Road, Willard Road and Waterman Lane as Francis A. Bond Square.

ARTICLE 43. Voted to pass over (Tax Increment Financing for property located at 1 Bella Drive)

ARTICLE 44. Voted to amend the scope of the vote on Article 21 of the May 5, 2012 Annual Town Meeting to allow expenses related to rebuilding and/or replacing the water pressure reducing valves and related equipment/appurtenances located on Turnpike Road and Marshall Hill Road to also include rebuilding and/or replacing the water pressure reducing valves on Elliott Street and State Road East.

The meeting was adjourned at 4:15 pm.

VOTE TAKEN AT SPECIAL TOWN MEETING HELD MAY 30, 2013

The meeting was called to order by Moderator John Bowen at 7:30 pm. at the Westminster Elementary School. Town Clerk Denise MacAloney read the Constable's return of the warrant. A total of 116 voters were in attendance.

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.

A motion to recess business until those standing in line at the check-in tables were checked in was voted in the affirmative. The meeting was called back into order at 7:45 pm.

The votes taken are as follows:

ARTICLE 1. Voted to increase the amount voted on Article 7 of the May 4, 2013 Annual Town Meeting, Department 390, K-12 Schools, for the fiscal year beginning July 1, 2013 as follows:

Raise and appropriate $37,436 for a total of $1,414,270 in "Additional Funds"

ARTICLE 2. Voted to authorize the Board of Selectmen to grant an easement to National Grid (Massachusetts Electric), 40 Sylvan Road, Waltham, Massachusetts 02451 for the locating of a utility pole with wires, cables and necessary appurtenances on property owned by the Town of Westminster located on the easterly side of South Street, approximately 850 feet south of its intersection with Main Street, as depicted on a plan dated 4/30/13 titled "Exhibit A, National Grid, South St., Westminster, MA P7-1 Easement, Actrix Drawing Number 14098837", on file with the Town Clerk.

ARTICLE 3. Voted to pass over (Reallocation of funds from South Street water main borrowing)

ARTICLE 4. Voted to transfer the care, custody and control of property containing approximately 14.3 acres on Fitchburg Road (Route 31; Assessors Map 115, Parcel 2) to the Board of Selectmen for the purpose of renting, conveying, or otherwise disposing of said property, which was acquired by the Town through tax possession; further to authorize the Board of Selectmen to rent, convey or otherwise dispose of said property upon such terms and conditions as the Board of Selectmen shall deem advisable.

The meeting was adjourned at 7:52 pm.

VOTE TAKEN AT SPECIAL STATE ELECTION HELD JUNE 25, 2013

A total of 1,555 voters cast ballots (Precinct 1-683 and Precinct 2-872) out of a possible 5,353 voters. This represents a twenty-nine (29) percent turnout. The results are as follows:

Senator in Congress

	Precinct 1	Precinct 2	Total
Blanks	0	0	0
Gabriel E Gomez	447	584	1031
Edward J Markey	234	284	518
Richard A Heos	2	4	6
Write-Ins	0	0	0
TOTAL	683	872	1555

VOTE TAKEN AT SPECIAL TOWN MEETING NOVEMBER 19, 2013

Moderator John Bowen called the meeting to order at 7:30 pm at the Westminster Elementary School. Jennifer Shenk and Vance Butterfield were sworn in as tellers. A total of 115 voters attended the meeting.

Before the business of the town meeting, Wayne Walker, Chairman of the Board of Selectmen recognized Fire Chief Brenton MacAloney for his outstanding years of service to the Town, 15 ½ years as Fire Chief and over 40 years as a member of the Westminster Fire Department. He is retiring on January 3, 2014.

A vote was taken to give the following non-residents permission to address the Town Meeting: Karen Murphy, Town Administrator; Stephen Wallace, Planner; Brian Riley, Town Counsel; John Harden, Paul Daniello, and Ashburnham Fire Chief Paul Zibkowski.

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

ARTICLE 1. Voted to transfer $20,000 from Account 01.910.001.5191, "Other Employee Benefits," to Account 01.210.001.5115, "Police Officers".

ARTICLE 2. Voted to transfer $562.89 from free cash to pay the following unpaid bills from Fiscal Year 2013:

Bill/(Department)	Amount
National Grid (Cemetery Dept.)	$39.73
Reynold Forest (Care of Town Clock)	$250.00
National Grid (Crocker Pond)	$23.16
Minuteman Press (Crocker Pond)	$250.00

(9/10 vote required)
UNANIMOUS VOTE

ARTICLE 3. Voted to transfer $5,000 from free cash to pay for legal fees, filing fees, court costs, advertising and other related costs of tax titles through foreclosure, including but not limited to the process of foreclosure through the land of low value method.

ARTICLE 4. Voted to transfer $10,000 from free cash to supplement the amount voted under Article 40 of the May 5, 2012 Annual Town Meeting for the purchase and installation of a generator for the Town Hall.

ARTICLE 5. Voted to reallocate $243,486 that was previously appropriated and raised by borrowing under Article 27 of the Warrant at the 2010 Annual Town Meeting held on May 1, 2010, which sum was initially borrowed to replace the water main on South Street, but which is not needed to complete the project, to pay costs to remove, replace and install water mains, hydrants, and valves located on Bacon Street, including engineering, surveying, construction and other related expenses, as permitted by the provisions of Chapter 44, Section 20 of the General Laws.

ARTICLE 6. Voted to appropriate $25,070.36 for the purpose of replacing radio equipment that was damaged by a lightning strike; the money so appropriated to be transferred from the account, "Receipts Reserved for Appropriation, Insurance Reimbursement in Excess of $20,000."

ARTICLE 7. Voted to appropriate $25,500.76 for the purpose of repairing the Fire Department 2005 KME Ladder/Tower truck, which was damaged in a fire; the money so appropriated to be transferred from the account, "Receipts Reserved for Appropriation, Insurance Reimbursement in Excess of $20,000."

ARTICLE 8. Motion does not carry (to rescind the vote taken under Article 7 of the May 17, 1986 Special Town Meeting acceptance of MGL Chapter 48, Section 42 "strong chief", and instead accept the provisions of MGL Chapter 48, Section 42A "weak chief")

ARTICLE 9. Voted to transfer the care, custody and control of the following parcel of property, also known as "tax possession property," to the Board of Selectmen for the purpose of renting, conveying, or otherwise disposing of said property; further to authorize the Board of Selectmen to rent, convey or otherwise dispose of said property upon such terms and conditions as the Board of Selectmen shall deem advisable:

> Approximately 3.14 acres of land located off State Road West in Westminster, MA, identified on the Westminster Assessors' maps as Map 103, Parcel 7, foreclosure deed recorded at the Worcester Northern District Registry of Deeds on 12/19/07, Book 6628, Page 317.
>
> **(2/3 vote required)**
> **2/3 affirmative vote recognized (MGL Ch 39, Sect 15)**

ARTICLE 10. Voted a) to authorize the acquisition of a Conservation Restriction by gift, eminent domain, negotiated purchase or otherwise, on the land located on two tracts consisting of 75 acres, more or less, located on Bragg Hill Road, and further identified as the property shown on Westminster's Assessors' Map 18, Lot 11 and Map 25, Lot 7; said Restriction to be conveyed to the Town under the provisions of Massachusetts General Laws, Chapter 40, Section 8C, and Chapters 183 and 184, and as such statutes may hereafter be amended, and other Massachusetts statutes relating to conservation, to be managed and controlled by the Conservation Commission of the Town of Westminster.

b) to authorize the Board of Selectmen to enter into any agreements and to accept the conveyance of the Conservation Restriction;

c) to appropriate the sum of $130,725 by transferring $10,000 from the Conservation Fund, $1,000 from the Ina E. Stein Fund, and authorizing the Town to borrow up to $119,725, pursuant to Chapter 44, Section 7(3) of the General Laws, as amended, or any other enabling authority, to pay the costs of acquiring such Conservation Restriction, including all costs incidental and related thereto; provided, however, that no sums shall be appropriated or borrowed hereunder unless and until the Town shall have been awarded a self-help (LAND) grant from the Commonwealth of Massachusetts for reimbursement of 62% of the Town's contribution to the purchase price of such Restriction, and provided further that the amount authorized to be borrowed by this vote shall be reduced by grants and gifts received by the Town on account of this project, such that the total amount borrowed on a long-term basis by the Town will not exceed $15,500;

d) to authorize the Conservation Commission to file on behalf of the Town of Westminster any and all applications for grants and/or reimbursements from the Commonwealth of Massachusetts deemed necessary under the Self-Help Act (Chapter 132A, Section 11) and/or any other state and/or federal programs, including those in aid of conservation land acquisition, and to receive and accept such grants or reimbursements for this purpose, and be authorized to accept conservation restrictions, enter into all agreements and execute any and all instruments including a Self-Help Program Grant Agreement with the Commonwealth of Massachusetts, which may contain restriction and covenants, as may be necessary on behalf of the Town to effect said acquisition.

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

ARTICLE 11. Voted to amend the Westminster Zoning Bylaw and Zoning Map by rezoning the property on 142 Turnpike Road from Residential-I to Industrial-I.

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

ARTICLE 12. Voted to amend the Westminster Zoning Bylaw and Zoning Map by rezoning the property on 104 Turnpike Road from Commercial-I to Residential-I.

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

ARTICLE 13. Voted to replace Chapter 97, Article III (Earth Removal) of the General Bylaws with a new "Earth Removal and Placement of Fill" Bylaw, as printed in the warrant:

Chapter 97, Article III: EARTH REMOVAL AND PLACEMENT OF FILL

§ 97-4. Statutory Authority

This Bylaw is adopted under the authority contained in Massachusetts General Laws, Chapter 40, Section 21, Paragraph 17.

§ 97-5 Purpose

The purpose of this Bylaw and associated regulations is to regulate earth removal operations and land filling operations for the protection of human health, public safety, welfare, and the Town's

natural resources in the Town of Westminster. Further, the provisions of this Bylaw are intended to protect abutting property owners from drainage problems that could potentially be created by poorly managed earth removal and/or filling operations.

§ 97-6. Definitions

ABUTTERS: The owners of property within 300 feet of the perimeter of the subject property.

APPLICANT: The owner of land from which earth will be removed or fill to be placed, or the person of lawful standing in the stead of such owner. Any person, company, or agent, standing instead of the actual property owner must have the owner's written permission to do so.

BOARD: The Planning Board of the Town of Westminster, who shall act as the Permit Granting Authority (PGA).

EARTH: This term shall include soil, loam, sand, gravel, clay, peat, rock, or other earth material in solid form.

EARTH REMOVAL OPERATION: Any commercial mining, stripping, quarrying, filling, digging or blasting of earth originating from the Town of Westminster and its transportation into or out of the Town of Westminster.

EROSION: The process by which the ground surface is worn by forces such as wind, running water, ice, abrasion, gravity, transportation or by artificial means.

FILLING OF LAND: The import and use of earth materials on any parcel of land within the Town of Westminster.

GRAVEL: Loose fragments of rock or course aggregate resulting from natural disintegration and abrasion of rock or processing of weakly bound conglomerate.

LOAM OR TOPSOIL: A soil consisting of a friable mixture of varying proportions of clay, sand, silt, and organic matter.

PGA: The Permit Granting Authority, which will be the Planning Board for the purposes of this Bylaw.

PROCESSING: The sorting or separation of earth materials into distinct categories based on particle size or type usually through the use of a screening process, not including stone crushing.

PROPOSED FILL MATERIAL: Any geologic, man-made, recycled or processed material including in its entirety or as a proportion containing clay, rock, sand, gravel, peat and sediment. Material meeting the Federal and/or State definition of solid or hazardous waste or as toxic, infectious, radioactive, corrosive, or reactive material is specifically excluded.

SILT: Loose sedimentary material with rock particles usually less than 1/16 mm or less in diameter based on the Wentworth scale of measurement.

SITE: A distinct portion of one to three contiguous lots, under the same or different ownerships, on which an earth removal and/or fill operation is conducted, or is proposed to be conducted, under the Permit.

SLOPE: An area that is more or less steep, as measured by the vertical rise over the horizontal distance, expressed as a percentage or ratio. For example, a rise of one foot over three horizontal feet is a slope of 33%, and is expressed as a ratio of 3:1 slope.

STONE CRUSHING: The mechanical operation which creates smaller sized stones or stone products from larger sized stones, boulders or particles typically using a crushing plant or similar machinery.

§ 97-7. Applicability

A. All earth removal and earth filling operations in the Town shall provide the following information, in writing, to the Building Inspector within six months of the effective date of this Bylaw:

1. The map and parcel number of the subject property;
2. An estimate of the amount of material left to be removed (if earth removal);
3. An estimate of the amount of fill material remaining to be placed (if fill):
4. An estimate of the anticipated annual volume of activity;
5. A description of completed and planned reclamation of the property;
6. The date the operation began; and
7. The anticipated date of completion or cessation of the operations.

B. Except as provided in Sections 97-8 or 97-14, a Permit shall be required for any of the following activities:

1. Earth removal that involves 2,000 cubic yards or more of material per calendar year (January through December).
2. The filling of land that involves 2,000 cubic yards or more of material per calendar year (January through December), provided that it involves either:
   i. The disturbance of two or more acres of land, or
   ii. The filling of land in excess of eighteen inches in depth above the existing grade.

C. An earth removal or filling operation that does not exceed any of the above thresholds shall not require a Permit, but is subject to the following requirements (unless otherwise agreed to, in writing, by the abutting property owner):

1. The operation shall not encroach closer than ten feet to a property line, and
2. No greater than a 1:1 slope shall exist between the operation and the ten-foot buffer.

§ 97-8. Exemptions from Permit Requirements

The following earth removal or fill operations are exempted from the requirement to obtain a Permit under this Bylaw, provided that (i) the earth removal and/or fill operation is limited to no more than three contiguous lots and does not exceed a total area of six acres, and (ii) the operation is not conducted, maintained, and/or left in a condition so as to alter the natural drainage flow beyond the property; or to cause dust, silt, soil, or other materials to be deposited on adjacent properties; or to otherwise cause nuisances, hazards, or other objectionable conditions detrimental to health, safety, or property values in adjacent areas. The PGA shall, upon petition

by an abutter or by any Town Official or Town Board, review an operation that would be exempt from the Permit requirement pursuant to this Section 97-8, and may determine that, because of the nature and scope of the earth removal or fill operation, a Permit is nonetheless required.

A: Earth removal or the placement of fill associated with the installation of septic systems, which shall be governed by the Commonwealth of Massachusetts Environmental Code (Title 5, 310 CMR 15.00).

B: Earth removal or the placement of fill associated with the installation of foundations for new buildings and/or building additions, which shall be governed by MGL Chapter 143 and the Commonwealth of Massachusetts Building Code (780 CMR).

C: Earth removal or the placement of fill proposed for land falling within the Town's Floodplain Protection District, which shall be governed by Sections 205-9 and 205-46 of the Westminster Zoning Bylaw and require a Special Permit from the Zoning Board of Appeals

D: Earth removal or the placement of fill proposed for land falling within the Town's Wetland Protection District and associated buffer zones, which shall be governed by the Wetland chapter within the Town's General Bylaws (Chapter 202) which is administered by the Conservation Commission, and the Massachusetts Wetlands Protection Act.

E: Earth removal or the placement of fill that involves less than 2,000 cubic yards on a single lot.

F: Earth removal or the placement of fill, where the operation occurs entirely within an individual parcel and where a town-accepted public way is not used for the transportation of the material.

G: Earth removal or the placement of fill within the right-of-way for a new subdivision road that has been approved by the Planning Board or Zoning Board where there is already a bond in place with the Town to ensure performance.

§ 97-9. Permit Criteria for Earth Removal & Fill Operations

Permits for earth removal and/or fill operations shall be granted by the PGA only upon its written determination that the proposed use shall not cause substantial detriment to the neighborhood, or the Town, taking into account the characteristics of the site and the proposal in relation to the site and surrounding environment. In addition to any specific factors that may be set forth elsewhere in this Bylaw and its associated regulations adopted pursuant to § 97-11, such determination shall include consideration of each of the following:

A: Social, economic, or community needs which are served by the proposal;
B: Traffic flow and safety, including loading and unloading;
C: Neighborhood character;
D: Impacts on the natural environment; and
E: Potential fiscal impact, including impact on Town services, tax base and property values.

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

§ 97-10. General Limitations

No Permit shall be issued for the removal of earth or the placement of fill in any location if such an operation:

A: Will endanger the public safety, public health or constitute a nuisance.

B: Will produce noise, dust, or other noxious effects observable at the lot lines of the property in amounts objectionable or detrimental to the normal use of adjacent properties.

C: Will result in the transportation of materials in such manner as to cause traffic congestion, dust, spillage, noise, or other nuisances or hazards, particularly on residential streets.

D: Will result in the transportation over ways which will be unduly injured thereby.

E: Will result in a change of topography and cover which will be disadvantageous to the most appropriate final use of the land or to the use of lands adjacent to the site.

F: Will cause irreparable harm to or loss of important wildlife, wildlife habitat or rare plant species indigenous to the area.

G: Will result in stormwater damaging abutting properties.

Applicants are encouraged to submit a written statement regarding how each of the previous items will be addressed and/or mitigated.

§ 97-11. Regulations

The PGA may adopt and periodically amend rules and regulations for the implementation of this Bylaw, by majority vote. Such rules and regulations may set forth performance standards for earth removal and fill operations, impose filing and consultant fees, define additional terms not inconsistent with the Bylaw, and establish administrative procedures. Failure by the PGA to adopt such rules and regulations or a legal declaration of their invalidity by a court of law shall not act to suspend or invalidate the effect of this Bylaw.

§ 97-12. Permit Procedures

A: Any person wishing to obtain a Permit to remove from or place earth material on a property in the Town, or to use any public way within the Town for transporting such material, shall file a completed application for a Permit together with any required supporting data and maps with the PGA and the filing fee, as established in the regulations of the PGA.

B: Any Permit issued is non-transferable and shall automatically expire upon completion of the earth removal or fill project for which it was issued or at such time as may be specified in said Permit. In no case shall a Permit be issued initially for a period longer than three years. A Permit may be renewed for up to two years or lesser time as determined by the PGA after evidence is presented that all conditions of the expiring Permit have been complied with and the work has been performed in good faith. There is no limit on the number of Permit renewals an Applicant can apply for. A public hearing may be required by the PGA, at its discretion, for renewal of Permits.

§ 97-13. Public Hearing

Once a complete Permit application is filed with the PGA, the PGA shall set a date for a public hearing and so notify the applicant. Notice of the hearing shall be published by the PGA, at the applicant's expense, in a newspaper of general circulation in each of two successive weeks, the first publication being not less than 14 days before the day of said hearing. Notice of the hearing shall be given to all owners of real estate abutting upon the land specified in the Permit Application or lying within 300 feet of the subject parcel, all as appearing on the most recent tax list. The PGA will arrange for the publication and transmission of the notice of the hearing to the abutters and the costs will be billed to the applicant. Final approval for the Permit shall not be made until all hearing fees have been paid in full

§ 97-14. Continuance of Existing Operations

A. An existing operation that had been issued a permit by the Board of Selectmen under the earth removal bylaw (Sections 97-4 through 97-11) or the earth filling bylaw (Section 81-6) that were in effect prior to the effective date of this Bylaw may continue to operate according to the terms of such permit, which shall hereafter be enforceable by the PGA pursuant to this Bylaw.

B. An existing earth removal and/or fill operation that was not required to obtain a permit under the prior earth removal bylaw, but which exceeds the thresholds specified in § 97-7(B) of this Bylaw, may continue to operate without being required to apply for or obtain a Permit for a period of three years from the effective date of this Bylaw, provided that the owner or operator of said operation submits to the Building Inspector the information required in §97-7(A) within six months of the effective date of this Bylaw.

C: The right of an existing operation to operate pursuant to § 97-14(A) under a permit previously issued by the Board of Selectmen, or to operate without a Permit pursuant to § 97-14(B), shall expire if the operation is discontinued. An operation shall be deemed to have been discontinued if no earth removal or fill activity occurs at the site for a period of twelve (12) consecutive months.

§ 97-15. Violations and Enforcement

A. The PGA or its authorized agent shall enforce this Bylaw, its regulations, and the requirements and conditions of Permits issued thereunder, and may pursue civil and criminal remedies for violations of the same.

B. The Building Inspector is authorized to conduct inspections on behalf of the PGA. To the extent permitted by law, or if authorized by the owner, operator, or other person in control of the site, the Building Inspector or other agent of the PGA may enter on the site to conduct inspections.

C. The Building Inspector or other authorized agent of the PGA may issue such orders as are deemed necessary to stop violations and ensure compliance with this Bylaw, its regulations, and Permits, including an order to cease and desist operations. Such orders may be issued by certified mail, return receipt requested, or by delivery, to the property owner, Permit holder, or person responsible for operations at the site.

D. The PGA may seek injunctive relief to restrain violations or to compel abatement or remediation of violations.

E. Any person who violates any provision of this Bylaw, or regulations, Permits, and orders issued thereunder may be punished by a fine of not more than $300 per offense. Each day that such violation occurs or continues shall constitute a separate offense.

F. As an alternative to a criminal fine, the Town may utilize the non-criminal disposition procedures of M.G.L. c. 40, §21D, in which case the Building Inspector shall be the enforcing person. The penalty for the first offense shall be $100. The penalty for the second offense shall be $200. The penalty for the third and subsequent offense shall be $300.

G: If the violator holds a Permit issued under this Bylaw, the PGA may revoke the Permit after a public hearing, at which point all operations shall cease until such time as the necessary measures are taken to assure compliance with this Bylaw and a new Permit is issued.

§ 97-16. Severability

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

ARTICLE 14. Voted to delete Section 81-6 (Filling of Land) from the General Bylaws.
2/3 affirmative vote recognized (MGL Ch 39, Sect 15)

ARTICLE 15. Voted to transfer $8,000 from free cash to the Information Technology and Telecommunications Stabilization Fund.
(2/3 vote required)
2/3 affirmative vote recognized (MGL Ch 39, Sect 15)

ARTICLE 16. Voted to transfer $266,000 from free cash to the Capital Equipment and Improvements Stabilization Fund.
(2/3 vote required)
2/3 affirmative vote recognized (MGL Ch 39, Sect 15)

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

ARTICLE 18. Voted to transfer $13,000 from free cash to the Other Post-Employment Benefits (OPEB) Stabilization Fund.
(2/3 vote required)
2/3 affirmative vote recognized (MGL Ch 39, Sect 15)

ARTICLE 19. Voted to transfer $13,000 from free cash to the Road Maintenance Stabilization Fund.
(2/3 vote required)
2/3 affirmative vote recognized (MGL Ch 39, Sect 15)

ARTICLE 20. Voted to pass over this article. (Transfer to balance budget)

Meeting adjourned at 8:50 pm.

2013 ANNUAL REPORT OF THE CONSTABLES

Warrants served for:	Election for Town Affairs	January 29, 2013 April 30, 2013
	Election for Special State Primary	April 30, 2013
	Special Election for State Senator	June 25, 2013
	Annual Town Meeting	May 4, 2013
	Special Town Meetings	February 13, 2013 May 4, 2013 May 30, 2013 November 19, 2013

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

Respectfully submitted,

Robert R. Cudak
Steven L. Couture
Constables of Westminster

Westminster Police Department
2013 Annual Report

It is my pleasure to present the Westminster Police Department Annual Report for 2013.

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

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

We continue to seek out and apply for as many grants as possible and this department did receive over $35,000.00 in money and equipment during 2013. We received two grants through the State 911for staffing and allocation of dispatch personnel and training of all public safety dispatchers, and Governors Highway Safety grants for car seats, traffic enforcement, pedestrian and bicycle enforcement.

Demands for service continue to climb and the reality is that the future trend will be for more calls for service. Additional personnel will be needed to provide the best possible services while maintaining our many community programs.

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

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

November 30, 2013 marks the eleventh anniversary of Officer Larry Jupin's death. August 21st, 2013 marks the twenty fourth anniversary of Officer Keith Nivala's death. The police department and the Jupin and Nivala families are grateful for the support from the Town, surrounding communities, and that the memories of our departed will not be forgotten.

Training

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

All the officers continue to receive the best quality training that we can provide for them.
Increased attention to training issues as laws change remains to be the best protection for both the officers and the town.

Community Policing

Child Care Safety Seat Inspections and Installations

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

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

Prescription Drug Take - Back Program

The Drug Enforcement Administration (DEA) has scheduled another National Prescription Drug Take Back Day. Westminster Police Department again will participate in this national effort. This is a great opportunity for those who missed the previous events, or who have subsequently accumulated unwanted, unused prescription drugs, to safely dispose of those medications.

The Westminster Police Department participated in DEA's National Prescription Drug Take-Back Day on October 26, 2013. Residents may drop off unwanted or expired drugs anytime to the Westminster Police Department.

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

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

Westminster Totals – 2010 - 5 boxes for destruction

2011 - 4 boxes for destruction

2012 - 2 boxes for destruction

2013 - 3 boxes for destruction

Identity Theft and Computer Forensic Investigations

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

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

K-9 Program

Officer Rich Michel, a ten year veteran of the department is the handler of an eight year old German Shepard named "Ceaser". Officer Michel and his K-9 have been trained and certified in narcotic detection and patrol procedures. K9 Ceaser has successfully maintained his dual purpose certification during his entire K9 work history.

Officer Michel and K-9 Ceaser have developed a strong collaboration with MA State Police to ensure optimal training experiences and to meet the rigorous requirements for standardized training. Both Officer Michel and K9 Ceaser have built an inter-departmental relationship with the North Worcester County Drug Task Force. Given the affiliation within the professional networking system, Officer Michel and K9 Ceaser will be a proactive component to fight the war on drugs in our community.

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

A K9 is a valuable resource for Police Officers. Unlike the swing of a baton or in a chemical spray or a bullet fired from a gun, such forces cannot be stopped while in motion; however a trained K-9 can be re-called by its handler and stopped before force is used. A trained K-9 can also be a successful tool for law enforcement without any force being used. For example, the mere presence of a K-9 evokes compliance by suspects. A police K9 also has the unique ability to discriminate between scents, making a K-9 an excellent resource when conducting missing person searches, article searches and apprehensions.

In addition, Officer Michel and K-9 Ceaser have worked closely with the Ashburnham / Westminster Regional School District as well as other local schools and other community service groups providing educational presentations/ demonstrations. This department recognizes that education of youth and the public is essential in limiting drug use and activity. K-9 presentations

provide insight into the consequences of narcotic use and build relationships with the youth and public in our community.

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

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

Home Storage of Firearms

Family Considerations:

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

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

- Effective June 1, 1998, all new firearm license applicants must complete a certified firearms safety or hunters education course.

- Effective October 21, 1998, all firearms MUST be stored in a locked container or be equipped with an approved locking device.

- Effective October 21, 1998, the law imposes a ban on covert guns, unreliable guns (junk guns) and certain assault weapons.

- Effective October 21, 1998, the law established a new category of large capacity weapons and feeding devices.

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

Anyone with questions please contact me at the Police Station or visit our web site at www.westminsterpolice.com.

Firearms Training

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

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

Firearms Licensing

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

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

Traffic

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

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

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

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

Detective's Report

The Westminster Police Departments Detectives Bureau is responsible to complete follow up investigations on cases that require more time than patrol officers can devote to a case. Investigations require a great deal of time for interviewing and conducting surveillance. The in-depth reports for these types of investigation are often complex and at time requires the application of arrest and search warrants. Since crime is not restricted to city or town lines, we must work closely with surrounding communities, State and Federal agencies. The Detective Bureau works closely with other agencies to share information about crime patterns, known offenders and to identify property. Many of the suspects that the Detectives Bureau investigates do not reside in the town and often cross over into other states.

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

The Westminster Police Department also has a Detective assigned to the North Worcester County Drug Task Force. The Drug Task Force is made up of a group of specially trained detectives from surrounding towns of Leominster, Fitchburg, Clinton, Gardner, Ashburnham, Hubbardston, Winchendon, Lunenburg, Massachusetts State Police Agencies and Federal Agencies who work together as one to battle the war on drugs in our communities. Many of the Task Force's investigations require the use of undercover officers and the use of informants to conduct these types of investigations. Since illicit narcotic use and property crimes are often linked to the same group of suspects. The partnership with the Northern Worcester County Drug Task Force is an asset to combating many of the challenges that affect the quality of life in Northern Worcester County.

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

The following Dispatch statistics for 2013

Call_Reason	Total
209A VIOLATION	8
258E VIOLATION (HARASSMENT)	2
911 UNINTENTIONAL	47
911 ABANDONDED	43
ATTEMPTED B&E	1

ADVICE	203
ABANDONDED MOTOR VEHICLE	2
ANIMAL COMPLAINT	233
ANIMAL PROBLEM	77
AREA CHECK	447
ALARM SYSTEM LOG	31
ASSIST THE POLICE	2
ASSAULT	7
ASSIST OTHER AGENCY	161
BURGLAR ALARM	257
LOCKOUT, BUILDING	2
BUILDING LOCK OUT	4
B & E, PAST	37
BUILDING CHECK	2965
CARBON MONOXIDE ALARM	30
COMPLAINT	131
CHILD PASS. SAFETY SEAT	66
COMMERCIAL VEHICLE INSPECTION	32
DRUG DROP OFF	36
DEBRIS IN ROADWAY	17
DIRECTED PATROL	275
DISTURBANCE	43
DRUG LAW VIOLATION	13
DISABLED MV	288
DOMESTIC	34
DRUG RECOGNITION EXPERT CALL	7
ELECTRICAL PROBLEM	4
ESCORT/TRANSPORT	1
EXPLOSION	1
FIRE ALARM	95
BRUSH FIRE	14
FIREWORKS	10
BUILDING FIRE	17
FOLLOW UP	47
FRAUD	28
GENERAL INFO	3
GUN SHOTS	15
WATER PROBLEM	3
HARRASSMENT	18
HAZARDOUS CONDITION	178
HIT AND RUN	7
IDENTITY THEFT	1
ILLEGAL DUMPING	10
INVESTIGATION	81
K9 DEPLOYMENT	13
KEEP THE PEACE	22
LARCENY /FORGERY/ FRAUD	200
LIFT ASSIST	18
LIQUOR LAW VIOLATION	2
LOG ENTRY	540
MEDICAL	431
MISSING PERSON	11
MUTUAL AID	101

MVA NO INJ. OR HAZMAT	243
MVA WITH INJURIES	21
MOTOR VEHICLE COMPLAINT	188
MOTOR VEHICLE FIRE	15
LOCKOUT, MOTOR VEHICLE	72
MOTOR VEHICLE STOP (GRANT)	92
MOTOR VEHICLE STOP	1650
NOISE COMPLAINT	30
OUTSIDE FIRE	3
PARKING COMPLAINT	18
PANIC ALARM/HOLD UP ALARM	7
ANNOYING PHONE CALLS	5
PROPERTY DAMAGE	17
FOUND/LOST PROPERTY	52
PARKING TICKET	13
PROPERTY TRANSFER	12
RAPE	1
REPOSSESSION	11
RESCUE (OTHER)	1
ROBBERY	1
RECOVER STOLEN PROPERTY	1
RUNAWAY	1
SERVE PAPERS	151
SEX OFFENSES	1
SHOPLIFTING	3
ODOR OF SMOKE IN THE AREA	2
MOTOR VEHICLE THEFT	3
SPEEDING COMPLAINT	15
SPEED TRAILER	46
SERVICE CALL	20
TROUBLE ALARM	46
SUICIDE AND/OR ATTEMPT	2
SUSPICIOUS PERSON	34
SUSPICIOUS ACTIVITY	220
THREATS	12
TRANSPORT	33
TRAFFIC CONTROL	11
TRESPASSING	11
TASK FORCE ACTIVITY	21
UNATTENDED DEATH	1
UNAUTHORIZED BURNING	3
UNWANTED GUEST	13
VANDALISM	36
WARRANT	40
WELFARE CHECK	114
WATER / SEWER ALARM	47
WORK ZONE COMPLAINT	1
TOTAL	**10712**

OFFENSES	**Total**
A&B	2
A&B ON POLICE OFFICER	2
A&B ON +60/DISABLED WITH INJUR	1

A&B WITH DANGEROUS WEAPON	2
ASSAULT W/DANGEROUS WEAPON	1
RESIST ARREST	3
SIMPLE ASSAULT	1
ASSAULT	1
A&B	13
A&B ON POLICE OFFICER	1
A&B ON RETARDED PERSON	1
RESIST ARREST	1
WITNESS, INTIMIDATE	1
THREAT TO COMMIT CRIME	1
THREAT TO COMMIT CRIME	1
BURGLARY / BREAKING AND ENTERI	4
B&E BUILDING NIGHTTIME FOR FEL	3
B&E FOR MISDEMEANOR	5
B&E BUILDING DAYTIME FOR FELON	6
LARCENY FROM PERSON +65	1
SHOPLIFTING BY ASPORTATION	4
LARCENY FROM BUILDING	7
LARCENY OVER $250	10
LARCENY OVER $250 BY SINGLE SC	1
LARCENY UNDER $250	9
LARCENY UNDER $250 BY SINGLE S	2
LARCENY FROM A M/V	1
B&E VEHICLE/BOAT NIGHTTIME FOR	4
B&E IN TO BOAT/VEHICLE FOR MIS	2
B&E VEHICLE/BOAT DAYTIME FOR F	7
ALL OTHER LARCENY	2
STOLEN PROPERTY OFFENSES	1
ALL OTHER LARCENY	1
LARCENY OVER $250	51
LARCENY OVER $250 BY SINGLE SC	3
LARCENY UNDER $250	63
LARCENY UNDER $250 BY SINGLE S	2
MOTOR VEH, LARCENY OF	3
FORGERY OF CHECK	1
UTTER COUNTERFEIT NOTE	1
UTTER FALSE CHECK	1
LARCENY OVER $250 BY SINGLE SC	1
LARCENY OVER $250 FROM +60/DIS	1
LARCENY OVER $250 BY FALSE PRE	9
CREDIT CARD, LARCENY OF	4
FALSE NAME/SSN, ARRESTEE FURNI	1
CREDIT CARD FRAUD OVER $250	2
IDENTITY FRAUD	5
WIRE FRAUD	1
RECEIVE STOLEN PROPERTY +$250	4
RECEIVE STOLEN PROPERTY -$250	1
DESTRUCTION / DAMAGE / VANDALI	5
VANDALIZE PROPERTY	7
TAGGING PROPERTY	1
DESTRUCTION OF PROPERTY +$250,	15
DESTRUCTION OF PROPERTY +$250,	1

DESTRUCTION OF PROPERTY -$250,	5
MOTOR VEH, MALICIOUS DAMAGE TO	1
CHURCH, VANDALIZE	1
DRUG, POSSESS TO DISTRIB CLASS	1
DRUG, DISTRIBUTE CLASS D	2
DRUG, POSSESS TO DISTRIB CLASS	1
HEROIN/MORPHINE/OPIUM, TRAFFIC	1
MARIJUANA, TRAFFICKING IN	1
DRUG, POSSESS CLASS A	3
DRUG, POSSESS CLASS B	3
DRUG, POSSESS CLASS C	2
HEROIN, POSSESS	1
MARIJUANA, POSSESS	2
INDECENT A&B ON PERSON 14 OR O	1
DANGEROUS WEAPON, CARRY	1
LARCENY BY CHECK OVER $250	1
LARCENY BY CHECK UNDER $250	2
DISORDERLY CONDUCT	2
DISTURBING THE PEACE	3
OUI DRUGS	1
OUI LIQUOR	13
OUI LIQUOR, 2ND OFFENSE	1
OUI LIQUOR & SERIOUS INJURY &	1
PROTECTIVE CUSTODY	5
LIQUOR, PERSON UNDER 21 POSSES	2
TRANSPORTING ALCOHOL BY MINOR	1
RUNAWAY	1
TRESPASS	1
ALL OTHER OFFENSES	1
IDENTITY THEFT	1
ABUSE PREVENTION ORDER, VIOLAT	1
VIOLATION, HARASSMENT PREVENT	1
RECKLESS ENDANGERMENT OF CHILD	2
HARASSMENT, CRIMINAL	3
DUMPSTER, USE OF ANOTHER'S COM	1
ANIMAL, CRUELTY TO	2
FUGITIVE FROM JUSTICE ON COURT	1
WARRANT ARREST	24
REGISTRATION STICKER MISSING	1
JUNIOR OPERATOR OP 12-5 AM W/O	2
NEGLIGENT OPERATION AND INJURY	1
REGISTRATION STICKER MISSING	1
MARKED LANES VIOLATION	13
RIGHT LANE, FAIL DRIVE IN	2
STOP/YIELD, FAIL TO	2
LICENSE RESTRICTION, OPERATE M	1
UNLICENSED OPERATION OF MV	20
LICENSE NOT IN POSSESSION	3
REGISTRATION NOT IN POSSESSION	4
SEAT BELT, FAIL WEAR	2
SPEEDING	14
SPEEDING IN VIOL SPECIAL REGUL	7
INSPECTION/STICKER, NO	11

SAFETY STANDARDS, MV NOT MEETI	1
LICENSE REVOKED AS HTO, OPERAT	2
LICENSE SUSPENDED FOR OUI, OPE	1
LICENSE SUSPENDED, OP MV WITH	27
LICENSE SUSPENDED, OP MV WITH,	5
NUMBER PLATE VIOLATION TO CONC	5
REGISTRATION SUSPENDED, OP MV	2
LEAVE SCENE OF PROPERTY DAMAGE	9
NEGLIGENT OPERATION OF MOTOR V	9
STOP FOR POLICE, FAIL	2
NAME/ADDRESS CHANGE, FL NOTIFY	1
UNINSURED MOTOR VEHICLE	20
NUMBER PLATE VIOLATION	4
LIGHTS VIOLATION, MV	2
UNREGISTERED MOTOR VEHICLE	21
WINDOW OBSTRUCTED/NONTRANSPA	1
POSSESSION OF ONE OUNCE OR LES	8
TOTALS	586

Motor Vehicle Citations:

Citation Statistics
From: 01/01/2013 ~ 12/31/2013

Total Citations = 2218

Arrest	68
Civil	653
Complaint	150
Warning	1160

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

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

Respectfully submitted,

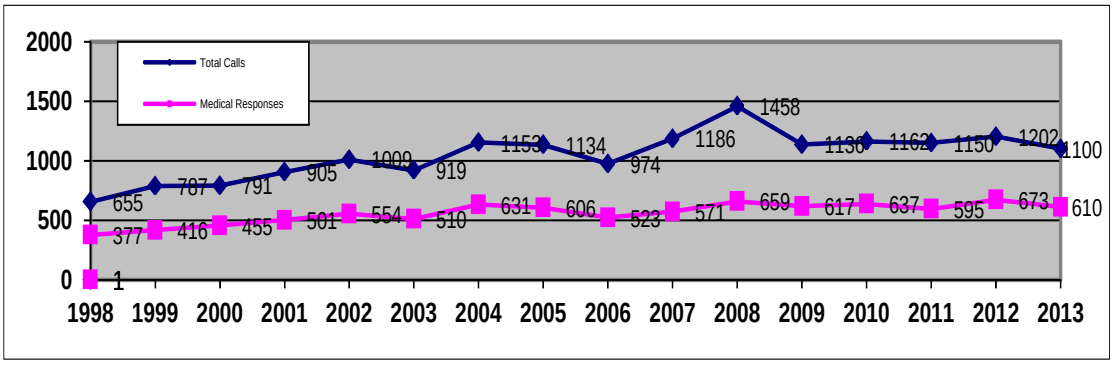
Salvatore Albert Jr.
Chief of Police

FIRE DEPARTMENT
2013 Annual Report
(Fire and Ambulance Departments)

Proudly serving the citizens of the Town of Westminster for 188 years.

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

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



Department Record

Incident Type	Occurrences	Percentage
Fire/Explosion	30	2.7
Overpressure Rupture/Excessive Heat	0	0.0
EMS/MVA Call	610	55.5
Hazardous Condition	41	3.7
Service Call	162	14.7
Good Intent Call	81	7.4
False Call	166	15.1
Severe Weather/Natural Disaster	1	0.1
Special Type/Complaint	5	0.5
Special Type/Complaint	4	0.4
TOTAL INCIDENTS	**1100**	**100.0**

Permits and Compliance 2013:

Burning Permits	300 (670 Activations)
Smoke / CO Detector Insp.	151
Oil Burner Permits	33
Blasting Permits	1
Fuel Storage	15
Plan Reviews	25
Safety Inspections	55
Fire Drills	11
Miscellaneous	40
Non-Criminal Complaint	0 (Fines issue for non compliance.)

Personnel:

Full-Time Staffing – With the retirement of one full-time Firefighter/EMT during 2013, the position was replaced with a Firefighter/Paramedic bringing us up from 5 Firefighter/Paramedics to 6 that are in shift rotation. The shifts are rotating 10 hour days and 14 hour nights in four groups (2 in 2 groups and 1 each in 2 groups). When there is only one full-time firefighter on duty a per-diem firefighter is hired to work with them to provide two duty firefighter covering 24x7. In addition to the full-time firefighters there is a full-time Fire Captain, Chief, and Department Administrator who work weekdays.

On-Call Firefighters – We ended the year with 14 on-call firefighters. During 2013 we recruited 4 on-call firefighters that attended the Fire Academy. 1 dropped out in the first month. The 3 remaining recruits completed their training in December of 2013. Recruitment was funded from an article at the Annual Town Meeting. Of the 3 that graduated one has completed all other requirements to start working and the other two still need to finish up open items. The regular funding of call firefighter recruitment and training is essential to the future of the department.

Of our 14 Call Firefighters some are unable to perform all functions including driving apparatus or operating specialized equipment due to lack of total training. Shortage of fully trained Call Firefighters continues to be our largest problem for the department. We lack a sufficient level of firefighters to respond and handle incidents from the simple to the complex, that require more than the two duty firefighters. Call Firefighter shortages is a nationwide problem and the lack of personnel hampers our ability to respond and deliver services in a timely and self-sufficient way.

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

Per-Diem Firefighters: We have 7 Per-Diem firefighters who are firefighters that do not live in Westminster and come to work shifts for our department. The reason for these firefighters is that we do not have sufficient number of call firefighters from town to cover shifts. Per-Diem Firefighters are either full-time firefighters or call firefighters for other communities. Although Per-Diem Firefighters have a place in our department they do not respond to general calls as they live too far away to make any difference in the majority of the calls we have.

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

ability to safely do our work. I strongly urge the town to restore training funds in future budget years.

NIMS Compliance: The Fire Department complies with the NIMS Training requirements for 2012.

Service Delivery:

The Fire Department has a goal to provide the best possible customer service with regard to the delivery of Emergency Medical, Fire Suppression, Hazardous Materials, Technical Rescue, Fire Investigation, Public Fire Safety Education, Fire Prevention, and Specialized Community Services. We self-evaluate calls that exceed reasonable response times, errors or omissions, technically difficult events, injuries of any personnel, large scale events, and any that receive negative customer feedback. The Department is service driven and we appreciate the feedback during the year to assist us in knowing how well we are delivering these services. Residents are encouraged to visit the station or contact the Chief of the Department at any time to inquire about the department and get answers to their questions.

In a 2005 Boston Globe Report Westminster ranked 329 out of 351 cities and towns in Massachusetts for the amount of square miles we cover from one station and as the town builds out our average response times will continue to increase and will require discussions about having a sub-station on already town-owned land in Whitmanville. The town needs to plan for this eventuality. It should be built to align with response times to that area of town as it builds out.

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

EMS:

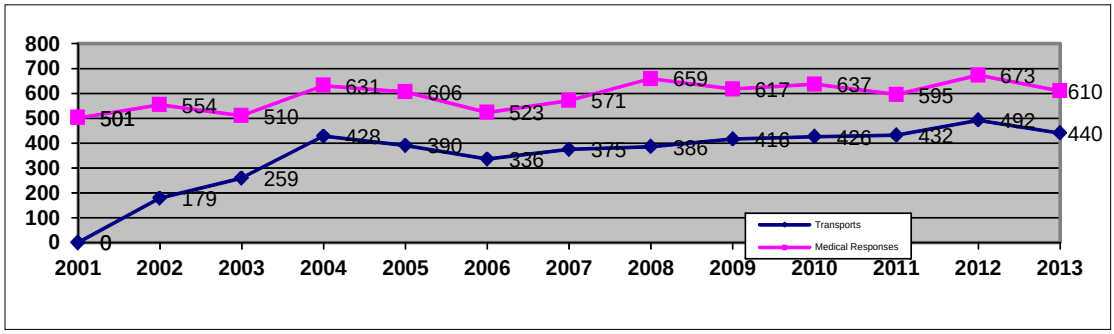
Emergency Medical Services – Over the last year 55/5% of the Department's responses were Emergency Medical in nature. This includes responding to all 911 calls for in-house medicals as well as personal injury accidents including motor vehicle accidents, which often require the assistance of firefighters to assist and address other hazards.

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

Our responses to medical emergencies continue to exceed industry standard for response times of Emergency Medical Services (5 minutes). Our response time from the initial call to arrival on scene is at an average of 4 minutes with 2 Firefighter/EMT's with one being a Paramedic. This response time and the level of care at the Paramedic level has paid off for many residents who attribute their survival to the services we deliver. Prior to starting the ambulance we would respond and provide initial care but it would take 12 minutes on average for an ambulance to get on scene.

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

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



Ambulance Statistics 2013:

Transports by vehicle	A1 – 229, A2 – 203
ALS/BLS	BLS – 16%, ALS – 84%
Average Transports/Month	37
Average Transports/Day	1.20

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

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

Ambulance Service- the Fire Department started in the ambulance service in 2001 by obtaining a service license from the state for our Rescue Truck as a Class V ambulance. A Class V ambulance is one that can be used only when our primary and back up services were not available and waiting for another Class I ambulance would be detrimental to the patient. We did this only for a short time and during Christmas time of 2001, we were approached by a resident who had known that the department had tried for an ambulance in the past and provided information on a free ambulance from Grahamsville, NY. With the approval of the Selectmen we acquired the ambulance and although it was a 1985 model we were able to put it into service with donations.

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

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

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

On-call EMT's – During the summer of 2011 we brought back the position of on-call EMT to the department. The Fire Department used to have EMTs that were not Firefighters and this was before our ambulance service. We brought the position back to help in a number of ways. Primarily, they are to fill the gap of assisting with the delivery of EMS Services by responding to medical calls and helping to staff the backup ambulance. Secondly, they are helpful hands during fires and other incidents we respond to and they can also be a feeder to become on-call firefighters. The goal behind this strategy is to augment the lack of on-call firefighters. For example, during a fire and we have a medical call we would not have to pull Firefighters away to respond. The on-call EMT will be able to staff the ambulance leaving the Firefighters to their work. These positions can also assist with some rescues as they can either be trained in the various rescues or they can help in ancillary roles.

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

ALS/Paramedics – 2013 was our sixth year of operating at the Paramedic level EMT service.
We currently have 6 full-time paramedics with at least one scheduled to work each shift. We also have 5 per-diem Firefighter/Paramedics that provide coverage when one of our paramedics is out.
Paramedics provide the highest level of medical aid outside of the hospital setting.

Since operating at the Paramedic level we have had many positive patient outcomes that otherwise would not have survived or had the quality of life that they do enjoy today. Operating the Ambulance Service has been one of the most rewarding during my career as Fire Chief. It has such a positive impact in people's lives.

Fire Prevention, Suppression and Response:

ISO (Insurance Rating) - The Fire Department maintains an ISO Fire Insurance Rating of 4/9. The ISO rating is utilized by many insurance companies to set fire insurance rates for residents and businesses. The rating of 4 places Westminster on a par with 6.9 percent of communities across the country. Just 10.3 percent of cities and towns nationwide are rated between one and four on a nine-point scale. Only 3.9 percent of communities in the country have a better rating than Westminster. The 4 rating is for parts of the community protected by town water and the 9 are for those sections of town that are not on the water system. There are many factors that are included in the rating

including staffing levels, water flow, training, and alarm systems. The firefighter assigned to address the data that ISO has, supplied ISO with a number of changes to our fire protection map that resulted from including hydrants that were town owned and missing or hydrants from other communities that are close to the town line or inside of Westminster. The focus now is to work to have some of our dry hydrants rated as a hydrant to allow these to be included in the fire protection and the residents in these areas to benefit on their fire insurance. We are also working on our training to meet the ISO standard for water shuttling that will allow us to reduce the ISO rating of 9 to 6 for off our water system.

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

Fire Alarm/Monitoring – Since 2006 the Fire Department has been using a wireless Fire Alarm system to monitor buildings in town. We now have 55 locations we monitor and in addition to monitoring Fire Alarms we also monitor burglar alarms and special alarms for town facilities. The system works very well and provides early information about where the alarm is coming from within the building when newer alarm panels are installed. This way the firefighters are better prepared before they arrive.

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

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

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

Fire Prevention - Prevention activities are a major focus for the department that not only help reduce property loss and injuries, but also includes the development of the personal interaction between the community and the fire service. In an effort to improve the quality and consistency of inspections the State has created a certification process for Fire Inspectors. Our Captain Nivala has lead the charge with others in the State to bring this program to completion. All our full-time firefighters perform inspections and are undergoing training that will lead to certification.

Fire Prevention activities in the department include residential, commercial, and industrial building plan review, residential smoke and carbon monoxide detector inspections, oil burner inspections, LP storage inspections, blasting permitting, flammable storage permitting, commercial, and

industrial inspections, Senior Citizen safety awareness, preschool and daycare fire education programs, and school age fire education programs.

SAFE and related programs - Westminster is a SAFE Grant participating community having received SAFE (Student Awareness for Fire Education) State Grant funds for a number of years. This program focuses on school age children and other "at risk" groups such as seniors. Our primary focus continues to be preschool, kindergarten, and elementary school age children. Preschool and kindergarten children are taught fire safety at the Fire Station with video and live fire education programs with Smokey Bear at the guest visitor. We also take our "Friendly Firefighter" program on the road to preschools to introduce young children to firefighters so they know not be scared of us during an emergency when we have all our equipment on.

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

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

The SAFE Program is developmental in that it builds on the knowledge that is instilled in the children each consecutive year as the children participate. In later years the children generally know the basics of personal, family and home safety. We have received the FY14 SAFE Grant from the State for a total of $5300 for Children programs $3500 and Senior programs for $1800.

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

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

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

Our Fire Prevention activities include yearly participation in the State-wide Arson Watch Poster Contest and we were very pleased that we had another winner this year in Worcester County came from our program at Overlook Middle School. For our efforts we received a donation of $1500 to

continue our work. These funds will be combined with other donations to assist with purchasing safety training materials used with the public, targeting "at risk" populations (elderly and children).

Specialized Community Services:

CPR/First Aid – Prior to eliminating Community CPR & First Aid due to budget cuts in FY2010, we would train many in life saving techniques. There is an ongoing need from town business, community groups, organizations, and the general public for CPR and First Aid education. We still provide the training to Town of Westminster employees. During 2012 we held a number of CPR classes. We hope at some point funds will be available to provide this live saving education again in the future.

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

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

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

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

Department Equipment:

Fire Equipment - All hose is tested yearly and if it fails to pass it is repaired or removed from service. Fire pumps as well as Fire Ladders have been tested and certified to meet original specifications and repaired as needed. SCBA (Self-Contained Breathing Apparatus), along with the compressed air we put in the bottles, is also tested each year.

Rescue Truck (R1) (2000) American LaFrance. This past fall (2013) we traded in our Rescue Truck as part of a replacement plan to purchase a Pumper/Rescue that would combine the functionality of an engine and rescue all in one. Engine 3 is now our Pumper/Rescue.

Ambulance 1 (A1) (2007 Ford Ambulance) Horton. It is used as our reserve ambulance to respond to Emergency Medical calls and transport patients to the hospital. The vehicle is in good condition.

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

Engine 1 (E1) (1999 Class A pumper) KME. It carries 1000 gallons of water and Class B foam to fight flammable liquid fires, and is in good condition although in need of corrosion mitigation.

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

Engine 3 (E3) (2013 Class A pumper/rescue) KME. E3 was purchased this year and it carries 1000 gallons of water and has a Class "A & B" foam system that increases the effectiveness of both normal combustible and oil-based fire suppression. This vehicle is a combination vehicle having replaced both Rescue 1 and Engine 4 functionality. The need for a single vehicle has come out of lack of on-call Firefighters to get the previous 2 vehicle system out for a timely response. Having one vehicle provides for better utilization of personnel and more efficiency of service delivery.

Engine 4 (E4) (1990 Class A Pumper) KME. This past fall (2013) we traded in Engine 4 as part of a replacement plan to purchase a Pumper/Rescue that would combine the functionality of this engine and rescue all in one. Engine 3 is now our Pumper/Rescue.

Tower 1 (T1) (2005 Ladder Truck) KME 95 ft aerial ladder with tower bucket and 300 gallons of water and 2000 GPM pump. The vehicle is in very good. The tower was out of service for a significant part of the beginning of 2013 after it was damaged in a severe accident while fighting a mutual aid fire on Saturday, November 24, 2012 in Leominster at the Columbia Hotel Fire. Two Westminster Firefighters were injured along with the damage to the vehicle when a brick wall collapsed on the truck and firefighters and then a portion of the roof of the building also landed on the bucket with the firefighters in it. The cost of repair for the tower from the accident was $120K that was paid from the Town's insurance.

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

Utility Vehicles: The department has 3 utility vehicles as follows: Car 1 (2008, Chief's car – Good condition) and is designed to be an emergency response vehicle and the primary command vehicle at major incidents. Car 2 (20012, Duty Officer's car excellent condition) and is designed to be an emergency response vehicle and the secondary command vehicle when the Car 1 is not available. Car 3 (2007 utility pick up truck – good condition) Car 3 was approved for replacement during FY14. Car 1 is planned for replacement in FY15

Radio Equipment: The UHF radio system is in good condition. All firefighters have UHF portable radios and pagers for their safety. The department maintains our Low-band radio system as a back up and communications system for alerting and all communications on UHF are repeated on Low-Band. The public wishing to listen to us can tune their scanner to either 460.1625 or 33.96 both with a PL of 127.3. Our main radio site was damaged by an electrical storm this year that damaged both the Fire and Police Radio systems that we have received insurance funds for repairs. The Fire Department Radio system, along with the Police Radio system are nearing their usable life and will need replacement in the upcoming years.

Breathing Apparatus: The breathing apparatus are fully compliant and inspected and tested yearly. The SCBA bottles carbon wrapped and has to be replaced in 15 years from date of manufacturing. Our bottles were manufactured in 1999 which results in the bottles needing to be replaced in 2014. **The money for their replacement will be requested at the Annual Town Meeting in May of 2014, with purchasing occurring out of FY15 article funds**. We have 28 SCBA packs with bottles with 32 spare bottles for a total of 60 bottles. Since last year's report we have been told that our SCBA Company was bought out and that they will no longer be producing SCBA and related equipment. This will now require the request to replace the SCBAs not just the bottles. This cost is estimated at $200,000.

Station:

Our station is well maintained and in good structural condition, but lacks functional living, storage, and operational space. When the public safety complex was expanded in 1995 and the Fire Department moved in we quickly ran out of storage space for the small equipment and supplies we need to carry. Two storage sheds were added in the rear of the station over the years to assist with cold storage. Although this has been done we significantly lack space for records management and equipment and supplies. The Town has a Public Safety Space Needs Committee to address the space needs of both the Fire and Police, but due to Town finances this is seen as a long term solution. We are utilizing some space on the 3rd floor of the town hall, mostly for record storage and some bulk ambulance supplies.

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

Contact Information:

Location: Fire Station is located at 7 South Street, Westminster, MA 01473
Phone: 978-874-2313, Dispatcher Ext 0, Chief MacAloney Ext 230, Captain Nivala/Fire Prevention Ext 232, Karen Long, Administrator Ext 231
Office hours: Monday through Friday from 8:00 A.M. to 4:30 P.M.
Appointments: During normal office hours or by special appointment
E-mail: firechief@westminster-ma.gov
Web page: http://www.westminster-ma.gov/Pages/WestminsterMA_Fire/index

General:

This is my last annual report as Fire Chief as I retire January 3, 2014. I thank all the Town Employees and Departments who provided the professional support and cooperation to the Fire/Ambulance Departments during my years as Chief. I have worked with so many dedicated people that work for the town. I wish to also thank the citizens of the town for their support as without them we would not be able to do the good things that we do. Thank you for listening to me and believing in me at Town Meetings.

I have a great deal of appreciation for the past and current employees of the Department, as they delivered the services and got us to where we are today. Amazing people doing amazing things!

Having said this the work of the Fire Department is not done and although we have some full-time staff we need people that are dedicated and committed to be on-call firefighters as the two people that work shifts can't do it all. The department relies on on-call personnel to deliver the services.

Firefighting work is labor intensive and the Captain along with the 6 full-time firefighters we currently have working shifts alone cannot meet the demands of the job by themselves. It actually takes a minimum of 16 firefighters to initially fight a house fire. The few full-time firefighters can not safely do their jobs without call firefighters.

I understand that hiring full-time firefighters comes at a cost and residents do not want their taxes to go up, but on the other hand we need an adequate firefighting force to meet the needs of the community. These demands must we handled with on-call personnel augmenting the full-time staff in order to keep costs level in the future.

I wish to remind the town that;

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

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

Respectfully Submitted,

Chief Brenton W. MacAloney

EMERGENCY MANAGEMENT

I am pleased to submit the following Annual Report for the calendar year 2013 for the Westminster Emergency Management Department. Brenton W. MacAloney, Emergency Management Director

Overview:

During the year Emergency Management worked with State and Town officials/boards/departments as well as local groups and businesses providing guidance and planning for emergencies. Major event for the year was the February Snow Storm. Although there was response by the town during this emergency, there are more hours before to prepare for the event, tracking the storm, participating in MEMA conference calls. During the event there are two phases of work, emergency responses, and documenting public damages. After the emergency there is a need to attend meetings, working with the public and various town departments to provide information, file paperwork for federal reimbursement, and track reimbursements that cross into additional years.

February Snow Storm:

Prior to the February Snow Storm there were numerous e-mails and conference calls in preparation of the possible impact from the storm. The storm affected the Town with heavy snow but not record breaking.

The DPW worked to clear roads during the storm. The Fire Department put extra people on duty and assisted the DPW in finding road closures and assisted with opening them.

Westminster Emergency Management was heavily involved with providing prestorm information to town departments and the School System. Although the storm didn't cause any extended problems, Worcester County did qualify for FEMA storm reimbursements as a result of the State being declared a Federal Disaster. Emergency Management filed for 75% cost recovery from FEMA/MEMA and the town was awarded $43,264.16; at the end of this year we are waiting for the distribution of the funds back to the town.

Public Disaster Preparation:

Residents are reminded of the following;

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

Emergency Preparations:

Pending Completion:

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

- 2012 Funds were voted at Town Meeting to put a generator at Town Hall in the future. (Update: In 2013 additional funds were voted at Town Meeting for this project. The project costs were increased due to the complexity of the project.) No date for completion has been provided.

Completed:

- Improved wifi for public safety and town hall.
- Sent out a number of R911 messages using our Code Red System.
- Improved equipment in EOC.
- Received Central Region Homeland Security Grant funding to;
    - Have spare batteries for sign board
    - More traffic cones
    - Barricades
    - Spare bulbs for lighting trailer
    - Cots for sheltering
        - This completed the recommendation from the 2008 Ice Storm
    - Personal kits for sheltering
        - This completed the recommendation from the 2008 Ice Storm
    - Additional multi-gas meter

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

- **Backup Power**
    1. Academy Hill Radio building
    2. DPW
    3. Senior Center – Emergency backup power discussed with Senior Center Building Committee

- **Radio/Communication equipment**
    1. Replace both Fire and Police radio voter/comparator with one that is digital and allows for battery backup and remote management.
    2. Replace Fire and Police voter station on South Ashburnham Road with radio linked connections using town owned cell tower on South Ashburnham Road and include automatic power backup.
    3. Upgrade Police and Fire repeaters to provide for better remote management.
    4. Secure spare parts to allow for Police, Fire and DPW systems to be put back on line if there is a failure.

Shelter Supplies Recommendations:

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

1. Secure 30 Towels and hand cloths at shelter
2. Have phone system at Elementary School added to generator at shelter
3. Privacy Screens for shelter
4. 30 additional blankets for shelter
5. 30 Pillows for shelter
6. Spare clothing for shelter

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

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

Accomplishments:

In addition to the February Snow Storm and the work described above Emergency Management works yearlong addressing public events, Homeland Security planning, working with dam owners on their emergency response plans (ERP) and many general activities below. Managing communication includes attending meetings, e-mail, US Mail, and phone calls and this consumes a significant amount of time. The need to stay abreast of Homeland Security issues and potential and assess the possible impact on the community is a daily activity. Questions from the public, as well as State and Federal agencies are a regular event. Overall Emergency Management requires over 10 hours a week.

The following are examples of activities over the last year

1. Regular meetings with between EMD and Deputy EMD
2. Evaluated CERT (Citizen Emergency Response Team) Training, but did not sufficient interest to hold the training
3. Attended Emergency Management meetings
4. Communicate with MEMA with regard to correspondence, surveys, meetings and phone inquiries and expected weather emergencies.
5. Emergency Management personnel responded or monitored emergencies over the last year, including weather events and other smaller emergencies.
6. Emergency Management personnel participated in assisting planned events such as the school evacuation drill, and Annual Town Bon Fire.
7. Participated in the review and revision of the School Emergency Response Plans
8. Maintained mutual aid agreements with surrounding towns for Fire and EMS services if needed.
9. Participated in utility emergency planning meetings.
10. Continued to provide Reverse 911 public notifications.
11. Maintained communication with State Agencies associated with the HHAN Emergency Notification Network.
12. Answered public questions on emergency preparedness.
13. Answered surveys and requests for information from various agencies.
14. Obtained approval to move forward with replacing our old Reverse 911 system with a new web-based system.

Pending Activities:

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

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

Personnel:

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

The lack of Emergency Management volunteers that are willing to respond during emergencies has resulted in the Fire Department personnel being used to address such things as planning for potential disasters, responding to requests such as basement flooding. The lack of on-call firefighters and the cost of paying Fire Department personnel for Emergency Management work are not supported due to previous Fire Department budget reductions. Without Emergency Management emergency responders such things as pumping basements will be curtailed due to overtaxing paid resources.

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

Equipment:

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

Other Equipment:

- There are 6 radioactive measuring units that are still operable from the days of Civil Defense.
- Radios:
  - 1 portable ham radios
  - 1 multi-band ham base radio
  - 1 vhf ham base radio
  - 1 mobile dual-band radio
- Weather Station:
  - A weather station that is on the Fire Department roof. There are 3 remote monitors, one in the FD Alarm Room, one in Public Safety Dispatch, and the other in the EOC.
- There are general supplies for opening the shelter and some sand bags.
- There are a few supplies for long term operations at the EOC.
- EOC startup supplies – There is a large bin at the Elementary School with EOC startup supplies.

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

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

Training:

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

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

Some Emergency Management Positions require additional NIMS Training such as;

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

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

General:

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

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

This is my last annual report as the Emergency Management Director as I retire on January 3, 2014. I wish to give special thanks to the Police Department and Department of Public Works for their superior support during the year and with planning activities, and seeking FEMA recovery. I also thank the Town Hall for their support throughout the year.

Respectfully Submitted,

Brenton W. MacAloney, Emergency Management Director

REPORT OF THE DEPARTMENT OF PUBLIC WORKS

We submit the following Annual Report for the year 2013.

HIGHWAY DEPARTMENT

The total snowfall for the 2012/2013 winter season was 108-inches. There were 27 storms, 19 snow related, 6 snow/rain mix related and 2 ice related. The heaviest snow fell on February 8 & 9, 2013 which produced 26.0" of heavy wet snow.

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

Guardrail Installed
Battles Rd. – 100 feet, Davis Rd. – 200 feet, Harrington Rd. – 258 feet, Narrows Rd. – 2,141 feet, Old Town Farm Rd. – 135 feet, South St. – 238 feet, Town Farm Rd. – 398 feet.

Berm installed – Fitchburg Road / Rt. 31 – 1,551 feet.

Cold Planing / Asphalt Milling
Academy Hill Rd. (Leominster St. to 450 feet east) 450 feet
Fitchburg Rd. / Rt. 31 – (Fitchburg Line to Cody Rd.) 3,800 feet

Paving
Academy Hill Rd. (Leominster St. to 450 feet east) – 450 feet, 1 ½-inch overlay
Davis Road (W. Princeton Rd. to Spruce Rd.) – 3,600 feet, 1 ½-inch overlay
Fitchburg Rd./Rt. 31 – (Fitchburg Line to Cody Rd.) 3,800 feet, 2 ½-inch binder and 1 ½ inch top
Harrington Road – 3,600 feet, 1 ½-inch overlay
Narrows Road (Hager Park Rd. to 1,600 feet east)– 1,600 feet, 1 ½-inch overlay
West Princeton Road – (Davis Rd. to Worcester Rd.) 2,400 feet, 1 ½-inch overlay

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

Cracksealing – Roads that were cracksealed: Academy Hill Rd., Amber Ln., Barrel Rd., Bean Porridge Hill Rd., Bragg Hill Rd., Carter Rd., Cudak Ct., Dean Hill Rd., East Rd., Fred Smith Rd., Hy Rd., Kiralli Ct., Lakefield Rd., Laws Rd., Leominster St., Narrows Rd., Needham Rd., North Common Rd., Oakmont Ave., Oakwood Ct., Old Gardner Rd., Potato Hill Rd., Roper Rd., S. Ashburnham Rd., Taymax Rd., Tommy Francis Rd., Turnpike Rd., Whitman Trail, Whitmanville Rd., Woodland Dr. and Wyman Rd.

Drainage Improvements
East Road – 300 feet 10-inch High-density polyethylene (HDPE) pipe

Catch Basin/Manhole - Repaired/Replaced/Adjusted
Academy Hill Rd. – 4 catch basins repaired/adjusted and 4 manholes repaired/adjusted, East Rd. – 3 new catch basins, Fitchburg Rd./Rt. 31 – 1 new catch basin, 1 new drain manhole and 5 catch basins repaired/adjusted, Woodland Dr. – 19 catch basins repaired/adjusted.

Traffic Line Markings
Academy Hill Rd., Bacon St., Battles Rd., Betty Spring Rd., Depot Rd., Elliott St., Gatehouse Rd., Knower Rd., Leominster St., Mile Hill Rd., Narrows Rd., Nichols St., North Common Rd.,

Oakmont Ave., Sargent Rd., South Ashburnham Rd., South St., Rt. 31, Rt. 140 South, Village Inn Rd., Waterman Lane, West Main Street, Worcester Rd. and Wyman Rd.

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

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

Brush Cutting
Brush was cut on the following Town Roads:
Academy Hill Rd., Bacon St., Barrel Rd., Bathrick Rd., Bean Porridge Hill Road, Betty Spring Rd., Bolton Rd., Bragg Hill Rd., Church St., Colony Rd., Davis Rd., Dean Hill Rd., Depot Rd., East Rd., Ellis Rd., Fred Smith Rd., Frog Hollow Rd., Gatehouse Rd., Hager Park Rd., Harrington Rd., Leominster St., Marshall Hill Rd., Mile Hill Rd., Minott Rd., Narrows Rd., Newcomb Rd., Nichols St., Notown Rd., Oakmont Ave., Old County Rd., Roper Rd., Fitchburg Rd./Route 31, Shady Ave., South St., South Ashburnham Rd., Spruce Rd., Sunset Rd., Town Farm Rd., Turnpike Rd., Village Inn Rd., Waterman Ln., West Main St., West Princeton Rd., Whitmanville Rd., Willard Rd., Worcester Rd. and Wyman Rd.

The veteran's square signs (11) were replaced as well as two new squares were added this year.

The Department constructed and replaced town line markers this year.

Other Items/Work
A 2014 Ford F-550 Dump Truck with Plow was purchased this year.

The diesel fuel dispenser at the Public Works yard was replaced as well as the installation of a fuel management system this year.

School zone flashing beacons were installed on South Street this year.

Engineering was completed for the replacement of the culverts on Old Town Farm Rd.

The Massachusetts Department of Transportation (MassDOT) approved two road projects on Hager Park Road and Worcester Road, Route 140, this year. Both projects have a total estimated construction cost of $6,000,000 that would receive 100% federal and/or state funding for construction. We plan to start the engineering design in 2014.

WATER DEPARTMENT

There were 6 new services connected to the distribution system during the year. The number of service connections is now 1,203.

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

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

There was 1 water main repair and 8 service leaks/repairs during the year.

There were 4 hydrants replaced, 5 repaired and 1 added to the system during the year.

WATER CONSUMPTION DATA

MONTH	GALLONS	MONTH	GALLONS
January	10,215,395	July	13,898,568
February	9,791,937	August	13,324,650
March	9,650,122	September	12,533,363
April	9,702,485	October	11,537,621
May	11,400,575	November	9,982,403
June	11,070,475	December	8,942,939

TOTAL 2013 CONSUMPTION = 132,050,533 GALLONS

Average Daily Consumption =	361,782 gallons	
Largest Daily Consumption =	July 12, 2013	784,331 gallons
Largest Weekly Consumption =	July 14 – 20, 2013	3,400,532 gallons

WATER DEPARTMENT COMPARATIVE TABLE

CALENDAR YEAR	TOTAL (GALLONS)	LARGEST DAY (GALLONS)	LARGEST WEEK (GALLONS)
2008	124,118,507	602,487	3,228,945
2009	138,282,520	680,231	3,541,523
2010	150,852,699	777,610	4,282,031
2011	140,425,825	770,839	4,066,633
2012	147,622,267	802,428	4,653,740

The water mains on Elliot and Pleasant Streets were replaced this year.

The Turnpike Road pressure reducing valve was rebuilt this year.

A 2013 Ford E-250 Cargo Van was purchased this year shared by the water and sewer departments.

SEWER DEPARTMENT

There were 3 new services connected to the collection system during the year. The total number of service connections is now 738.

During the year, 65,534,070 gallons of sewerage passed through our system and into the City of Fitchburg collection system.

SEWER USE COMPARATIVE TABLE

CALENDAR YEAR	GALLONS TO FITCHBURG
2008	53,704,411
2009	71,987,743
2010	67,695,455
2011	60,721,768
2012	40,718,876

SOLID WASTE DEPARTMENT

2,370 tons of Municipal Solid Waste (MSW) was generated at the Drop-Off Center during the year.

SOLID WASTE COMPARATIVE TABLE

CALENDAR YEAR	TONS OF MSW
2012	2,157

631 residential vehicle sticker permits were issued during the year.

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

500 drop-off permits to dispose of special fee items were issued totaling $10,278.00.

DROP-OFF PERMIT COMPARATIVE TABLE

MONTH	DROP-OFF PERMITS ISSUED				
	FREON ITEMS	TIRES	MATTRESS	PROPANE TANKS	CRT's (TV's)
JANUARY	1	-	8	-	5
FEBRUARY	-	1	7	-	14
MARCH	2	2	11	-	7
APRIL	9	-	16	4	29
MAY	18	6	10	2	20
JUNE	9	5	5	4	11
JULY	19	15	23	2	15
AUGUST	11	8	28	1	16
SEPTEMBER	6	-	11	-	14
OCTOBER	8	4	8	4	8
NOVEMBER	15	5	16	5	14
DECEMBER	7	-	14	-	17
TOTALS	**105**	**46**	**157**	**22**	**170**

REMEMBRANCES

On April 21, 2013, the Department of Public Works lost a great friend and colleague W. Scott Smith. Scott was a Systems Operator working for the Water and Sewer Department's since 1988. He also worked for the Westminster Police Department from 1978 to 1996 and the Westminster Fire Department from 1992-1993. He was a dedicated public employee and will be missed.

The Department of Public Works would like to recognize and thank Robert "Bob" Hill for his 35 years of dedication and commitment to the Town. Bob took great pride in his work and was a vital part of the Water and Sewer Departments. His vast knowledge and experience will be greatly missed. On behalf of the Town, the Department would like to wish him and his family happiness, good health and prosperity in retirement.

The Department of Public Works would like to recognize and thank James "Jim" Berube for his 16 years of dedication and commitment to the Town. Jim was a great asset to the Highway Department and his work ethic will be missed. On behalf of the Town, the Department would like to wish Jim and his family all the best in his retirement endeavors and we thank him for all the contributions and the years of service he has made towards the Town.

Respectfully submitted,

WESTMINSTER PUBLIC WORKS COMMISSION

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

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

William D. Ahearn
Highway Superintendent

Joshua S. Chapman
Water/Sewer Foreman

BUILDING DEPARTMENT

The following is the report of the activities of the Building Department for the calendar year 2013:

PURPOSE OF PERMIT	# OF PERMITS	CONSTRUCTION VALUE
Residential		
One family dwellings	19	$ 6,254,944.00
Two family dwellings	1	180,000.00
Additions & alterations	153	4,664,661.34
Garages	5	177,000.00
Accessory buildings	3	34,126.24
Swimming pools	8	83,702.69
Non-residential additions/alterations	4	5,418,285.00
Demolition	6	----------
Other	47	365,488.52
TOTAL	**246**	**$17,178,207.79**

FEES COLLECTED IN Calendar Year 2013

Building permits	246	$ 141,246.00
Plumbing/Gas permits	262	13,325.00
Wiring permits	233	15,836.54
Other fees	27	3,205.42
TOTAL	**768**	**$ 173,612.96**

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

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

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

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

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

Respectfully submitted,

Michael A. Gallant
Building Commissioner/
Zoning Enforcement Officer

TOWN PLANNER / PLANNING BOARD REPORT

INTRODUCTION

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

William C. Taylor, II, chairman	2016
Marie Auger, vice chairman	2014
Michael J. Fortin, clerk	2014
M. Donald Barry	2014
Jon Wyman	2015

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

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

DEVELOPMENT OVERVIEW

The Planning Board dealt with the following development projects during 2013:

- The Board spent the first three months of the year attempting to work with Dig & Pour LLC on a site plan that would complete the infrastructure for the Rowtier Drive industrial park. Ultimately, this project did not come to fruition.
- In January and again in December, the Board granted partial bond reductions for lots within the Westminster Business Park.
- In March, the Board approved a site plan for the Town’s new senior center at 69 West Main Street.
- Between January and March, the Board met four times with representatives of the MBTA to discuss the train layover station to be located within the Westminster Business Park.
- Beginning in April, the Planning Board attempted to work with the owners of the Rebanna Road subdivision to address the project’s outstanding items.
- In April, the Board approved a site plan for an addition to the Wachusett Animal Hospital.
- In July, the Board approved a site plan for the installation of a roof-mounted solar array at 100 Simplex Drive.
- In September, the Board approved a site plan for the construction of a new Cumberland Farms convenience store and gasoline service station at 68 Main Street.

- In September, the Board sponsored a public forum on the State's site selection process for casinos.
- In October, the Board approved a site plan for a Dollar General retail store at the corner of Bathrick Road and State Road East.
- In December, the Planning Board met with the owner of the Village at Old Mill subdivision and granted a three-year extension for the construction of roadways and installation of utilities.
- In December, the Planning Board received an update from the Westminster Business Park regarding their progress on Phase II of the Industrial Subdivision.

APPROVAL NOT REQUIRED PLANS

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

The following ANR plans were endorsed in 2013:

- Plan for David and Sandra Penttinen, Trustees of the Ida M Penttinen Trust (carving off one lot from existing property on Overlook Road).
- Plan for Harrington Realty LLC for property on Davis Road.
- Plan for Ray-Tek Construction (three new lots off of Bean Porridge Hill Road).
- Plan for Ray-Tek Construction (lot line adjustment involving two lots off of Bean Porridge Hill Road).
- Plan for Ashoryn LLC for property located at 36 East Gardner Road (creation of 5 new lots).
- Plan for Brother's Trust (Dana Altobelli Trustee) for creating one new lot at 80 Lanes Road).
- Plan for William and Linda Cirillo, 19 Minott Road, one lot land division.
- Plan for Edward Simoncini, Minott Road (one new lot).
- Plan for Ashoryn LLC and Partridge Hill Trust, 36 East Gardner Road, land swap involving two existing lots.
- Plan for Lisciotti Development at the corner of Bathrick Road and State Road East (creation of non-buildable lot for Westminster Business Park signage).
- Plan for Gordon Martin, 88 David Road (revised lot lines).
- Plan for Paul Aldrich for property located at 112 Main Street (creating a non-buildable lot).
- Plan for Lead the Way Development Corporation for property located at 21 Pierce Road (creating six new lots).

GRANTS & RESEARCH

- In November, the Town applied for a Downtown Technical Assistance grant from DHCD to conduct a Main Street design workshop in early 2014. The Town should learn the fate of this grant application sometime in March 2014.
- The Town Planner prepared an analysis of tax delinquent properties, evaluating them for potential municipal use.
- Working with the Department of Public Works, the Town Planner conducted research on a possible grant/loan application from the federal Rural Development program that would help the Town address its sewer capacity issue.
- The Town Planner provided technical support to the Mount Grace Conservation Land Trust for a grant to purchase the development rights of a 75-acre parcel that borders Muddy

Pond. This grant was awarded to the Town in December and will result in the entirety of the Muddy Pond shoreline being permanently protected.

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

LONG-RANGE PLANNING

- Under the auspices of the Planning Board, the Town is almost finished updating its community Master Plan. The Board of Selectmen appointed an 11-member Master Plan Update Committee that has been meeting monthly to work on this project since the fall of 2011. The updated community Master Plan will be ready for public review by May 2014.
- Working with the Montachusett Regional Planning Commission (MRPC), the Town continues to participate in the Smart Growth Corridor Study for the area surrounding the new MBTA Wachusett Station in Fitchburg, as well as the Montachusett Region Comprehensive Economic Development Strategy Committee.

ANNUAL TOWN MEETING MAY 4, 2013

The Board prepared a Medical Marijuana Dispensary moratorium that was adopted at the May Annual Town Meeting. The Board is currently working on a Medical Marijuana Dispensary bylaw that it intends to bring to the May 2014 Annual Town Meeting.

SPECIAL TOWN MEETING NOVEMBER 19, 2013

The Planning Board brought three zoning proposals to the 2013 Special Town Meeting in November, all of which were approved by the voters:

- Rezone 142 Turnpike Road (Map 93, Lot 8) from Residential-I to Industrial-I.
- Rezone 104 Turnpike Road (Map 93 Lot 21) from Commercial-I to Residential-I.
- Replace Chapter 97 (Earth Removal) with a new Earth Removal and Placement of Fill Bylaw.

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

Respectfully submitted by:
Stephen Wallace, Town Planner

2013 MASTER PLAN UPDATE COMMITTEE REPORT

INTRODUCTION

Throughout 2013, the Master Plan Committee continued with the work it began back in September of 2011: updating the Town's Master Plan, which was last updated in 2000. Much has changed since the last Master Plan and the Town's policy makers recognize the need to revise its long-range plan to reflect the new realities facing Westminster.

During 2013, the Master Plan Committee worked jointly with the Economic Development Committee to prepare the Economic Development Chapter and held a well attended Economic Summit in January. The Master Plan Committee also worked jointly with the Open Space Committee to prepare the Open Space & Recreation Chapter and held an open space public forum in May. Lastly, the Town worked with other departments, committees and boards to make some minor edits to the Town Government chapter.

The Master Plan update project is in its homestretch, with only the Land Use chapter and Implementation Plan to complete. We are on schedule to have a full draft of the new Master Plan ready for public review by May 2014, in time to announce at the Annual Town Meeting. There will be a lengthy public comment period before the Master Plan is brought to the voters for acceptance at the November 2014 Special Town Meeting.

The Committee is comprised of the following individuals:

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

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

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

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

Benefits of a Master Plan:

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

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

WESTMINSTER BOARD OF HEALTH

Andrea Crete was elected in May to finish out Dr. Patricia Glover's term. Dr. Glover's contribution to the Board will be sorely missed. Ed Simoncini and Peter Munro are the other elected members of the Board of Health. Peter Munro was the Acting Chairman in 2013. The Health Department's current staff is Health Agent Elizabeth Swedberg, known as Wibby, Assistant Health Agent Rita McConville, and Administrative Assistant Joyce Lucander.

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

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

Farmer's Market: The Farmer's Market has had yet another very successful season. Several Westminster residents are making jams, jellies and baked goods in their homes for sale at the Farmer's Market. The state requires them to obtain Residential Kitchen permits which are issued by the Board of Health.

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

Regionalization: "The Montachusett Public Health Network" (MPHN) has been established using Implementation Grant funds. Eleven local cities and towns including Westminster have been involved in the planning stage. The Board of Health and Selectmen signed the Inter-municipal Agreement with the ten other communities in October.

Boards of Health will keep their own authority and staff. Members of the MPHN will share centralized utilization of the Massachusetts Virtual Epidemiological Network (MAVEN) for communicable disease surveillance and case management by a public health nurse. Other services shared by the communities have included flu clinics, beach testing, and public health nursing. A Community Health Assessment Book has been completed by the communities which will be used in future planning. The MPHN will develop health promotion and education programs and pursue partnerships with LUK and other agencies for substance abuse and mental health services.

EMERGENCY PLANNING

Emergency Dispensing Site Plans: In the event that all of the population or a large segment of it would need vaccination or antibiotic distribution, Boards of Health are required by the state to have Emergency Dispensing Site (EDS) plans in place. The EDS plan must include a means to vaccinate the entire community within 48 hours. Our primary EDS is Westminster Elementary

School. Our secondary EDS is Oakmont High School which would be activated jointly with the Town of Ashburnham. We have used flu clinics the last 4 years to drill (practice utilizing) our EDS sites. These drills have been valuable to ascertain and correct any weak areas in our EDS plans.

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

Revolving Account/Flu Clinics:
The purpose of the Board of Health Public Health Clinic and Emergency Response Revolving Account fund is to purchase seasonal flu vaccine and hold clinics, and to respond to Public Health emergencies. This fund is sustained through reimbursements from health insurance companies.
Due to budget constraints the Massachusetts Department of Public Health has been cutting back on the amount of flu vaccine given to Boards of Health each year to hold public clinics. For the past 2 years we purchased 150 doses of flu vaccine to supplement the doses received from the state (240 doses in 2013). We held our two major clinics on the same day this year: October 17. 64 doses were administered at the Flu Clinic held at the Senior Center in the morning for seniors and town employees followed by the after-school Flu Clinic at Meetinghouse School from 4 to 7 pm. It was attended by local families and school faculty and staff resulting in 311doses administered. For three consecutive years we held a Flu Clinic in conjunction with the Fall Town Meeting which was on November 19th. We also held a mini-clinic at the Town Hall for any that had missed the clinics for a grand total of 392 doses of flu vaccine administered this season. (In 2012 the total was 385 doses administered, and in 2011- 261 doses.)

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

PERMITS ISSUED FOR 2013

Septic Installers	32
Sewage Haulers	13
Motels and Inns	2
Bed and Breakfasts	1
Semi-Public Swimming Pools	1
Semi-Public Beaches	2
Selling Tobacco	7
Funeral Homes	1
Emergency Beaver Trapping Permits	5
Outdoor Hydronic Heater	0
Recreational Summer Camps	2

FOOD PERMITS ISSUED

Food Service/ Restaurants Permits	42
Temporary Food Event Permits	41
Residential Kitchen/Farmers Mkt. Permits	16
Mobile unit permits	5
2013 Total food permits issued	104

WELLS AND SEPTIC SYSTEM APPLICATIONS RECEIVED

Septic systems servicing new construction and repairs	60
Private Well installations	18
Deepening Well	0

TITLE 5 INSPECTIONS

Inspections witnessed by agents	72

PUBLIC SAFETY MONITORING

Beach Testing: The Crocker Pond Beach water is tested for E. coli prior to the beach opening and weekly throughout the bathing season per state regulation. The beach would be closed if E. coli levels exceeded the Maximum Contaminant Level allowed. Only one test this year exceeded the allowable E. coli levels resulting in the beach being closed to swimming for a short period. This year the beach was kept open on the weekends from Labor Day to Columbus Day. Wyman's Pond is no longer tested by the Board of Health. Consequently the area beside the dam at Wyman's Pond has been posted "No Swimming."

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

Food Recalls: The Board of Health agents continue to monitor Food Recalls, informing retail food establishments and restaurants of recalls that might pertain to them.
Listed below are recommended websites for food safety information as well as food recalls on pet food: www.FDA.gov/safety/recall or www.fsis.usda.gov ; www.foodsafety.gov/recall

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

Communicable Disease Follow-up: One important aspect of our job is communicable disease follow-up. The state has established the Massachusetts Virtual Epidemiological Network (MAVEN), an online program for communicable disease surveillance and case management. The state uses the data for surveillance, to monitor outbreaks, and in some cases to issue recalls. Most of the cities and towns in the new regional group of Health Departments, the "Montachusett

Public Health Network" are having their communicable disease follow-up using MAVEN done by a public health nurse hired by the Network.

LANDFILL

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

Landfill Annual Receipts:

2000: $ 290,917.00	2005: $2,501,857.72	2010: $1,255,071.98
2001: $ 368,553.00	2006: $2,487,202.77	2011: $1,464,951.10
2002: $ 388.931.00	2007: $2,727,874.92	2012: $1,472,303.30
2003: $ 415,267.00	2008: $2,106,037.00	2013: $1,431,949.05
2004: $ 858,045.33	2009: $1,571,190.60	

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

Hazardous Waste Days: Waste management sponsors numerous regional Household Hazardous Waste days which residents could attend in either, Westminster, Fitchburg, Gardner, or Barre Landfills. These are held during June, October and November. Pre-registration is not required. See the Town website for lists of acceptable and non-acceptable items and for new up-coming dates in 2014.

Drug Take-Back Program: The Town is continuing a prescription drug take-back program. The Westminster Police Department has been active in conducting Take-Back programs sponsored by the Federal Drug Enforcement Agency. A Drug-Take-Back Box has been place inside the Police Station. Residents can deliver medications to the officer on duty at any time and the officer will deposit them into the box.

DROP-OFF CENTER

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

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

appliances like washing machines and dishwashers. Fees for items must be prepaid at the DPW office, 2 Oakmont Ave. prior to delivering them to the drop-off area.

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

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

Sharps: For the safe disposal of hypodermic needles, lancets etc at the landfill, it is recommended that people place all contaminated (used) needles and sharps items into a specific sharps container, supplied by the Drop-off center and return the box to the landfill for disposal, according to Massachusetts disposal regulations. There is no charge for the sharps containers or disposal for residents. The Board of Health has sharps containers available for seniors and others that do not use the Drop-off center.

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

Mercury Thermometer Exchange: The Board of Health continues to have digital thermometers available to exchange for mercury thermometers at no charge.

RABIES CLINIC

The Board of Health sponsored one Rabies Clinic this year, held at the Wachusett Animal Hospital and Pet Retreat, March 2 (the first Saturday in March, as has been the tradition). 12 cats and 45 dogs were vaccinated for rabies.

TOBACCO CONTROL ALLIANCE

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

The following is the 2013 summary of Alliance services:

Inspectional Staff:	Joan Hamlett/ Rick Saudelli/ Eric Jack
Tobacco Permits:	
Total Number of Tobacco Permits Issued:	7
Number of Store/Merchant Permits (inspected)	7
Number of Vending Machine Permits	0
Revenue brought in by Tobacco Permits @ $150 a piece	$1050.00

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

Youth Access:
Starting with July 2012, we are funded to conduct one Youth access inspection in addition to the inspections that are now being conducted by a federal inspection program. Review of the federal website shows that Westminster tobacco merchants were in compliance with all federal inspections conducted from Jan 2013-December 2013. We will continue conducting youth access checks based on any local complaints or as directed by DPH. We conducted one youth access inspection in all 7 retailers. There was 100% compliance with no sales of tobacco products to Minors.

Retailer Inspections:

Number of Inspections	1
Number of Store Inspections	7
Number of Violations	0
Number of Warnings	0
Number of Fines	0

(**100% Compliance with all inspections for the 2013 Year)**

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

Smoke-Free Workplace Law or Secondhand smoke Inspections:

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

*These inspections are conducted on a complaint basis. There were no complaints in 2013.

Other:

This year we have conducted an additional store visit to conduct a state mandated pricing survey. All Westminster merchants were within proper pricing protocols.

*** *** *** *** *** *** *** *** ***

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

Respectfully submitted, **WESTMINSTER BOARD OF HEALTH**

Members: Peter Munro, Acting Chair
Edward Simoncini
Andrea Crete

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

REPORT OF THE TOWN ACCOUNTANT

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

In fiscal year 2013 the Town Accountant oversaw financial transactions of $24,911,945.86 in revenue and receipts and $24,703,962.81 in expenditures, for a combined total of transactions in the amount of $49,615,908.67.

The following financial statements are included in this report:

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

Helpful information for understanding the financial statements reported.

Definitions

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

Respectfully submitted,

Julie M. Costello, CPA
Accounting Consultant

Description	Account#	Balance 6/30/2013
BS Balance Sheet		
Petty Cash	1020	100.00
Treasurer's Cash Drawer	1021	100.00
Invested Cash	1040-95	2,640,714.88
Real Estate Taxes Receivable, 2013	1220-13	385,100.46
Personal Property Taxes Receivable 2013	1210-13	10,726.08
Personal Property Taxes Receivable 2012	1210-12	5,844.64
Personal Property Taxes Receivable 2011	1210-11	1,036.08
Personal Property Taxes Receivable 2010	1210-10	673.52
Tax Liens Receivable	1240-00	524,237.15
Deferred Real Estate Taxes Receivable	1253-00	44,848.05
Roll Back Taxes Receivable	1255-00	4,056.00
Motor Vehicle Excise Receivable 2013	1260-13	36,923.98
Motor Vehicle Excise Receivable 2012	1260-12	12,187.91
Motor Vehicle Excise Receivable 2011	1260-11	5,887.02
Motor Vehicle Excise Receivable 2010	1260-10	3,273.67
Motor Vehicle Excise Receivable 2009	1260-09	2,371.67
Motor Vehicle Excise Receivable 2008	1260-08	3,128.36
Motor Vehicle Excise Receivable 2007	1260-07	3,029.60
Motor Vehicle Excise Receivable 2006	1260-06	2,723.97
Tax Foreclosures	1880-00	1,382.39
TOTAL ASSET		**3,688,345.43**
Allow. For Abatements & Exemptions 2013	1230-13	337,937.39
Allow. For Abatements & Exemptions 2012	1230-12	303,902.27
Allow. For Abatements & Exemptions 2011	1230-11	106,452.75
Allow. For Abatements & Exemptions 2010	1230-10	192,712.14
Allow. For Abatements & Exemptions 2009	1230-09	15,900.48
Warrants Payable	2010-00	100,724.86
Tufts Medicare Supplement	2150-00	886.94
Insurance Withholdings Payable-HMO Blue	2151-00	(7,136.52)
Insurance Withholdings Payable-Blue Ch	2152-00	(570.68)
Insurance WH Payable Medicare	2153-00	550.50
Colonial Insurance WH Payable	2155-00	(838.99)
Insurance Withholdings Payable-Medex	2156-00	(1,484.17)
Insurance Withholdings Payable-Delta D	2158-00	351.00
Insurance Withholdings Payable-AFLAC	2159-00	175.43
TASC Flex Spending	2160-00	870.68
Union Dues WH Payable-Police	2170-00	484.00
Court Judgements Withholdings Payable	2192-00	(280.00)
Abandoned Property and Unclaimed Items	2520-00	2,254.75
Deferred Revenue-Real & Pers. Prop. Taxes	2610-00	(553,524.25)
Deferred Revenue Tax Liens	2622-00	524,237.15
Deferred Revenue Tax Foreclosures	2623-00	1,382.39
Deferred Revenue Def. Real Estate Taxes	2624-00	44,848.05
Deferred Revenue Roll Back Taxes	2625-00	4,056.00
Deferred Revenue Tax Possessions	2626-00	

Deferred Revenue Motor Vehicle	2630-00	69,526.18
TOTAL LIABILITY		**1,143,418.35**
Fund Balance Reserved For Encumbrances	3211-00	16,080.97
Fund Balance Reserved For Expenditures	3240-00	357,372.00
Fund Balance Reserved For Articles	3241-00	463,506.42
Fund Balance Reserved For Petty Cash	3250-00	200.00
Fund Balance Reserved For Special Purposes	3280-00	759.73
Undesignated Fund Balance	3590-00	1,707,007.96
TOTAL FUND BALANCE		**2,544,927.08**
TOTAL LIABILITY AND FUND EQUITY		**3,688,345.43**

Description	Account#	Balance 6/30/2013
BS Balance Sheet		
Invested Cash	23-1040	49,305.38
TOTAL ASSET		**49,305.38**
Highway Anticipation Notes Payable	23-2730	165,992.33
TOTAL LIABILITY		**165,992.33**
Fund Balance Designated for State Chapter 90	23-3590	(116,686.95)
TOTAL LIABILITY AND FUND EQUITY		**49,305.38**

Description	Account#	Balance 6/30/2013
BS Balance Sheet		
Invested Cash	24-1040	829,985.81
Departmental Receivable Fire	24-1341	285,603.91
TOTAL ASSET		**1,115,589.72**
Warrants Payable	24-2010	1,252.45
Deferred Revenue Departmental	24-2654	285,603.91
TOTAL LIABILITY		**286,856.36**
250th Anniversary	122-501	24,804.85
Selectman Cable Access	122-502	43,810.17
Insurance Recovery > $20,000	122-503	59,653.40
Agricultural Commission 53E1/2	122-884	4,948.18
Insurance Recovery	123-503	2,122.35
Conservation Commission/Wetlands	171-505	15,895.10
Town Earth Day Fund	171-506	890.82
Planning Board 53G Consultants	175-507	36,122.32
Zoning Board 53G Consultants	176-508	4,219.79
Clean Energy	192-621	890.84
Simplex Donation	210-532	750.00
EMS Equipment	220-510	114.00
Fire Haz Mat 53E1/2	220-512	280.00
Fire Donation	220-513	22,952.38
Ambulance Revolving	220-514	549,804.95
Emergency Management Donation	220-530	220.00
Simplex Donation	220-531	750.00
Recycling Committee	433-516	14,111.03
Cemetery Hearse House	491-517	697.24
Cemetery Sale of Lots	491-518	12,705.00
Cemetery Urn Garden Gift	491-519	305.00
Cemetery Gift	491-520	1,070.00
Flu Clinics 53E1/2	510-885	7,738.18
BOH 53G Consultants	510-886	0.09
Council On Aging Gift	541-521	3,287.29
Library Building & Renovation	610-522	190.60
Library Preservation	610-523	118.44
Altobelli Memorial	610-524	7,071.30
Aalto/Salo Memorial	610-525	2,821.32
Library Endowment	610-526	4,896.36
Library Gift	610-527	3,327.36
Historical Comm. Gift	691-528	2,165.00
TOTAL FUND BALANCE		**828,733.36**
TOTAL LIABILITY AND FUND EQUITY		**1,115,589.72**

Description	Account#	Balance 6/30/2013
BS Balance Sheet		
Invested Cash	25-1040	(688.02)
TOTAL ASSET		**(688.02)**
Police Traffic Enforcement	210-620	(688.02)
TOTAL FUND BALANCE		**(688.02)**
TOTAL LIABILITY AND FUND EQUITY		**(688.02)**

Description	Account#	Balance 6/30/2013
BS Balance Sheet		
Invested Cash	26-1040	34,115.82
TOTAL ASSET		**34,115.82**
Warrants Payable	26-2010	5,692.79
TOTAL LIABILITY		**5,692.79**
Cultural Council	123-601	5,207.19
MIIA	123-622	25.20
MSPHB Old Town Hall	123-691	13.95
Extended Polling Hours	164-602	1,525.00
Police Bullet Proof Vests	210-603	6,338.70
Governor's Highway Safety	210-604	(728.78)
State 911 PSAP	210-618	(2,207.04)
911 Support/Incentive	210-630	(20,974.28)
Fire S.A.F.E.	220-606	5,662.57
Arson Reward	220-623	1,500.00
Ambulance Task Force	231-607	842.93
10-19/WCG	422-658	(2,538.10)
Home Compost Bins	433-608	206.37
Board of Health PHER	510-659	101.10
Library State Aid	610-611	31,843.22
Library Documentary	610-612	1,605.00
TOTAL FUND BALANCE		**28,423.03**
TOTAL LIABILITY AND FUND EQUITY		**34,115.82**

Description	Account#	Balance 6/30/2013
BS Balance Sheet		
Invested Cash	27-1040	1,128,862.18
Sewer Usage Receivable 2013	27-1310	157,672.72
Sewer Services Receivable	27-1320	473.10
Sewer Liens Added to Taxes 2013	27-1330	9,276.23
2013 Committed Interest	27-1430	941.90
2013 Sewer Betterments Apportioned	27-1445	2,175.33
Apportioned Sewer Betterments Not Yet Due	27-1450	357,526.90
Amounts To Be Provided Bond Payments	27-1996	1,400,000.00
TOTAL ASSET		**3,056,928.36**
Warrants Payable	27-2010	71,146.50
Deferred Revenue Sewer User Charges	27-2650	157,672.72
Deferred Revenue Other Service	27-2652	473.10
Deferred Revenue Sewer Liens	27-2653	9,276.23
Deferred Revenue Apportioned	27-2663	359,702.23
Deferred Revenue Committed Interest	27-2664	941.90
Sewer Construction/Outside Debt	27-2946	1,400,000.00
TOTAL LIABILITY		**1,999,212.68**
Retained Earnings-Unreserved	27-3190	386,590.39
Fund Balance Reserved For Encumbrances	27-3211	381.78
Fund Balance Reserved for Expenditures	27-3240	167,500.00
Fund Balance Reserved for Articles	27-3241	1,509.00
Fund Balance Reserved Debt Betterment	27-3576	398,024.00
Fund Balance Reserved Capital Projects	27-3577	99,117.49
Fund Balance Inflow/Infiltration	27-466	4,593.02
TOTAL FUND BALANCE		**1,057,715.68**
TOTAL LIABILITY AND FUND BALANCE		**3,056,928.36**

Description	Account#	Balance 6/30/2013
BS Balance Sheet		
Invested Cash	28-1040	761,922.98
Water Usage Receivable 2013	28-1310	97,785.97
Water Usage Receivable 2012	28-1310	11,854.44
Water Usage Receivable 2006	28-1310	12,223.65
Water Services Receivable	28-1320	663.86
Water Liens Added to Taxes 2013	28-1330	7,369.52
Water Receipts Reserved	28-1360	50.00
Lien Interest Receivable	28-1430	2,316.63
TOTAL ASSET		**894,187.05**
Warrants Payable	28-2010	5,518.21
Deferred Revenue Water User Charges	28-2650	121,864.06
Deferred Revenue Other Service	28-2652	713.86
Deferred Revenue Water Liens	28-2653	7,369.52
Deferred Revenue Lien Interest	28-2664	2,316.63
TOTAL LIABILITY		**137,782.28**
Retained Earnings-Unreserved	28-3190	730,199.95
Fund Balance Reserved for Expenditures	28-3240	17,500.00
Fund Balance Reserved for Articles	28-3241	8,704.82
TOTAL FUND BALANCE		**756,404.77**
TOTAL LIABILITY AND FUND EQUITY		**894,187.05**

Description	Account#	Balance 6/30/2013
BS Balance Sheet		
Invested Cash	31-8-1040	1,281,525.51
TOTAL ASSET		**1,281,525.51**
Warrants Payable	31-8-2010	2,229.85
Bond Anticipation Notes Payable	31-8-2720	1,541,159.30
TOTAL LIABILITY		**1,543,389.15**
South St. Main	30-450	(156,513.78)
Senior Center Design	31-123	(43,028.16)
New Ambulance	31-231	1,963.12
Water Main Replacements	31-450	(32,010.41)
Land Acquisition	32-123	6,214.43
Land Acquisition	34-123	26,344.13
Wastewater Treatment Plan	35-450	127,403.44
New Town Hall	36-192	38,939.82
Library Renovation	37-610	(88,578.05)
Forest Legacy	38-123	(42,229.95)
South St. Recon	39-123	(100,368.23)
TOTAL FUND BALANCES		**(261,863.64)**
TOTAL LIABILITY AND FUND BALANCES		**1,281,525.51**

Description	Account#	Balance 6/30/2013
BS Balance Sheet		
Invested Cash	40-1040	439,252.68
TOTAL ASSET		**439,252.68**
Warrants Payable	40-2010	89.95
TOTAL LIABILITY		**89.95**
Retained Earnings Unreserved	40-3190	439,162.73
TOTAL FUND BALANCE		**439,162.73**
TOTAL LIABILITY AND FUND EQUITY		**439,252.68**

Description	Account#	Balance 6/30/2013
BS Balance Sheet		
Invested Cash	81-1040	395,439.13
TOTAL ASSET		**395,439.13**
Forbush Worthy Poor Fund	123-801	23,177.66
Fred Smith Poor Fund	123-802	48,743.45
Charles F. Giles Fund	123-803	33,529.41
Westminster Grange Farmer's	123-804	566.89
Elizabeth Rose Fund	491-841	64,079.70
D.W. Sanders Fund	491-842	2,000.00
Florence B. Rice Fund	491-843	300.00
J.R. Barrell Fund	491-844	150.00
Laurie F. Dobb Fund	491-845	1,000.00
M.A. Creed Fund	491-846	1,000.00
Cemetery Perpetual Care	491-847	174,593.48
Sarah M. Barnes Fund	610-861	200.00
M.A. Farnsworth Fund	610-862	525.00
Graham Fund	610-863	3,944.28
Bigelow Child Books Fund	610-864	2,000.00
Agnes M. Bigelow Fund	610-865	1,010.63
Otto & Hild Huusari Fund	610-866	10,000.00
Lucy Childs Fund	610-867	150.00
Preston Ellis Fund	610-868	500.00
Fred S. Whitman Fund	610-869	300.00
Adelaide W. Berry Fund	610-870	100.00
Minnie F. Dexter Fund	610-871	1,000.00
A.R. Hager Fund	610-872	600.00
C.A. Forbush Fund	610-873	500.00
M.D. Haws Fund	610-874	1,000.00
Westminster Fund	610-875	1,800.00
D.W. Sanders Fund	610-876	2,000.00
Joseph W. Forbush Fund	610-877	1,500.00
Charles Wyman Fund	610-878	6,000.00
Universalist Society	610-879	200.00
George A. Miller Fund	610-880	1,901.16
Henrietta Gates Fund	610-881	1,067.47
Mossman Memorial Fund	610-882	10,000.00
TOTAL FUND BALANCE		**395,439.13**
TOTAL LIABILITY AND FUND EQUITY		**395,439.13**

Description	Account#	Balance 6/30/2013
BS Balance Sheet		
Invested Cash	82-1040	3,360,739.63
TOTAL ASSET		**3,360,739.63**
Forbush Worthy Poor Fund	123-801	57,558.16
Fred Smith Poor Fund	123-802	69,557.82
Charles F. Giles Fund	123-803	91,404.69
Westminster Grange Farmer's	123-804	2,766.29
Upton School Fund	147-812	2,032.25
Stabilization-General	147-815	1,012,096.59
Stabilization-Repair and Maintenance Buildings	147-816	498,835.13
Stabilization-Capital Equipment	147-817	893,238.76
Stabilization-Info Tech	147-818	235,480.19
Stabilization-OPEB	147-819	189,355.56
Stabilization-Road Maintenance	147-820	189,355.56
Conservation Fund	171-821	9,880.85
Aina E. Stein Conservation Fund	171-822	2,454.30
Police L.E. Trust	210-831	27,599.95
Elizabeth Rose Fund	491-841	25,112.25
D.W. Sanders Fund	491-842	1,545.70
Florence B. Rice Fund	491-843	226.04
J.R. Barrell Fund	491-844	2,701.49
Laurie F. Dobb Fund	491-845	702.16
M.A. Creed Fund	491-846	1,114.19
Cemetery Perpetual Care	491-847	21,141.68
Sarah M. Barnes Fund	610-861	17.95
M.A. Farnsworth Fund	610-862	463.92
Graham Fund	610-863	1,999.42
Bigelow Child Books Fund	610-864	336.50
Agnes M. Bigelow Fund	610-865	92.14
Otto & Hild Huusari Fund	610-866	16,433.85
Lucy Childs Fund	610-867	132.50
Preston Ellis Fund	610-868	387.52
Fred S. Whitman Fund	610-869	72.18
Adelaide W. Berry Fund	610-870	10.21
Minnie F. Dexter Fund	610-871	91.46
A.R. Hager Fund	610-872	323.28
C.A. Forbush Fund	610-873	164.80
M.D. Haws Fund	610-874	89.74
Westminster Fund	610-875	473.36
D.W. Sanders Fund	610-876	488.69
Joseph W. Forbush Fund	610-877	1,104.87
Charles Wyman Fund	610-878	1,505.86
Universalist Society	610-879	56.31
George A. Miller Fund	610-880	449.28
Henrietta Gates Fund	610-881	253.16
Mossman Memorial Fund	610-882	1,633.02
TOTAL FUND BALANCE		**3,360,739.63**

Description	Account#	Balance 6/30/2013
BS Balance Sheet		
Invested Cash	83-1040	443,201.68
TOTAL ASSET		**443,201.68**
Warrants Payable	83-2010	2,778.75
Holmes Park Water District	83-2556	101.59
Leino Park Water District	83-2556	620.00
Board of Selectmen Cash Performance Dep.	122-2550	53,655.15
South Street Takings	147-2552	400.07
Planning Board Cash Performance Deposits	175-2550	398,716.26
Police Detail	210-2553	(16,429.49)
Fire Detail	220-2555	3,359.35
TOTAL LIABILITY		**443,201.68**
TOTAL LIABILITY AND FUND EQUITY		**443,201.68**

Description	Account#	Balance 6/30/2013
BS Balance Sheet		
Amounts to be Provided for Payment of Bond	116-1996	1,765,686.00
TOTAL ASSET		**1,765,686.00**
Wastewater Plan-WPAT	90-2959	110,686.00
New Town Hall	90-2960	1,480,000.00
Crocker Pond Land	90-2961	175,000.00
TOTAL LIABILITY		**1,765,686.00**
TOTAL LIABILITY AND FUND EQUITY		**1,765,686.00**

TOWN OF WESTMINSTER
SCHEDULE OF DEBT OUTSTANDING
ISSUED AND RETIRED FOR THE FISCAL YEAR 2013

Issue Date	Due Date	Purpose	Interest Rate	Debt Limit	Outstanding 7/1/12	Issued/ Renewed	Retired	Principal Paydown in FY 2013	Outstanding 6/30/13	Interest Paid FY 2013
		State Grant Anticipation Notes:								
05/25/12	11/02/12	Highway State Aid-CH 90	0.50%	I	124,500.00	0.00	124,500.00	124,500.00	0.00	306.99
06/14/13	12/13/13	Highway State Aid-CH 90	0.55%	I	0.00	165,992.33	0.00	0.00	165,992.33	0.00
		Sub-total			124,500.00	165,992.33	124,500.00	124,500.00	165,992.33	306.99
		Bond Anticipation Notes:								
01/11/13	01/10/14	Library Repair/Renovation	0.49%	I	196,000.00	98,000.00	196,000.00	98,000.00	98,000.00	1,559.29
05/24/13	05/23/14	Land Acquisition/Forest Legacy	0.45%	I	94,319.30	47,159.30	94,319.30	47,160.00	47,159.30	470.29
03/22/13	03/21/14	South Street Redesign	0.55%	I	350,000.00	262,500.00	350,000.00	87,500.00	262,500.00	2,100.00
06/14/13	06/13/14	South Street Water Main Rep	0.59%	I	500,000.00	400,000.00	500,000.00	100,000.00	400,000.00	2,742.36
02/06/13	02/06/14	Senior Center Design	0.49%	I	0.00	133,500.00	0.00	0.00	133,500.00	0.00
02/06/13	02/06/14	Water Main Replacements	0.49%	I	0.00	600,000.00	0.00	0.00	600,000.00	0.00
		Sub-total			1,140,319.30	1,541,159.30	1,140,319.30	332,660.00	1,541,159.30	6,871.94
		Sub-total Short Term Debt			**1,264,819.30**	**1,707,151.63**	**1,264,819.30**	**457,160.00**	**1,707,151.63**	**7,178.93**
		General Obligation Bonds:								
04/15/04	04/15/19	Sewer Extension	3.75%	I	1,635,000.00	0.00	235,000.00	235,000.00	1,400,000.00	65,801.25
05/01/07	05/01/17	Town Hall	3.78%	I	1,850,000.00	0.00	370,000.00	370,000.00	1,480,000.00	81,400.00
05/01/07	05/01/14	Crocker Pond	3.61%	I	350,000.00	0.00	175,000.00	175,000.00	175,000.00	15,750.00
		Sub-total			3,835,000.00	0.00	780,000.00	780,000.00	3,055,000.00	162,951.25
11/16/05	08/01/20	**Water Pollution Abatement Trust:**								
		Wastewater Management Plan	0.825%	I	146,130.00	0.00	35,444.00	35,444.00	110,686.00	2,760.77
		Sub-total Long Term Debt			**3,981,130.00**	**0.00**	**815,444.00**	**815,444.00**	**3,165,686.00**	**165,712.02**
		TOTAL ALL DEBT ISSUED			**5,245,949.30**	**1,707,151.63**	**2,080,263.30**	**1,272,604.00**	**4,872,837.63**	**172,890.95**

AUTHORIZED AND UNISSUED DEBT

Date of Vote	Article #	Purpose		Amount Authorized	Issued	Retired	Outstanding 6/30/13
5/5/12	33	Fire Engine and Equipment	I	550,000.00	0.00	0.00	550,000.00
11/29/12	9	Senior Center Construction		2,500,000.00	0.00	0.00	2,500,000.00
		TOTAL DEBT AUTHORIZED AND UNISSUED		**3,050,000.00**	**0.00**	**0.00**	**3,050,000.00**

* Septic Management voted at ATM 5/13 not listed above

Town of Westminster
Appropriation/Expenditure Report
Fiscal Year 2013

Appropriation Accounts

General Fund

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
Moderator				
Personal Services	$ -	$ -	$ -	
Subtotal - Moderator	$ -	$ -	$ -	
Board of Selectmen				
Personal Services	$ 4,000.00	$ -	$ 4,000.00	*
Expenses	$ 31,000.00	$ 30,583.75	$ 416.25	*
Lease Copiers	$ 776.97	$ 776.97	$ -	
Permanent Easement - Art. #10	$ 10,000.00	$ 8,215.00	$ 1,785.00	
Subtotal - Selectmen	$ 45,776.97	$ 39,575.72	$ 6,201.25	
Town Administration				
Supplemental Utilities	$ 26,896.70	$ 842.47	$ 26,054.23	*
South Street Damages/Morris	$ 85,000.00	$ -	$ 85,000.00	
Senior Center - Art. #7	$ 66,500.00	$ 66,500.00	$ -	
Air Conditioner - Art. #4	$ 558.50	$ -	$ 558.50	*
Auto Door - Art. #5	$ 82.00	$ -	$ 82.00	*
Senior Center - Art. #7	$ 99.20	$ -	$ 99.20	*
Subtotal - Town Administration	$ 179,136.40	$ 67,342.47	$ 111,793.93	
Town Coordinator				
Personal Services	$ 116,110.00	$ 115,975.40	$ 134.60	*
Expenses	$ 1,650.00	$ 1,604.82	$ 45.18	*
Mapping Services	$ 10,000.00	$ -	$ 10,000.00	
Subtotal - Coordinator	$ 127,760.00	$ 117,580.22	$ 10,179.78	
Advisory Board				
Expenses	$ 3,185.00	$ 1,621.55	$ 1,563.45	
Subtotal - Advisory Board	$ 3,185.00	$ 1,621.55	$ 1,563.45	*
Reserve Fund				
Transfers (Memo)	$ 17,800.60	$ -	$ 17,800.60	*
Town Accountant				
Personal Services	$ 72,378.00	$ 70,950.95	$ 1,427.05	
Expenses	$ 21,390.00	$ 20,848.74	$ 541.26	
Encumbrance	$ 5,000.00	$ 5,000.00	$ -	
Subtotal - Accountant	$ 98,768.00	$ 96,799.69	$ 1,968.31	*
Board of Assessors				
Personal Services	$ 46,894.00	$ 45,233.05	$ 1,660.95	
Expenses	$ 17,450.00	$ 12,242.68	$ 5,207.32	
Subtotal - Assessors	$ 64,344.00	$ 57,475.73	$ 6,868.27	*
Revaluation				
Revaluation Consultant - Art.#15	$ 5,212.90	$ 5,212.90	$ -	
Revaluation Consultant - Art.#14	$ 50,000.00	$ 39,519.10	$ 10,480.90	
Subtotal - Revaluation	$ 55,212.90	$ 44,732.00	$ 10,480.90	
Town Treasurer/Collector				
Personal Services	$ 102,055.00	$ 101,256.00	$ 799.00	
Expenses	$ 9,521.00	$ 8,328.96	$ 1,192.04	
Subtotal - Treasurer/Collector	$ 111,576.00	$ 109,584.96	$ 1,991.04	*
Legal				
Expenses	$ 77,000.00	$ 76,792.66	$ 207.34	
Subtotal - Legal	$ 77,000.00	$ 76,792.66	$ 207.34	*

Town of Westminster
Appropriation/Expenditure Report
Fiscal Year 2013

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
Personnel Administration				
Personal Services	$ 53,029.00	$ 51,468.19	$ 1,560.81	
Expenses	$ 6,250.00	$ 5,881.79	$ 368.21	
Subtotal - Personnel	$ 59,279.00	$ 57,349.98	$ 1,929.02	*
Data Processing				
Expenses	$ 63,900.00	$ 61,262.33	$ 2,637.67	
Subtotal - Data Processing	$ 63,900.00	$ 61,262.33	$ 2,637.67	*
Tax Title Foreclosure				
Tax Title Foreclosures - Art.#14	$ 6,775.82	$ 6,775.82	$ -	
Tax Title Foreclosures - Art.#14	$ 5,000.00	$ 304.32	$ 4,695.68	
Subtotal - Tax Title Foreclosure	$ 11,775.82	$ 7,080.14	$ 4,695.68	
Town Clerk				
Personal Services	$ 78,084.00	$ 76,766.37	$ 1,317.63	
Expenses	$ 6,774.40	$ 6,753.19	$ 21.21	
Encumbrance	$ 975.00	$ 972.29	$ 2.71	
Subtotal - Town Clerk	$ 85,833.40	$ 84,491.85	$ 1,341.55	*
Elections & Registration				
Personal Services	$ 7,912.00	$ 7,279.38	$ 632.62	
Expenses	$ 12,930.00	$ 10,470.82	$ 2,459.18	
Subtotal - Election & Registration	$ 20,842.00	$ 17,750.20	$ 3,091.80	*
Conservation Commission				
Personal Services	$ 19,407.00	$ 15,553.07	$ 3,853.93	
Expenses	$ 1,250.00	$ 656.23	$ 593.77	
Subtotal - Conservation Commission	$ 20,657.00	$ 16,209.30	$ 4,447.70	*
Town Planner				
Personal Services	$ 61,681.00	$ 61,681.00	$ -	*
Expenses	$ 2,170.44	$ 1,713.87	$ 456.57	*
Master Plan - Art. #17	$ 6,000.00	$ 3,014.55	$ 2,985.45	
Layover Noise Study- Art. #3	$ 10,000.00	$ 3,400.00	$ 6,600.00	
Subtotal - Town Planner	$ 79,851.44	$ 69,809.42	$ 10,042.02	
Planning Board				
Expenses	$ 979.56	$ 979.56	$ -	
Subtotal - Planning Board	$ 979.56	$ 979.56	$ -	
Zoning Board of Appeals				
Personal Services	$ 1,600.00	$ 399.42	$ 1,200.58	
Expenses	$ 500.00	$ 50.00	$ 450.00	
Subtotal - Zoning Board	$ 2,100.00	$ 449.42	$ 1,650.58	*
Public Buildings & Properties Maintenance				
Personal Services	$ 90,149.00	$ 85,887.56	$ 4,261.44	*
Expenses	$ 218,550.00	$ 188,631.17	$ 29,918.83	*
Encumbrances	$ 2,509.25	$ 2,509.25	$ -	
Computer Updates - Art. #21	$ 1,264.50	$ 1,264.50	$ -	
Telephone Service Upgrade - Art. #31	$ 35,000.00	$ -	$ 35,000.00	
Computer Updates - Art. #32	$ 24,953.29	$ 21,986.03	$ 2,967.26	
Computer Mail Servers - Art. #34	$ 25,000.00	$ 20,920.59	$ 4,079.41	
Computer Updates - Art. #35	$ 30,000.00	$ -	$ 30,000.00	
Generator Town Hall - Art. #40	$ 50,000.00	$ -	$ 50,000.00	
Old Town Hall - Art. #1	$ 2,000.00	$ 2,000.00	$ -	
Subtotal - Public Buildings & Prop. Maint.	$ 479,426.04	$ 323,199.10	$ 156,226.94	
Printing Of Town Reports				
Expenses	$ 2,500.00	$ 1,373.71	$ 1,126.29	
Subtotal - Printing of Town Reports	$ 2,500.00	$ 1,373.71	$ 1,126.29	*

Town of Westminster
Appropriation/Expenditure Report
Fiscal Year 2013

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
Crocker Pond				
Personal Services	$ 12,800.00	$ 12,740.47	$ 59.53	
Expenses	$ 10,350.00	$ 4,619.75	$ 5,730.25	
Encumbrance	$ 200.00	$ 27.30	$ 172.70	
Subtotal Crocker Pond	$ 23,350.00	$ 17,387.52	$ 5,962.48	*
Police/Dispatch Department				
Personal Services	$ 1,356,780.00	$ 1,317,980.17	$ 38,799.83	*
Expenses	$ 237,978.00	$ 215,855.69	$ 22,122.31	*
Encumbrance	$ 5,221.52	$ 5,048.42	$ 173.10	*
Overhead Door - Art. #20	$ 91.00	$ -	$ 91.00	*
Handguns - Art. #20	$ 13,600.00	$ 13,083.75	$ 516.25	
Cruiser/Related Equip - Art. #22	$ 2,659.75	$ 2,659.75	$ -	
External Defibs - Art. #24	$ 2,537.14	$ -	$ 2,537.14	
Police Cruiser - Art. #27	$ 36,565.00	$ 32,438.83	$ 4,126.17	
Mobile Radios - Art. #28	$ 6,648.98	$ 5,422.00	$ 1,226.98	
Digital Recorders - Art. #29	$ 5,616.09	$ -	$ 5,616.09	
Police Cruiser - Art. #31	$ 34,000.00	$ 8,613.60	$ 25,386.40	*
Subtotal - Police/Dispatch Dept.	$ 1,701,697.48	$ 1,601,102.21	$ 100,595.27	
Fire Department				
Personal Services	$ 789,609.00	$ 716,892.60	$ 72,716.40	*
Expenses	$ 106,882.00	$ 104,002.98	$ 2,879.02	*
Encumbrance	$ 5,081.56	$ 5,081.56	$ -	
Call Firefighters - Art. #16	$ 4,473.95	$ 3,501.93	$ 972.02	
Refurbish - Art.#18	$ 4,000.00	$ 4,000.00	$ -	
Refurbish Engine 4 - Art.#24	$ 1,914.00	$ 31.39	$ 1,882.61	*
Rescue 1 Refurb/Repair - Art. #25	$ 3,354.62	$ -	$ 3,354.62	*
Utility Vehicle - Art. #32	$ 40,000.00	$ 35,072.32	$ 4,927.68	
LED Lights - Art. #5	$ 339.46	$ -	$ 339.46	
Subtotal - Fire Dept.	$ 955,654.59	$ 868,582.78	$ 87,071.81	
Ambulance Service				
Personal Services	$ 115,883.00	$ 67,859.65	$ 48,023.35	**
Expenses	$ 80,065.00	$ 74,937.31	$ 5,127.69	**
Encumbrance	$ 3,230.59	$ 3,230.59	$ -	
New Ambulance - Art. #30	$ 5,365.25	$ -	$ 5,365.25	
Patient Care - Art. #6	$ 25,000.00	$ -	$ 25,000.00	
Patient Care - Art. #7	$ 10,000.00	$ -	$ 10,000.00	
Subtotal - Ambulance Service	$ 239,543.84	$ 146,027.55	$ 93,516.29	
Building Department				
Personal Services	$ 123,473.00	$ 109,889.75	$ 13,583.25	
Expenses	$ 12,950.00	$ 9,319.25	$ 3,630.75	
Encumbrance	$ 167.05	$ 167.05	$ -	
Subtotal - Building Dept.	$ 136,590.05	$ 119,376.05	$ 17,214.00	*
Animal Control				
Personal Services	$ 18,732.00	$ 11,700.00	$ 7,032.00	
Expenses	$ 16,473.00	$ 10,180.88	$ 6,292.12	
Subtotal - Animal Control	$ 35,205.00	$ 21,880.88	$ 13,324.12	*
Tree Warden				
Expenses	$ 15,600.00	$ 15,600.00	$ -	
Subtotal - Tree Warden	$ 15,600.00	$ 15,600.00	$ -	*
Emergency Planning				
Personal Services	$ 1,000.00	$ -	$ 1,000.00	*
Expenses	$ 12,770.00	$ 11,287.71	$ 1,482.29	*
Reverse 911 - Art. #1	$ 2,500.00	$ -	$ 2,500.00	*
Subtotal - Emergency Planning	$ 16,270.00	$ 11,287.71	$ 4,982.29	

Town of Westminster
Appropriation/Expenditure Report
Fiscal Year 2013

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
Regional School District				
K-12 Assessment	$ 9,000,380.00	$ 9,000,379.00	$ 1.00	*
Vocational School Assessment	$ 528,202.00	$ 528,202.00	$ -	
Turf Field Groomer - Art. #28	$ 7,111.00	$ 6,837.50	$ 273.50	*
Elevator/Overlook - Art. #28	$ 5,170.00	$ 3,939.54	$ 1,230.46	*
Servers Switches Oakmont - Art. #28	$ 9,299.00	$ 7,116.51	$ 2,182.49	*
Boiler Meetinghouse - Art. #29	$ 15,000.00	$ -	$ 15,000.00	*
HVAC/WES - Art. #29	$ 15,000.00	$ 12,180.05	$ 2,819.95	*
Turf/Oakmont - Art #33	$ 18,657.00	$ 18,657.00	$ -	
Grade 8 Lockers - Art. #33	$ 15,225.00	$ 15,174.25	$ 50.75	
Overlook Roof - Art. #33	$ 3,806.00	$ -	$ 3,806.00	
Generator Meetinghouse - Art. #34	$ 36,000.00	$ -	$ 36,000.00	
Freeze Stats Meetinghouse - Art. #34	$ 6,500.00	$ -	$ 6,500.00	
Overlook/Floor Scrub - Art. #36	$ 7,325.00	$ 7,160.15	$ 164.85	
Oakmont HVAC - Art. #37	$ 12,207.00	$ -	$ 12,207.00	
Oakmont Paving - Art. #38	$ 16,646.00	$ 13,364.82	$ 3,281.18	
Sill Repair - Art. #8	$ 31,500.00	$ 25,126.20	$ 6,373.80	
Subtotal - Regional School District	$ 9,728,028.00	$ 9,638,137.02	$ 89,890.98	
Highway Administration				
Personal Services	$ 246,869.00	$ 246,587.79	$ 281.21	
Subtotal - Highway Administration	$ 246,869.00	$ 246,587.79	$ 281.21	*
Highway Department				
Personal Services	$ 497,578.00	$ 486,434.54	$ 11,143.46	*
Expenses	$ 246,050.00	$ 245,560.02	$ 489.98	*
Encumbrance	$ 845.17	$ 845.17	$ -	
Oil and Seal Roads - Art. #21	$ 7,637.13	$ 7,637.13	$ -	
Shingle Roof Garage - Art. #22	$ 20,000.00	$ -	$ 20,000.00	
Oil and Seal Roads - Art. #24	$ 400,000.00	$ 399,931.27	$ 68.73	
Fuel Pump - Art. #24	$ 30,000.00	$ 16,448.46	$ 13,551.54	
Wheel Dump Truck - Art. #25	$ 175,500.00	$ 171,806.50	$ 3,693.50	
Trench Safety Equipment - Art. #26	$ 1,102.00	$ -	$ 1,102.00	
Truck Lift - Art. #26	$ 25,000.00	$ 23,936.67	$ 1,063.33	
Exhaust System - Art. #27	$ 45,000.00	$ -	$ 45,000.00	
Subtotal - Highway Dept.	$ 1,448,712.30	$ 1,352,599.76	$ 96,112.54	
Snow & Ice Removal				
Personal Services	$ 52,000.00	$ 52,000.00	$ -	
Expenses	$ 298,100.00	$ 298,100.00	$ -	
Ice and Snow Expenses - Art. #1	$ 37,059.69	$ 37,059.69	$ -	
Ice and Snow Expenses - Art. #1	$ 28,037.61	$ 28,037.61	$ -	
Subtotal - Snow & Ice Removal	$ 415,197.30	$ 415,197.30	$ -	
Street Lighting				
Expenses	$ 22,000.00	$ 20,594.05	$ 1,405.95	
Subtotal - Street Lighting	$ 22,000.00	$ 20,594.05	$ 1,405.95	*
Cemetery Department				
Personal Services	$ 89,374.00	$ 76,127.79	$ 13,246.21	*
Expenses	$ 10,890.00	$ 6,635.56	$ 4,254.44	*
Encumbrance	$ 50.15	$ 50.15	$ -	
Columbarium - Art. #7	$ 728.00	$ -	$ 728.00	
Subtotal - Cemetery Dept.	$ 101,042.15	$ 82,813.50	$ 18,228.65	
Health Department				
Personal Services	$ 106,715.00	$ 106,281.28	$ 433.72	
Expenses	$ 6,630.00	$ 5,629.88	$ 1,000.12	
Subtotal - Health Dept.	$ 113,345.00	$ 111,911.16	$ 1,433.84	*

Town of Westminster
Appropriation/Expenditure Report
Fiscal Year 2013

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
Council On Aging				
Personal Services	$ 24,685.00	$ 20,882.74	$ 3,802.26	
Expenses	$ 12,050.00	$ 7,297.34	$ 4,752.66	
Encumbrance	$ 14.93	$ 14.93	$ -	
Subtotal - Council on Aging	$ 36,749.93	$ 28,195.01	$ 8,554.92	*
MART (Other Special Programs)				
Personal Services	$ 69,742.00	$ 69,760.52	$ (18.52)	
Expenses	$ 12,250.00	$ 10,777.83	$ 1,472.17	
Subtotal - MART	$ 81,992.00	$ 80,538.35	$ 1,453.65	*
Veterans Services				
Personal Services	$ 4,981.00	$ 4,603.50	$ 377.50	
Expenses	$ 620.00	$ 346.04	$ 273.96	
Subtotal - Veterans Services	$ 5,601.00	$ 4,949.54	$ 651.46	*
Veterans Assistance				
Expenses	$ 53,000.00	$ 39,186.29	$ 13,813.71	
Encumbrance	$ 250.00	$ 84.34	$ 165.66	
Subtotal - Veterans Assistance	$ 53,250.00	$ 39,270.63	$ 13,979.37	*
Library				
Personal Services	$ 207,113.00	$ 202,547.42	$ 4,565.58	*
Expenses	$ 111,000.00	$ 110,972.00	$ 28.00	*
Appraisal - Art. #19	$ 5,000.00	$ 3,705.00	$ 1,295.00	
Subtotal - Library	$ 323,113.00	$ 317,224.42	$ 5,888.58	
Parks & Recreation				
Personal Services	$ 15,000.00	$ 15,058.00	$ (58.00)	*
Expenses	$ 14,215.00	$ 13,710.03	$ 504.97	*
Custodial Coverage - Art.#20	$ 9,000.00	$ 7,635.00	$ 1,365.00	*
Subtotal - Parks & Recreation	$ 38,215.00	$ 36,403.03	$ 1,811.97	
Care Of Town Clock				
Expenses	$ 250.00	$ -	$ 250.00	
Subtotal - Care of Town Clock	$ 250.00	$ -	$ 250.00	*
Historical Commission				
Expenses	$ 1,280.00	$ 1,280.00	$ -	*
Encumbrance	$ 550.00	$ 550.00	$ -	
Grant Writing Services - Art. #15	$ 1,000.00	$ -	$ 1,000.00	
Grant Writing Services - Art. #17	$ 1,000.00	$ -	$ 1,000.00	
Grant Writing Services - Art. #18	$ 1,000.00	$ -	$ 1,000.00	
Grant Writing Services - Art. #18	$ 1,000.00	$ -	$ 1,000.00	
Subtotal - Historical Commission	$ 5,830.00	$ 1,830.00	$ 4,000.00	
Memorial Day Celebration				
Expenses	$ 1,025.00	$ 425.00	$ 600.00	
Subtotal - Memorial Day	$ 1,025.00	$ 425.00	$ 600.00	*
Band Concerts				
Expenses	$ 3,000.00	$ 3,000.00	$ -	
Subtotal - Band Concerts	$ 3,000.00	$ 3,000.00	$ -	
Retirement of Debt:				
Principal:				
Wastewater Management Plan	$ 35,444.00	$ 35,444.00	$ -	
New Town Hall	$ 370,000.00	$ 370,000.00	$ -	
Forest Legacy	$ 47,160.00	$ 47,160.00	$ -	
Crocker Pond	$ 175,000.00	$ 175,000.00	$ -	
Library Repair	$ 98,000.00	$ 98,000.00	$ -	
South St. Redesign	$ 87,500.00	$ 87,500.00	$ -	
Subtotal - Principal	$ 813,104.00	$ 813,104.00	$ -	

Town of Westminster
Appropriation/Expenditure Report
Fiscal Year 2013

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
Interest:				
Town Hall B.A.N.	$ 81,400.00	$ 81,400.00	$ -	
Short Term Interest	$ 15,000.00	$ 13,409.44	$ 1,590.56	
Library Repair	$ 1,560.00	$ 1,559.29	$ 0.71	
Wastewater Management Plan	$ 2,761.00	$ 2,760.77	$ 0.23	
Forest Legacy	$ 1,450.00	$ 470.29	$ 979.71	
Crocker Pond Land	$ 15,750.00	$ 15,750.00	$ -	
South St. Redesign	$ 2,100.00	$ 2,100.00	$ -	
Subtotal - Interest	$ 120,021.00	$ 117,449.79	$ 2,571.21	*
Hager Park Commission				
Expenses	$ 250.00	$ -	$ 250.00	*
Trail Maps/Hager Park - Art. #19	$ 400.00	$ -	$ 400.00	
Subtotal - Hager Park Commission	$ 650.00	$ -	$ 650.00	
Montachusett Regional Planning Commission Assessment				
Regional Planning Council Assessment	$ 2,145.00	$ 2,144.13	$ 0.87	
Subtotal - Planning Commission	$ 2,145.00	$ 2,144.13	$ 0.87	*
State Assessments				
County Tax	$ -	$ -	$ -	
Air Pollution Control	$ 2,129.00	$ 2,129.00	$ -	
MBTA (Extended Area)	$ 16,928.00	$ 16,928.00	$ -	
Regional Transit Authority	$ 30,317.00	$ 30,317.00	$ -	
RMV Non-Renewal Surcharge	$ 6,280.00	$ 7,020.00	$ (740.00)	
Subtotal - State Assessments	$ 55,654.00	$ 56,394.00	$ (740.00)	
County Retirement Assessment				
County Retirement Assessment	$ 522,194.00	$ 512,338.00	$ 9,856.00	*
IRS	$ 6,000.00	$ 5,251.67	$ 748.33	*
Subtotal - County Retirement	$ 528,194.00	$ 517,589.67	$ 10,604.33	
Group Health Insurance				
Group Health Insurance	$ 745,000.00	$ 651,987.46	$ 93,012.54	
Medicare	$ 55,000.00	$ 56,437.43	$ (1,437.43)	
Subtotal - Group Health Insurance	$ 800,000.00	$ 708,424.89	$ 91,575.11	*
Group Life Insurance				
Expenses	$ 4,000.00	$ 2,652.43	$ 1,347.57	
Subtotal - Group Life Insurance	$ 4,000.00	$ 2,652.43	$ 1,347.57	*
All Other Insurance				
Expenses	$ 277,000.00	$ 247,517.30	$ 29,482.70	
Subtotal - Other Insurance	$ 277,000.00	$ 247,517.30	$ 29,482.70	*
Interfund Transfers	$ 1,225,623.04	$ 1,225,623.04	$ -	
General Fund Totals	**$ 21,182,225.81**	**$ 20,123,280.52**	**$ 1,058,945.29**	

*Balance closed to Undesignated Fund Balance
**Balance closed to Ambulance Receipts Reserved
All other balance carried forward to fiscal 2014
Reserve Fund Memo: Appropriations $40,000, transfers $22,199.40, Balance $17,800.60 as noted above.

Town of Westminster
Appropriation/Expenditure Report
Fiscal Year 2013

Sewer Enterprise Fund

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
Sewer Department				
Personal Services	$ 91,210.00	$ 78,460.96	$ 12,749.04	*
Expenses	$ 724,725.00	$ 657,250.70	$ 67,474.30	*
Debt Service	$ 300,802.00	$ 300,802.00	$ -	
Encumbrance	$ 1,072.23	$ 1,057.88	$ 14.35	*
Trench Safety Equipment - Art. #26	$ 5,000.00	$ 3,491.00	$ 1,509.00	
Interfund Transfers	$ 138,118.00	$ 138,118.00	$ -	
Sewer Enterprise Fund Totals	**$ 1,260,927.23**	**$ 1,179,180.54**	**$ 81,746.69**	

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

Water Enterprise Fund

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
Water Department				
Personal Services	$ 103,741.00	$ 91,834.23	$ 11,906.77	*
Expenses	$ 307,733.00	$ 308,115.78	$ (382.78)	*
Debt Service	$ 107,500.00	$ 102,742.36	$ 4,757.64	*
Capital Outlay	$ 110,352.00	$ 100,351.53	$ 10,000.47	*
Encumbrance	$ 4,666.46	$ 4,666.34	$ 0.12	*
Rebuild Press Reduct - Art. #21	$ 20,000.00	$ 12,938.18	$ 7,061.82	
Trench Safety Equipment - Art. #26	$ 5,000.00	$ 3,357.00	$ 1,643.00	
Interfund Transfers	$ 172,018.00	$ 172,018.00	$ -	
Water Enterprise Fund Totals	**$ 831,010.46**	**$ 796,023.42**	**$ 34,987.04**	

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

Transfer Station Enterprise Fund

	Appropriations/ Transfers	Expenditures	Unexpended Balances	
Solid Waste Department				
Expenses	$ 262,425.00	$ 233,501.12	$ 28,923.88	*`
Interfund Transfers	$ 21,269.00	$ 21,269.00	$ -	
Transfer Station Enterprise Fund Totals	**$ 283,694.00**	**$ 254,770.12**	**$ 28,923.88**	

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

Town of Westminster
Activity Report
Fiscal Year 2013

Non-Appropriation Accounts

Highway Improvements Fund

	Account#	Receipts	Expenditures
State Highway Reimbursement	23-422	$ 119,525.37	$ 228,950.41
Highway Improvements Fund Totals		**$ 119,525.37**	**$ 228,950.41**

Other Special Revenue Fund

	Account#	Receipts	Expenditures
250th Anniversary	122-501	$ 26.15	$ -
Selectmen (Cable Access)	122-502	$ 8,683.76	$ 1,525.00
Insurance Recovery > $20,000	122-503	$ 139,723.00	$ 80,069.60
Agricultural Commission	122-884	$ 2,848.00	$ 2,458.25
Insurance Recovery	123-503	$ 16,076.30	$ 17,041.42
Wetlands Protection Act	171-505	$ 3,441.00	$ 3,000.00
Town Earth Day Fund	171-506	$ -	$ -
Noise Study	172-533	$ 6,600.00	$ 6,600.00
Planning Board- 53G Consultants	175-507	$ 10.67	$ 854.25
Zoning Board - 53G Consultants	176-508	$ 1.24	$ -
Clean Energy	192-621	$ -	$ -
Simplex Donation	210-532	$ -	$ -
EMS Equipment	220-510	$ -	$ -
Fire Hazmat Revolving	220-512	$ 70.00	$ -
Fire Donation Account	220-513	$ 1,833.00	$ 1,088.19
Fire Ambulance Rec. Res.	220-514	$ 300,773.87	$ 205,948.00
Emergency Management Donation	220-530	$ -	$ -
Simplex Donation	220-531	$ -	$ -
Recycling Committee Gift	433-516	$ -	$ -
Cemetery Hearse House Gift	491-517	$ 0.42	$ 1,100.00
Cemetery Sale of Lots	491-518	$ 9,000.00	$ 450.00
Cemetery Urn Garden Gift	491-519	$ -	$ -
Cemetery Donation Account	491-520	$ -	$ -
Flu Clinics	510-885	$ 5,773.51	$ 2,050.68
Board of Health - 53G Consultants	510-886	$ 1.29	$ 4,502.21
Council on Aging Gift	541-521	$ 237.00	$ 2,135.13
Library Building & Renovation Account	610-522	$ 0.05	$ -
Library Preservation Fund	610-523	$ 100.00	$ -
Altobelli Memorial	610-524	$ 2,941.35	$ 635.00
Aalto/Salo Memorial	610-525	$ 0.80	$ -
Library Endowment Fund	610-526	$ 101.37	$ -
Library Gift	610-527	$ 1,784.83	$ 3,707.92
Historical Commission Gift	691-528	$ -	$ -
Other Special Revenue Fund Totals		**$ 500,027.61**	**$ 333,165.65**

Town of Westminster
Activity Report
Fiscal Year 2013

Federal and State Grants Fund

	Account#	Receipts	Expenditures
Cultural Council	123-601	$ 4,871.50	$ 4,739.00
EDF Wachusett Animal Hospital	123-617	$ -	$ 11.49
MIIA	123-622	$ -	$ -
MSPHB Old Town Hall	123-691	$ -	$ -
Extended Polling Hours	164-602	$ 861.00	$ 1,400.50
Police Bullet Proof Vests	210-603	$ -	$ -
Governor's Highway Safety	210-604	$ 1,486.35	$ 3,220.05
PD State 911 PSAP	210-618	$ 843.61	$ 7,063.76
Traffic Enforcement	210-620	$ 1,213.39	$ 1,549.74
911 Support/Incentive	210-630	$ -	$ 20,974.28
Fire S.A.F.E.	220-606	$ 4,625.00	$ 3,667.49
Volunteer Fire Assistance	220-615	$ 590.00	$ 590.00
Arson Watch Reward	220-623	$ 1,500.00	$ -
Task Force	231-607	$ -	$ 470.25
10-19/WCG	422-658	$ 18,063.13	$ 5,320.99
Recycling Comm. Sale of Compost Bins	433-608	$ 0.07	$ -
BOH PHER	510-659	$ 39.99	$ 39.99
Elder Affairs	541-610	$ 9,590.00	$ 9,590.00
Library State Aid	610-611	$ 8,895.68	$ 1,673.59
Library Documentary	610-612	$ -	$ -
Federal and State Grants Fund Totals		**$ 52,579.72**	**$ 60,311.13**

Capital Projects Fund

	Account#	Receipts	Expenditures
South St. Main	30-450	$ 100,000.00	$ 256,513.78
Senior Center Design	31-123	$ -	$ 43,028.16
Water Main Replacements	31-450	$ -	$ 32,010.41
Library Renovation	37-610	$ 98,000.00	$ -
Forest Legacy	38-123	$ 47,160.00	$ -
South St. Recon	39-123	$ 87,500.00	$ 74,522.17
Capital Projects Fund Totals		**$ 332,660.00**	**$ 406,074.52**

Agency Fund

	Receipts	Expenditures
Planning Board/Selectmen Performance Bonds	$ 295,877.74	$ 103,555.00
Holmes Park Water District	$ 2,438.16	$ 2,336.57
Leino Park Water District	$ 31,862.25	$ 31,242.25
Police Detail	$ 336,251.35	$ 322,669.37
Fire Detail	$ 4,365.75	$ 4,207.50
Agency Fund Totals	**$ 670,795.25**	**$ 464,010.69**

Town of Westminster
Activity Report
Fiscal Year 2013

Expendable Trust Fund

	Account#	Receipts	Expenditures
Forbush Worthy Poor Fund	123-801	$ 2,410.89	$ -
Fred Smith Poor Fund	123-802	$ 3,610.03	$ 5,000.00
Chartes F. Giles Fund	123-803	$ 3,730.73	$ -
Westminster Grange Fund	123-804	$ 99.49	$ -
Upton School Fund	147-812	$ 150.22	$ -
Stabilization Fund	147-815	$ 550,692.67	$ 476,500.00
Stabilization Fund - Repair of Buildings	147-816	$ 231,705.05	$ 156,178.00
Stabilization Fund - Capital Equip.& Improve.	147-817	$ 502,539.08	$ 175,500.00
Stabilization Fund - Info Tech / Telecomm Sys	147-818	$ 1,063.27	$ 35,000.00
Stabilization Fund - OPEB	147-819	$ 102,573.75	$ -
Stabilization Fund - Road Maint.	147-820	$ 102,573.75	$ -
Conservation Fund	171-821	$ 1,286.19	$ -
Aina E. Stein Conservation Fund	171-822	$ 0.69	$ -
Police Law Enforcement Fund	210-831	$ 1,948.20	$ 432.90
Cemetery Perpetual Care Fund	491-847	$ 5,913.31	$ 9,438.91
D.W. Sanders Cemetery Fund	491-842	$ 105.88	$ -
Florence B. Rice Cemetery Fund	491-843	$ 15.71	$ -
J.R. Barrell Cemetery Fund	491-844	$ 85.16	$ -
Laurie F. Dobb Cemetery Fund	491-845	$ 50.85	$ -
M.A. Creed Cemetery Fund	491-846	$ 63.13	$ -
Elizabeth Rose Cemetery Fund	491-841	$ 2,663.43	$ -
Sarah M. Barnes Library Fund	610-861	$ 6.52	$ -
M.A. Farnsworth Library Fund	610-862	$ 29.53	$ -
Graham Library Fund	610-863	$ 177.49	$ -
Bigelow (Children's Books) Library Fund	610-864	$ 69.77	$ -
Agnes M. Bigelow Library Fund	610-865	$ 32.91	$ -
Otto & Hilda Huusari Library Fund	610-866	$ 789.36	$ -
Lucy Childs Library Fund	610-867	$ 8.44	$ -
Preston P. Ellis Library Fund	610-868	$ 26.50	$ -
Fred S. Whitman Library Fund	610-869	$ 11.10	$ -
Adelaide W. Berry Library Fund	610-870	$ 3.30	$ -
Minnie F. Dexter Library Fund	610-871	$ 32.60	$ -
A.R. Hager Library Fund	610-872	$ 27.57	$ -
C.A. Forbush Library Fund	610-873	$ 19.85	$ -
M.D. Haws Library Fund	610-874	$ 36.91	$ 146.00
Westminster Library Fund	610-875	$ 67.88	$ -
D.W. Sanders Library Fund	610-876	$ 74.32	$ -
Joseph W. Forbush Library Fund	610-877	$ 77.78	$ -
Charles Wyman Library Fund	610-878	$ 224.15	$ -
Universalist Society Library Fund	610-879	$ 7.66	$ -
George A. Miller Library Fund	610-880	$ 70.19	$ -
Henrietta Gates Library Fund	610-881	$ 39.44	$ -
Mossman Memorial	610-882	$ 347.38	$ -
Expendable Trust Fund Totals		**$ 1,515,462.13**	**$ 858,195.81**
Total All Funds		**$ 3,191,050.08**	**$ 24,703,962.81**

Town of Westminster
Fiscal Year 2013
Receipts

General Fund

Taxes:				
Personal Property Taxes	$	702,665.97		
Real Estate Taxes	$	13,995,479.32		
Tax Liens.	$	69,969.57		
Deferred Real Estate Taxes	$	21,065.75		
Motor Vehicle Excise	$	925,033.13		
			$	**15,714,213.74**
Penalties & Interest:				
Property Taxes	$	52,210.90		
Motor Vehicle	$	42,755.62		
Tax Lien Redemptions	$	23,487.10		
In Lieu of Taxes	$	58,801.88		
			$	**177,255.50**
Charges for Services:				
Contracted Landfill Fees	$	1,245,219.82		
Council on Aging MART Fares	$	3,276.50		
			$	**1,248,496.32**
Other Departmental Revenue:				
Police Department	$	733.00		
Fire Department	$	32,346.43		
Library	$	874.89		
Town Clerk	$	3,370.11		
Assessors	$	341.85		
Treasurer/Collector	$	9,625.00		
Cemetery Department	$	14,450.00		
			$	**61,741.28**
Licenses & Permits:				
Alcoholic Beverages Licenses	$	9,950.00		
Town Clerk	$	15,555.00		
Police Department	$	8,275.00		
Fire Department	$	8,478.00		
Building Department	$	168,520.17		
Board of Health	$	26,901.20		
Other Licenses & Permits	$	24,051.00		
			$	**261,730.37**
Revenue From The State:				
State Owned Land	$	207,804.00		
Abatements to Elderly	$	9,036.00		
Lottery, Beano and Charity	$	553,703.00		
Room Tax	$	40,971.71		
Veterans' Benefits	$	6,948.00		
			$	**818,462.71**
Fees:				
Cable TV Fees	$	4.00		
Treasurer/Collector Misc.	$	45.28		
Town Clerk.	$	4,653.84		
Planning Bd Hearings	$	4,300.00		
Appeals Bd Hearings	$	4,400.00		
Police Dept.	$	26,849.29		
Fire Dept.	$	525.00		
Health Dept.	$	14,450.00		
			$	**55,227.41**

Town of Westminster
Fiscal Year 2013
Receipts

Fines & Forfeitures:				
Parking Violations	$	1,604.00		
Civil Motor Vehicle Infractions	$	52,665.00		
PD Restitution/Court Fines	$	3,597.50		
Dog Fines	$	5,695.00		
BOH Fines	$	150.00		
Library Fines	$	3,982.22		
			$	**67,693.72**
Miscellaneous Revenues:				
Reimbursement for MART Van Use	$	79,601.71		
Earnings on Investments	$	8,813.03		
Sale of Items	$	690.00		
Other Miscellaneous Revenue	$	22,432.82		
			$	**111,537.56**
Interfund Transfers:			**$**	**914,423.22**
Total General Fund Receipts			**$**	**19,430,781.83**

Town of Westminster
Fiscal Year 2013
Receipts

Sewer Enterprise Fund

Enterprise Receipts:				
Sewer Usage Charges	$	763,321.47		
Sewer Inspection & Connection Fees	$	15,025.00		
Miscellaneous Sewer Charges	$	11,796.00		
Sewer Liens	$	18,824.57		
Committed Interest Added To Taxes	$	20,737.27		
Sewer Services	$	5,899.80		
Earnings on Investments	$	4,806.06		
			$	**840,410.17**
Sewer Betterment Assessments:				
Receipts	$	66,799.59		
Betterments Interest/Pay Offs	$	14,494.63		
			$	**81,294.22**
Inflow/Infiltration Repair:				
Earnings on Investments	$	1.35		
			$	**1.35**
Interfund Transfers:				
Transfer From General Fund	$	150,401.00		
			$	**150,401.00**
Total Sewer Enterprise Fund Receipts			**$**	**1,072,106.74**

Water Enterprise Fund

Enterprise Receipts:				
Water Usage Charges	$	726,414.66		
Water Service Connection Fees	$	13,500.00		
Water Receipts Reserve Charges	$	5,250.00		
Miscellaneous Water Charges	$	7,128.84		
Water Liens	$	40,322.58		
Lien Interest	$	9,249.25		
Water Services	$	20,107.97		
Earnings on Investments	$	2,779.85		
			$	**824,753.15**
Interfund Transfers:				
Transfer From General Fund	$	20,071.00		
			$	**20,071.00**
Total Water Enterprise Fund Receipts			**$**	**844,824.15**

Transfer Station Enterprise Fund

Trash Hauler Fees	$	9,418.00		
Contracted Landfill Fees	$	362,489.49		
Earnings on Investments	$	1,275.57		
Total Landfill Enterprise Fund Receipts			**$**	**373,183.06**
Total Receipts ---- All Funds			**$**	**21,720,895.78**

TOWN TREASURER'S REPORT
PERIOD ENDED JUNE 30, 2013

GENERAL FUND	
Town Clerk's Cash Drawer	100.00
Treasurer/Collector's Cash Drawer	100.00
Citizens Bank	1,546,515.05
Eastern Bank	290,438.21
Fidelity Bank	433,019.52
Greenfield Cooperative Bank	300,202.23
Massachusetts Municipal Depository Trust	317,671.71
Peoples United Bank	505,593.36
Rollstone Bank	261,159.48
UniBank for Savings	2,690,155.23
United Bank	1,013,108.46
SPECIAL FUNDS	
Citizens Bank	
1856 Hearse House Building Fund	697.24
250th Anniversary Fund	24,804.85
Aalto/Salo Memorial	2,821.32
Altobelli Memorial	7,071.30
Board of Health/53G	1,202.30
Compost Bin Sales	206.37
Conservation Commission/Stein Fund	2,454.30
Cultural Council	5,207.19
Forbush Library Building & Renovation Fund	190.60
Forbush Memorial Library Endowment Fund	4,896.36
Inflow & Infiltration	4,593.02
Law Enforcement Trust	27,599.95
Library Preservation Fund	118.44
Library State Grant	33,094.21
Planning Board Escrow	5,928.13
Planning Board Escrow/Brookside	8,904.15
Planning Board Escrow/Harrington	576.56
Planning Board Escrow/Overlook	1,847.38
Planning Board Escrow/Rte 31 Business Park	34,380.53
Planning Board Escrow/Woods/53G	4,515.32
Rebanna Road Development	4,919.05
South Street Takings Unclaimed	400.07
ZBA Cell Tower/53G	325.71
Zoning Board/Kingsbury Arms/53G	768.74
Zoning Board/Mountainview Estates/53G	3,125.34
Westminster Business Park Phase II	295,533.06
Westminster Business Park Planning Board	20,855.47

TOWN TREASURER'S REPORT
PERIOD ENDED JUNE 30, 2013

SPECIAL FUNDS	
Massachusetts Municipal Depository Trust	
Planning Board Escrow/Westminster Business Park	53,655.15
Planning Board Escrow/Escrow of R. Lehtola	57,378.93
Rollstone Bank & Trust	
Stabilization Fund	1,012,096.59
Stabilization Fund/Building Maintenance	498,835.13
Stabilization Fund/Capital Equipment	893,238.76
Stabilization Fund/Technology	235,480.19
Stabilization Fund/OPEB	189,355.56
Stabilization Fund/Road Maintenance	189,355.56
TRUST FUNDS	
Bartholomew & Company	
Charles F. Giles Fund	124,934.10
Conservation Fund	9,880.85
Fred W. Smith Poor Fund	118,301.27
Joseph Forbush Worthy Poor Fund	80,735.82
Westminster Grange Fund	3,333.18
CEMETERY FUNDS	
Bartholomew & Company	
Expendable Funds	240,973.18
Non-Expendable Funds	60,337.42
LIBRARY FUNDS	
Bartholomew & Company	
Expendable Funds	46,298.54
Non-Expendable Funds	26,726.02
TOTAL ALL FUNDS	11,696,016.46

TOWN COLLECTOR'S REPORT
PERIOD ENDED JUNE 30, 2013

	FISCAL YEAR	COMMITTED OR FORWARDED	COLLECTED	ABATED OR LIENED	REFUNDED OR ADJUSTED	BALANCE
REAL ESTATE TAX	2013	14,327,478.28	13,907,279.92	134,286.45	99,188.55	385,100.46
	2012	224,460.88	210,746.20	14,913.80	1,199.12	0.00
PERSONAL PROPERTY TAX	2010	672.50	-1.02	0.00	0.00	673.52
	2011	1,065.19	29.11	0.00	0.00	1,036.08
	2012	6,851.84	914.03	93.17	0.00	5,844.64
	2013	755,967.16	796,106.87	1,858.73	52,724.52	10,726.08
ROLL BACK TAXES	all years	4,056.00	0.00	0.00	0.00	4,056.00
STUMPAGE TAX	all years	0.00	0.00	0.00	0.00	0.00
TAXES IN LITIGATION	all years	0.00	0.00	0.00	0.00	0.00
MOTOR VEHICLE EXCISE	2005	3,516.27	0.00	3,516.27	0.00	0.00
	2006	2,760.22	36.25	0.00	0.00	2,723.97
	2007	3,328.35	298.75	0.00	0.00	3,029.60
	2008	3,405.56	277.20	0.00	0.00	3,128.36
	2009	3,468.75	1,049.58	47.50	0.00	2,371.67
	2010	4,636.72	1,363.05	185.94	185.94	3,273.67
	2011	12,603.34	6,132.57	605.31	21.56	5,887.02
	2012	147,078.95	133,273.97	9,472.31	7,871.90	12,204.57
	2013	853,411.20	804,001.92	23,765.13	11,279.83	36,923.98

TOWN COLLECTOR'S REPORT
PERIOD ENDED JUNE 30, 2013

	FISCAL YEAR	COMMITTED OR FORWARDED	COLLECTED	ABATED OR LIENED	REFUNDED OR ADJUSTED	BALANCE
WATER USAGE	2006	12,223.65	0.00	0.00	0.00	12,223.65
WATER USAGE	2012	83,152.08	33,478.57	37,819.07	0.00	11,854.44
	2013	798,249.55	693,175.59	7,527.49	239.50	97,785.97
WATER LIENS	2012	15,475.49	9,823.03	5,652.46	0.00	0.00
	2013	37,869.07	30,499.55	0.00	0.00	7,369.52
WATER SERVICES	all years	21,083.57	20,310.26	109.45	0.00	663.86
WATER RECEIPTS RESERVED	all years	5,350.00	5,250.00	50.00	0.00	50.00
HOLMES PARK WATER ASSESSMENT	2012	2,438.16	2,438.16	0.00	0.00	0.00
	2013	2,438.16	2,438.16	0.00	0.00	0.00
LEINO PARK WATER ASSESSMENT	2012	31,552.25	31,552.25	0.00	0.00	0.00
	2013	31,552.25	31,552.25	0.00	0.00	0.00
SEWER USAGE	2012	59,021.88	31,994.17	27,027.71	0.00	0.00
	2013	894,988.82	732,051.54	6,251.06	986.50	157,672.72
SEWER LIENS	2012	17,365.61	1,210.69	16,154.92	0.00	0.00
	2013	26,890.11	17,613.88	0.00	0.00	9,276.23
SEWER SERVICES	all years	6,582.68	5,899.80	209.78	0.00	473.10

TOWN COLLECTOR'S REPORT
PERIOD ENDED JUNE 30, 2013

	FISCAL YEAR	COMMITTED OR FORWARDED	COLLECTED	ABATED OR LIENED	REFUNDED OR ADJUSTED	BALANCE
APPORTIONED SEWER BETTERMENT NOT YET DUE	2005	440,457.84	13,956.02	68,974.92	0.00	357,526.90
APPORTIONED SEWER BETTERMENTS	2013	68,974.92	66,799.59	0.00	0.00	2,175.33
COMMITTED INTEREST	2013	21,679.17	20,737.27	0.00	0.00	941.90

TREASURER'S REPORT
PERIOD ENDED JUNE 30, 2013

	FISCAL YEAR	COMMITTED OR FORWARDED	SUBSEQUENT TAXES ADDED	COLLECTED	ABATED OR TRANSFERRED	BALANCE
TAX LIENS RECEIVABLE	all years	549,105.79	14,913.80	39,782.44	0.00	524,237.15
TAX POSSESSIONS	all years	1,382.39	0.00	0.00	0.00	1,382.39
DEFERRED TAXES	all years	65,913.80	0.00	21,065.75	0.00	44,848.05

TOWN OF WESTMINSTER

AGGREGATE ANNUAL REMUNERATION OF ALL TOWN EMPLOYEES INCLUDING ELECTED AND APPOINTED OFFICIALS FOR THE YEAR ENDING DECEMBER 31, 2013

Ahearn	William	Hwy Superintendent						83,721.82
Aker	Brittany	Communications						2,622.56
Albert	Angela	Parks and Rec Counselor						576.00
Albert	David	Hwy Master Mechanic	Reg	53,834.40	OT	9,519.29		63,353.69
Albert	Emily	Parks and Rec Counselor						696.00
Albert, Jr	Salvatore	Chief of Police						118,509.30
Allard	Donna	Town Accountant						41,587.90
Amadon	Brandon	Police Officer	Reg	11,080.16	OT	2,403.86		13,484.02
Amendola	Dana	Firefighter						4,926.75
Antoniac	Valerie	Election Official						112.00
Arsenault	Steven	Hwy Truck Driver/Laborer	Reg	41,416.28	OT	8,113.09		49,529.37
Auffrey	Nicholas	Police Officer	Reg	45,396.67	OT	12,372.38		57,769.05
Aveni	Nicholas	Communications	Reg	16,963.08	OT	269.28		17,232.36
Barrett	Alan	Hwy Truck Driver/Laborer	Reg	15,608.85	OT	1,450.66		17,059.51
Barrett	James	Hwy Equipment Operator II	Reg	50,282.23	OT	7,639.88		57,922.11
Barrett, Sr	Loring	Wiring Inspector						23,990.37
Bean	Adam	Communications						2,145.54
Beaton	Callie	Asst. Town Accountant						15,995.80
Beauregard	Brandon	Crocker Pond Attendant						3,470.30
Bedard	Claire	Assessors Clerk						986.32
Bell	Seamus	Parks and Rec Counselor						480.00
Belliveau	Julie	Payroll/Personnel Administrator						3,880.80

Benson	Kent	Police Officer	Reg	56,858.14	OT	4,443.92	61,302.06
Bergeron	Neil	Firefighter					991.56
Berube	James	Hwy Truck Driver/Laborer	Reg	34,501.43	OT	5,443.63	39,945.06
Blessington	Bruce	Firefighter					18,416.91
Bodanza	Brenda	Building Department Secretary					28,535.40
Boivin	Jessica	Firefighter					852.11
Boivin, Jr	Francis	Firefighter					16,110.40
Bouchard	Christopher	Communications					61.50
Boucher	Darlene	Payroll/Personnel Administrator					35,032.08
Boucher	Kevin	Police Officer					2,015.53
Bourgeois	Paul	Firefighter					6,803.00
Bowen	Jesse	Communications	Reg	29,385.81	OT	4,621.75	34,007.56
Brighenti	Karen	Election Official					228.00
Brunell	Robert	Crocker Pond Supervisor					5,681.95
Burgess	Celia	Zoning Board of Appeals Clerk					1,235.04
Buso	Phillip	Veterans Agent					2,630.50
Butterfield	Kyle	Firefighter	Reg	57,078.90	OT	18,354.72	75,433.62
Caouette	Kylie	Parks and Rec Counselor					336.00
Carey	Eleanor	Election Official					116.00
Casey	Claudette	Election Official					340.00
Cavanaugh	Jason	Adult Service Librarian					31,901.80
Chapman	Joshua	Water and Sewer Working Foreman	Reg	11,716.88	OT	3,124.31	14,841.19
Chapman	Susan	Maintenance Supervisor	Reg	38,205.20	OT	1,145.70	39,350.90
Chevarie	Michelle	Police Matron					108.40
Ciesluk	Meagan	Parks and Rec Counselor					648.00
Clark	Russell	COA Sub Van Driver					507.97
Cloutier	Adam	Crocker Pond Attendant					4,746.53
Codding	Brenda	Election Official					344.00

Cole	Madison	Parks and Rec Counselor					576.00
Comiskey	Debra	Communications	Reg	37,367.56	OT	3,414.84	40,782.40
Couture	Steven	Police Officer					2,240.13
Cramm	Robert	Maintenance Worker	Reg	37,144.40	OT	340.86	37,485.26
Cringan	Ryan	Firefighter					284.51
Davis	Jason	Parks and Rec Grounds Keeper					1,012.00
Dean, Jr	Daniel	Firefighter					4,969.44
Deloge	Daniel	Firefighter					4,699.95
DeLorey	Meaghan	Parks and Rec Counselor					1,350.00
D'Entremont	Phillip	Firefighter	Reg	50,340.04	OT	11,529.90	61,869.94
Devoll	Andrew	Firefighter	Reg	35,284.53	OT	4,042.07	39,326.60
Doane	Brittaney	Firefighter					514.48
Donahue	Daniel	Police Officer	Reg	17,321.26	OT	2,808.26	20,129.52
Driscoll	Patricia	DPW Administrative Secretary					40,426.00
Dube	Anita	Election Official					116.00
Duncan	Brett	Firefighter					18,430.09
Durfee	Samantha	Communications	Reg	15,787.79	OT	651.18	16,438.97
Erickson	Lisa	Children's Library Asst.					11,537.91
Espie	Matthew	Police Officer					1,367.47
Farley	Daniel	Firefighter					3,195.00
Feeley	Patricia	Election Official					32.00
Fisher	Susan	Elder Service Coordinator					37,482.60
Flynn	Gary	Firefighter					6,567.73
Forest	Kyle	Firefighter					27,428.40
Forsyth	Glenn	COA Van Driver	Reg	31,854.06	OT	109.22	31,963.28
Gallant	Melody	Treasurer/Collector					59,409.20
Gallant	Michael	Building Commissioner					30,138.32
Garland-Wheelend	Louise	Election Official					176.00

Gerde	Anne	Children's Library Asst.						7,560.36
Giles	Jeffrey	Police Officer						3,092.12
Goguen	Robert	COA Sub Van Driver						3,515.41
Grenier	Theresa	Election Official						340.00
Gronroos	John	Cemetery Superintendent						44,812.53
Haley-Cormier	Marybeth	Asst. Town Clerk						8,849.27
Hall	Joshua	Director of Public Works						101,984.00
Hamm	Robert	Firefighter						1,445.89
Hartford	Benjamin	Firefighter						1,244.04
Hawkins	Nathan	Police Officer						8,127.36
Hawkins, Jr	Leroy	Police Sergeant	Reg	72,014.56	OT	38,316.00		110,330.56
Henry	David	Firefighter						5,905.59
Herriott	Stanley	Veterans Agent						4,513.50
Hildreth	Charles	Cemetery Laborer						4,970.23
Hill	Bruce	COA Sub Van Driver						2,520.47
Hill	Robert	Water/Sewer Foreman	Reg	39,621.32	OT	16,589.39		56,210.71
Holcomb	Angela	Personnel Assistant						2,215.02
Holm	Robin	Admin. Assessor						36,015.60
Hughes	Albert	Election Official						340.00
Hughes	Gloria	Election Official						340.00
Hurd	Timothy	Hwy Special MV Operator/Laborer	Reg	54,331.68	OT	8,501.70		62,833.38
Hurlbut, Jr	David	Firefighter						953.47
Ilinitch	Shawn	Communications						17,048.21
Johnson	Michelle	COA Dept Asst.						11,727.85
Kahahelis	Nathan	Firefighter						217.90
Kalagher	Susan	Conservation Clerk						4,582.52
Kazan	Betty	Executive Assistant						33,638.39
Keena	Jeanne	Treasurer/Collector Clerk						15,288.38

Kotoski	Constance	Election Official					340.00
Labrie	Audrey	Farmers Market Mgr.					810.00
Landry	Clayton	Firefighter	Reg	50,196.51	OT	9,486.68	59,683.19
Landry	Kim	Animal Inspector					720.00
Langelier	Richard	Hwy Working Forman	Reg	53,874.19	OT	11,089.67	64,963.86
Langhart	Nicholas	Library Director					58,824.40
Lantry	David	Local Inspector					94.80
Leahy	Shannon	Parks and Rec Counselor					384.00
Lebel	Andrew	Firefighter					3,590.85
Leblanc	David	Communications	Reg	21,111.35	OT	826.08	21,937.43
Leblanc	Eric	Water & Sewer System Operator	Reg	11,080.63	OT	2,815.90	13,896.53
Leblanc	Ralph	Detective	Reg	72,901.14	OT	24,176.70	97,077.84
Leblanc	Vincent	Cemetery Laborer					2,498.23
Lewis	Ronald	COA Sub Van Driver					332.79
Loescher	Andrew	Communications Supervisor	Reg	35,209.35	OT	6,419.95	41,629.30
Long	Karen	Fire Administrative Assistant	Reg	39,364.80	OT	1,647.53	41,012.33
Lucander	Joyce	Board of Health Admin Assistant					30,522.60
Lucier	Dale	DPW Clerk					33,462.80
Lucier	Susan	Library Tech Service/Clerk					17,622.55
MacAloney	Brenton	Fire Chief					115,396.92
MacAloney	Denise	Town Clerk/Election & Registration					54,773.40
Magee	Erin	Parks and Rec Counselor					624.00
Major	Ryan	Firefighter					1,535.44
Maki	Robert	Conservation Agent					12,896.55
Manning	Geraldine	Head of Children's Library Services					44,051.00
Martineau	Peter	Hwy Truck Driver/Laborer	Reg	41,631.33	OT	12,642.39	54,273.72
Mazyck	Leann	Parks and Rec Asst. Director					3,600.00
McCall	John	Election Worker					40.00

McConville	Rita	Assistant Health Agent						20,455.40
McDonald	Michael	Police Lieutenant	Reg	94,932.62	OT	2,738.61		97,671.23
McEvoy	John	Firefighter	Reg	50,263.21	OT	9,986.89		60,250.10
McIntyre	John	Hwy Maintenance Mechanic	Reg	49,963.68	OT	7,352.60		57,316.28
Michaud	Laila	Election Official						228.00
Michel	Richard	Police Officer	Reg	57,284.95	OT	19,854.11		77,139.06
Miller	Susan	Election Official						116.00
Monty	David	Firefighter/Communications/IT Svc	Reg	67,253.12	OT	17,405.11		84,658.23
Morse	Sarah	Parks and Rec Counselor						600.00
Munro	Peter	Local Inspector						6,777.20
Murphy	Karen	Town Administrator						83,179.80
Murphy	Ruth	Library Aide						2,544.46
Muscara	Mackenzie	Parks and Rec Counselor						672.00
Nelson	Amy	Police Officer	Reg	64,717.88	OT	19,878.17		84,596.05
Nivala	Kevin	Firefighter Captain	Reg	80,959.33	OT	10,580.17		91,539.50
Noonan	Brian	Firefighter						1,008.14
Novak	Daniel	COA Meals Driver						1,319.90
Page	Ann-Marie	Municipal Clerk						1,515.44
Parks	Gilbert	Election Official						36.00
Parks	Joan	Election Official						36.00
Parsons	Barbara	Election Official						344.00
Pelullo	Katherine	Election Official						116.00
Perior	Jayne	COA Meals Driver						7,211.16
Pierce	Nanette	Administrative Assistant/Matron	Reg	40,811.63	OT	14.69		40,826.32
Powderly	Michael	Parks and Rec Counselor						480.00
Quaye	Rachel	Parks and Rec Counselor						624.00
Racine	Mickey	Hwy Truck Driver/Laborer	Reg	40,738.59	OT	6,094.18		46,832.77
Ragusa Caton	Erin	Election Official						116.00

Rathier	Michael	Cemetery Laborer					1,308.28
Rathier	Raymond	Cemetery Laborer					9,646.53
Reed	Joann	Crossing Guard					5,508.13
Reynolds	Richard	Alternate Building Inspector					810.14
Ringquist, Jr	James	Cemetery Laborer					8,590.38
Robbins	Edward	Police Sergeant	Reg	74,475.82	OT	20,745.14	95,220.96
Rogowski	Robert	Firefighter					2,682.02
Rooney	Colin	Firefighter					286.00
Root	Diane	Children's Library Assistant					6,588.27
Roy	Patrick	Firefighter					3,123.99
Roy	Renee	Assessors Clerk					9,233.76
Rufiange	Todd	Parks and Rec Counselor					720.00
Scarale	Frank	Cemetery Laborer					9,629.65
Seidl	Eric	Firefighter					6,194.57
Shampine	Jeffrey	Police Officer	Reg	60,538.30	OT	12,661.88	73,200.18
Sheehan	Ellen	Town Clerk Department Assistant					14,411.65
Sheehan	Maura	Parks and Rec Counselor					600.00
Sheehan	Michael	Firefighter					3,968.26
Simon, Jr	Robert	Communications					580.00
Slavenwhite	Nance	Election Official					228.00
Smith	W. Scott	Water & Sewer System Operator	Reg	23,564.75	OT	3,567.96	27,132.71
Sowders IV	Benjamin	Parks and Rec Grounds Keeper					1,880.00
Streeter	Patricia	COA Sub Meals on Wheels Driver					2,662.20
Suomala	Joyce	Treasurer/Collector Clerk					31,994.80
Sutela	Thomas	Hwy Truck Driver/Laborer	Reg	50,187.70	OT	8,875.79	59,063.49
Swedberg	Elizabeth	Health Agent					56,098.60
Swenor	Clay	Firefighter					15,006.60
Tamulen	Jason	Police Officer	Reg	60,380.80	OT	25,365.02	85,745.82

Tuttle	Judith	Election Official						116.00
Vacarelo	Judith	Library Asst. I						14,558.27
Wallace	Stephen	Planning Director						62,970.60
Wetherbee	Jason	Police Officer	Reg	59,941.18	OT	20,813.18		80,754.36
Wiinikainen	Tom	Gas/Plumbing Inspector						15,180.00
Wong	Abygail	Parks and Rec Counselor						552.00
Yraola	Susan	Library Asst. II						16,645.40

BOARD OF ASSESSORS

The Board of Assessors respectfully submits their annual report for 2013. The Board held 10 posted meetings.

The following is information compiled during the calendar year 2013:

# Of motor vehicle bills processed	8994
$ Amount committed to collector	1,005,212.09
# Of motor vehicle abatements granted	361
$ Amount of abatements granted	32,009.35

During 2013, the Board of Assessors were required to do a Revaluation of the whole town and submit a Revaluation Report to the Department of Revenue; this is required every three years. This form reports the results of sales analysis for real estate and review of commercial and industrial market indicators. The community's assessments must be equitable and consistent with accepted mass appraisal measures of assessment level and uniformity.

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

The board would like to take this time to thank Ms. Darlene Boucher for her 7 years served on the Board of Assessors. We welcome Ms. Brenda M. Bodanza, our newest appointed member and Mrs. Renee Roy, our new part-time clerk. The board would also like to take this time to thank all town boards and departments for their continuing cooperation during the past year.

Respectfully submitted,

Donald Frigoletto, Chairman
Robin L. Holm
Brenda M. Bodanza

THE FOLLOWING WERE CALCULATED ON A FISCAL YEAR 2013 (JULY 1, 2012– JUNE 30, 2013)

Fiscal year 2013 tax rate $18.36 per thousand dollars of valuation

	VALUE	TAX
Real Estate	671,616,692	$12,330,882.46
Commercial	56,036,987	$1,028,839.08
Industrial	52,289,100	$960,027.88
Personal Property	41,171,345	$861,944.07
Totals	821,114,124	$15,075,655.31

EXEMPTIONS GRANTED	NUMBER	AMOUNT
Widow/widower		
Clause 17D	24	$4,405.92
Veterans:		
Clause 22	50	$20,000.00
Clause 22E	8	$8,000.00
Clause 22D	1	$4,074.08
Blind:		
Clause 37A	5	$2,500.00
Elderly:		
Clause 41B	19	$9,965.50

Forbush Memorial Library
2013 Annual Report

Mission

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

-from the Long Range Plan, 2012-2017

Contact

Ph: 978-874-7416 Website: www.forbushlibrary.org email: askalibrarian@westminster-ma.gov
Hours: Tuesday-Thursday, 10am – 8pm; Friday, 10am – 6pm; Saturday, 9am – 1pm

Highlights of 2013

- Personnel: In May, the Town selected one of our own, Technical Services Librarian, Susan Lucier, as Employee of the Year in the 7th Annual Vocational Awards sponsored by the Ashburnham-Westminster Rotary Club. She received several citations at a well-attended dinner at the Village Inn. Her selection reflects well on the reputation of our entire staff for prompt, helpful and courteous service.

- Financial: For four years since the economic downturn in 2008, the library has not been able to attain the state-mandated level of municipal support required for certification by the Massachusetts Board of Library Commissioners. But with the support of the Board of Selectmen and Advisory Board, this year's budget approved by the voters in May was sufficient to meet the state mandate. We are grateful for this support. We trust that, by prudent utilization of the municipal appropriation, we can meet this standard for years to come.

- Building & Grounds: The Board of Trustees has spent time at every meeting this year deliberating on a multi-faceted plan for improving the landscaping of the library grounds. Many interesting ideas have been considered and the best way to initiate these changes has engendered lively debate. Trustees Eagle and Haney have met with several landscapers in order to develop plans for improving the appearance of the grounds. We expect to draft a plan in the coming months that will improve signage, plantings, lighting, seating and also create a secure recreational space for children.

Personnel

The library's governing board is composed of six publicly elected trustees and meets in the second week of each month at 5:00 pm at the library. In the May election, Beth D'Onfro was elected to her fourth term and Robert Hynes to his second term on the board. In June, Rob Hynes was chosen as chair; Walter Haney, vice-chair; Kimberly Samson, recording secretary and Leola Leger, corresponding secretary. Jim Eagle chairs the Building & Grounds Committee. In December, the Board accepted, with regret, Beth D'Onfro's resignation and in conjunction with the Board of Selectmen, asked Martha Rainville to serve as trustee until the town election in May, 2014.

There are currently five full time and six part time employees. Geraldine Manning supervises the children's department ably assisted by Lisa Erickson and Anne Gerde; the adult services and reference librarian is Jason Cavanaugh. Susan Yraola manages adult circulation and patron services, Susan Lucier is our bookkeeper and cataloguer, and Diane Root processes new books and serves as web manager. Judy Vacarelo handles the large volume of interlibrary loans, Ruth Murphy manages the book stacks and Bob Cramm keeps our building functioning and attractive. We thank the Council on Aging for supporting the work of Carol and Henry Harrington, Patrick Warriner and Shirley Lombard through the senior real estate tax reduction program.

Volunteers are a vital component of library activity, and it is a pleasure to acknowledge their important service. Many are members of the Friends of the Library and work on Friends-sponsored events such as the Ice Cream Social and Book Sale in June, ably assisted by the help of the Boy Scouts, Halloween events and the annual visit of Santa Claus to the library: they include Stanley Skamarycz, our Santa for 47 years, Marta Klemetti, head of the Friends, assisted by Tiffany and Dana Altobelli, Joanne Curtin, Beth D'Onfro, Lillian Gamble, Louise Garland-Wheeler, Leola Leger and Jeannette Tremblay. Children's room volunteers include Cathy Phelps, Cathy McDonald and Mary Dauphinais. Carol Young expertly repairs aged and damaged books. This year, we're pleased to note the volunteer work of several young people: Jacob Furtado has worked with the 1901 collection, Jennifer Gregoriou shelves in the Children's Room, and Nick Lambert is doing fence repair as an Eagle Scout candidate. We rely on the hundreds of hours of service these volunteers have so cheerfully given. *Thank you all.*

Programs

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

For 2013, adult programs numbered 47 with 414 persons attending. These included seven evening lecture presentations and three musical events, some supported in part by the Westminster Cultural Council, and nine events in coordination with other town departments such as the Council on Aging, Agricultural Commission, and Town Planner. Additionally, we hosted gatherings of various community groups such as the Boy Scouts, League of Women Voters, Community Partnership for Children and home school groups.

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

Collections

In 2013 library holdings grew by 16,480 items to 70,905. 72,403 items were circulated during the year of which 19,879 were through inter-library borrowing. 32,507 transactions were recorded at

the two circulation desks. Additional shelving was installed in the Children's Room for their growing collection.

Town-owned fine art and historical artifacts housed in the library are under the care of the Curatorial Committee appointed by the Board of Trustees. The committee is composed of Leola Leger (chair), Kristine Haney, and Martha Rainville. The Curatorial Committee conducted research and wrote materials related to collection management and also to the new installation of the Mossman Owl. The Committee also assisted the director in answering questions from the public on the history of the collection. This year the library recalled from long-term loan at the Miller River Environmental Center in Athol the taxidermed Snowy Owl given to the library by Dr. A.E. Mossman in 1903 which again graces the fireplace mantle in the Kendig Room. In recognition of the continuing contributions of the Mossman family, we hosted a reception in their honor in December. Three of Dr. Mossman's great grandchildren, Victoria Mossman, Priscilla Ross and Chris Mossman, attended the ceremony.
At the December ceremony, we also announced the new name of the Mossman Owl, "Lucky." This name was chosen following a town-wide naming contest. This winning name was suggested by Brett Crossman, because, as he put it, the owl is lucky to have a home in the Forbush Memorial Library. In addition to these specific activities, the Curatorial Committee is responsible for periodically changing displays in the Eloranta Room and for the continuing curatorial care of the exhibited and stored collections.
We thank the curatorial volunteers for their dedication to the preservation of our legacy.

Children's Department

2013 was an active year for the Children's Room. 78 programs were held for 2,824 children and adults during the year. The Summer Reading Program, "Dig into Reading," enrolled 125 young people who enjoyed many special programs in July and August such as Mike the Bubble Guy, Animal Adventures and the Pumpernickel Puppets. Story times have continued to be well-attended with many children coming from surrounding towns drawn by the quality of the storytelling and craft activities. Visits of pre-school and kindergarten classes from local schools have been increasing. This year saw the planning and launch of a Lego Club which meets regularly in the Eloranta Room where there is plenty of room for creativity. The department has been especially grateful for the regular volunteer service of Trustee Kim Samson who organized the "Touch a Truck" event in July.

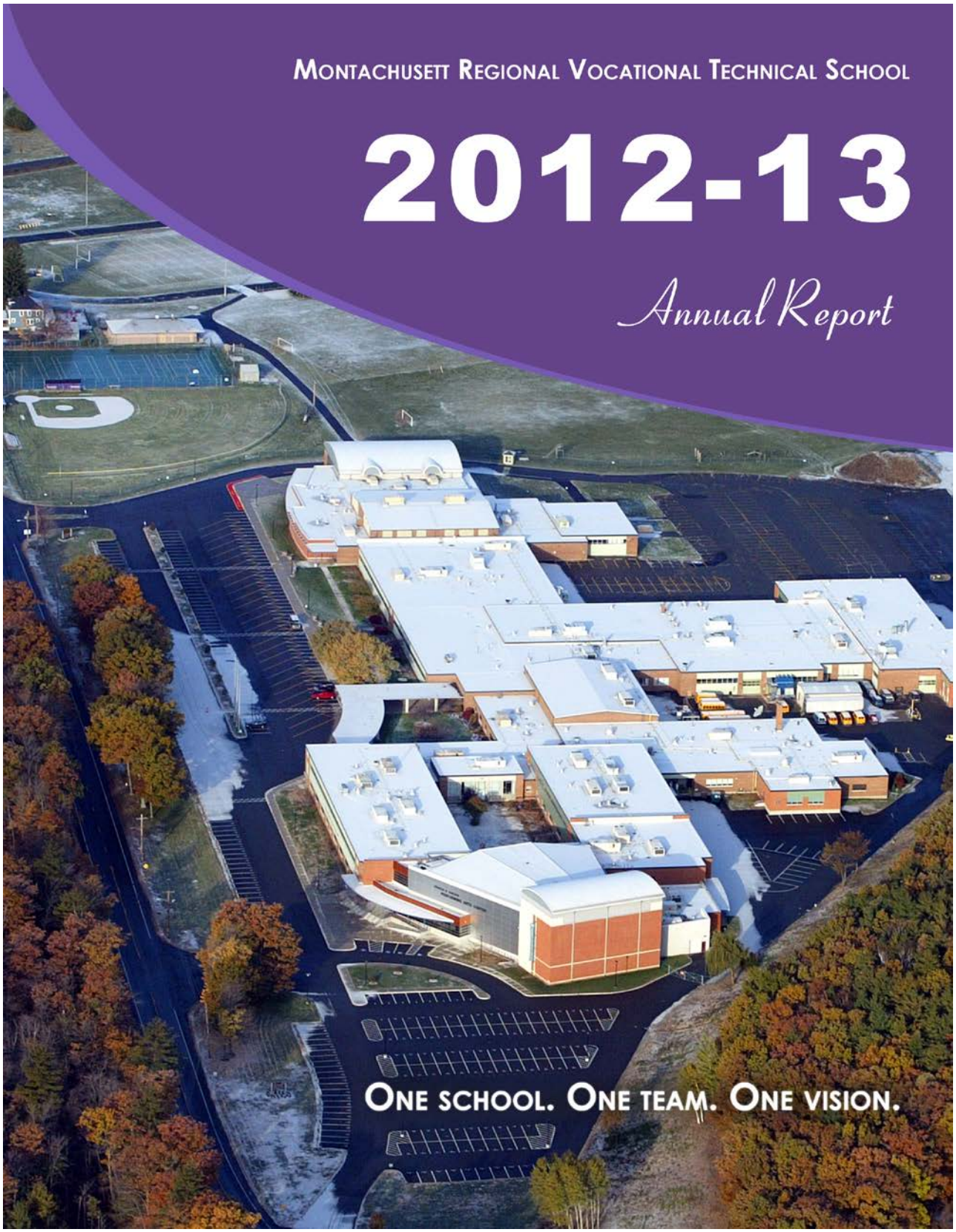
Support

The trustees and staff sincerely appreciate the support provided to the library by the Selectmen and Advisory Board of Westminster through the annual town appropriation; it makes possible all we provide. Additional support comes from the state Board of Library Commissioners, the Westminster Cultural Council in support of programs, and the fundraising of the Friends of the Library that also underwrites programs and library patron passes to area attractions and museums. We are grateful for voluntary gifts especially the $2,500 from the Ryan Patrick Jones Heart of a Hero Foundation, as well as the many other donations given in memory of people associated with the library over the years. These enable us to deliver a greater quality and quantity of library services. THANK YOU!

-For the Board of Trustees:

Beth D'Onfro	*Jim Eagle*
Walter Haney	*Robert Hynes*
Leola Leger	*Martha Rainville*
Kimberly Samson	

- Nicholas Langhart, Director


Montachusett Regional Vocational Technical School
2012-13
Annual Report
One school. One team. One vision.

As I enter into my third year as Superintendent-Director of Monty Tech, I remain humbled and honored to represent a school that continues to transform secondary education in North Central Massachusetts. Compiling information for the 2013 Annual Report has provided me with an opportunity to reflect on the achievements and activities of our students, faculty and staff. The 2012-2013 school year brought many exciting opportunities for the Monty Tech educational community. It was a banner year, marked by student achievement, faculty and staff distinctions, and leadership development, including:

- Competing in three categories: network security, digital forensics, and Cisco networking, a team of six talented students captured second place at the CyberPatriot event, a national high school cyber defense competition, founded by the Air Force Association.
- Cited for his dedication to his students and his involvement with the highly competitive Cyber Patriot event, Information Technology instructor, Richard Duncan, was named Teacher of the Year by the Air Force Association.
- Students at Montachusett Regional Vocational Technical School continued to demonstrate high academic achievement. In the spring of 2012, Monty Tech's passing rate on the MCAS English Language Arts exam was 99%, Mathematics 98%, and Biology 97%.
- Monty Tech science students continued to participate in the highly selective Student Spaceflight Experiment Program. Monty Tech remains the only vocational school in the nation to have a student science experiment launch into space, providing students with an opportunity to study the effects of gravity on their innovative science projects.
- Mass Audubon and the New England Farm and Garden Associations recognized our talented science instructor, Mr. Ken Pearson, with the well-deserved the 2013 Conservation Teacher of the Year Award.
- Monty Tech administrators made the new educator evaluation system a priority, attended a wide array of professional development programs, and continue to lead efforts to bring innovative and meaningful change to the complex system.

Today, the Monty Tech model of integrated academic and career-focused learning continues to provide high quality education to area youth. A Monty Tech education not only prepares students for employment, but also for post-secondary education. In fact, more than 60% of the Class of 2013 entered college or an advanced training program upon graduation. But what about success and retention in these post-secondary programs?

Because Monty Tech administrators, faculty and staff have a vested interest in the success of our students, the District has taken measures to keep in touch with our program graduates. One year after leaving Monty Tech, the graduates of 2012 reported the following:

- 35% are currently employed in a field related to their Monty Tech trade
- 10% are employed in a field unrelated to their vocational education
- 49% are currently pursuing a higher education
- 4% have elected to serve in the United States military

From a fiscal perspective, Monty Tech, like other schools in your community, is dependent on public support. Though the District has been impacted by the nationwide economic recession, we have made every effort to retain a fiscally conservative budget while providing students with a high quality education, grounded in advanced technology and 21st Century thinking.

The District's FY13 Annual Budget was accepted by each of the eighteen member communities, and reflected a 7% increase over the 2011-2012 Educational Plan. We recognize that we are in the midst of some of the most difficult economic times faced by public education and, as a result, we will continue to strive to seek creative ways to minimize member-town assessments.

Respectfully submitted,

Steven C. Sharek, Superintendent-Director

Our Mission

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

Our District

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

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

Leadership

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

Nicholas DeSimone, Principal
Francine Duncan, Director of Technology
Christina Favreau, Director of Academic Programs
James Hachey, Dean of Admissions
Richard Ikonen, Director of Facilities
Tammy Lajoie, Business Manager
Richard Nutt, Director of Vocational Programs
Steven Sharek, Superintendent-Director
Katy Whitaker, Development Coordinator
Victoria Zarozinski, Director of Student Support Services

Enrollment

On October 1, 2012, student enrollment at Monty Tech included 1,432 students in grades nine through twelve. Students are represented from every community in the district: Ashburnham (58), Ashby (37), Athol (110), Barre (39), Fitchburg (376), Gardner (173), Harvard (4), Holden (60), Hubbardston (56), Lunenburg (72), Petersham (8), Phillipston (17), Princeton (14), Royalston (24), Sterling (58), Templeton (110), Westminster (70), and Winchendon (127). The remaining nineteen students were from out-of-district towns, including Clinton, Hardwick, Leominster, Orange, Townsend and Worcester.

Throughout 2012-2013, Monty Tech offered a variety of opportunities for students, parents, and community members to learn about and visit the school. In October 2012, approximately 1,000 district eighth graders participated in the annual "Tour Day" event. Students toured our twenty-vocational/technical areas and learned about the school's challenging academic offerings and exciting athletic and extracurricular programs. Career Awareness Night offered interested students the opportunity to return in the evening with their family members, to further explore the facilities and talk with staff members.

Each year, the Dean of Admissions conducts school visits, student interviews, and accepts applications for admissions. 2012-2013 proved to be an exceptionally busy year for him, as the school received a record 881 applications for admission. Of those, 794 were from students hoping to enter our incoming freshman class.

The balance of the applications came from students hoping to enter the school as upperclassmen. Because there are only a limited number of students the school can accept each year, 379 freshmen and 22 upperclassmen were admitted.

The Vocational Interest Program (V.I.P.) offers area seventh and eighth grade students the chance to visit Monty Tech after school, and participate in hands-on learning experiences across a variety of vocational/technical areas. The program continued to attract a large number of students during the 2012-2013 school year, serving approximately 597 area students.

Class of 2012 Awards

Members of the Class of 2013 were awarded approximately $50,000 in scholarships. The Monty Tech Foundation generously provided $27,000 in scholarships to graduating seniors, ranging in amounts of $250 to $2,000. The Foundation also awarded $6,000 to the practical nursing graduates. Once again, local and state organizations, as well as generous individuals, continue to recognize the ability and potential of Monty Tech graduates in the form of financial donations. The School Committee, administration, faculty, and graduates themselves, are grateful for this support.

Articulation Agreements with local colleges also play an important role in helping reduce the cost of higher education. Qualified Monty Tech students are eligible to receive college credits through a number of articulation agreements with public and private colleges across the country. Well over 60% of the graduating class of 2013 reported plans to enroll at either a 2-year college, 4-year college/university, or a technical/trade school upon graduation. By earning college credits while still in high school, these students will benefit by saving both time and money as they pursue advanced educational programs.

Financial Report

In an effort to develop a cost-effective budget for the fiscal year 2012-2013, a great deal of effort was put forth by the School Committee, administration and staff. The final fiscal year 2012-2013 Educational Plan totaled $24,333,209, which represents a 7.0 % increase over the 2011-2012 Educational Plan. The District held spending in fiscal year 2012-2013 to the minimum required by Massachusetts General Law Chapter 70.

The District was audited in August 2013 as part of the yearly financial audit by the accounting firm of Melanson, Heath and Co. from Greenfield, MA and a very good report is anticipated.

Grants and Contracts

Monty Tech continues to pursue grant funding on an annual basis. These funds assist in providing many educational and social services to the student population. For fiscal year 2013, state and federal grant sources provided the school with $922,132. Programs funded by these grants include: Essential Health Services, Social Intervention and Mediation, Improving Teacher Quality, Special Education Services and Program Improvement, Title I Support, Perkins Occupational Education, and Summer Academic Support.

In addition to state and federal grant sources, Monty Tech was also the recipient of private and competitive grant awards totaling $358,245. Included in that total are a number of highly competitive awards, including a $248,275 award from the Massachusetts Life Sciences Center, used to renovate two science laboratories, and a $100,000 award from the Executive Office for Administration and Finance, used to purchase

vocational-technical training equipment, specifically a Sinker Electrical Discharge Machine (EDM), which will be used to train our Machine Technology students, creating a more skilled and better prepared regional workforce. Grants totaled $1,280,377 for fiscal year 2013.

Academic Achievement

In 2012-2013, students at Montachusett Regional Vocational Technical School continued to demonstrate high academic achievement, earning commendable MCAS scores in English Language Arts, Mathematics, and Biology. In the spring of 2012, Monty Tech's passing rate on the English Language Arts exam was 99%, Mathematics 98%, and Biology 97%.

English Language Arts	2011	2012	2013
Students Tested	358	361	352
Passing	100%	100%	99%
Advanced/ Proficient	87%	95%	95%
Needs Improvement	13%	5%	5%
Failing	0%	0%	1%

Mathematics	2011	2012	2013
Students Tested	358	360	352
Passing	98%	99%	98%
Advanced/Proficient	86%	87%	80%
Needs Improvement	12%	12%	18%
Failing	2%	1%	2%

Biology	2011	2012	2013
Students Tested	362	361	398
Passing	97%	98%	97%
Advanced/ Proficient	71%	73%	73%
Needs Improvement	27%	24%	24%
Failing	3%	2%	3%

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

Student Group	On Target = 75 or higher	Performance	Progress
All Students		83	Met Target
High Needs		76	Met Target
Low Income		83	Met Target
ELL and Former ELL		-	-
Students with Disabilities		75	Met Target
American Indian/ Alaska Native		-	-
Asian		-	-
African/American/Black		-	-
Hispanic/ Latino		99	Met Target
Native Hawaiian/ Pacific Islander		-	-
White		82	Met Target

Vocational Projects in the District Communities

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

The 2012-2013 school year was a busy one for our vocational educators, as each trade aimed to provide practical, hands-on learning experiences for our students, while helping to improve each of the eighteen member communities.

Auto Body: Collision Repair Technology: During 2012-2013, the program was fortunate to receive equipment upgrades including a new aluminum pulse welder, and an assortment of hand and air tools. The program introduced students to a virtual 3-D spray system, designed to provide students with the opportunity to practice the technique painting without using any materials, and the program's waterborne paint spray booth continues to provide students with training with more efficient waterborne paint systems. Throughout the year, the program received over eighty requests for service and repair work, including a number of requests from local school, police and fire departments. Students and instructors refinished a Westminster Police Department Speed Trailer, completed numerous projects in support of the NEADS Canines for Combat Veterans program, as well as repaired a Gardner Fire Department vehicle. (Total enrollment: 63; 42 males, 21 females)

Automotive Technology: The Automotive Technology program experienced instructional transition, as long-time instructor Ken Baer accepted another position within the District. George Russell, veteran automotive technician, filled the vacant position and has proven to be a valuable contributor in the department. Two of our top students, Seniors Hunter Manley and Mike Pauplis placed fourth at the state Ford/ AAA Automotive competition. Several students performed extremely well at the district level SkillsUSA competition. Hunter Manley of Phillipston, advanced to the state competition, where he was awarded a gold medal for his performance and qualified for the national competition in Kansas City, MO. The program also supported eight students in the Co-Operative Education program. These students gained valuable workplace experience, applying the skills they learned in the rigorous automotive technology program, and received high praise from their employers. (Total enrollment: 53; 44 males, 9 females)

Business Technology: Students and instructors in the Business Technology continue to enjoy an increased presence in the school community, providing assistance to shops and offices throughout the school by coordinating bulk mailing, labeling, organizing, and collating jobs. Offices that receive direct support from the Business Technology program include: Monty Tech Nurses' Office, front office, and Student Support Services. Students also assist wherever there is a customer service need, as in the annual greenhouse project, directed by Mr. Dylan Hager. Students serve as customer service representatives and cashiers for this very busy seasonal operation. Students also run a successful school store, refining their skills in cash handling, customer service, organization, and marketing. (Total enrollment: 76; 15 males, 61 females)

Cabinetmaking: Cabinetmaking students spent a great deal of time building and installing cabinetry in a number of public offices throughout the Monty Tech district. During the 2012-2013 school year, students and instructors were particularly busy renovating the kitchen in the Oak Hill Fire Station, located in Fitchburg, MA, where solid cherry cabinetry was built and installed to update the facility. The Senior class also built a beautiful solid cherry bedroom set, which was raffled off to raise money for the Monty Tech Foundation, a philanthropic organization that provides scholarships to students. Individual requests were also honored, including building podiums, and storage units, and all of the gifts for the annual Superintendent's Dinner (400 Nantucket benches) kept the students and instructors extremely busy throughout the remainder of the year. Finally, the program was also fortunate to receive four new machines: two jointers, a straight line rip saw, and an up-cut saw. (Total enrollment: 72; 45 males, 27 females)

Cosmetology: Providing students with educational space that closely reflects industry trends and a typical workplace environment are paramount in the cosmetology program. In November 2012, the renovation of rooms #202 and #210 was completed, offering students and instructors additional opportunities to train in a setting that closely resembles a traditional salon. The new space includes: twenty-four dry stations, twelve manicure tables and stools, new student lockers, shelving, wig warmers, new electrical outlets and fresh paint. Each of the programs twenty-two seniors successfully obtained their cosmetology license before graduation- bringing the programs total number of licensed operators to 225 (and three manicurists) to date. Monty Tech cosmetology instructors continued to promote community service, encouraging all students to participate in meaningful activities at the Gardner High Rise. Students provide free hair and nail services to the elderly once a month, a program that began in 1998. (Total enrollment: 89; 1 male, 88 females)

Culinary Arts: Students and instructors in the Monty Tech Culinary Arts program are among the busiest in our school. In addition to operating a full-service dining room and bakery, culinary students and instructors participated in the Independent Restaurant Group "Taste the Difference" event, and continue to showcase their talents at similar trade shows and events throughout the year. The program provided breakfast, lunch and dinner, as well as support staff, for a number events for public organizations, including: Fitchburg Rotary Club, Montachusett Home Health Care, Senate Ways and Means Committee, Gardner AARP, and the Fitchburg City Council. The program also was fortunate to receive new equipment that has proven to increase efficiency, including a combination steam convection oven and new stainless steel prep tables. (Total enrollment: 105; 34 males, 71 females)

Dental Assisting: 2012-2013 proved to be a busy one for the students and instructors in the Dental Assisting program. The program supported three students who competed at the district level for SkillsUSA. Two went on to compete at the state level. Monty Tech welcomed Community Health Connections, a school-based dental hygiene program whose goal is to provide dental services to students in need. Through this initiative, approximately thirty-two students were examined by a dentist, had their teeth cleaned, and had sealants or temporary fillings applied as needed. Monty Tech Dental Assisting students were given hands-on, practical experience, as they assisted the staff from CHC during each dental procedure that was performed. Dental Assisting students also attended the Yankee Dental Convention, and learned about the most current trends and practices in the field. Finally, the program received new equipment, including a model trimmer, digital scales, a hot water bath and two vacuum forming machines. (Total enrollment: 62; 5 males, 57 females)

Drafting Technology: The Drafting program is proud to announce that five seniors held co-op positions during the 2012-2013 school year, and all plan to continue with their employment while attending local colleges and universities. Nine students earned the right to compete in the SkillsUSA event at the state level, and one standout was selected to represent the school at the national level. At the end of the 2012-2013 school year, every Junior (16 students) and every senior (7 students) were certified AutoCad Mechanical users, and each had also successfully earned certification in Inventor. The shop continued to provide countless community services in the form of banners, signage, building plans, interior design plans, and decorating for school-sponsored events. A capstone project for Drafting students and instructors is the school's library, which was designed entirely by the Drafting Technology program, and upon completion, will be an excellent representation of the quality work that is produced in that shop on a daily basis. (Total enrollment: 51; 29 males, 22 females)

Early Childhood Education: The Early Childhood Education program at Monty Tech proudly graduated fourteen students, all college bound. The program continues to be a popular trade, with an emphasis on community service and continued education. During 2012-2013, Early Childhood Education students participated in the Fitchburg Public Schools: Math & Literacy Fair, operating a table, and engaging children in an activity-based scavenger hunt, based on two popular children's books. Students also created twenty 3-D children's games, which served as centerpieces for the MAEYC Annual Week of the Young Child Recognition Dinner. Three students from the program represented Monty Tech at the SkillsUSA National Skills and Leadership Conference in Kansas City, MO. Whether the students were competing or receiving a

volunteer service award, each of these young ladies represented the school and the Early Childhood Education program very well. The program has benefited from new supplies and equipment, including: a new storage unit for the baby Care Parent Simulation dolls, a SMARTboard, new playground equipment for the District's preschool program, and a new pocket laminator. The Monty Tech Childcare Center continues to operate at full capacity, serves as a co-operative education site for two students, and successfully prepares their young students for transition into Kindergarten. The Center's Director, Ms. Kelley Booth, visits with prospective parents almost daily and handles frequent calls for Fall placement. (Total enrollment: 65; 3 males, 62 females)

Electrical: The Electrical program at Monty Tech continues to be one of the busiest trades in the school. During the 2012-2013 year, students and instructors completed a number of "outside projects" that include: all wiring of the Bresnahan Community Center in Ashburnham (with the exception of fire and security), wiring of the new AV center at the Bromfield School (Harvard, MA), and lighting upgrades to the Toy Town Elementary School Conference Room (Winchendon, MA). Countless electrical projects were also completed in-house, including: library renovations, LED lighting on the outside of the school, wiring two new stations in Cosmetology, data upgrades in a number of classrooms, and new equipment installations in vocational programs (Culinary Arts, Cabinetmaking, Machine Technology, and Automotive Technology). The Electrical program is also particularly proud to have trained thirteen students who benefited from a co-op placement during the 2012-2013 school year, successfully applying what they have learned at Monty Tech in workplaces across North Central Massachusetts. (Total enrollment: 88; 79 males, 9 females)

Engineering Technology: The Monty Tech Engineering program has undergone a yet another major transition, as long-time instructor David Dion retired during the 2012-2013 school year, which left a vacancy that was filled by Mr. Dennis Cormier, veteran engineer. Mr. Cormier's great enthusiasm for the subject matter has been a welcome addition to the program, that has seen a marked increase in student interest. During the 2012-2013 school year, the exploratory program yielded thirteen first-choice freshman, with an incoming freshman class totaling sixteen. All eleven seniors graduated, and reported plans to continue their education, join the military, or continue working in the engineering field. Engineering Technology instructors were pleased with the addition of new materials and equipment, including new student lockers, additional storage units, a mechanical stress tester, a fusco system, and a wide variety of Project Lead the Way curriculum and tools. (Total enrollment: 58; 42 males, 16 females)

Graphic Communications: The Monty Tech Graphic Communications program is pleased to have graduated twenty-four students, all of whom were accepted at a variety of colleges, including 2-year, 4-year, public, and private institutions. Throughout the 2012-2013 school year, the shop continued to produce large quantities of print projects for district towns and community service organizations. This year, the shop produced approximately three hundred twenty print projects, billing in excess of $38,000. The shop also produced yearbooks for local institutions, saving each school approximately $8,000 - $10,000, as the billing only reflects cost of materials. In our student-operated copy center, over three million black and white copies, two hundred fifty thousand color copies, and over five hundred wide format prints were completed. The program was fortunate to receive a number of equipment upgrades and pieces of new technology, including: a black and white high speed copier, a digital envelope printer, a comb binding machine, a screen printing positive printer and ten (10) new iMac computers, each equipped with CS6 software. (Total enrollment: 89; 28 males, 61 females)

Health Occupations: The Health Occupations program at Monty Tech continues to educate a large number of students, providing a rigorous education grounded in current medical knowledge and practice. With guest speakers including a mortician, an emergency room physician, the American Red Cross and representatives from Battered Women's Resources, instructors aim to provide students with critical exposure to a variety of health-related career options. The program, which boasts an enrollment of just under one hundred students, continues to participate in community service programs, including the annual Red Cross Blood Drive, Pediatric Day (in conjunction with students from the Early Childhood Education program), and a "baby shower" for women living in a local battered women's shelter. In addition to providing students with CPR

training and certification, the program provides opportunities for students to sit for two certification exams. The juniors sat for the Certified Nursing Assistant (CNA) exam, and the senior students sat for the Clinical Medical Assistant Certification (CCMA) exam. (Total enrollment: 99; 6 males, 93 females)

House Carpentry: Most of the work done by the students and instructors in the Monty Tech House Carpentry program is done off-campus, completing renovation, building, and repair work for member communities. Some of the more notable projects from the 2012-2013 school year include: work on the Bresnahan Community Center (Ashburnham), leading renovation efforts for the school's new library, constructing and installing Fitchburg Rotary Club flower boxes, completing work on Westminster Little League dug-out roofs, constructing and installing a shed located at the Town Hall (Ashburnham), completing work on the Monty Tech softball field dug-outs, and designing and installing stage extensions for the Monty Tech Dukakis Performing Arts Center. (Total enrollment: 65; 42 males, 23 females)

Industrial Technology: Students and instructors in the Monty Tech Industrial Technology program are called on for "a little bit of everything." Whether busy on campus or off, these students contribute to the educational community in countless ways. During 2012-2013, the majority of their work was concentrated on three major outside projects: 1) re-roofing the Princeton Municipal Power and Light Company's multi-shed buildings, 2) designing and creating props for the Annual Superintendent's Dinner fundraising event, and 3) fabricating and installing a 12' x 16' wooden, gambrel style shed for the Town of Ashburnham. The Co-Operative Education program continues to be a highlight for students in the Industrial Technology program, as six students were awarded co-op placements during the year. Finally, the District hired Mr. Kenneth White to replace long-time instructor Michael Edson, who retired early in the year. Mr. White has proven to be a wonderful resource to our students, bringing over 35 years of experience in maintenance repair and machine set up knowledge. (Total enrollment: 52; 49 males, 3 females)

Information Technology: As with any school, information technology provides key services to the educational community. In addition to the critical in-house Help Desk services offered by the program, students and instructors performed in excess of two hundred hours of repair, upgrading, and troubleshooting computer problems for Monty Tech community members. Competing in three categories: network security, digital forensics, and Cisco networking, a team of six talented students (led by instructor Richard Duncan) captured second place at the CyberPatriot event, a national high school cyber defense competition, founded by the Air Force Association. To give you a sense of how immense this accomplishment is - there were 806 teams representing all fifty states at this competitive event! The Information Technology program also offered TestOut PC Pro certification opportunities to Sophomore and Junior students. During the 2012-2013 school year, 26 out of a total 33 students passed this certification exam, a 79% success rate. (Total enrollment: 58; 54 males, 4 females)

Machine Technology: The Monty Tech Machine Technology program saw several key improvements during the 2012-2013 school year. The program benefited from new technology, including: a Kalamazoo cut-off band saw, new benches, and two jet engine lathes with digital readouts. Additionally, a vocational equipment grant from the Executive Office for Administration and Finance, in the amount of $100,000 was awarded to the District. These funds will directly benefit the students in the Machine Technology program, as the District has purchased a Sinker Electrical Discharge Machine (EDM). Students will be trained in this new technology, and, therefore, will be more marketable to area machine shops that utilize similar equipment. Two students advanced from the SkillsUSA district competition to compete at the state level, one in Precision Machining and the other in CNC Milling. The program is particularly proud of student efforts in CNC Milling at the state SkillsUSA competition, where a Monty Tech student won a bronze medal. A total of twelve (12) students were offered co-op employment (up from only 3 students in 2011-2012), and were able to put their vocational education into practice at area machine shops. Students who remained at the school refined their skills by completing a number of special projects, including: manufacturing brass plaques to mark projects within the school and outside projects in Monty Tech communities, laser engraving plaques for the school's annual car show, creating custom drawer pulls for the bedroom set hand-crafted by

Cabinetmaking students, and machining components for the auditorium stage extension project. (Total enrollment: 62; 56 males, 6 females)

Masonry: Students and instructors in the Monty Tech Masonry program were busy on our campus, as well as in many of the member communities throughout the 2012-2013 school year. Community services included: designing and installing the brick chimney, tile floors and the stone surrounding the wood stove at the William Bresnahan Community Center (Ashburnham); repairing the flag pole base at the fire station, repairing brickwork at the police station, and repairing sidewalks and manholes at the Sundial Apartments (Fitchburg); cutting channels and removing concrete floor, jackhammering ledge in the floor, and repairing the concrete floor at the Bromfield School (Harvard); completing work on the Little League dugouts (Phillipston); and completing brickwork at the Senior Center and repairing steps at the Wendell Clark Memorial YMCA (Winchendon). When students weren't busy in our district communities, they were preparing for and competing in the Massachusetts Trowel Trades Association (MTTA) competition, where they were recognized with the following distinctions: Seniors – 1st and 3rd place, Juniors – 2nd place, and Sophomores – 2nd place. Students and instructors also worked to beautify our own campus by installing block work for the softball dugout renovation project, pouring a concrete slab behind the Plumbing shop, and building flower boxes/ retaining walls around signs in front of the school. (Total enrollment: 66; 55 males, 11 females)

Plumbing: The Monty Tech Plumbing program, like others throughout the school, is committed to community service, and as a result, during the 2012-2013 school year, students and instructors participated in the construction of a new community function center, the William T. Bresnahan Community Center in Ashburnham. Students and instructors also worked to complete rough plumbing, radiant floor heating, and radon mitigation systems in a new commercial building in Ashburnham. In Harvard, students and instructors worked on the Bromfield School campus to install the plumbing and heating systems in an unused space that will soon be the home for the Harvard Community Cable Access group. On our own campus, students worked daily on fixing leaks, cleaning drains, and repairing and maintaining the plumbing system in the school. The Plumbing program is particularly proud to have trained eight students who were given an opportunity to demonstrate their technical skills in a co-operative educational placement. The Monty Tech Plumbing program proudly graduated sixteen students in the Class of 2013. Two students, in particular, received prestigious trade awards/recognitions: Nick Dudley (Westminster) won the Central Massachusetts Plumbing & Gasfitting Inspectors Association scholarship, and Nick Foster (Gardner) was named a Voc-Tech All Star by the Plumbing, Heating, and Cooling Contractors Association of Massachusetts. (Total enrollment: 68; 65 males, 3 females)

Welding/Metal Fabrication: The Welding/Metal Fabrication program is charged with successfully completing numerous projects on the Monty Tech campus, including repair work, layout, design and installation. In conjunction with other trades at the school, students and instructors in the Welding/Metal Fabrication program are instrumental in the successful completion of many of the school's building renovation initiatives. In addition to the more than 65 miscellaneous projects successfully completed by students during the 2012-2013 school year, students and instructors worked collaboratively to complete restoration work on a fire truck operated by the Fitchburg Fire Department, which was the program's capstone project for the year. The program benefited from the addition of new equipment, including a DoAll 400S Horizontal Band Saw, a Nederman Portable Welding Fume Extractor, a Torchmate Plasma Cutting Water Table, and three Millermatic® 211 Auto-Set Mig Welders. The program was pleased to place ten top students in Co-Operative Education work experiences across the district. (Total enrollment: 57; 54 males, 3 females)

Special Services

During the 2012-2013 school year, Montachusett Regional Vocational Technical School District provided special services to approximately three hundred students – measuring progress of approximately two hundred students on Individual Education Plans (IEPs) and just under one hundred students adhering to individualized Section 504 plans. While the Student Support Services (SSS) Department encompasses special education, the department provides support and is available to all Monty Tech students.

The department includes a full-time nursing staff that administers medications, performs state-mandated health screening exams, and provides, when necessary, health information to the special education team for a student's IEP meeting. The department is fortunate to be able to support a full-time school social worker who participates in departmental meetings and assists students who have needs concerning finances, family issues, homelessness, maternity, health issues, and proper food and clothing. The school is fortunate to have on staff a full-time psychologist, whose role it is to evaluate all students referred for an initial evaluation or who require a three-year re-evaluation. In addition, we have a full-time speech pathologist, who is available to assist students with disabilities, assess these students and consult with teachers. Our students also have access to the services of a full-time adjustment counselor and part-time school psychologist. All of these individuals are available for scheduled counseling sessions and mental health emergency treatment, as well as crisis intervention.

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

Technology

In 2012-2013 Monty Tech began the process of improving our network infrastructure to meet the needs of the future. The Massachusetts Department of Elementary and Secondary Education's initiative to replace the current MCAS student assessment testing system with PARCC, an online student assessment testing system, is the driving force for such improvements in school districts across the state.

The network core switch has been upgraded along with other network switches throughout the building. Internet bandwidth was increased considerably, and the school selected a wireless network vendor to install building-wide wireless access during the summer of 2013. We believe these improvements to the school's infrastructure have prepared the school for the technology-driven PARCC assessment.

Monty Tech continues its participation in the Massachusetts Office of Health and Human Services Virtual Gateway initiative, which provides direct certification of free and reduced lunch students. This process has improved the process of qualifying students for subsidized meals, directly impacting technology costs at the school. As the number of students who qualify for subsidized meals increases, so too, does our e-rate discount, substantially reducing costs associated with the District's internet, firewall, email systems.

Monty Tech continues to replace and add technology equipment and software so that students gain experience with newer technology. Our Information Technology program added a virtual server, and several of our other shops replaced equipment that is now based on computer technology.

SkillsUSA

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

Led by co-advisors, Ms. Kelsey Moskowitz, English teacher, Anne Marie Cataldo, Early Childhood Education Instructor, and Dan Starr, Graphic Communications Instructor, 2012-2013 proved to be a remarkable year for the Monty Tech SkillsUSA chapter. Highlights of the year include:

- Fitchburg resident, and Dental Assisting student, Brittany Velez, was elected Massachusetts SkillsUSA State President.
- Thirteen students attended the Annual Fall State Leadership Conference. The conference spanned three days, and presented the students with an opportunity to develop leadership skills and perform community service at an area YMCA Day Camp.
- The SkillsUSA local competition was held in January 2013. The competitions took place over a three-week period, and included leadership competitions as well as technical and skill based competitions. The event culminated in a Local Awards Ceremony, held at the school on January 23, 2013.
- Winners from the local competition advanced to the district competitions, held at Bay Path Regional Vocational Technical School. There, a grand total of forty-seven (47) medals were captured by Monty Tech students - fourteen (14) gold, nineteen (19) silver, and fourteen (14) bronze medals. Two students also qualified to run for the State Executive Council. Remarkably, students in four contests swept the contest, obtaining all three medals. These included 3D Animation Technology, Medical Assisting, Early Childhood Education, and Digital Cinema Production.
- Two students, Russell Holbert (Graphic Communications) and Nadia Machado (Health Occupations), served on the State Advisory Committee to help aid in the planning of the State Conference.
- A total of seventy-eight students attended the State Leadership and Skills Conference, held at Blackstone Valley Vocational Technical School. Traveling to the highly competitive conference were thirty-nine (39) District Medalist and qualifiers, seventeen (17) local leadership contestants, two (2) state officer candidates, and twenty-four (24) voting delegates. The event culminated with nineteen (19) medals and seven (7) students earning the right to compete at the National Leadership & Skills Conference held in Kansas City, Missouri in late June. Brittany Velez was also elected to the State Executive Council and was named a candidate for National Office. Russell Holbert, Nadia Machado, Andrea Bickford and Jessica Shattuck were selected to be national voting delegates.
- Seven students also traveled to the National Conference, where they received the coveted President's Volunteer Service Award.
- In June 2013, eighteen students and nine instructors attended the National Conference in Kansas City, Mo. There, Emily Westerback, senior in Graphic Communications, earned a silver medal in Advertising Design, and Brittany Velez, a junior in the Dental Assisting program, was elected to be a National Officer. In July, at National Officer Training, Brittany was voted to the position of National Secretary.
- Throughout the year, students participated in a number of community service projects, including: the Marine Corps JROTC 10 Mile March to raise money for veteran's services; a "Change for Children" Campaign to benefit a Holiday Party for disadvantaged children; Salvation Army "Christmas Angels" were distributed to collect toys and gifts for underprivileged children; "A Night of Fun with The Harlem Wizards" to benefit Be Like Brit Foundation and The Doug Flutie Jr. Foundation for Autism.

Marine Corps JROTC

The Monty Tech Marine Corps Junior Reserve Officers Training Corps (MCJROTC) was selected as a National Honor School for the fourth consecutive year. The program's enrollment exceeded 180 students, hailing from all eighteen sending communities.

As in past years, the MCJROTC ceremonial units were in high demand throughout the district. The MCJROTC cadets conducted thirty-eight ceremonial details, and every weekend during the school year the cadets were busy with various corps activities.

The MCJROTC unit conducted over seventy-two hundred hours of community service. Service is an important part of the MCJROTC experience. This year the cadets donated $14,500 to Canine's for Combat Veterans, $5,000 to the Fitchburg Veterans Outreach, and $1,000 to the Wounded Warrior Project.

The 2012-2013 Leadership Trip was held at Camp Outdoor Odyssey in Boswell, PA. Seventy cadets experienced this week-long adventure training in the mountains of western Pennsylvania.

During the month of July the Cadet Corps hosted a first-ever National Marine Corps Cyber STEM Camp at Monty Tech. Over ninety cadets from the Midwest and Northeast spent a week at the school learning about Cyber Security. Leaders from business and education sectors, as well as leaders from the United State military, lectured on the growing Cyber Security field.

Other notable highlights for the year include:

- National High School Cyber Defense Competition, National Runner Up
- Ten-mile March-A-Thon to support "Canine's for Combat Veterans"
- Annual raffle to support leadership trips
- Veterans' Day Ceremonies hosted by Monty Tech
- Memorial Day Observation in six sending communities

Women in Technology

The past year marked the 11th year that the North Central Massachusetts Women In Technology program has been providing opportunities for young women from area high schools to learn firsthand about careers in high-tech and business. Participants spent two days a month working on real-world work projects under the mentorship of company managers at SimplexGrinnell and Tyco Safety Products in Westminster, subsidiaries of Tyco International, a Fortune 500 company.

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

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

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

Student Athletics

The Monty Tech athletic program continues to expand in scope and skill each year. More students and teams compete every season. In fact, during the 2012-2013 school year, the Monty Tech Athletic program expanded considerably, and now includes indoor track & field for both boys and girls, lacrosse for both boys and girls, and a boys tennis team. During the fall of 2012, Monty Tech was well-represented by eighteen teams. In the winter months, there were fourteen teams, and wrapping up the year, spring saw thirteen teams come together at Monty Tech.

Last fall, the varsity football team saw their first winning season in almost ten years, going 6 - 5 and winning the annual Thanksgiving eve game. The junior varsity football team was 2 - 4 and the freshman football team was 3 - 5. The varsity boys soccer team finished at 7 - 10 - 1. The junior varsity boys soccer team was 6 - 6 - 1, an improvement over last year. The varsity golf team was 5 - 14 overall, while the junior varsity golf team played in five tournaments, gaining valuable experience on the links. The varsity field hockey team went an impressive 16 - 2 - 1 for the season, winning the Colonial Athletic League title with a 9 - 0 - 1 record. Their performance qualified them for the Central Mass Tournament for the third consecutive year, where they lost to Tyngsboro, 3 - 2 in a shoot-off. The junior varsity field hockey team finished at 7 - 1 - 1. The boys cross-country team was 10 - 3, finishing second in the Colonial Athletic League with a 6 – 1 record. The girls cross-country team was 6 - 1 overall and 3 - 1 in the Colonial Athletic League. The varsity girls volleyball team finished 10 - 10 for the season and qualified for the district tournament. The junior varsity girls volleyball team was 9 - 6, while the freshman team continued to improve each match. The varsity girls soccer team was 11 - 3 - 3, and qualified for the State Vocational Tournament, where they lost to Diman Regional Vocational Technical High School, 5 - 0. The girls junior varsity soccer team finished at 7 - 7 - 1.

The girls varsity basketball team finished at 10 - 10 on the season, qualifying for the Central Mass Tournament. They beat North Brookfield in the first round, 39 – 34 and lost to Hopedale, 64 – 18. Two team standouts qualified for the Colonial Athletic League All-Star team. The junior varsity girls were 15 - 5, while the freshman girls finished the season with a 9 - 3 record. The varsity boys basketball team finished at 6 - 14, while the junior varsity team finished with a strong 13 - 7 record and the freshman went 13 - 3. The co-op wrestling team participated in many dual meets and tournaments finishing at 6 - 9. The co-op ice hockey team finished at 8 - 10 - 2, just missing the playoffs. The junior varsity ice hockey team played very well. Eleven swimmers participated in a co-op swim team with members from Leominster, North Middlesex and Oakmont, swimming at the Fitchburg State University pool, one of the best in the area. 2012-2013 saw our first indoor track & field for both boys and girls. Each team participated in eight meets, and recorded some fine individual performances.

In the spring of 2013, the varsity softball team qualified for the Central Mass Tournament with a 10 - 10 record, losing to Hopedale. The junior varsity softball team was 5 - 8. The varsity boys volleyball team finished with a 9 - 1 record in the Colonial Athletic League, and won the league title for the first time. The varsity baseball team finished at 7 - 13, while the junior varsity baseball team was 10 - 6 and the freshmen baseball team was 2 - 4. The boys track & field team was 7 - 1, placing second in the Colonial Athletic League with a 6 - 1 record. The girls track & field team was 6 - 2 and also placed second in the Colonial Athletic League with a 5 - 2 record. Combining effort with area North Central Charter School, we were able to form our first boys and girls lacrosse team. Monty Tech hosted the boys, while N.C.C.S. hosted the girls. The boys played fifteen games their first year, and due to a large turnout from Monty Tech, we expect to have our own team Spring 2014. One student, a freshman, played for the Fitchburg High School tennis team, and was named to the Sentinel and Enterprise All-Star team.

Congratulations to the Outstanding Male and Female athletes for 2012-2013, Tarsiah Murphy and Monica Pucko.

Postgraduate and Continuing Studies

The Postgraduate & Continuing Studies Program, also known as Monty Tech Nites, continues to update and add courses that emphasize a commitment to excellence by offering affordable, quality, and enjoyable educational experiences. For the Fall of 2012, Monty Tech offered 106 courses "in-house" and another 400+ were offered online. Approximately 900 seats were sold for Fall 2012 courses. In comparison, there were 108 "in-house" courses and, again, over 400 on-line courses offered during the Spring 2013 semester. Approximately 800 seats were sold for Spring 2013 courses.

In April 2013 the postgraduate program successfully graduated our second class of fifteen Emergency Medical Technicians. The students took their practical exam at Monty Tech and proceeded to take their written exam at a state-designated facility. Several graduates have already found employment in their chosen field.

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

Practical Nursing Program

The Practical Nursing Program is designed to prepare graduates to practice safely, ethically and in a caring manner for patients who are experiencing common variations in health status in diverse health care settings. This mission, which is consistent with the philosophy and goals of the Montachusett Regional Vocational Technical School District, accomplished the following:

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

In November 2012 the Practical Nursing Program hosted a site visit to obtain accreditation by the Council on Occupational Education (COE). We received full accreditation for six (6) years, which allows the program to participate in the U.S. Department of Education student loan program and provides the Monty Tech Evening Division with a national accreditation status.

In Fall 2013 the Practical Nursing Program hosted a site visit and evaluation from the Dept. of Elementary and Secondary Education (DESE). The Practical Nursing Program was approved as a Chapter 74 adult educational program. This will provide the program with another revenue source along with our student tuition income.

In June 2013 we graduated twenty-nine (29) students to enter the nursing profession and the class achieved an initial NCLEX pass rate of 94%. Over 85% of the 2013 graduates are currently working in the North Central area as LPNs in various health care settings from long term care, sub-acute care, clinics and prison health care.

Our experience and forethought in the development of the LPN to BSN Bridge program with Fitchburg and Worcester State University continues to garner state and national attention. Program Director, Holly Lafrance, remains committed to the Nurses of the Future Initiative, working closely with the Board of Higher Education as a member of the academic progression model team, while the Monty Tech Practical Nursing instructional team was asked to present at the highly respected National League of Nursing (NLN) annual conference in Washington DC in Fall 2013.

Looking Ahead

While the Montachusett Regional Vocational Technical School District educational community is certainly proud of the achievements of our talented students, faculty, and staff, we continue to have an eye toward the future, always committed to improving our vocational and academic programming, strengthening key partnerships, and maintaining facilities that contribute to student success and achievement. As we look ahead, there are a number of programs and initiatives that we expect will have a positive impact on our school and students for years to come.

Biotechnology: With funds provided by a Massachusetts Life Sciences Center Grant, the renovation of two science laboratories is nearing completion, giving the school two 21st Century, universal laboratories, filled with materials, supplies and equipment that enable educators to introduce exciting lab offerings and curriculum to eager students. Two courses, Introduction to Biotechnology (BTC101- 4 credits) and Basic Solution and Media (BTW102- 3 credits) will be offered to high school students through a unique middle college model, whereby college level coursework is embedded during the traditional high school schedule. The courses will be co-taught by a Mount Wachusett Community College faculty member and a Monty Tech instructor. The MWCC faculty member will serve as a visiting instructor, co-teaching the classes with a highly qualified science instructor. Upon successful completion of the courses, students who earn a 'B' or better are eligible to receive seven (7) college credits.

Expanded AP Offerings: In September 2012, Monty Tech launched its first Advanced Placement courses, grounded in the belief that because today's vocational programs are rigorous and complex, high school academic offerings should be as well. With 69 students enrolled in two courses, we are delighted to report approximately 40% of these eager students earned college credit as a result of end-of-course test results. Pleased with these results, District officials are excited to expand AP offerings in the coming years, introducing courses such as AP Statistics, AP Studio Art, and even AP Environmental Science.

Renovation of the School's Library: For several years, Monty Tech has been without a library. Though the school's faculty and staff have gone to great lengths to provide alternatives to students during this time, providing research databases, ebooks and audio books, the district has committed to renovating the existing facility, with the hopes of transforming it into a student-friendly 21st Century library. This extensive project, which is nearing completion, will provide students with 2,000 new fiction titles, access to a collection of approximately 6,200 titles, quiet study space, extensive research capabilities, and wireless access. We look forward to the library's grand re-opening in December 2013, providing the Monty Tech educational community with a library that more closely reflects the advanced technology and training available to students at Monty Tech.

Educator Evaluation: Because Montachusett Regional Vocational Technical School District is not a Race to the Top district, school officials were given until Fall 2013 to negotiate and implement the new educator evaluation tool. Throughout the 2012-2013 school year, administrators participated in workshops and professional development coursework to develop a broad understanding of the scope of the state's new evaluation system, and in September/October 2013, educators participated in training related to developing SMART Goals. We are delighted to report that an evaluation tool has been agreed upon, and that teachers and administrators continue to work collaboratively to implement the new evaluation tool, with intentions of improving educational delivery across the District.

Summer Camps: The school's new Dean of Admissions has proposed a Summer Camp program that will bring added life to our halls during the month of July. Interested 6th – 8th grade students in our eighteen sending communities will have an opportunity to attend one of four innovative summer enrichment programs. Each camp has been designed to introduce students to vocational programming, familiarize them with our school, and will culminate in an exciting field trip! Additionally, thanks to the generosity of the Monty Tech Foundation, scholarships will be available to students who qualify for free/reduced lunches, and all costs of the field trip will be covered for every participant.

Respectfully Submitted By:
Steven C. Sharek, Superintendent-Director
Montachusett Regional Vocational Technical School
December 20, 2013

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

The Monty Tech School Committee

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

Our students continue to benefit from the broad scope of their experience and varying perspectives, and we are thankful to the following members of the 2012-2013 School Committee for their outstanding service.

Eric Olson, Phillipston *Chair*
Barbara Reynolds, Lunenburg*Vice Chair*
Diane Swenson, Ashburnham
Peter Capone, Ashby
Toni L. Phillips, Athol
John Scott, Barre
Brian J. Walker, Fitchburg
Robert H. Campbell, Fitchburg
LeRoy Clark, Fitchburg
Thomas J. Conry, Jr., Fitchburg
Helen Lepkowski, Gardner
Eric D. Commodore, Gardner
Joann Sueltenfuss, Harvard
James Cournoyer, Holden
Kathleen Airoldi, Hubbardston
Edward Simms, Petersham
John P. Mollica, Princeton
Mary C. Barclay, Royalston
Dr. Kenneth I.H. Williams, Sterling
James M. Gilbert, Templeton
Gary Candelet, Westminster
Burton E. Gould, Jr., Winchendon

Terri Hillman, Winchendon
Secretary

Norman J. LeBlanc
District Treasurer

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:

Adams Street, Barrel Road, Bragg Hill Road, Carter Road, Davis Road, Dean Hill Road, Ellis Road, Harrington Road, Minott Road, Newcomb Road, Nichols Street, Overlook Road, Pierce Road, South Street, Turnpike Road, Whitney Street and Worcester Road.

Respectfully submitted,

Joshua W. Hall
Tree Warden

Conservation Commission

The Westminster Conservation Commission respectfully submits their Annual Report for the year ending December 31, 2013. The Conservation Commission is a 7-member board, including one vacancy, charged with the administration and enforcement of the Wetlands Protection Act and local wetland bylaw. Meetings are held once or twice a month on Wednesday evenings. For further information please contact Chairman Dan Bartkus through the Conservation Office at 978-874-7413.

During the past year the Conservation Commission issued 11 Determinations of Applicability, 25 Orders of Conditions, 2 Certificates of Compliance, 3 Amendments to Orders of Conditions, 3 Enforcement Orders, 3 Emergency Certificates and reviewed and signed over 50 Building Permits. Site checks were conducted on all of the above.

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

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

Respectfully submitted,

Daniel Bartkus, Chairman

A view of Mount Wachusett from the southerly end of the Rambler.

HAGER PARK COMMISSION

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

The Commission has developed a network of hiking and riding trails within the Hager Park parcels and we hope to establish trails in the Smith Reservoir area in the future. The trails are open to the public and we are happy to see them used. The trails are marked with white metal signs.
The Commission holds regular meetings in Room 128 at the Town Hall at 6:00 PM on the 2nd Thursday of each odd-numbered month. The public is welcome to attend. Additionally, information about Hager Park can be found on our website www.hagerpark.com. Trail maps can be downloaded from the website.

The following is a summary of major activities during 2013:

- Our budget was cut nearly 17% in 2010. The Commission budget was level funded again this year and all activities continue to operate within this reduced budget.
- Our John Deere gator continues to run well while travelling around the park. Commissioner Timo Ojanpera has been making the greatest effort to patrol the park and keep the trail system open for visitors.
- We have continued to work on our forestry plan. In the first half of the year, we shelved the plan because of questions about our access route to the Rambler and adjacent southeasterly portions of Hager Park. After meeting with our neighbors and hearing their concerns, we decided the cutting plan should be postponed until an alternate route could be found. During the second half of the year, another neighbor's property was logged and the opportunity to continue the cutting onto Hager Park and the Rambler is now being investigated.

- Former Commission Richard "Jiggs" Ahlin passed away in 2013. He served as a Commissioner from 2001 through 2010. He brought us a wealth of knowledge about Hager Park and the town in general during his years of service. After his passing, the Commission received a monetary donation given in his memory. As a result, the Commission now has a town account for receiving donations for funding park activities.

Activities planned for 2014 include:

- As discussed above, the Commission would really like to conduct a timber sale this year. We hope to have a cutting plan in place this winter and a timber harvest this summer or even sooner. There are still several logistical and procedural issues to overcome with our latest idea, but early indications from our forester would focus the work on a clear cut on the Rambler and salvage cut on an adjacent part of Hager Park. Cutting on the westerly portion of Hager Park on the other side of Route 140 and on the Smith Reservoir parcels would be saved for a later date.

- The Commission is still working on updated trail maps. The Montachusett Regional Planning Commission has been working on an inventory of trails in the North Worcester County area. During this process, their staff located the trails on Hager Park with their GPS equipment. They have shared this electronic data with the Commission and we hope to incorporate into our database.

- We will continue annual trail maintenance within the park.

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

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

Westminster Historical Commission

The Westminster Historical Commission identifies and evaluates local historical and cultural resources to determine historic significance, then advises town committees and townspeople on historic preservation issues so that preservation is a community wide effort.

This year we have managed the Farmer's Camp building. We have agreed to temporarily let the Mass Food Co-op use this building once a month for their food distribution. We have started to explore options for connecting water and sewage lines to the building which would expand possible uses of this property.

Our committee has completed a demolition delay bylaw draft, recommending a 12 month delay before demolition of buildings which are considered "preferably preserved". In 2014, we will begin discussing this bylaw draft with other town committees and town residents.

Tree plaques recognizing Clara Barton and George Washington were removed from two trees where they were becoming embedded. The plaques have been refinished by J & B Metal of Westminster and mounted by Oakmont Tech Ed Department. We will be making a plan on the best way to display them.

The Civil War monument in front of the Congregational church needs to be restored. Bill Waight has explored options and obtained quotes for doing this. There is a preservation grant available which requires 50% matching funds. A preliminary presentation was made to the Selectmen to introduce the idea of matching funds for this project. The projected cost is $10,000. There is community interest in this project. IC Federal Credit Union has agreed to give $1000 toward this expense.

This year we hired a consultant to do a housing inventory of houses built between 1870 and 1914. (Older houses were thoroughly research in the 1970's). The consultant photographed about 400 houses built in this time period, created an excel spreadsheet, and a color coded map showing the location of all historic houses in town. This map will be given to appropriate town departments.

WHC was asked to consult on several other issues. We had input into the goals of Open Space and Recreation Plan. We also met with the Cumberland Farms representative to advise on signage and architectural style of the new proposed Cumberland Farms building. Finally, the Mass Historical Commission is in the process of making a digital map of historic buildings in town. To assist with this project, we have been verifying requested information on specific houses.

Westminster Historical Commission members are: Roni Beal-Vice Chairperson, Betsy Hannula-Secretary, Bill Waight- Treasurer, Laurie Tarr Ellsworth-Member at Large, Joan Longcope-Chairperson.

Respectfully Submitted,

Joan Longcope
Chairperson

WESTMINSTER COUNCIL ON AGING

The mission of the Council on Aging is to maintain the health and well-being of the Westminster Seniors and to assist them with preserving their independence. There are currently 1732 seniors over 60 living in town. The Senior Center provides a "welcoming destination" that accepts you regardless of financial status, race, creed, medical condition, or mobility. Many seniors see the Senior Center as a "home away from home". This is where they see old friends or meet new ones.

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

The Westminster Council on Aging meets on the second Tuesday of each month at 1:30 P.M. at the American Legion Hall, 127 Main Street. All citizens are welcome to attend.

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

This Council has met the afore-mentioned criteria for many years in providing for a congregate and meals on wheels program, as well as, the invaluable services of the Mart van. The Congregate Meal-Site served 1097 meals, the Congregate Meal site moved to the Senior Center on March 14, 2011. The Meals on Wheels Program delivered 3637 meals to our seniors of Westminster (mostly shut-ins).

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

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

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

Attendance at the Senior Center has continued to grow. The variety of programs being offered has increased and is well received. The Senior Center has a warm, friendly atmosphere, and the Council encourages participants to spread the word to other seniors who may not already be aware of our venue. The Senior Center was unitized by 4717 seniors for year 2013.

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

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

The Bread of Life Church has been very generous with providing meals for our seniors, the church invited every senior citizen to their Thanksgiving Dinner, we provided 45 meals to shut-ins for Thanksgiving Day.

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

The Council has a volunteer from A.A.R.P. to assist seniors with their tax returns. The Council also has the Senior Tax Relief Work-Off Program for eligible seniors. The Tax Work-off program has grown; we have 3 couples, and 27 individuals participating in the program.

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

Our ongoing participation in the Montachusett Regional Transit (MART) system provides 37 hours weekly, of service to senior citizens and handicapped individuals at a voluntary, nominal fee. We also provide transportation, on a priority basis, to medical appointments, the meal site, drop-in-center, local shopping errands, Friendship Club Meetings, etc. The Mart Van transported 299 clients with the total of 3139 rides.

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

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

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

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

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

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

Council on Aging Board Members

Mr. Don Barry,Chair
Ms. Neysa Miller, Co-Chair
Ms. Evelyn Giammalvo, Member
Ms. Louise Garland-Wheelen, Member
Ms. Shirley Lombard, Member
Mr. William Antoniac, Member
Ms. Jessica Rollins Mercier, Secretary

SENIOR CENTER BUILDING COMMITTEE

Highlights of the Building Committee's activities for 2013

•Town Meeting scheduled for January 29th, to vote on proposed $2.5 budget approval. Budget Approved.

•February- Committee met with Monty Tech to coordinate work Monty Tech can provide towards building construction.

•February- Committee selected Atlantic Construction as Owners Project representative.

•March- Committee provided building plans to Conservation Commission, Planning Board, Police, Fire, and Public Departments for comments and approvals.

•April- Committee issued Request for Proposals for building construction.

•May- Construction proposals higher than expected, Committee rejected bids and revised building design and specifications to reduce costs.

•June/July- Revised project RFP sent out to bid.

•August- Revised construction cost proposals received within $2.5 budget.

•September- Committee recommended awarding construction contract to L. D. Russo Construction. Selectmen approved.

•September 30- Ground breaking ceremony held at construction site.

•October- Site work in progress, foundation installed.

•November/December- Significant site work completed and new Senior Center building framing completed.

•Construction completion anticipated for late summer/early fall of 2014.

Respectfully submitted,

Mr. Kevin Keena

Senior Center Building Committee Members
Mr. Don Barry, Chair
Mr. Peter Normandin, Co-chair
Mr. Kevin Keena, Secretary
Ms. Neysa Miller, Member
Mr. Jim Moriarty, Member
Mr. Dan Stango, Member
Mr. Keith Harding, Member
Mr. Bill Antoniac, Member
Ms. Laila Michaud, Member

VETERANS SERVICE OFFICERS

VETERANS SERVICE OFFICER: Stanley W. Herriott

ASSISTANT VETERANS OFICER: Philip D. Buso

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

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

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

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

Respectfully submitted,

Stanley W. Herriott

WESTMINSTER CEMETERY COMMISSION

The Westminster Cemetery Commission is empowered with the sole care, superintendence and management of all public burial grounds in the Town of Westminster. These public burial grounds are located at Woodside Cemetery (9 Narrows Road), Mount Pleasant Cemetery (at the intersection of Knower and Ellis Roads), and Whitmanville Cemetery (at approximately 245 South Ashburnham Road). The Westminster Cemetery Department is located at 9 Narrows Road where the normal working hours are 7:00 AM to 3:30 PM. Monday thru Friday. We encourage residents to meet with us regarding cemetery business and concerns: please call us at 978-874-7415 to ensure our presence. In particular, we strongly suggest your selection and purchase of a lot prior to the actual need. Lots are available at all three cemeteries; our lot and interment pricing fees are available at the office.

There were 13 full burials and 15 cremation burials last year, compared to 15 full burials and 22 cremation burials in 2012. Ten burials were during the week, 3 on Saturday, 5 cremation burials during the week, with 9 on Saturday and 1 on Sunday. We offer our services for the convenience of the families we serve. Fees collected from the sale of lots were $4,400 of which $2,200 went to the Perpetual Care Fund principal; Perpetual Care Fund principal as of 12/31/10 is $21,835.00

We appreciate the dedication of superintendent John Gronroos and the staff who maintain all our cemeteries and perform burials. They are an asset to the town of Westminster.

The Cemetery Commission thanks the Public Works Department for their help in equipment maintenance.

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

Respectfully Submitted
CEMETERY COMMISSIONERS

SAMMI DAWLEY
WALTER TAYLOR
STANLEY SKAMARYCZ
JOHN T. GRONROOS, Superintendent

Westminster Agricultural Commission

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

The Agricultural Commission is the newest part of Westminster's Town Government. It's composed of 5 appointed town residents.

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

The Westminster Ag Com sponsors and manages the Westminster Farmers' Market held on Friday afternoons, 3:00-6:30pm from the first Friday in May until the last Friday in October. It also sponsors a Holiday Market before Thanksgiving. The Market hosted 4 events held in conjunction with the Friends of Westminster Farmers and Gardeners (FWFG). The events started with a Planter's Party in May; continued with How Does Your Garden Grow in July and then Peak of the Harvest in August; wrapping up with Westminster Fair and Share in September. The 2013 market averaged 20 vendors per market and ranged from 3-8 (on torrential rain days) to 33 during the Peak of the Harvest Festival on the third Friday in August. Many kinds of food are available from local producers. Crafters provide many different kinds of useful objects and the market highlights the talents of local singers, dancers, musicians and puppeteers who come and provide entertainment with funding provided in part by the Westminster Cultural Council and tips from appreciative shoppers.

The 2014 market season starts on May 2 and there are five events planned: Planters' Party – May 16, How Does Your Garden Grow – July 11, and the third anniversary of The Peak of the Harvest – August 22, Westminster Fair and Share – September 19 and October Celebration – October 17. The Market ends on October 31 and the Holiday Market is scheduled for November 22.

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

The Ag Com also sponsored a four part educational program – the Backyard Growing Series - held at the Forbush Memorial Library. Topics included Beginning with Bees, Bio-nutrient Dense Food Production, Backyard Poultry and Fruits and Berries. All were well attended with between 35 and 55 people learning about agricultural topics that they could use in their own yards and gardens. The Backyard Growing Series will continue in 2014 with Reviving the American Chestnut, Lacto-fermentation, Backyard Dairying and Saving Seeds.

Because of the interest demonstrated during the Bio-nutrient Dense Food Production lecture, the Ag Com sponsored a two part intensive training series – started in October and to be completed this coming March.

The Ag Com is also involved in supporting the development of a new community interest group – The Friends of Westminster's Farmers and Gardeners. We are working together to develop educational and entertaining programs that support community involvement in local agriculture.

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

The Ag Com is participating in the revision of the Town's Master Plan process. We've worked with the Open Space Committee and the North Country Land trust to come up with a coherent approach to maintaining and supporting the working landscape.

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

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

Releasing butterflies at the How Does Your Garden Grow event at the July Farmers' Market

Mid-summer Market Day on Academy Hill

Ag Com booth at the 2013 Young Children's Festival

Alpacas on a typical market day

Memorial Committee

The Memorial Committee reviews for the Board of Selectmen any requests for placement of Memorials on town property using the 'Policy for the naming of public land and facilities and placement of memorials' adopted by the Selectmen in 2010 as its guide.

The nine member committee is appointed by the Board of Selectmen and meets on an as needed basis. In 2013 there were no review requests made by Selectmen.

Presently there are seven members on the Committee.

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

OPEN SPACE COMMITTEE

The Open Space Committee is appointed by the Board of Selectmen as an advisory group that researches opportunities for the protection and preservation of natural and cultural resources in the Town of Westminster.

We make recommendations to the Town for the acquisition of new lands for conservation and recreational purposes. Criteria for protected land include areas of sensitive watershed resources, wildlife habitat and connections to other existing greenways while other areas are sought to promote passive recreation, nature study and general enjoyment of the great outdoors.

We advise landholders to investigate available compensation through conservation restrictions, agricultural preservation restrictions and outright sale for conservation purposes. Many of these parcels are in critical resource areas adjoining the Whitman River, Wyman Lake, Mare Meadow Reservoir, Muddy Pond and other environmentally precious areas.

To date, including land owned by the Town, the State and by water-supply interests, more than 7,000 acres (near 30% of Westminster's total of 23,872 acres) are protected. The Open Space Committee is charged with the promotion and completion of the land-protection goals outlined by the Town's Master Plan and Open Space & Recreation Plan, a plan which is currently being updated for 2014. Through the invaluable help of Town Planner Steve Wallace and Janet Morrison of the North County Land Trust, we have secured grant money and the legal expertise to complete many of the land-protection goals set by Town government.

We thank the people of Westminster for their 2013 support of the acquisition of a Conservation Restriction on the Engman property abutting Muddy Pond which protects that body of water in its entirety. And our future goals include an emphasis on identifying and preserving Westminster's agricultural heritage.

Respectfully submitted,

Gregg Buckman, Chair (representing Conservation Commission)
Marie Auger, Clerk (representing Planning Board)
Heather Billings (representing Board of Selectmen)

MEMBERS AT LARGE
Richelle Brown
Donna Brownell
Josh Schonborg

ADVISOR
Janet Morrison, Esq. (Executive Director, North County Land Trust)

ASHBURNHAM-WESTMINSTER REGIONAL SCHOOL DISTRICT
2013 ANNUAL TOWN REPORT
Report of the Superintendent of Schools

Dear Residents of Ashburnham and Westminster:

2013 was an exciting year for the Ashburnham-Westminster Regional School District. For the first time in its history Oakmont Regional High School made the top ten percent of US News and World Report's Best High School's in the United States. They use four criteria are used in making this determination with over 21,000 public high schools being compared. Two of the criteria are proficiency in Math and English Language Arts where Oakmont scored above the statewide average. A third is College Readiness where Oakmont scored near the statewide average and the student to teacher ratio where Oakmont scored higher than the Massachusetts average. The fact that Oakmont did so well with a higher student to teacher ratio is testament to the quality teaching that our students receive on a daily basis.

Overlook Middle School saw the beginning of the implementation of the Parent Portal allows parents the opportunity to review their child's academic progress 24 hours a day. An after-school workshop was developed to help students who are having difficulty. A school-wide Intramural Program was also established so that all students may participate in sports if they choose to do so.

2013 saw the completion of the new John R. Briggs Elementary School. The 87,000 square foot building was built on time and under budget thanks to the combined efforts of the John R. Briggs School Building Committee, Lamoureux and Pagano Architects, Consigli Construction and our Owner's Project Manager, STV Construction. We added a third grade teacher to reduce class sizes to a more educationally appropriate level.

Westminster Elementary School and Meetinghouse School continue to be a community resource as various town groups avail themselves of the facilities for after-school activities. I-Pads continue to be more available for student use to enhance the technology available to assist students in their learning. We added an additional first grade teacher to reduce class sizes to a more educationally appropriate level. In addition, restructuring of present staff allowed the introduction of a technology teacher to work with the students of Westminster Elementary School to have more hands on technology instruction and have additional assistance with the alignment of the technology curriculum in the elementary schools.

District wide the Ashburnham-Westminster Regional School District and the Ashburnham-Westminster Teachers' Association agreed on a new teacher evaluation system that conforms to the new state requirements. The administrators are implementing the new system with the assistance of Teachpoint software which allows for immediate feedback to the teacher being evaluated. The Teachpoint software was acquired at no cost to the District as part of our membership in the French River Teachers' Center. The evaluation system is designed to give a clear and concise evaluation for our teachers and, if needed, with concrete goals to help teachers to improve.

Services to English Language Learner students were increased. A $30,000 grant was obtained to strengthen the Response to Intervention (RTI) initiatives at The John R. Briggs School, Overlook Middle School and Oakmont Regional High School. Lastly, online learning was instituted for remediation, homebound students, and credit recovery for middle and high school students via Novanet.

ASHBURNHAM-WESTMINSTER REGIONAL SCHOOL DISTRICT
2013 ANNUAL TOWN REPORT

BUDGETS
2013-2014

ACCOUNT	NUMBER	DESCRIPTION	AUDITED EXPENSE 2012-2013	CURRENT BUDGET 2013-2014
FUND 01	**GENERAL**			
Totals	Function 1000	Administration	$737,714.28	$1,133,206.00
Totals	Function 2000	Instruction	$14,812,442.05	$14,989,849.00
Totals	Function 3000	Other School Services	$2,644,589.48	$2,648,854.00
Totals	Function 4000	Operation & Maintenance of Plant	$2,306,903.15	$2,451,247.00
Totals	Function 5000	Fixed Charges	$3,407,697.51	$3,600,850.00
Totals	Function 6000	Miscellaneous	$8,000.00	$8,000.00
Totals	Function 7000	Capital Outlay	$295,857.46	$276,925.00
Totals	Function 8000	Debt Service:		
		Principal	$1,440,000.00	$1,455,000.00
		Interest	$368,496.27	$315,840.00
Totals	Function 9000	Tuition and Other Costs	$1,032,389.69	$1,523,856.00
GRAND TOTALS			**$27,054,089.89**	**$28,403,627.00**

~~~PLACE OF ATTENDANCE; DISCRIMINATION~~~

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

Mass. General Law Chapter 76, Section 5

ASHBURNHAM-WESTMINSTER REGIONAL SCHOOL DISTRICT
2013 ANNUAL TOWN REPORT

~~~HOURS OF SCHOOL SESSIONS~~~

Meetinghouse School	8:30 AM – 2:55 PM
Westminster Elementary School	8:30 AM – 2:55 PM
John R. Briggs Elementary School	8:30 AM – 2:55 PM
Overlook Middle School	7:45 AM – 1:50 PM
Oakmont Regional High School	7:30 AM – 1:55 PM

The "No School" signal for Oakmont Regional High School and Overlook Middle School will be sounded on the Fire Alarm at 7:00 AM.

The "No School" signal for elementary schools will be sounded on the Fire Alarm at 7:30 AM.

The "No Afternoon School" signal will be sounded on the Fire Alarm System at 11:30 AM.

No School, delays or early dismissal notices will be broadcast over radio stations WEIM 1280 AM, WBZ 1030 AM, WGAW 1340 AM, WRKO 680 AM, WTAG 580 AM, WSRS 96.1 FM, 94.9 FM, WPKZ 105.3 FM, WXLO 104.5 FM, CBS Channel 4 TV, WCVB Channel 5 TV, Channel 7 TV, Fox 25, and Channel 56.

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

~~~SCHOOL COMMITTEE MEETINGS~~~

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

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

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

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

ASHBURNHAM-WESTMINSTER REGIONAL SCHOOL DISTRICT
2013 ANNUAL TOWN REPORT

Ashburnham-Westminster Regional School District
MONTHLY STUDENT COUNT REPORT

DATE: 10/01/13

Grade	Ashburnham	Westminster	School Choice	Sped (i.e–day program; residential)		Other (exchange student)	Total
				Ash.	West.		
PRE-K	27	38					**65**
K	69	70	9				**148**
1	81	81			1		**163**
2	66	102					**168**
3	81	96					**177**
4	86	65					**151**
5	77	102		1			**180**
6	74	94	10	2	1		**181**
7	66	98	16		1		**181**
8	89	108	13				**210**
9	80	91	19		1		**191**
10	84	70	22	1	1		**178**
11	71	88	11		2		**172**
12	61	71	18	2	1		**153**
Students above grade 12	1	3		1	1		**6**
Totals	**1013**	**1177**	**118**	**7**	**9**	**0**	**2324**
GRAND TOTAL – ALL STUDENTS							**2324**

ASHBURNHAM-WESTMINSTER REGIONAL SCHOOL DISTRICT
2013 ANNUAL TOWN REPORT
Oakmont Regional High School

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

We are extremely proud of our accomplishments in many areas of our school. Our school was rated by *US News and World Reports* as one of the best high schools in the nation. Oakmont was ranked #47 in Mass (out of 358) and #1,552 nationally (out of 21,035.) We were the 3rd highest ranked school in Central Massachusetts. One of our senior's was presented the College Board's National Hispanic Recognition Program Award for her performance on the PSAT. Six students qualified for the National History Day state finals.
GoLocalWorcester.com reported our graduation rate to be the 8th best in Central Massachusetts. We were The criteria considered each school's MCAS scores, SAT scores, student/teacher ratio, per pupil spending, and graduation rate. They cited our proficiency rate in English, our strong graduation rate, and SAT scores which are above the state average. In addition they cited our successful co-curricular programs.

The Mass. Dept. of Elementary and Secondary Education released the final 2013 MCAS results with some good news for our school and district. The Grade 9 and 10 MCAS are a summative assessment of how our entire district performs. This success is a result of the professionalism of all of these students' teachers K-12. In English Language Arts, 99% of our students reached the Proficient or Advanced standard, which is 8% higher than the state average and up from 93% last year. Oakmont's Advanced and Proficient percentage has increased 9% since 2009. Perhaps more importantly, 57% of our students scored at the Advanced level, 12% higher than the state average and a 2% increase from last year's results. Our ELA results place our students in the top 10% statewide. Eighty-eight percent of our students scored Advanced or Proficient in Math, the state average is 80%. Our Math scores are in top third in the state. In Science and Technology, 86% of our students scored at the Advanced or Proficient level, which ranks in the top 25% in the state. It also tops the state average by 15%. Since 2009 the number of Oakmont students scoring at Advanced and Proficient has improved by 13%.

We're extremely pleased with this year's MCAS scores which confirm a few important realities about our school. The results show that our students work hard, take their studies seriously, and achieve at high levels when compared to their peers statewide. They show that our district's elementary, middle and high school teachers are skilled, dedicated, and effective. Finally these scores show that our parents and communities are supportive and place a high value on the

education of our young adults. We congratulate the student and parents of the Class of 2015 for their MCAS achievement, but all of us in the Oakmont family have a lot of which to be proud.

Our students were also recognized for their excellence in the visual and performing arts. The art work of our art students was showcased at the Fitchburg Art Museum, the Black Diamond Restaurant at the Wachusett Village Inn and at the Anna Maria College Art Center Gallery in Paxton. The Marble Collection, a Massachusetts High School Magazine of the Arts, published a dozen pieces of art, prose and poetry created by our students. The Marching Band and Winter Percussion ensembles also had successful competition seasons.

We celebrated our ONE SCHOOL, ONE BOOK summer reading initiative on Thursday, September 19, 2013-"Talk Like a Pirate Day." Students and staff read Robert Louis Stevenson's classic, *Treasure Island* this summer. A day of adventure was planned for students that included treasure hunting, code deciphering, map making and costumes. The ONE SCHOOL, ONE BOOK Summer Reading Program is an important part of a student's experience at Oakmont Regional High School. The day's activities were designed to promote a love of reading and a sense of community. The activities were added an element of fun and adventure that reinforced the importance of reading. It included creativity, problem-solving, and the use of technology that engaged nearly all of our 680 students, and showcased the commitment to excellence the school, community and parents have for our students. It was an embodiment of our Core Values: Communication, Self-Direction, Problem Solving, Responsibility, and Respect.

Our athletic teams and athletes continued Oakmont's tradition of excellence. Last spring, the Baseball, and the Boys and Girls Tennis teams qualified for district tournaments. In the fall the Girls Soccer, the Golf and the Boys Cross Country won their league championships. Last winter, the Girls Basketball and Ice Hockey teams qualified for post-season tournaments.

Oakmont Science Teacher, Nick Kostich was named the 2013 recipient of the Dawn Sather Award as the new Science Teacher of the Year by the Massachusetts Association of Science Teachers. English teacher, Michelle Feinsilver retired.

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

Respectfully submitted by
David Uminski, Principal

ASHBURNHAM-WESTMINSTER REGIONAL SCHOOL DISTRICT
2013 ANNUAL TOWN REPORT
Overlook Middle School

Overlook Middle School services a population of around 580 students in the 6th, 7th, and 8th grades. At the middle school we have worked hard to establish ourselves as a regional leader in education. The hard work by Overlook's highly qualified educators has resulted in grade 8 MCAS scores in English Language Arts and science that are in the top 25% of schools in the state. While our math scores have lagged slightly behind putting us in the top 32% in the state we have established several new initiatives to improve them. Students are currently exposed to additional math instruction throughout the year and there is a math interventionist that focuses on improvement for our students.

While we are certainly here to provide a rigorous educational environment for students, we are also dedicated to helping them become well-rounded citizens. During the school day, students are exposed to specialized classes aimed at expanding their skills in critical thinking. This scheduling culminates with elective classes in grade 8 that allow students to specialize in areas that interest them. After school there is a robust schedule of, clubs, co-curricular activities, and athletics. Students may choose to participate in a wide variety of programs that are catered to their interests.

At Overlook Middle School, communication is a major priority and we welcome any comments or suggestions. The phone number for the school is 978-827-1425 and the office hours are from 7 a.m. to 3 p.m., Monday through Friday. Interested persons may also find information about the school on our website http://oms.awrsd.org/.

ASHBURNHAM-WESTMINSTER REGIONAL SCHOOL DISTRICT
2013 ANNUAL TOWN REPORT
Meetinghouse School/Westminster Elementary School

Meetinghouse School and Westminster Elementary School have opened their doors and welcomed approximately 600 students over this past calendar year. . At Westminster Elementary School we presently have 367 students in Grades 2 through 5. At Meetinghouse School we have witnessed a decline in enrollment numbers this past fall due to the entire district Preschool Program being relocated to the new John R. Briggs School over in Ashburnham. Although we miss our three and four year old students greatly, we are excited for them and their teachers as they settle in to a beautiful new state of the art early childhood center. This move left several empty classrooms at Meetinghouse, allowing us to finally have specified areas for our music classes and our technology classes. These had previously been housed on the stage in the cafeteria and in a corner of the library. We have used additional space for our physical and occupational therapists that come in to service our students and also for the Extended Day Program

Our personnel population (60+ faculty and staff) between the two buildings is supervised by one Principal, Mrs. Patty Marquis and a part time Assistant Principal, Mrs. Kathy Taylor. Amidst concerns of there being only one administrator at the new JRB, the Superintendent and School Committee made the difficult decision to have Mrs. Taylor spend two days a week at Briggs and the other three days at WES and MHS for the 2013-2014 school year. Very challenging, to say the least, but we are maintaining our high standards that our staff and students have worked hard to achieve.

Over the past year we have had several long time employees head off into retirement. Our Art teacher, Lee Lamsa and fifth grade teacher Michael Fitzgerald, both ended their thirty plus years of teaching at our schools. In addition, Maria Robles, a paraprofessional for special education and later in our kindergarten classrooms, also retired from her career at Meetinghouse School after more than two decades.

Another big change taking place at the district level, and definitely impacting our students, is the adoption of the common core state standards in the curriculum areas of English Language Arts and Mathematics. Teams of teachers and administrators have worked over the summer and throughout this school year to make changes to curriculum pacing guides in order to align and implement the new expectations. With the new learning goals in place, our teachers are responsible for new assessments and new report cards to better communicate for parents the grade level expectations. More information can be found at the website***: www.corestandards.org.***

In addition to the academic demands associated with elementary school today, our students are continually offered experiences that go beyond the classroom walls. Every child participates in weekly special subject classes which include physical education, music, art, and technology. We have multiple after school opportunities for students to participate in drama and performance productions. Mr. Lucander, our music teacher, oversees three school bands and seasonal choruses with more than 100 students participating!

Performances take place throughout the school year. Students and parents are invited to enjoy the hard work of the individual musicians coming together as part of a small ensemble or with the entire band.

Westminster Elementary School offers fourth and fifth grade students the opportunity to learn about government and leadership through their school wide Student Council.

This group meets before or after school and participates in outreach projects that help our community and beyond. This fall the council has organized two large food collections for our local food pantry. The students visited and learned from the volunteers that oversee the work being done to help those in need.

As always, we continue to be proud of our students and their many accomplishments. We recognize the continued support of our parents and appreciate their commitment to our schools.

Our PTO, School Improvement Council, and Parent Volunteer Group all need to be recognized for their continual “above and beyond efforts”. This is a time when everyone seems to be doing more with less, and we consider ourselves quite fortunate to be existing in a town that values the formative years of a child’s education.

Respectfully Submitted,
Patricia Marquis, Principal

ASHBURNHAM-WESTMINSTER REGIONAL SCHOOL DISTRICT
2013 ANNUAL TOWN REPORT
School Health Services Report

The AWRSD school health offices continue to be sites where primary nursing care, preventive care and education of health problems occur for students in grade pre-kindergarten through grade 12. Several of our school buildings' nurses also care for students and staff in the ABA and CAPS programs. The biggest change this year was the state of the art Health Suite in the new John R. Briggs Elementary School.

Mandated screenings were done on 1875 students. These screenings included Vision in grades K-5, Hearing in grades K-3, Height and weight with BMI calculations in grades 1, 4, 7 & 10, and Postural screening in grades 5-9. Children who did not meet the minimum requirements mandated by the state were referred to their primary care physician for further evaluation. Pediculosis screenings were done in the fall and continue throughout the school year as needed.

In the fall, influenza vaccines were administered to over 500 adults and children at two flu clinics hosted by the school district in conjunction with the Westminster Board of Health and the Nashoba Board of Health. The school nurses volunteered their time at these clinics.

Our district continues to be involved with the Massachusetts Dept. of Public Health (DPH) Essential School Health Services (ESHS) and receives grant funds. The ESHS nurse leader and all the school nurses are working within the frameworks of this grant. Pediatric asthma surveys and prekindergarten and Kindergarten immunization surveys are done on an annual basis. All student records are reviewed for compliance of the Massachusetts Board of Health regulations. In addition, monthly activity reports and a yearly status report are submitted to the DPH. We continue to work updating protocols, health policies and a yearly Quality Improvement project.

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

A high school senior from Oakmont High School interested in a nursing major interned at Briggs in the spring of 2013 and observed health office activity and contributed to clerical work. Fitchburg State University students did their community health rotation in several offices this fall and participated in direct student health care under the supervision of the school nurse. They also assisted in health teaching.

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

Meetinghouse School hosted an afterschool program "Let's Get Crackin'"for students in grades K-2 and John R Briggs hosted a similar program called "Movin' Munchin' Moose". The 6 week nutrition and physical fitness program consisted of an exercise segment, a healthy snack segment and a nutritional lesson. The nurses volunteered their time each week.

Overlook Middle School hosted a Signs of Suicide "S.O.S' program for seventh grade students again this year. The program was led by the guidance office and the health office. This program was updated this year to introduce a new DVD, dialogues and updates including social media.

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

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

As members of the School Health Advisory Committee (SHAC), the nurses attend quarterly meetings to discuss any health concerns/issues in our school district as well as to promote health education/physical education in all grades. Important topics under discussion this year include the School Nutrition Law and Emergency Response Planning.

Students on the Westminster campus participated in Annual Walk to School Days in May and October by walking to school from Aubuchon Hardware with assistance from school staff, Westminster Police Department, parent and community volunteers. These walks were coordinated by the ESHS School Nurse Leader and Officer Jason Tammulen.

CPR and First Aid classes were offered to staff members in the entire district certifying them using the American Red Cross standards.

Dr. Lisa Rembetsy-Brown serves as our school physician and consultant whenever needed.

The number of times health room services were provided totaled 27,007 for students and staff. These numbers indicate when students and staff were seen for first aid, health status evaluations, medication administration and daily procedures. 25,710 students were able to return to the classroom at a return rate of 95.2% which is above the 92% recommended by the DPH/DESE. Because a professional registered nurse is present in each of our school buildings, our students are assessed clinically and treated so they can to return to class for time on learning and increase their potential for educational success.

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

ASHBURNHAM-WESTMINSTER REGIONAL SCHOOL DISTRICT
2013 Annual Town Report
Employee Salaries 2012-2013

Dehays, Eric	A	$66,919.00	Kortegast, Laura	D	$11,940.00
Hicks, Ralph	A	$149,800.00	Maillet, Elizabeth	D	$17,378.63
Kersey, Sherry	A	$105,035.00	Maxwell, Jonathan	D	$30,768.00
Marquis, Patricia	A	$98,325.00	McCarthy, Kathleen	D	$36,990.94
McGrath, Andrea	A	$92,560.00	Morin, Inga	D	$27,051.30
Rehler, Sandra	A	$88,910.00	Niedermeier, Elaine	D	$56,147.56
Ruble, Marah	A	$84,872.00	Sargent, Debra	D	$6,842.16
Saisa, Phillip	A	$101,970.00	St. Cyr, Michelle	D	$33,642.24
Sargent, Brian	A	$13,770.40	Theriault, Kathi	D	$37,278.50
Smith, Paul	A	$82,138.22	Aho, Marcia	E	$19,859.31
Taylor, Kathleen	A	$94,292.43	Bedard, Diane	E	$11,503.14
Uminski, David	A	$111,136.00	Bennett, Margaret	E	$20,295.60
Veroude, Kathleen	A	$92,700.00	Brillon, Mark	E	$6,889.48
Gauvin, Kimberly	B	$49,171.20	Costa, Kayla	E	$1,894.00
Allen, Steven	C	$42,324.80	Coviello, Jennifer	E	$9,582.50
Axelson, Robert	C	$44,008.80	Dewick, Karen	E	$6,803.40
Baer, Jim	C	$51,041.60	Dewick, Michael	E	$4,642.50
Bennett, Steven	C	$37,437.60	Francis, Dorene	E	$47,278.40
Bilodeau, Jeannine	C	$11,255.20	Gallagher, Coraley	E	$17,836.76
Blanchard, Stephen	C	$37,100.48	Graves, Emily	E	$1,750.00
Clinton, Madeline	C	$36,710.80	Hildreth, Lauren	E	$4,542.50
Contois, Steven	C	$52,097.60	Hiltz, Barron	E	$5,916.00
Engman, Paul	C	$50,206.40	Kinnear, Kelsey	E	$3,926.00
Francis, Joseph	C	$42,283.20	Landry, Karen	E	$34,245.76
Gould, Timothy	C	$41,483.20	Leblanc, Susan	E	$6,257.70
LeBlanc, Albert	C	$8,905.60	Maclachlan, Kelly	E	$1,926.00
Mei, Robert	C	$43,143.61	Mathieu, Ashley	E	$2,713.20
Parenteau, James	C	$50,227.20	Murphy, Brian	E	$26,698.13
Robles, Francisco	C	$42,227.27	Padilla, Julia	E	$1,538.16
Swaney, Donna	C	$38,789.36	Racine, Lucinda	E	$19,315.52
Wiktorski, Alex	C	$35,164.80	Spencer, Elizabeth	E	$1,300.72
Beaton, Brian	D	$5,730.55	Toomey, Sherri	E	$12,094.65
Carey, Ina	D	$15,196.20	Van, Vleck	E	$2,670.00
Demarco, Maryann	D	$31,149.20	Woodward-Wallace, Cody	E	$1,572.84
Deshayes, Margaret	D	$38,042.40	Zierle, Ashley	E	$7,564.00
Erickson, Jeanne	D	$35,736.00	Zierle, Chuck	E	$3,246.00
Flinkstrom, Patricia	D	$35,776.00	Barron, Patricia	F	$14,790.07
Higgins, Wendy	D	$37,294.40	Bennett, Margaret	F	$7,360.40

Cook, Diane	F	$10,775.02
Costa, Tina	F	$18,704.51
Franklin, Ann	F	$14,367.45
Hanks, Thea	F	$6,513.96
Khan, Aisha	F	$3,577.38
Lavoie, Leo	F	$3,141.77
Munnis, Sandra	F	$12,661.16
Pawelski, Cynthia	F	$6,092.46
Phyfe, Michelle	F	$6,756.48
Richard, Roseanne	F	$9,368.59
Richards, Kathleen	F	$5,737.57
Tufts, Sharon	F	$8,611.61
Visconti, Christine	F	$1,336.06
Wessels, Tracey	F	$6,976.80
Badolato, Lauren	G	$67,558.00
Dubovick, Amy	G	$76,759.00
Ewell, Robin	G	$76,759.00
Gagnon, Julie	G	$63,471.00
Keene, Catherine	G	$78,960.00
Malnati, Lori	G	$32,998.00
Mariani, Katherine	G	$54,733.00
Peirce, Robin	G	$36,312.50
Pinkes, Danielle	G	$24,430.05
Thibodeau, Sandra	GR	$22,205.95
Bubnowicz, Kimberly	H	$55,888.80
Carlin, Kathleen	H	$78,960.00
Lapointe, Chris	H	$69,861.00
Rogacz, Michele	H	$72,625.00
Fitzgerald, Edward	I	$30,221.00
Barnard, Charles	K	$51,388.00
Aubuchon, Jeffrey	L	$65,047.00
Farrell, Julie	L	$69,861.00
Dzwilewski, Richard	M	$53,224.21
Flis, Jane	N	$51,672.00
Lofquist, Susan	N	$51,672.00
Quigley-Belliveau, Susan	N	$53,899.00
Sharkey, Marcia	N	$53,899.00
Taylor, Nancy	N	$50,019.00
Williams, Heidi	N	$50,019.00
Gourlay, Gail	O	$62,982.40
Allen, Kathy	P	$29,693.83
Arsenault, Andrea	P	$18,732.84
Barron, Cheryl	P	$30,108.96
Beaudoin, Gregory	P	$11,426.10
Beland, Sheryl	P	$27,999.79
Berger, Danielle	P	$27,485.19
Berger, Susan	P	$21,723.03
Brown, Brenda	P	$20,292.90
Burks, Sarah	P	$27,485.19
Campanale, Andrea	P	$11,628.33
Capone, Leslie	P	$21,897.61
Comeau, Carlene	P	$26,738.02
Connolly, Karen	P	$22,828.57
Coullahan, Meghan	P	$3,096.00
Curran, Kelsey	P	$17,695.51
Davis, Nancy	P	$21,722.02
Demoura, Jennifer	P	$19,479.88
Dewick, Karen	P	$5,751.49
Dibattista, Joanne	P	$21,723.03
Dobbins, Wendy	P	$19,012.98
Dolan, Elizabeth	P	$1,970.27
Dolan, Kimberley	P	$13,162.08
Douglas, David	P	$17,984.79
Egan, Mary	P	$27,485.19
Ewing, Claudia	P	$21,046.84
Farley, Louise	P	$20,166.02
Fiorentino, Diane	P	$23,834.23
Fleming, Jeanne	P	$24,017.95
Gage, Christle	P	$1,049.57
Garcia, Samuel	P	$17,292.46
Gauthier, Christine	P	$6,412.38
Hansen, Kelly	P	$18,050.59
Haschig, Lee	P	$25,551.17
Hoover, Sarah	P	$25,871.34
Jackson, Robert	P	$19,479.88
Johnson, Jane	P	$20,292.90
Kalagher, Caitlin	P	$13,852.86
Kalagher, Susan	P	$23,465.79
Kane, Cathy	P	$19,479.88
King, Melissa	P	$20,647.82
Kirker, Destiny	P	$1,107.00
Klahre, Jennifer	P	$17,190.04
Kochan, Nancy	P	$3,500.98
Landine, Jennifer	P	$20,989.19

Law, Jennifer	P	$5,956.57	Baril, Talia	T	$51,095.00
Leblanc, Danielle	P	$26,561.54	Barry, Gregory	T	$76,759.00
Leblanc, Tanya	P	$19,958.96	Barry, Theresa	T	$63,363.00
Leclair, Rick	P	$22,479.21	Beaudoin, Brian	T	$65,983.00
Marinelli, Kathryn	P	$20,038.29	Belkin, Kristin	T	$69,861.00
Marlborough, April	P	$27,590.75	Belland, Heather	T	$43,457.00
Marlborough, Linda	P	$21,106.93	Bennett, Katherine	T	$72,625.00
Marquis, Zachary	P	$5,161.17	Berg, Troy	T	$54,289.00
Mathieu, Ashley	P	$18,971.37	Brogan, Sue	T	$63,471.00
Mcloughlin, Juneanne	P	$18,920.62	Brogna, Rebecca	T	$54,733.00
Mendoza, Lorraine	P	$21,723.03	Brown, Stacie	T	$69,861.00
Miller, Deborah	P	$29,693.83	Burke, Kristin	T	$69,861.00
Moran, Jennifer	P	$17,190.04	Caldwell, Renee	T	$45,924.00
O'Brien, Juliet	P	$28,277.90	Campagna, Beth	T	$49,921.00
O'Connell, Lavaun	P	$19,195.68	Cariglia, Anne	T	$56,621.00
Osborne, Janelly	P	$20,055.39	Clabaugh, Elizabeth	T	$65,983.00
Parker, Samuel	P	$12,710.82	Collins, Jennifer	T	$58,290.00
Perez, Melinda	P	$24,981.18	Cormier, Kimberly	T	$72,625.00
Perko, Nicole	P	$26,109.15	Correia, Jean	T	$72,625.00
Pilsbury, Becky	P	$17,984.79	Courtemanche, Lynne	T	$72,625.00
Reed, Joann	P	$5,639.56	Couture, Jaclyn	T	$63,363.00
Robichaud, Michelle	P	$5,234.23	Cringan, Cynthia	T	$69,861.00
Robillard, Kayla	P	$1,944.00	Crowley, Donna	T	$76,759.00
Robles, Maria	P	$21,723.03	Crowley, Ruth	T	$72,625.00
Ruschioni, Cynthia	P	$26,486.43	Cucchiara, Craig	T	$54,289.00
Santiago, Felicia	P	$5,565.00	Cummings, Judith	T	$69,861.00
Scaficchia, Jillian	P	$20,418.32	Daniels, Linda	T	$69,861.00
Schlier, Gretchen	P	$4,541.75	Davis, Tiffany	T	$72,921.05
Shedd, Janean	P	$18,706.45	Davolio, Diane	T	$63,475.00
Stone, Juana	P	$20,074.06	Dawley, Eric	T	$63,475.00
Svenson, Sandra	P	$6,157.03	Deaver-Whittier, Regina	T	$69,861.00
Sylvester, Kristina	P	$26,119.15	Decicco, John	T	$76,759.00
Tucker, Barbara	P	$9,026.91	Decicco, Sharon	T	$64,507.00
Wallace, Meghan	P	$20,055.39	Demoura, Kris	T	$69,861.00
Werner, Peter	P	$5,661.00	Disalle, Kristi	T	$63,363.00
Wilder, Wendy	P	$22,050.81	Douglas, Timothy	T	$64,507.00
Wojnas, Beth	P	$21,905.73	Dufour, Daniel	T	$55,243.00
McClenahan, Linda	R	$43,876.51	Duncan, Brett	T	$63,471.00
Alario, Susan	T	$55,243.00	Duncan, Sarah	T	$56,621.00
Altobelli, Dana	T	$72,625.00	Erickson, Diane	T	$78,960.00
Archangelo, Alana	T	$59,759.00	Faneuff, Michelle	T	$52,058.00
Banning, Anne	T	$65,983.00	Feinsilver, Michele	T	$76,759.00

Fitzgerald, Carol-Ann	T	$72,625.00	Litalien, Cori	T	$52,058.00
Fitzgerald, Michael	T	$78,960.00	Lordan, Joseph	T	$54,289.00
Fleck, Debra	T	$72,625.00	Losordo, John	T	$63,363.00
Fluet, Tracy	T	$21,728.50	Lucander, Kris	T	$64,507.00
Fortin, Karen	T	$64,507.00	Lulu, Amanda	T	$47,881.00
Foster, Elizabeth	T	$78,960.00	Marion-Cox, Carrie	T	$69,861.00
Fowke, Sandra	T	$47,455.00	Martin, Melissa	T	$76,759.00
Gagnon, Mary	T	$72,625.00	Matthews, Doris	T	$72,625.00
Gera, Nancy	T	$5,260.00	Mccaffrey, Edwin	T	$46,806.87
Gera, Nancy	T	$32,190.54	Mcdavitt, Erynn	T	$45,924.00
Giannetti, Brenda	T	$63,363.00	McDonald, Ashley	T	$44,441.00
Girouard, Jean	T	$72,625.00	McManus, Ashley	T	$41,968.00
Gleason, Anthony	T	$76,759.00	Miller, Theresa	T	$69,861.00
Goodwin, Caron	T	$67,558.00	Miville, Kathryn	T	$76,759.00
Griffin, Shirley	T	$14,000.00	Mongelli, Dayna	T	$56,621.00
Grossman, Kathleen	T	$69,861.00	Moorman-Smith, Gretchen	T	$69,861.00
Gusek, Theresa	T	$72,625.00	Moran, Charlotte	T	$64,507.00
Harrison, Jana	T	$72,625.00	Mossman, Joann	T	$74,555.00
Hart, Kevin	T	$78,960.00	Munroe, Laurie	T	$64,507.00
Hertel-Therrien, Heidi	T	$69,861.00	Murphy, Robin	T	$69,861.00
Hirons, Karsa	T	$49,921.00	Myette, Robert	T	$69,861.00
Jackson, Cynthia	T	$69,861.00	Nevard, Mark	T	$69,861.00
Jensen, Jennifer	T	$63,363.00	O'Brien, Patricia	T	$65,983.00
Jepson, Kenneth	T	$69,861.00	Parker, Paula	T	$72,625.00
Jepson, Randall	T	$65,996.00	Parker, Samuel	T	$12,073.82
Jette, Tracy	T	$64,507.00	Perkins-Cote, Jennifer	T	$46,806.87
Jones, Gerard	T	$69,861.00	Perla-Mullins, Linda	T	$78,960.00
Kasprzak, Danielle	T	$66,094.00	Perrett, Debra	T	$72,625.00
Kendall, Amy	T	$72,625.00	Perrett, Karen	T	$64,507.00
Kostich, Nicholas	T	$41,968.00	Phelps, Audrey	T	$72,625.00
Lafferty, Gretchen	T	$44,441.00	Phillips, Amy	T	$65,983.00
Lambert, Ryan	T	$54,154.00	Potter, Douglas	T	$54,289.00
Lamsa, Leeann	T	$35,425.30	Proulx, Christine	T	$66,094.00
Lantry, David	T	$69,861.00	Quinn, Jared	T	$69,861.00
Lantry, June	T	$69,861.00	Rainville, Laura	T	$69,861.00
Laroche, Mary	T	$64,507.00	Rheault, Laurie	T	$69,861.00
Larson, Madonna	T	$69,861.00	Robbins, Cynthia	T	$65,983.00
Leamy, Jane	T	$65,983.00	Robichaud, Kellie	T	$69,861.00
Leary, Bonnie	T	$69,861.00	Romano, Mary	T	$69,861.00
Leblanc, Wendy	T	$72,625.00	Romano, Peter	T	$69,861.00
Lenart, Laurie	T	$58,230.00	Roy, Leanne	T	$70,181.00
Lilly, Elizabeth	T	$76,759.00	Sargent, Brian	T	$69,861.00

Seager, Kelly	T	$69,861.00	Therrien, Jacqueline	T	$54,154.00
Secino, Gregory	T	$69,861.00	Thomas, Wendy	T	$72,625.00
Shattuck, Lori	T	$69,861.00	Thornburg, Ann	T	$45,420.00
Sifert, Eric	T	$69,861.00	Tobia, Carolyn	T	$69,861.00
Sinclair, Katrina	T	$63,363.00	Vanderhoof, Maureen	T	$65,983.00
Smeltekop, Brittany	T	$45,924.00	Vera, Aimee	T	$65,996.00
Sparks, Katharine	T	$41,968.00	Volke, Kerry	T	$56,621.00
Sparrow, Michelle	T	$43,457.00	Weiss, Joy	T	$46,140.77
Stafford, Jane	T	$69,861.00	Woollacott, Elizabeth	T	$58,230.00
Stefanakos, Paula	T	$69,861.00	Young, Jason	T	$69,861.00
Stiles, R Lincoln	T	$76,759.00	Caron, Kenneth	U	$10,500.00
Stukuls, Amy	T	$40,519.38	Koski, Virginia	X	$61,826.00
Szalay, Lawrence	T	$58,230.00	Judah, Richard	Y	$78,960.00
Terry, Pamela	T	$55,888.80	Vargo, Frank	Y	$78,960.00
Theriault, Marc	T	$45,924.00			

A=Administrator	G=Guidance	M=Maintenance	T=Teacher
B=Payroll/Benefits	GR=Grants Assistant	N=Nurse	U=Treasurer
C=Custodial	H=Speech Pathologist	O=Accountant	X=Registrar
D=Admin. Assistant	I=In-House Supervisor	P=Paraprofessional	Y=Psychologist
E=Extended Day	K=Groundskeeper	R=Personnel/Grants	
F=Cafeteria	L=Librarian		

Annual Report of the Capital Planning Committee

The committee consists of the following voting members: Chair- Keith Harding, (Citizen at Large) Secretary-Steve Rocheleau, (Citizen at Large) Jim DeLisle (representing Advisory Board), Vice-Chair-Mike Morin (Citizen at Large), and John Fairbanks (representing Board of Selectmen). The committee also consists of the following ex-officio members: Donna Allard (Town Accountant), Melody Gallant (Treasurer/Collector) and Karen Murphy (Town Administrator).

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

Annual Town Meeting, Saturday May 4, 2013
Capital Planning Committee Recommendations
Fiscal Year 2014

			Proposed Funding Sources					
Department	Project	Total Estimated Expenditures	Raise & Appropriate	Building Maintenance Stabilization	Capital Equipment Stabilization	Technology Stabilization	Water Enterprise	Sewer Enterprise
Department of Public Works	Road Maintenance	200,000	200,000					
Department of Public Works	VE-10 F350 Pickup Truck	75,000			75,000			
Department of Public Works	VE-20 F550 Truck	75,000			75,000			
Department of Public Works	VE-23 E250 Van	35,000					17,500	17,500
Fire Department	VE-18 Car 3 Pickup Truck	38,000			38,000			
Fire Department	Sprinkler System Repairs	20,000		20,000				
Police Department	VE-4 Chevy Tahoe Cruiser	40,000	40,000					
Police Department	VE-6 Ford Taurus Cruiser	40,000	40,000					
Police Department	Bullet Proof Vests	25,000			25,000			
Police Department	Fingerprint Scanner	18,000				18,000		
Data Processing	Technology Updates	30,000	30,000					
Regional Schools WES/Meetinghouse	Resin Floors, Fencing, Garage Door, Floor Scrubber, Water Bubbler	27,400		27,400				
Regional Schools Overlook/Oakmont	Snow Blower & Mower	30,000			30,000			
	Totals	**653,400**	**310,000**	**47,400**	**243,000**	**18,000**	**17,500**	**17,500**

Special Town Meeting, November 19, 2013
Capital Planning Committee Recommendations
Fiscal Year 2014

			Proposed Funding Sources					
Department	Project	Total Estimated Expenditures	Raise & Appropriate	Landowner Contribution	EOEEA (Land Grant)	Mt. Grace Land Conservation Trust	Conservation Fund	Ina E. Stein Fund
Open Space Committee	Engman Conservation Restriction	186,825	15,500	46,500	81,050	32,775	10,000	1,000

Animal Control

Animal Control Officer:

July 2013 represents the completion of a full year that we have regionalized our Animal Control Services with the Town of Ashburnham and Winchendon. Animal control services are being contracted out by the Wachusett Animal Hospital and Pet retreat in Westminster.

The Animal Control Section provides quality enforcement pertaining to public safety, animal control and animal welfare. Our animal control officer is a highly trained, experienced, certified professional.

Animal Control investigates animal abuse and responds to a variety of citizen requests for service. Services include: restraining law enforcement, regulating barking dogs, regulating vicious/dangerous dogs, dog licensing, rabies control, bite quarantines and dead animal removal.

You may obtain a dog license from the Westminster Town Clerk's Office by furnishing a certification of rabies vaccination and paying the license fees. No tag will be issued unless there is proof that a licensed veterinarian has vaccinated the dog against rabies.

The licenses are available to be purchased any time after January 1 and must be purchased prior to March 31.

Each un-neutered or un-spayed dog $10.00

All others $15.00

By law, dogs that are four (4) months or older must be inoculated against rabies by a licensed veterinarian. For more information regarding low cost rabies clinics, call 978-874-2933.

What to Do About Loose Animals

First try talking with the owner of the dog(s). Should the problem continue, contact the Animal Control Office to report the problem. The Animal Control Officer is unable by law to take any action unless he/she witness' the incident. The officer on patrol will log the information provided for future reference. Just because the officer cannot take immediate action does not mean that nothing can be done. You can take action by making an application for the violation of this section at the Gardner District Court Clerk Magistrate's Office.

Be a Responsible Pet Owner

Comply with the law and think about your neighbors. Make sure your pets' rabies vaccinations are up to date and that your pet has his/her license attached to his collar. And remember, just because there is no leash law in the Town of Westminster, doesn't mean that your neighbor wants you dog in his/her yard. The Town does have a restraining law.

Emergency and After Hour Calls

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

Why Is It Important to Spay or Neuter Your Pet

The answer is simple. Every year there are about 30 million puppies and kittens born in the United States. Unfortunately, 4 to 6 million of those adoptable animals are euthanized **every year** because no one will give them a good home. Many unwanted animals suffer terribly without shelter, good food, and worst of all -- a loving human companion. Nationwide, animal shelters report that they take in over 10 MILLION animals every year -- far more than they can possibly adopt out to good owners.

Did you know that a single, un-spayed female cat, her mate and all their offspring can produce, on average, over 1.5 MILLION kittens in as little as 9 years? The good news is that pet overpopulation is a problem that YOU can do something about if you want to end this tragedy. Talk to your vet about spaying and neutering your pet. Prevent a litter and be a part of the solution to the problem.

Spaying and Neutering is Good for Your Pet

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

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

Pet Population Control is a Community Responsibility

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

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

When Should a Pet Be Spayed or Neutered?

Pets can become capable of reproduction as early as 6 months of age. That is why pets should be spayed or neutered by age 6 months. Sterilization can safely be done before that age, as endorsed by the American Veterinary Medical Association. The chief veterinarian of the Humane Society of the United States recommends 4 months as ideal. Older pets can safely be sterilized as well. It should be emphasized that animal sterilization is a routine procedure and does not cause the pet pain or stress. Most pets recover from the procedure within a day.

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

Approximate number of dogs licensed:

Westminster:

Year 2008: 1,255

Year 2009: 1,268

Year 2010: 1,287

Year 2011: 1,297

Year 2012: 1,134

Year 2013: 1,164

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

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

Respectfully submitted,

Chief Salvatore Albert

ECONOMIC DEVELOPMENT COMMITTEE REPORT

INTRODUCTION

2013 was the first full year of existence for the Economic Development Committee (EDC), after being created by the Board of Selectmen in the fall of 2012. The EDC's charge is to promote economic development in the Town's Commercial and Industrial zoning districts, work to retain existing businesses and provide a forum for discussing economic development in Westminster.

The Economic Development Committee is comprised of the following individuals:

Joe Serio – Chairman
Jeff Crowley – Vice Chairman
John Fairbanks – Clerk and Selectmen's Representative
William (Bud) Taylor - Planning Board Representative
Richelle Brown
Ralph LeBlanc
Scott Aubuchon

EDC accomplishments during 2013:

- The EDC worked jointly with the Master Plan Committee to prepare the Master Plan's Economic Development Chapter and held a well attend Economic Summit in January.
- The EDC began work on a promotional brochure/map that will include information on the following topics: town & civic events, recreation resources, historic resources, dining, lodging, health & wellness, arts & crafts, and agriculture. The EDC will go to the 2014 Annual Town Meeting to ask for funding to prepare and print the brochure which will be both paper and web-based.
- The EDC updated its list of local businesses, both storefronts and home businesses.
- Lastly, the EDC sent an 11-question survey to all local businesses in the fall, and the results will be posted on the EDC's page on the Town's website (www.westminster-ma.gov) early in 2014.

The EDC generally meets the first Wednesday night of each month at 7:00 PM in the Town Hall. All meetings are open to the public. The meetings usually begin with a guest speaker. In 2013, the EDC heard presentations from the following guests:

- John Hume, Planning and Development Director for the Montachusett Regional Planning Commission.
- Members of the Town's 250th Celebration Committee.
- Peter Abair, Director, Economic Development & Global Affairs, Massachusetts Biotechnology Council.
- Doug Kelhem, Senior Director, Mass Econ.
- James Bellina, Director of the Greater Gardner Chamber of Commerce.

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

ENERGY ADVISORY COMMITTEE

As a Designated Green Community, Westminster was awarded grant funding by the Massachusetts Department of Energy Resources. The Energy Advisory Committee worked with Town departments and prioritized a list energy efficiency projects which were approved by the Department of Energy Resources.

The Town of Westminster will receive the $141,500 Green Communities funding in three installments. The first was designated for lighting upgrades. Interior and exterior lighting upgrades were completed at the Town Hall, Public Safety Building, Library, Public Works Department, Meetinghouse School, and Westminster Elementary School. Even in the fairly new buildings, opportunities were still identified for becoming more efficient. Energy savings in these buildings is expected to be more than $15,000 per year, just from this first phase of lighting upgrades.

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

All of these projects were made possible by grants afforded to us because we have been awarded Green Community status. As a reminder, the Green Community Criterion that we have agreed to are:

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

-Adopt an expedited permitting process for the above.

-Adopt a 20% energy reduction plan for all of the Town's energy use.

-Adopt a Fuel Efficient Vehicle Purchase Policy.

-Adopt the Stretch Building Code.

The committee has also been researching Net Metering contracting to receive discounted and steady energy prices for the municipal buildings. We have also been working with a competitive energy supplier to achieve a beneficial long-term contract for electricity. These processes are still undergoing, and will be the focus of the Committee's efforts in 2014.

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

CULTURAL COUNCIL

In 2013 the Westminster Cultural Council was allocated $3,870 from the Massachusetts Cultural Council. At the Annual Town Meeting the WCC received $1000.00 from the town.

Eighteen applications were received and the following proposals were awarded funds by the Westminster Cultural Council:

Westminster Cultural Comm. for entertainment at the Farmer's Market	$1,000
Council on Aging program of "A Musical Journey Through the Years"	$ 225
A/W Community Partnership for Children	$ 295
Council on Aging program "Music is Love"	$ 200
Circle of Artists Annual Art Show	$ 500
The Great Decisions Seminar at Forbush Memorial Library	$ 400
Magic with Scott Jameson at Forbush Memorial Library	$ 495
Council on Aging program of music and movement with S. Damon	$1,200
Planetarium show for Westminster Elementary Students	$ 300
Yankee Street Fair Entertainment	$ 400
Eth-Noh-Tech, Asia Fantasia at Overlook Middle School	$ 319
A portrayer of "Barrymore" at the Library	$ 375
Family Variety Show, at WES with Surround Sound Chapter of Harmony, Inc.	$ 600

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

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

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

Respectfully submitted,

Members:

Karen Brighenti, Chairperson	Sandra Thibodeau, Vice Chair	
Susan Yraola, Secretary	Nancy Sampson	Mary Waight
Valerie Antoniac, Treasurer	Mary Dunn	Marta Klemetti

ZONING BOARD OF APPEALS

The year of 2013 was again a typical year for the Board. The Zoning Board of Appeals meets regularly on the third Thursday of each month. In 2013 the ZBA held approximately 13 hearings on various petitions. The Board relies heavily on the assistance of many of the Town Offices, especially the Town Clerk, to comply with the Board's mandate. The board consists of 3 members, 2 alternate members and a recording secretary. Members and alternate members are all volunteers from the town. The ZBA has recently filled a vacancy on the board.

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

Respectfully submitted,

Donald L. Frigoletto, Chairman

Crocker Pond Recreational Area Committee

Committee Members Kathleen Brennan, Mary Ann Falconer, Kimberly Russell, Pat Streeter and Heather Billings are pleased to report on the following activities for 2013.

The beach opened for the season on Memorial Day after the annual clean up assistance from the Gardner Department of Correction. A crew of workers raked the beach, painted and set up tables, and cleaned up brush.

One hot weekend, the water quality tested above accepted limits for Ecoli, possibly due to the Canada Geese population. The committee and staff mounted a campaign to discourage them from the beach area. This diligence worked and the water quality was excellent for the rest of the season.

Three part time employees for the Town oversee the operation and maintenance of the beach, bathrooms and picnic area. They enforce the rules for the safety of all visitors. The most common issue they face is explaining that the use of swim noodles or inflatable arm floaties is not permitted. Only Coast Guard approved floatation devices are allowed- for the safety of the swimmers.

This year, the pond was open every day-rain or shine. 17 seniors on the tax work off program staffed the sticker check in booth. The pond is open weekends when school is in session from Memorial Day to Columbus Day and every day during the summer. There were 8266 resident and 501 guest visits to the pond during the season.

Stickers were processed at the pond every day between the hours of 10am-2pm. This relieved the Town Clerk's office from the frequent interruptions to handle sticker requests. 953 stickers were issued! In 2014, no stickers will be given out at Town Hall. Applications will be processed at the pond again, each day from 10-2, by mail or possibly online. Residents must provide a copy of their vehicle registration and be listed on the Town Street Listing.

2013 Activities included: Basketball, Pickleball, Arts & Crafts. We plan to add Volleyball, Bocce, and Guided Nature Walks in 2014.

Kayaks and canoes may now be stored at the pond during the season. Residents must provide their own chain and lock and sign a statement of understanding regarding potential property damage. Eight residents took advantage of this program, which made it much more convenient for them to use their boats on the pond.

A potluck picnic was held at the end of the season to celebrate the hard work by the Seniors, Volunteers and Employees.

We would also like to say a huge THANK YOU to Tom Torrans, who has spent thousands of hours volunteering at Crocker Pond.

Tom previously worked for Crocker Paper and spent time at the beach area which was the company employee recreational area. He knows the history personally and has shared many stories.

Nearly every day, he could be found combing the trail network for maintenance, camera in hand, looking for new mushrooms, flowers, birds and animals to film and share in the mini-museum at the Pond. Painting or repairing items, cleaning and maintaining the building and beach, training employees and seniors, whatever needed to be done- he would see it and take care of it.

Tom organized the relationship with Ken Pearson from Monty Tech to bring students into the outdoor classroom of the Crocker Pond trails to learn about vernal pools, features of the forest and foster the protective love of nature. He facilitated the relationship with the Department of Correction for the pre-season cleanup work with a small group of inmates.

Tom tirelessly shares his knowledge and experience with the committee, employees and volunteers. We hope to continue the work and devotion to Crocker Pond that he has demonstrated.

LIQUOR COMMISSION

7	All Alcohol Common Victualler licenses	$750.00	$5,250.00
1	Innkeeper license	$750.00	$ 750.00
2	All Alcohol Retail Pkg. Goods licenses	$600.00	$1,200.00
1	All Alcohol Club license	$500.00	$ 500.00
8	One day licenses	$ 15.00	$ 120.00
4	Beer & Wine Retail Pkg. Goods licenses	$400.00	$1,600.00
Total			**$9,420.00**

Expenditures: None
Regular meetings held: 3
Violations for 2013: 2

Regular meetings are held as needed in the Town Hall.

Respectfully submitted,

WESTMINSTER LIQUOR COMMISSION

Gary McDonald, Chairman

Parks & Recreation Commission

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